

**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, March 17, 2020—10:00 a.m.**

**McKune Room**

**AGENDA**

**10:00 Board Meeting**

Welcome and Call to Order

Agenda Review, Additions, and Approval

**10:05 Compulsory Segments**

Board Meeting Minutes Approval – February 18, 2020

Approval of the February Operational Checks

Approval of February Financial Reports

Director's and Friends Reports

**10:35 Public Comment**

**10:40 Action Items**

1. Donations

2. Approval of 2020-22 Strategic Plan

**10:45 Discussion Items**

1. COVID-19 Response

2. Policies

3. Budget Development Calendar

**11:10 Reports**

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

**11:15 Public Comment**

**11:20 Other Items**

**11:25 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, February 18, 2020 6:45pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** E. Sensoli & A. Merkel.

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

**Guests:** Anica Madeo

Trustee Charlie Taylor was administered the Oath of Office before the meeting began.

**Welcome and Call to Order**

S. Lackey called the meeting to order at 6:45 p.m. and asked that the board move the Strategic Plan discussion and Fine Free discussion to the beginning of the docket.

**Agenda Review, Additions, and Approval**

MOTION made by C. Taylor, SECONDED by TJ Helfferich to approve the agenda, as amended. Discussion: None

All Ayes: 4-0

**Discussion Item #1: Strategic Plan 2020-2022**

- Anica spoke about the process and who gave input and feedback.
- Received very positive alignment from staff.
- Asked for feedback from board and if there's anything included that they just can't live with.

Gary Munce arrives at 7:04.

- Discussed possibly separating digital literacy and digital promotion into two different categories.
- Board overwhelmingly supports the plan.
- Will move to Action next month with a few minor changes; Lori will email edits to board prior to the meeting.

## **Discussion Item #2: Fine Free**

- Terri shared lessons learned from Pinckney and Milford libraries, who have been fine free for a year.
- Both libraries stressed the importance of educating public about the ins and outs of fine free.
- The relationship between patron and circ staff improved dramatically—everyone is happier.
- Decisions that need to be made, if the board decides to go fine free, include whether to have items, patrons, or both fine free. Pinckney and Milford have made their items and patrons fine free.
- Most libraries have forgiven fines when going fine free.
- Will need a decision before June 15 to make the Fall Newsletter timeline.

## **Compulsory Segments:**

### **Minutes and Approval of Checks**

MOTION made by TJ Helfferich, **SECONDED** by J. Carr to approve the minutes of the January 21, 2020 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by J. Carr, **SECONDED** by C. Taylor to accept the General Fund Operational checks for January, 2020. Discussion: Don't want bank statements in reports.

All Ayes 5-0

MOTION made by C. Taylor, **SECONDED** by J. Carr to accept Financial Reports for January, 2020. Discussion: None

All Ayes: 5-0

**Director's Report Update:****L. Coryell update:**

- Report is 2019 in review; Lori asked if there were any questions. Several trustees want past years to compare numbers to. Question was how many years to go back and would the data be comparable.
- New Head of Marketing, Elaine Medrow, starts on Thursday.
- There were 550 people at Washtenaw Reads and Chelsea was very well represented.
- Lori has been invited to speak at the Library of Michigan conference on millage campaigns because of the positive, successful millage campaign that CDL ran in 2019.
- Five staff members will be attending the PLA conferences in Nashville later this month.
- We have contracted with Michigan Municipal League to perform a staff salary and benefits survey in the fall.
- The audit was last week and all indications are it went great.
- Grant for multigenerational opera program was turned in earlier today.
- Authors in Chelsea is March 17 and the board meeting that day will be at 10 a.m., so that library staff and trustees can participate in the evening's events.

**Friends Report Update:**

- Both Jan and Gary were at the Friends Annual Meeting in January and reported that the library's wish list was approved and that officers were appointed, other than secretary, which remains open and there is presently a concerted search for.
- The matching donations goal was met.

**Other Reports Notes:**

The Spring Newsletter is out and receiving rave reviews.

**Public Comment: None****Action Item #1: Donations**

MOTION made by C. Taylor, SECONDED by TJ Helfferich to approve and acknowledge the presented January 2020 donations of \$2,025.00.

Discussion: None

All Ayes: 5-0

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

- Lori shared the vote results; the initial subject, receiving the most votes, will be Rethinking Rural.

### **Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –**

### **Public and Board Comment:**

**Other Items:** Susan, TJ, and Jan asked that their trustee check vouchers be shredded instead of put in their mailboxes going forward.

### **Adjourn:**

MOTION made by TJ Helfferich, SECONDED by C. Taylor to adjourn the meeting at 8:16 p.m.

All Ayes: 5-0

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

\_\_\_\_\_  
Date

# **FINANCE REPORTS**





## Chelsea District Library

## Trial Balance

As of February 29, 2020

	Feb 29, 20	
	Debit	Credit
001.001 · CSB/Operations Checking	1,419,726.30	
002.001 · Belser Memorial Fund	0.00	
003.001 · Chelsea State Bank/CD	0.00	
003.002 · Paypal Donations Account	0.00	
003.003 · CSB/Money Market Oper. Checking	0.00	
003.004 · Lake Trust Credit Union	0.00	
003.005 · CSB/ Capital Campaign Savings	0.00	
003.008 · TCF Ebay Book Sales Account	0.00	
003.009 · CSB Grant Account	0.00	
020.001 · Taxes Receivable	0.00	
030.001 · Pledges Receivable	0.00	
070.001 · Accounts Receivable	0.00	
007.001 · Petty Cash	200.00	
007.100 · Circ Daily Cash	10.00	
007.999 · Undeposited Funds	0.00	
017.001 · Investment-Infinex HDT052004	0.00	
017.002 · CDL Contingency Funds MILAF	0.00	
017.003 · MMF- Investment Professionals		100,000.00
017.004 · Investment Professionals A/C	1,487,944.61	
017.005 · Investment Infinex NFL 150689	0.00	
084.400 · Due from construction fund	0.00	
123.001 · Prepaid Rent	0.00	
123.002 · Prepaid Payments	0.00	
125.001 · Beneficial Int Community Found	26,287.16	
136.000 · Capital Improvement Fund	0.00	
136.001 · Capital Improvement 2001	0.00	
136.002 · Project #1 Computer Purchases	0.00	
136.003 · Project #2 Librarian Workspace	0.00	
136.004 · Project #3 Telephone System	0.00	
136.005 · Project #4 Site Enhancements	0.00	
136.006 · Technology Improvement 2001	0.00	
136.007 · Capital Improvement Fund Contra	0.00	
136.008 · Contingency Fund-	0.00	
136.009 · Technology Improvement Fund	0.00	
202.001 · Accounts Payable		8,891.95
202.002 · State Tax Liability	0.00	
214.301 · Due to Debt Service	0.00	
214.490 · Capital Improvement Fund Acct	0.08	
227.001 · Village Escrow Account	0.00	
257.001 · Accrued Wages & Taxes	0.00	
257.002 · Payroll Liabilities	0.00	
257.004 · Payroll Liability Deduction	0.00	
257.005 · Payroll Liab / 401A Match ER	200.17	
257.003 · Accounts Payable-due	0.00	
258.001 · Federal Tax Liabilities		28.41
264.001 · Deferred Revenue		0.06
265.001 · Deferred Inflow-Unavailable Rev	0.00	
300.001 · Fund Equity	2,621.79	
386.000 · Fund Equity-Re allocate	0.00	
386.001 · General Fund	0.00	
386.101 · General Funds-Signage	0.02	

Chelsea District Library  
**Trial Balance**  
As of February 29, 2020

	Feb 29, 20	
	Debit	Credit
386.002 · Belser Memorial Fund	0.00	
386.003 · Friends & Volunteers	0.00	
386.004 · Christy Gutekunst Memorial Fund	0.00	
386.005 · Children's Area Fund	0.00	
386.006 · Capital Campaign Fund	0.00	
386.010 · Investments	0.00	
386.011 · Capital Contingency Fund	0.00	
386.012 · Capital Campaign Investment	0.00	
386.112 · Capital Campaign Cash to Const	0.00	
390.001 · Opening Bal Equity	422,402.10	
395.001 · Retained Earnings		1,758,564.82
402.300 · Dexter Township		271,473.05
402.400 · Lima Township		242,087.86
402.500 · Lyndon Township		291,131.84
402.600 · Sylvan Township		382,053.56
402.700 · City Taxes		479,594.36
540.120 · Local Community Stabilization		60,639.89
607.100 · Non-Resident Fees		937.50
645.100 · Copiers & Printers		1,099.35
655.100 · Circulation Fines		3,151.83
665.100 · Interest		123.27
666.100 · Investment Earnings		13.86
666.500 · Investment Change in Value		10,619.00
674.110 · Designated Adult Programming		1,000.00
674.111 · Designated Youth Programming		3,250.00
674.112 · Designated Music Focus Programs		2,000.00
674.120 · Undesignated Donation		25.00
674.141 · Designated Technology		3,000.00
674.150 · Continuing Education Restricted		600.00
701.100 · Wages	150,258.69	
701.120 · Retirement Pick up ER		1,519.41
701.110 · Retirement-Contributions - EE		2,918.26
701.115 · 401A Retirement Matching	4,916.47	
701.200 · FICA	11,161.90	
701.300 · Flex Benefits	2,989.82	
701.500 · Workers Comp		2,288.00
727.200 · General Operations	862.35	
727.320 · Matl Processing Cases		10.50
727.330 · Matl Processing Other	894.88	
727.340 · Repairs	38.83	
727.510 · Cleaning Paper Products	430.37	
727.520 · Cleaning Supplies	296.87	
727.530 · Cleaning Rugs	296.72	
727.710 · Postage- Circulation Notices	2.85	
727.720 · Postage-Operating Postage	76.36	
727.810 · Maintenance Light Bulbs	7.64	
727.830 · Maintenance General	333.51	
801.010 · Attorney	740.00	
801.040 · Bookkeeper	1,550.00	
801.041 · Payroll Services	7.50	
801.042 · Financial Services	0.00	

Chelsea District Library  
Trial Balance  
As of February 29, 2020

	Feb 29, 20	
	Debit	Credit
801.079 · Library Strategic Plan	4,600.00	
801.090 · Collection Fees	35.90	
801.210 · General Liability Insurance		8,673.00
801.310 · Bank Fees	23.00	
801.315 · Investment Fees	0.00	
801.340 · Credit Card Fees	41.79	
801.350 · Credit Card Fee Circ	235.92	
803.010 · Maint Svc Contingency	1,071.35	
803.101 · Public Copier	229.44	
803.102 · Staff Copier	604.54	
803.103 · Small Printer Maintenance	153.34	
803.210 · HVAC MA	425.00	
803.395 · Website Hosting & Service	883.00	
803.410 · Security	324.00	
803.605 · Janitorial	6,003.40	
803.611 · Lawn Service	1,216.97	
803.612 · Snow	975.00	
803.620 · Trash	40.00	
803.630 · Elevator	185.00	
803.800 · Maint Inspections		500.00
850.120 · Telephone	1,376.79	
850.121 · IT Cell Phone	46.93	
850.310 · Internet	0.00	
850.311 · WiFi Hotspots	1,892.57	
880.110 · Media Buy	915.00	
880.140 · Sponsorships	2,125.00	
880.230 · Newsletter Postage	1,000.00	
880.240 · Newsletter	4,302.62	
880.311 · Exhibits	0.00	
880.320 · Misc Marketing Supplies	78.62	
880.340 · Printed Items / Stationary	54.00	
880.411 · General Adult Promotion	73.39	
880.422 · Authors in Chelsea	982.40	
880.441 · General Service/Resource Promo	328.35	
880.510 · General Purchased Services		20.02
880.521 · Graphic Design Services	1,500.00	
880.522 · Photography Services	1,250.00	
884.111 · Midwest Literary Walk		525.00
884.119 · General Adult Events	1,015.56	
884.121 · Refreshments	45.09	
884.122 · Craft Supplies	122.61	
884.126 · General Adult Programs	54.85	
884.211 · Authors in Chelsea	5,840.84	
884.922 · Youth Prog Rest Gifts Authors	3,000.00	
884.953 · Youth Prog Rest Chelsea Ed Foun		266.63
884.212 · General Youth Programs	800.00	
884.213 · Parenting Programs	50.00	
884.215 · Early Literacy	600.00	
884.222 · General Youth Programs	43.95	
884.227 · Outreach	30.64	
884.228 · Authors in Chelsea	175.29	

## Chelsea District Library

## Trial Balance

As of February 29, 2020

	Feb 29, 20	
	Debit	Credit
884.230 · Youth Reading Group	259.47	
884.240 · Storytime Collection	150.00	
884.272 · Teen General Programs	737.74	
884.411 · Songfest	2,662.99	
884.962 · Music in the Air - Restricted	800.00	
884.601 · Technology Programs General	90.00	
884.801 · Exhibits		2,225.00
884.914 · Adult Prog Rest Gifts MWest LW	2,250.00	
884.923 · Youth Prog Rest Gifts SRP	150.00	
885.100 · Programs	0.00	
885.200 · Supplies	63.43	
920.110 · City of Chelsea Water	66.11	
920.120 · City of Chelsea Sewer	145.12	
920.130 · City of Chelsea Electric	2,933.76	
920.150 · City of Chelsea Sprinkler	27.47	
920.200 · McKune Gas	915.42	
960.100 · Board Expenses	57.21	
960.200 · Director Expense	153.68	
965.100 · Bibliographic Database	2,256.65	
965.210 · Online Catalog/Circulation	6,561.84	
965.400 · Delivery	3,495.00	
967.120 · Computers	95.49	
967.160 · Kindle Lending Program	0.00	
967.200 · Equipment Software	52.46	
967.310 · Makerspace Furnishings	1,686.46	
967.320 · Furniture	60.46	
967.330 · Equipment - non-Computer	1,183.00	
969.110 · Director Travel		365.00
969.111 · Asst Director		691.60
969.120 · Information Services		1,071.20
969.123 · Circulation Services Travel	47.55	
969.124 · Technology Services Travel		691.60
969.144 · Committee Meetings	107.99	
969.145 · Workshops		1,295.00
969.310 · Director Memberships	148.00	
969.311 · Assistant Director	85.00	
969.320 · Information Services	381.00	
969.323 · Head of Circ Svc. Membership	85.00	
969.324 · Head of Tech Svc Membership	225.00	
969.400 · Trustees Memberships	250.00	
969.510 · Institutional Member Rotary	133.00	
969.540 · Institutional Member Chamber	450.00	
969.610 · Workshops	49.00	
969.620 · Staff In-Service & Appreciation	68.56	
969.940 · Staff Appreciation - Restricted	167.40	
975.100 · Building Improvement Additions	0.00	
980.100 · Furniture and Equipment	775.00	
982.120 · Adult Books on Disc	1,222.87	
982.140 · Youth Books on Disc	233.66	
982.410 · Electronic Products/Subs	5,000.00	
982.412 · EBooks/Overdrive Advantage	15,000.00	

9:43 AM

03/12/20

Accrual Basis

## Chelsea District Library

## Trial Balance

As of February 29, 2020

	Feb 29, 20	
	Debit	Credit
982.416 · eContent/Kindle	294.35	
982.420 · Adult Music on CD	138.49	
982.431 · NT Collections - Supplies		54.59
982.450 · Youth Music CD	12.99	
982.460 · DVD Feature	1,729.63	
982.470 · DVD Non-Fiction	260.11	
982.480 · Youth Video DVD	780.26	
982.485 · Playaway Views	437.31	
982.490 · Videogames	808.81	
982.510 · Local History Preservation	11.99	
982.620 · Daily Newspapers	66.50	
982.630 · Magazines	60.28	
982.710 · Adult Large Print	976.02	
982.720 · Adult Print General	4,232.71	
982.730 · Adult Ref.	46.33	
982.750 · Professional Collection	16.42	
982.760 · Youth Print General	2,657.94	
982.765 · Youth/Teen Special Needs Coll	61.48	
982.810 · Adult Enhancement	16.87	
982.910 · Adult Collection Restricted	500.00	
<b>TOTAL</b>	<b>3,643,400.42</b>	<b>3,643,400.42</b>



9:46 AM

## Chelsea District Library Debt Services

## Trial Balance

03/12/20

As of February 29, 2020

Accrual Basis

	Feb 29, 20	
	Debit	Credit
003.006 · CSB Cap Improvement	0.00	
003.007 · Construction Acct Money Market	0.00	
003.008 · CSB Debt Retirement Checking	880,298.29	
003.009 · CSB Capital Improvement	0.00	
056.001 · Accrued Interest receivables	0.00	
056.002 · Investment Advisory Svc Fee	0.00	
017.001 · CDL 2004 Custody	0.00	
020.001 · tax receivables	0.00	
991.070 · Investment Advisory Svc. Fee	0.00	
084.000 · due from general fund	0.00	
084.101 · debt services	1.00	
2000 · Accounts Payable	0.00	
200.100 · Retainage Payable	0.00	
212.101 · Due to General Fund	0.00	
264.001 · Deferred Revenue		0.49
386.112 · From Capital Campaign	0.00	
390.100 · debt service		42,765.00
3900 · Retained Earnings		288,625.28
402.003 · Dexter Township		81,668.28
402.004 · Lima Township		76,109.68
402.005 · Lyndon Township		98,611.61
402.006 · Sylvan Township		119,374.30
402.007 · City of Chelsea Taxes		152,512.46
402.008 · Tax Revenue Adjusting Account		20,539.83
606.001 · Interest Debt Services		92.36
<b>TOTAL</b>	<b>880,299.29</b>	<b>880,299.29</b>





03/12/20

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

Date	Num	Name	Memo	Amount
<b>701 - Personnel Expenses</b>				
<b>701.100 - Wages</b>				
<b>701.120 - Retirement Pick up ER</b>				
02/11/2020	20-0037	Alerus Financial	02/14/2020 PR FLEX TO 457(b)	1,430.73
02/12/2020	PR 20200214		RETIREMENT	-1,430.73
02/24/2020	20200210	Alerus Financial	02/28/2020 PR FLEX TO 457(b)	1,249.63
02/25/2020	PR20200228		RETIREMENT	-1,249.63
Total 701.120 - Retirement Pick up ER				0.00
<b>701.100 - Wages - Other</b>				
02/12/2020	PR 20200214		WAGES	38,937.87
02/25/2020	PR20200228		WAGES	38,035.56
Total 701.100 - Wages - Other				76,973.43
Total 701.100 - Wages				76,973.43
<b>701.110 - Retirement-Contributions - EE</b>				
02/11/2020	20-0037	Alerus Financial	02/14/2020 PR EE PERSONAL CONT	2,553.48
02/12/2020	PR 20200214		RETIREMENT PICK UP	-2,553.48
02/24/2020	20200210	Alerus Financial	02/28/2020 PR EE PERSONAL CONT	2,554.18
02/25/2020	PR20200228		RETIREMENT PICK UP	-2,554.18
Total 701.110 - Retirement-Contributions - EE				0.00
<b>701.115 - 401A Retirement Matching</b>				
02/12/2020	PR 20200214		401 A MATCHING	1,231.69
02/25/2020	PR20200228		401 A MATCHING	1,314.39
Total 701.115 - 401A Retirement Matching				2,546.08
<b>701.200 - FICA</b>				
02/12/2020	PR 20200214		FICA EMPLOYER	2,892.99
02/25/2020	PR20200228		FICA EMPLOYER	2,823.94
Total 701.200 - FICA				5,716.93
<b>701.300 - Flex Benefits</b>				
02/10/2020	20370113223	Blue Care Network of Michigan	MAR 2020 MED INS	2,351.78
02/12/2020	PR 20200214		Dep Life (CA & DL & HI)	-40.48
02/12/2020	PR 20200214		Health Insurance	-1,081.21
02/25/2020	202003	Unum Life Insurance Co.	2020 Premium MAR	888.90
02/25/2020	PR20200228		Dep Life (CA & DL & HI)	-40.48
02/25/2020	PR20200228		Health Insurance	-1,081.21
Total 701.300 - Flex Benefits				997.30
Total 701 - Personnel Expenses				86,233.74
<b>727 - Supplies</b>				
<b>727.200 - General Operations</b>				
02/10/2020	1779627	Arbor Springs Water Co. Inc.	2020 Bottled Water	50.50
02/11/2020	20-0035	Keybank	COPY PAPER	146.65
02/24/2020	1781047	Arbor Springs Water Co. Inc.	2020 Bottled Water	32.00
02/24/2020	20200218	Costco Anywhere Visa	COPY PAPER	83.97
02/24/2020	WO-66113-1	SMART BUSINESS SOURCE	OFFICE SUPPLIES	101.13
Total 727.200 - General Operations				414.25
<b>727.300 - Material Processing</b>				
<b>727.320 - Matl Processing Cases</b>				
02/19/2020			CIRC DEPOSIT 02/01-16/2020 ON 02/19/2020 LD	-10.50
Total 727.320 - Matl Processing Cases				-10.50
<b>727.330 - Matl Processing Other</b>				
02/10/2020	6764984	Demco Inc.	2020 SUPPLIES	110.40
Total 727.330 - Matl Processing Other				110.40
<b>727.340 - Repairs</b>				
02/10/2020	6764984	Demco Inc.	2020 REPAIRS	38.83
Total 727.340 - Repairs				38.83
Total 727.300 - Material Processing				138.73
<b>727.500 - Cleaning</b>				
<b>727.510 - Cleaning Paper Products</b>				
02/24/2020	20200218	Costco Anywhere Visa	CLEANING SUPPLIES + INTEREST	208.51

03/12/20

# Chelsea District Library

## List of Checks for Board Approval

### February 2020

Date	Num	Name	Memo	Amount
Total 727.510 · Cleaning Paper Products				208.51
727.520 · Cleaning Supplies				
02/14/2020	4042716375	Cintas Corporation-300	Soap	18.76
Total 727.520 · Cleaning Supplies				18.76
727.530 · Cleaning Rugs				
02/14/2020	4042716375	Cintas Corporation-300	Rugs	148.36
Total 727.530 · Cleaning Rugs				148.36
Total 727.500 · Cleaning				375.63
727.700 · Postage				
727.720 · Postage-Operating Postage				
02/19/2020			CIRC DEPOSIT 02/01-16/2020 ON 02/19/2020	-0.50
Total 727.720 · Postage-Operating Postage				-0.50
Total 727.700 · Postage				-0.50
727.800 · Maintenance				
727.810 · Maintenance Light Bulbs				
02/24/2020	1XTR-DC4W-F6TH	Amazon Capital Services Inc	755 MINI BULBS	7.64
Total 727.810 · Maintenance Light Bulbs				7.64
Total 727.800 · Maintenance				7.64
Total 727 · Supplies				935.75
801 · Professional Services				
801.010 · Attorney				
02/19/2020	780484	Foster Swift Collins & Smith	LEGAL ADVICE - DISABILITY ACCOMODATION - ...	300.00
02/19/2020	780371	Foster Swift Collins & Smith	VISA OPTIONS FOR INTERNATIONAL PERFORM...	440.00
Total 801.010 · Attorney				740.00
801.040 · Bookkeeper				
02/11/2020	20-0036	Ballard, Kerry	THRU 02/13/2020	350.00
02/24/2020	20200227	Ballard, Kerry	THRU 02/27/2020	350.00
Total 801.040 · Bookkeeper				700.00
801.041 · Payroll Services				
02/12/2020	PR 20200214		HEARTLAND PAYROLL PREP	1.50
02/25/2020	PR20200228		HEARTLAND PAYROLL PREP - DISPUTED	1.50
Total 801.041 · Payroll Services				3.00
801.079 · Library Strategic Plan				
02/10/2020	1654	Bridgeport Consulting, LLC	Strategic Planning 2020 - 2022	3,150.00
Total 801.079 · Library Strategic Plan				3,150.00
801.090 · Collection Fees				
02/10/2020	590864	Unique Management Services Inc	2020 JAN COLLECTION FEES	35.80
Total 801.090 · Collection Fees				35.80
801.300 · Banking Fees				
801.310 · Bank Fees				
02/29/2020			Service Charge	11.20
Total 801.310 · Bank Fees				11.20
801.315 · Investment Fees				
02/05/2020	JAN INV		investment fees	
Total 801.315 · Investment Fees				0.00
801.350 · Credit Card Fee Circ				
02/04/2020	CCFEE 12/20		JAN 2019 CC Discount	144.72
Total 801.350 · Credit Card Fee Circ				144.72
Total 801.300 · Banking Fees				155.92
Total 801 · Professional Services				4,784.72
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
02/24/2020	1-94608531033	Johnson Controls	THERM REPAIR SERVER ROOM	876.40

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Date	Num	Name	Memo	Amount
02/24/2020	380221	NBS Commercial Interiors	Repair 3 Chairs	322.00
Total 803.010 · Maint Svc Contingency				1,198.40
<b>803.100 · Copier</b>				
<b>803.101 · Public Copier</b>				
02/24/2020	5009296289	Wells Fargo Bank, NA	2020 Copier Printer Maintenance - JAN	229.44
Total 803.101 · Public Copier				229.44
<b>803.102 · Staff Copier</b>				
02/24/2020	5009296289	Wells Fargo Bank, NA	2020 Copier Printer Maintenance - JAN	604.54
Total 803.102 · Staff Copier				604.54
<b>803.103 · Small Printer Maintenance</b>				
02/24/2020	5009296289	Wells Fargo Bank, NA	2020 Copier Printer Maintenance - JAN	153.34
Total 803.103 · Small Printer Maintenance				153.34
Total 803.100 · Copier				987.32
<b>803.300 · Technology</b>				
<b>803.395 · Website Hosting &amp; Service</b>				
02/11/2020	20-0035	Keybank	SURVEY MONKEY SUBSCRIPTION	384.00
Total 803.395 · Website Hosting & Service				384.00
Total 803.300 · Technology				384.00
<b>803.600 · Building Maintenance</b>				
<b>803.605 · Janitorial</b>				
02/11/2020	12419	A Production Cleaning Company Inc.	CLEANING 01/27 - 02/08/2020	1,500.85
02/24/2020	12445	A Production Cleaning Company Inc.	CLEANING 02/09 - 22/2020	1,500.85
Total 803.605 · Janitorial				3,001.70
<b>803.610 · Lawn/Snow Service</b>				
<b>803.611 · Lawn Service</b>				
02/07/2020	274030-02/2020	Back to Nature Lawn Care	Annual Tree/Shrub/Fertilizer Maint/Pest	1,216.97
Total 803.611 · Lawn Service				1,216.97
<b>803.612 · Snow</b>				
02/05/2020	19322	Osinski Inc.	Snow - JAN 2020	975.00
Total 803.612 · Snow				975.00
Total 803.610 · Lawn/Snow Service				2,191.97
<b>803.620 · Trash</b>				
02/10/2020	19200	City of Chelsea	2020 JAN TRASH	40.00
Total 803.620 · Trash				40.00
<b>803.630 · Elevator</b>				
02/11/2020	044184	State of Michigan-Bureau of Construction	ELEVATOR CERT OF OPERATION RENEWAL #0...	185.00
Total 803.630 · Elevator				185.00
Total 803.600 · Building Maintenance				5,418.67
Total 803 · Maintenance Service Contracts				7,988.39
<b>850 · Telecommunications</b>				
<b>850.100 · Local &amp; Long Distance Charges</b>				
<b>850.120 · Telephone</b>				
02/11/2020	20-0035	Keybank	FEB PHONES	386.34
02/26/2020	20200226	Navitas Credit Corp	2020 MAR PHONE SERVICE	212.81
Total 850.120 · Telephone				599.15
<b>850.121 · IT Cell Phone</b>				
02/05/2020	9847258419	Verizon Wireless	2019 IT - SCOTT's phone 12/29 - 01/28/2020	51.90
02/05/2020	9846972282	Verizon Wireless	Phone switched to WiFi Account	-4.97
Total 850.121 · IT Cell Phone				46.93
Total 850.100 · Local & Long Distance Charges				646.08
<b>850.300 · TLN Internet Service</b>				
<b>850.311 · WiFi Hotspots</b>				
02/05/2020	9847258419	Verizon Wireless	JAN 2020 Library Hotspots	575.94

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02/19/2020	261402854-062	Sprint	2020 HOTSPOTS 01/11 - 2/10/2020	463.46
02/19/2020	X02142020	A T&T Mobility	2019 HOTSPOTS - FEB 02/07 - 03/06/2020	217.64
Total 850.311 · WiFi Hotspots				1,257.04
Total 850.300 · TLN Internet Service				1,257.04
Total 850 · Telecommunications				1,903.12
<b>880 · Promotional Materials</b>				
<b>880.100 · Advertising</b>				
<b>880.140 · Sponsorships</b>				
02/14/2020	20200214	Chelsea High School Yearbook	2020 Yearbook Gold Sponsor-Future Plans Section	125.00
Total 880.140 · Sponsorships				125.00
Total 880.100 · Advertising				125.00
<b>880.200 · Publications</b>				
<b>880.240 · Newsletter</b>				
02/19/2020	254028	Print-tech Inc.	2020 SPRING NEWSLETTER - PRINTING AND M...	4,302.62
Total 880.240 · Newsletter				4,302.62
Total 880.200 · Publications				4,302.62
<b>880.300 · Marketing Supplies</b>				
<b>880.320 · Misc Marketing Supplies</b>				
02/11/2020	20-0035	Keybank	MKTG SURVEY WINNER PRIZE	50.00
02/11/2020	20-0035	Keybank	AVERY LABELS	28.62
Total 880.320 · Misc Marketing Supplies				78.62
<b>880.340 · Printed Items / Stationary</b>				
02/05/2020	SI-1949921	Namify	4 NAME BADGES	54.00
Total 880.340 · Printed Items / Stationary				54.00
Total 880.300 · Marketing Supplies				132.62
<b>880.400 · Program Promotion</b>				
<b>880.410 · Adult Program Promotion</b>				
<b>880.411 · General Adult Promotion</b>				
02/11/2020	20-0035	Keybank	FESTIVAL OF TABLES	40.35
Total 880.411 · General Adult Promotion				40.35
Total 880.410 · Adult Program Promotion				40.35
<b>880.440 · Service / Resource Promotion</b>				
<b>880.441 · General Service/Resource Promo</b>				
02/25/2020	254234	Print-tech Inc.	2020 CDL DELIVERS! BROCHURE	328.35
Total 880.441 · General Service/Resource Promo				328.35
Total 880.440 · Service / Resource Promotion				328.35
Total 880.400 · Program Promotion				368.70
<b>880.500 · Purchased Services</b>				
<b>880.510 · General Purchased Services</b>				
02/11/2020	20-0035	Keybank	ADOBE STOCK IMAGES	29.99
02/11/2020	20-0035	Keybank	CHICAGO MANUAL OF STYLE - ON-LINE SUBSC...	39.00
Total 880.510 · General Purchased Services				68.99
<b>880.520 · Professional Services</b>				
<b>880.521 · Graphic Design Services</b>				
02/05/2020	0398	MC creative design & photography LLC	2020 SPRING NEWSLETTER GRAPHIC DESIGN	1,500.00
Total 880.521 · Graphic Design Services				1,500.00
Total 880.520 · Professional Services				1,500.00
Total 880.500 · Purchased Services				1,568.99
Total 880 · Promotional Materials				6,497.93
<b>884 · Programming</b>				
<b>884.110 · Adult Speakers</b>				
<b>884.119 · General Adult Events</b>				
02/07/2020	20200305	GOURLAY, KATHIE	PRESENTATION 20200305	150.00
02/11/2020	20-0044	SUPER TRAX RECORDING CO.	JOHN LAWRENCE (MOWTOWN) 02/23/2020	500.00

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Date	Num	Name	Memo	Amount
02/25/2020	20200220	Javed, Dr. Arifa	ESSENTIAL ARRIVAL PROGRAM 02/20/2020	150.00
Total 884.119 · General Adult Events				800.00
Total 884.110 · Adult Speakers				800.00
884.120 · Adult Supplies				
884.121 · Refreshments				
02/11/2020	20-0521	LOEBE, MARGARET	REIMBURSE FOR BOOK CLUB PURCHASES	20.61
02/28/2020	20-0045LB	Brown, Laura	PURPLE ROSE REFRESHMENTS FEB & APRIL	24.48
Total 884.121 · Refreshments				45.09
884.122 · Craft Supplies				
02/05/2020	1P7L-Y9GY-KWD4	Amazon Capital Services Inc	TILES	15.98
02/07/2020	MIK16922041	Brown, Laura	MAKER CHELSEA SUMMER PROGRAM	106.63
Total 884.122 · Craft Supplies				122.61
884.126 · General Adult Programs				
02/11/2020	20-0035	Keybank	GENERAL ADULT	3.79
02/19/2020	1FCL-FJ6T-7M79	Amazon Capital Services Inc	HOT COCOA	51.06
Total 884.126 · General Adult Programs				54.85
Total 884.120 · Adult Supplies				222.55
884.210 · Youth Speakers				
884.211 · Authors in Chelsea				
884.922 · Youth Prog Rest Gifts Authors				
02/11/2020	20-0541	ALYSSA SATIN CAPUCILLI INC	HONORARIUM FOR AUTHORS IN CHELSEA -	3,000.00
Total 884.922 · Youth Prog Rest Gifts Authors				3,000.00
884.211 · Authors in Chelsea - Other				
02/11/2020	20-0541	ALYSSA SATIN CAPUCILLI INC	HONORARIUM FOR AUTHORS IN CHELSEA -	1,000.00
02/11/2020	20-0543	REDMOND-VAUGHT, SUSAN	AUTHORS IN CHELSEA HONORARIUM	800.00
02/11/2020	20-0542	KIRBY LARSON LLC	AUTHORS IN CHELSEA SPEAKER HONORARIUM	4,000.00
Total 884.211 · Authors in Chelsea - Other				5,800.00
Total 884.211 · Authors in Chelsea				8,800.00
884.212 · General Youth Programs				
02/07/2020	20200209	TRENARY, MEGAN EOWYN	02/02/2020 BREASTFEEDING WORKSHOP	50.00
02/24/2020	20200926	First United Methodist Church	2020/09/26 PAINT PARTY ROOM DAMAGE DEPO...	100.00
Total 884.212 · General Youth Programs				150.00
884.213 · Parenting Programs				
02/24/2020	2020306	Maveal, Jacqueline Mary	03/06 BABYSITTING WHILE PARENTS MEET	50.00
Total 884.213 · Parenting Programs				50.00
884.215 · Early Literacy				
02/11/2020	20-0539	Hutan	01/27/2020 Monkeyplay Program	150.00
02/11/2020	20-0545	Maveal, Jacqueline Mary	3/14 BABYTIME	50.00
02/11/2020	20-0544	Maveal, Jacqueline Mary	02/08 BABYTIME, 02/26 STORYTIME	110.00
02/11/2020	20-0546	DeMea, Karla	03/17 TODDLERTIME	50.00
Total 884.215 · Early Literacy				360.00
Total 884.210 · Youth Speakers				9,360.00
884.220 · Youth Supplies				
884.222 · General Youth Programs				
02/07/2020	1C7P-PCC4-MNXV	Amazon Capital Services Inc	GENERAL	8.63
02/07/2020	701029311-01	Oriental Trading Co. Inc.	PROGRAM SUPPLIES	12.49
02/11/2020	20-0035	Keybank	GENERAL YOUTH	6.99
02/11/2020	2287150120	Lakeshore Learning	SCARVES, STICKS, RIBBONS	11.24
Total 884.222 · General Youth Programs				39.35
884.227 · Outreach				
02/07/2020	1C7P-PCC4-MNXV	Amazon Capital Services Inc	OUTREACH	19.65
02/07/2020	1M1T-GH3F-6997	Amazon Capital Services Inc	THOMAS TRAIN STICKERS	10.99
02/07/2020	701029311-01	Oriental Trading Co. Inc.	STICKERS	30.13
02/11/2020	1TP9-14HR-HL3P	Amazon Capital Services Inc	CRM FOR 1C7P-PCC4-MNXV	-10.99
02/24/2020	1JFV-QC9C-D44V	Amazon Capital Services Inc	CRM FOR 1FCL-FJ6T-7M79	-19.14
Total 884.227 · Outreach				30.64
884.228 · Authors in Chelsea				

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02/25/2020	1P13-QNCM-493P	Amazon Capital Services Inc	AUTHORS IN CHELSEA	119.76
Total 884.228 · Authors in Chelsea				119.76
<b>884.230 · Youth Reading Group</b>				
02/07/2020	2035062899	Baker & Taylor - Program Account	YOUTH READING GROUP	57.48
02/07/2020	2035065588	Baker & Taylor - Program Account	PROGRAM	48.51
Total 884.230 · Youth Reading Group				105.99
<b>884.240 · Storytime Collection</b>				
02/11/2020	2287150120	Lakeshore Learning	SCARVES, STICKS, RIBBONS	150.00
Total 884.240 · Storytime Collection				150.00
Total 884.220 · Youth Supplies				445.74
<b>884.270 · Teen Supplies</b>				
<b>884.272 · Teen General Programs</b>				
02/05/2020	1P7L-Y9GY-KWD4	Amazon Capital Services Inc	TEEN SUPPLIES	150.35
02/07/2020	1C7P-PCC4-MNXV	Amazon Capital Services Inc	TEEN GENERAL	19.89
02/11/2020	20-0035	Keybank	ESCAPE ROOM	159.00
02/11/2020	20-0035	Keybank	TACO TUESDAY	88.43
02/11/2020	20-0035	Keybank	CHAINMAIL SUPPLIES	100.38
02/11/2020	20-0154	COMFORT, STACEY	ESCAPE ROOM BAGS	32.65
02/19/2020	1FCL-FJ6T-7M79	Amazon Capital Services Inc	SUPPLIES	183.28
02/25/2020	1P13-QNCM-493P	Amazon Capital Services Inc	TEEN PROGRAMS GENERAL	7.49
Total 884.272 · Teen General Programs				741.47
Total 884.270 · Teen Supplies				741.47
<b>884.400 · Music Focus</b>				
<b>884.411 · Songfest</b>				
02/07/2020	1C7P-PCC4-MNXV	Amazon Capital Services Inc	SONGFEST	12.99
Total 884.411 · Songfest				12.99
<b>884.962 · Music in the Air - Restricted</b>				
02/10/2020	20-0165	Giacopuzzi, Jacopo	Music in the Air Artist Deposit 2020/06/06	800.00
Total 884.962 · Music in the Air - Restricted				800.00
Total 884.400 · Music Focus				812.99
<b>884.600 · Technology Programming</b>				
<b>884.601 · Technology Programs General</b>				
02/11/2020	20-010	Chelsea Senior Center	CHELSEA SPRING EXPO REGISTRATION 2020/0...	90.00
Total 884.601 · Technology Programs General				90.00
Total 884.600 · Technology Programming				90.00
<b>884.910 · Adult Programming Restricted</b>				
<b>884.914 · Adult Prog Rest Gifts MWest LW</b>				
02/07/2020	1711	AUTHORS UNBOUND	DEPOSIT \$2250 OF \$3500, ANDERSON - 20200425	2,250.00
Total 884.914 · Adult Prog Rest Gifts MWest LW				2,250.00
Total 884.910 · Adult Programming Restricted				2,250.00
Total 884 · Programming				14,722.75
<b>920 · Utilities</b>				
<b>920.110 · City of Chelsea Water</b>				
02/10/2020	20200206	City of Chelsea-Elect & Water	JAN WATER	66.11
Total 920.110 · City of Chelsea Water				66.11
<b>920.120 · City of Chelsea Sewer</b>				
02/10/2020	20200206	City of Chelsea-Elect & Water	JAN SEWER	145.12
Total 920.120 · City of Chelsea Sewer				145.12
<b>920.130 · City of Chelsea Electric</b>				
02/10/2020	20200206	City of Chelsea-Elect & Water	JAN ELECTRICITY	2,933.76
Total 920.130 · City of Chelsea Electric				2,933.76
<b>920.150 · City of Chelsea Sprinkler</b>				
02/10/2020	20200206	City of Chelsea-Elect & Water	JAN SPRINKLER	27.47
Total 920.150 · City of Chelsea Sprinkler				27.47

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Date	Num	Name	Memo	Amount
<b>920.200 · McKune Gas</b>				
02/14/2020	2817464	Constellation NewEnergy-Gas Division LLC	2019 DEC GAS SERVICE 11/19 - 12/20/2019	915.42
Total 920.200 · McKune Gas				915.42
Total 920 · Utilities				4,087.88
<b>960 · Board &amp; Director Expense</b>				
<b>960.100 · Board Expenses</b>				
02/11/2020	20-0035	Keybank	FRAMES FOR RESOLUTIONS	57.21
Total 960.100 · Board Expenses				57.21
<b>960.200 · Director Expense</b>				
02/11/2020	20-0035	Keybank	MEETING WITH CHAMBER	45.18
02/11/2020	20-0035	Keybank	MEETING WITH CHELSEA UPDATE	33.50
Total 960.200 · Director Expense				78.68
Total 960 · Board & Director Expense				135.89
<b>967 · Equipment</b>				
<b>967.100 · Equipment Hardware</b>				
<b>967.120 · Computers</b>				
02/24/2020	1VCV-1FLJ-HDV4	Amazon Capital Services Inc	RECHARGEABLE BATTERIES, APPLE MAGIC M...	95.49
Total 967.120 · Computers				95.49
Total 967.100 · Equipment Hardware				95.49
<b>967.200 · Equipment Software</b>				
02/11/2020	20-0035	Keybank	MINECRAFT SERVER	12.46
02/11/2020	20-0035	Keybank	FEB SOFTWARE SUBSCRIPTION	20.00
Total 967.200 · Equipment Software				32.46
<b>967.300 · Equipment Furniture &amp; Fixtures</b>				
<b>967.310 · Makerspace Furnishings</b>				
02/04/2020			CIRC DEPOSIT 01/16-31 ON 02/04/2020 3D SUPP...	-10.30
02/11/2020	1143758253	ADOBE, INC.	ADOBE CREATIVE CLOUD - 2 LICENSES	890.15
02/11/2020	20-0035	Keybank	STAPLES - INK CARTRIDGES AND PAPER	300.18
02/19/2020			CIRC DEPOSIT 02/01-16/2020 ON 02/19/2020 3D...	-3.30
02/24/2020	1VCV-1FLJ-HDV4	Amazon Capital Services Inc	HAND WIPES FOR VR	22.99
Total 967.310 · Makerspace Furnishings				1,199.72
<b>967.330 · Equipment - non-Computer</b>				
02/11/2020	20-0035	Keybank	BLUE BASKETS	298.05
Total 967.330 · Equipment - non-Computer				298.05
Total 967.300 · Equipment Furniture & Fixtures				1,497.77
Total 967 · Equipment				1,625.72
<b>969 · Continuing Education Expenses</b>				
<b>969.300 · Memberships</b>				
<b>969.500 · Institutional Membership</b>				
<b>969.510 · Institutional Member Rotary</b>				
02/05/2020	062849	Rotary Club of Chelsea	2019 ROTARY INV # 062849	133.00
Total 969.510 · Institutional Member Rotary				133.00
<b>969.540 · Institutional Member Chamber</b>				
02/19/2020	Y10040	Chelsea Area Chamber of Commerce-New	CHAMBER OF COMMERCE MEMBERSHIP	450.00
Total 969.540 · Institutional Member Chamber				450.00
Total 969.500 · Institutional Membership				583.00
Total 969.300 · Memberships				583.00
<b>969.600 · Staff Training</b>				
<b>969.610 · Workshops</b>				
02/11/2020	20-0035	Keybank	EMOTIONAL INTELLIGENCE WORKSHOP	49.00
Total 969.610 · Workshops				49.00
<b>969.620 · Staff In-Service &amp; Appreciation</b>				
02/11/2020	20-0035	Keybank	MARKETING TRANSITION MEETING	68.56
Total 969.620 · Staff In-Service & Appreciation				68.56



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Date	Num	Name	Memo	Amount
<b>969.940 - Staff Appreciation - Restricted</b>				
02/07/2020	ZOUZOU 2380	Powers, Shannon H	STAFF APPRECIATION	25.00
02/11/2020	20-0035	Keybank	STAFF APPRECIATION	100.00
02/11/2020	20-0035	Keybank	PATTY - RETIREMENT	42.40
Total 969.940 - Staff Appreciation - Restricted				167.40
Total 969.600 - Staff Training				284.96
Total 969 - Continuing Education Expenses				867.96
<b>982 - Collection Expense</b>				
<b>982.100 - Audio Books</b>				
<b>982.120 - Adult Books on Disc</b>				
02/11/2020	98505089	Midwest Tape	2020 JAN ADULT BOCDs	114.97
02/19/2020			CIRC DEPOSIT 02/01-16/2020 ON 02/19/2020 LD	-24.99
02/24/2020	98572003	Midwest Tape	2020 FEB ADULT BOC	302.92
02/24/2020	98572005	Midwest Tape	2020 JAN ADULT BOC	39.99
02/24/2020	98604334	Midwest Tape	2020 FEB ADULT BOC	137.96
Total 982.120 - Adult Books on Disc				570.85
<b>982.140 - Youth Books on Disc</b>				
02/25/2020	76608251	Recorded Books Inc.	YOUTH BOOKS ON CD	47.70
Total 982.140 - Youth Books on Disc				47.70
Total 982.100 - Audio Books				618.55
<b>982.400 - Non Print</b>				
<b>982.410 - Electronic Products/Subs</b>				
02/24/2020	98636423	Midwest Tape - Hoopla	2020 DEPOSIT TO HOOPLA ACCOUNT	5,000.00
Total 982.410 - Electronic Products/Subs				5,000.00
<b>982.412 - EBooks/Overdrive Advantage</b>				
02/24/2020	CD0157620010242	OverDrive	2020 ADVANTAGE CREDIT	15,000.00
Total 982.412 - EBooks/Overdrive Advantage				15,000.00
<b>982.416 - eContent/Kindle</b>				
02/11/2020	20-0035	Keybank	WINTER ADULT KINDLE	65.95
02/11/2020	20-0035	Keybank	ADULT KINDLE 1ST QTR	228.40
Total 982.416 - eContent/Kindle				294.35
<b>982.420 - Adult Music on CD</b>				
02/11/2020	98505087	Midwest Tape	2020 JAN ADULT MUSIC CDs	82.53
02/11/2020	98533187	Midwest Tape	2020 JAN ADULT MUSIC CDs	51.96
02/24/2020	98570868	Midwest Tape	2020 JAN - ADULT MUSIC CDs	14.99
02/24/2020	98604336	Midwest Tape	2020 JAN ADULT MUSIC CDs	10.99
Total 982.420 - Adult Music on CD				160.47
<b>982.431 - NT Collections - Supplies</b>				
02/25/2020	16FR-3JP6-CC9C	Amazon Capital Services Inc	NT COLLECTIONS	30.67
Total 982.431 - NT Collections - Supplies				30.67
<b>982.450 - Youth Music CD</b>				
02/11/2020	98533650	Midwest Tape	2019 NOV ADULT CDs	12.99
Total 982.450 - Youth Music CD				12.99
<b>982.460 - DVD Feature</b>				
02/04/2020			CIRC DEPOSIT 01/16-31 ON 02/04/2020 LD	-19.99
02/07/2020	98505085	Midwest Tape	2020 JAN FEATURE DVDs	139.43
02/07/2020	98510802	Midwest Tape	2020 JAN FEATURE DVDs	87.71
02/07/2020	98543968	Midwest Tape	2020 FEB ADULT FEATURE DVDs (53 OF 55)	14.99
02/11/2020	98563400	Midwest Tape	CREDIT 98563400	-59.98
02/24/2020	1Q6W-G7DC-FCKJ	Amazon Capital Services Inc	KEEPING FAITH SERIES	27.99
02/24/2020	98572001	Midwest Tape	2020 JAN FEATURE DVDs	29.99
02/24/2020	98572004	Midwest Tape	2020 FEB ADULT FEATURE DVDs	565.97
02/24/2020	98604333	Midwest Tape	2020 FEB ADULT FEATURE DVDs	160.41
02/28/2020	98636805	Midwest Tape	FEB ADULT FEATURE DVDs	87.47
Total 982.460 - DVD Feature				1,013.99
<b>982.470 - DVD Non-Fiction</b>				
02/07/2020	98505086	Midwest Tape	2020 JAN ADULT NF DVDs	74.96
02/24/2020	98572002	Midwest Tape	2020 FEB ADULT NF DVDs	121.43



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02/24/2020	98604335	Midwest Tape	2020 JAN ADULT NF DVDs	18.74
Total 982.470 · DVD Non-Fiction				215.13
<b>982.480 · Youth Video DVD</b>				
02/07/2020	98533189	Midwest Tape	2020 FAMILY ANIME DVDs (53 OF 55)	604.89
02/24/2020	98572000	Midwest Tape	2020 DVD FAMILY / ANIME	89.20
02/25/2020	98604332	Midwest Tape	FAMILY ANIME DVD	67.44
02/25/2020	98636804	Midwest Tape	FAMILY ANIME DVD	18.73
Total 982.480 · Youth Video DVD				780.26
<b>982.485 · Playaway Views</b>				
02/24/2020	313291	Findaway World, LLC	CIRCULATION CASES AND REPLACMENT BUMP...	157.35
Total 982.485 · Playaway Views				157.35
Total 982.400 · Non Print				22,665.21
<b>982.600 · Periodical &amp; Newspapers</b>				
<b>982.630 · Magazines</b>				
02/04/2020			CIRC DEPOSIT 01/16-31 ON 02/04/2020 LD	-5.00
Total 982.630 · Magazines				-5.00
Total 982.600 · Periodical & Newspapers				-5.00
<b>982.700 · Print</b>				
<b>982.705 · Adult Print</b>				
<b>982.710 · Adult Large Print</b>				
02/24/2020	2035062725	Baker & Taylor - Adult Large Print	2020 ADULT LARGE PRINT	51.54
02/24/2020	2035086549	Baker & Taylor - Adult Large Print	2020 ADULT LARGE PRINT	37.04
02/24/2020	2035091774	Baker & Taylor - Adult Large Print	2020 ADULT ACCT	326.08
Total 982.710 · Adult Large Print				414.66
<b>982.720 · Adult Print General</b>				
02/04/2020			CIRC DEPOSIT 01/16-31 ON 02/04/2020 LD	-32.99
02/07/2020	2035053734	Baker & Taylor - Adult	2020 ADULT ACCT	1,086.86
02/07/2020	2035058353	Baker & Taylor - Adult	2020 ADULT ACCT	485.05
02/07/2020	2035017461	Baker & Taylor - Adult Multiples	ADULT MULTIPLES	15.35
02/07/2020	14MG-9CCC-R661	Amazon Capital Services Inc	ADULT FICTION	15.99
02/19/2020			CIRC DEPOSIT 02/01-16/2020 ON 02/19/2020 LD	-52.99
02/24/2020	2035042442	Baker & Taylor - Adult	2020 ADULT ACCT	499.92
02/24/2020	2035051339	Baker & Taylor - Adult	2020 ADULT ACCT	377.60
02/24/2020	2035067234	Baker & Taylor - Adult	2020 ADULT ACCT	215.41
02/24/2020	2035079016	Baker & Taylor - Adult	2020 ADULT ACCT	474.81
Total 982.720 · Adult Print General				3,085.01
<b>982.730 · Adult Ref.</b>				
02/24/2020	203507266	Baker & Taylor - Adult Reference	2020 ADULT REFERENCE	17.06
Total 982.730 · Adult Ref.				17.06
Total 982.705 · Adult Print				3,516.73
<b>982.755 · Youth Print</b>				
<b>982.760 · Youth Print General</b>				
02/04/2020			CIRC DEPOSIT 01/16-31 ON 02/04/2020 LD	-12.98
02/07/2020	2035035691	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	16.67
02/07/2020	2035058748	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	35.27
02/07/2020	2035066357	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	68.88
02/07/2020	2035047279	Baker & Taylor - Juvenile	2020 JUVENILE ACCOUNT	197.52
02/07/2020	2035050347	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	250.11
02/07/2020	2035054800	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	173.54
02/07/2020	2035010867	Baker & Taylor - Young Adult	2019 YOUNG ADULT	12.18
02/07/2020	DIR5413275	EDC Educational Services	BOOKS	9.20
02/07/2020	DIR5448012	EDC Educational Services	BOOKS - 100 THINGS TO KNOW	114.99
02/19/2020			CIRC DEPOSIT 02/01-16/2020 ON 02/19/2020 LD	-23.94
02/24/2020	2035075960	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	34.75
02/24/2020	2035079712	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	10.38
02/24/2020	2035061365	Baker & Taylor - Juvenile	2020 JUVENILE ACCOUNT	173.45
02/24/2020	2035076630	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	199.96
02/24/2020	2035058205	Baker & Taylor - Young Adult	2019 YOUNG ADULT	606.27
02/24/2020	2035078695	Baker & Taylor - Young Adult	2019 YOUNG ADULT	75.18
02/25/2020	2035086881	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	79.47
Total 982.760 · Youth Print General				2,020.90
<b>982.765 · Youth/Teen Special Needs Coll</b>				

03/12/20

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

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
02/07/2020	2142970120	Lakeshore Learning	JUMBO MAGNETIC LETTERS	61.48
Total 982.765 · Youth/Teen Special Needs Coll				61.48
Total 982.755 · Youth Print				2,082.38
Total 982.700 · Print				5,599.11
02/25/2020	982.910 · Adult Collection Restricted CD0157620010243	OverDrive	2020 ADVANTAGE CREDIT	500.00
Total 982.910 · Adult Collection Restricted				500.00
Total 982 · Collection Expense				29,377.87
<b>TOTAL</b>				<b>159,161.72</b>

Chelsea District Library  
Donation and Restricted  
January through February 2020

	Jan - Feb 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
674 • Contribution & Donation			
674.110 • Designated Adult Programming	1,000	7,250	(6,250)
674.111 • Designated Youth Programming	3,250	6,500	(3,250)
674.112 • Designated Music Focus Programs	2,000	4,000	(2,000)
674.120 • Undesignated Donation	25	25	0
674.141 • Designated Technology	3,000	3,000	0
674.150 • Continuing Education Restricted	600	600	0
<b>Total 674 • Contribution &amp; Donation</b>	<b>9,875</b>	<b>21,375</b>	<b>(11,500)</b>
675 • Private Grant Sources			
675.100 • Community Found Southeast MI	0	2,000	(2,000)
675.400 • Chelsea Ed Foundation	0	1,000	(1,000)
<b>Total 675 • Private Grant Sources</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
<b>Total Income</b>	<b>9,875</b>	<b>24,375</b>	<b>(14,500)</b>
<b>Gross Profit</b>	<b>9,875</b>	<b>24,375</b>	<b>(14,500)</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	3,000	3,000	0
884.953 • Youth Prog Rest Chelsea Ed Foun	(267)	1,000	(1,267)
<b>Total 884.211 • Authors in Chelsea</b>	<b>2,733</b>	<b>4,000</b>	<b>(1,267)</b>
<b>Total 884.210 • Youth Speakers</b>	<b>2,733</b>	<b>4,000</b>	<b>(1,267)</b>
884.400 • Music Focus			
884.960 • Sonic Sundays Restricted Gift	0	0	0
884.961 • Songfest - Restricted Gift	0	1,000	(1,000)
884.962 • Music in the Air - Restricted	800	3,000	(2,200)
<b>Total 884.400 • Music Focus</b>	<b>800</b>	<b>4,000</b>	<b>(3,200)</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	2,250	5,000	(2,750)
884.915 • Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
<b>Total 884.910 • Adult Programming Restricted</b>	<b>2,250</b>	<b>8,250</b>	<b>(6,000)</b>
884.920 • Youth Programming Restricted			
884.921 • Youth Prog Rest Gifts Genl	0	1,000	(1,000)
884.923 • Youth Prog Rest Gifts SRP	150	2,500	(2,350)
<b>Total 884.920 • Youth Programming Restricted</b>	<b>150</b>	<b>3,500</b>	<b>(3,350)</b>
<b>Total 884 • Programming</b>	<b>5,933</b>	<b>20,750</b>	<b>(14,817)</b>
969 • Continuing Education Expenses			
969.600 • Staff Training			
969.940 • Staff Appreciation - Restricted	167	600	(433)
<b>Total 969.600 • Staff Training</b>	<b>167</b>	<b>600</b>	<b>(433)</b>
<b>Total 969 • Continuing Education Expenses</b>	<b>167</b>	<b>600</b>	<b>(433)</b>
982 • Collection Expense			
982.910 • Adult Collection Restricted	500		
<b>Total 982 • Collection Expense</b>	<b>500</b>		
<b>Total Expense</b>	<b>6,500</b>	<b>24,350</b>	<b>(17,750)</b>
<b>Net Ordinary Income</b>	<b>3,275</b>	<b>25</b>	<b>3,250</b>
<b>Net Income</b>	<b>3,275</b>	<b>25</b>	<b>3,250</b>



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

	TOTAL				
	Jan 20	Feb 20	Jan - Feb 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>					
Income					
402 • District Revenue	921,217	745,124	1,666,341	1,824,026	(157,685)
540.100 • State Aid	0	60,640	60,640	38,000	22,640
574.100 • Penal Fines	0	0	0	17,000	(17,000)
607.100 • Non-Resident Fees	500	438	938	6,000	(5,062)
645.100 • Copiers & Printers	523	576	1,099	7,500	(6,401)
655.100 • Circulation Fines	1,559	1,593	3,152	11,000	(7,848)
665.100 • Interest	45	78	123	0	123
666.100 • Investment Earnings	0	14	14	50,000	(49,986)
666.500 • Investment Change in Value	0	10,619	10,619		
674 • Contribution & Donation	2,025	7,850	9,875	21,375	(11,500)
675 • Private Grant Sources	0	0	0	3,000	(3,000)
<b>Total Income</b>	<b>925,869</b>	<b>826,932</b>	<b>1,752,801</b>	<b>1,977,901</b>	<b>(225,100)</b>
<b>Gross Profit</b>	<b>925,869</b>	<b>826,932</b>	<b>1,752,801</b>	<b>1,977,901</b>	<b>(225,100)</b>
Expense					
701 • Personnel Expenses	76,367	86,234	162,601	1,168,519	(1,005,918)
727 • Supplies	2,294	936	3,230	19,150	(15,920)
801 • Professional Services	(6,224)	4,785	(1,439)	63,027	(64,466)
803 • Maintenance Service Contracts	3,623	7,988	11,611	139,050	(127,439)
850 • Telecommunications	1,413	1,903	3,316	38,320	(35,004)
880 • Promotional Materials	6,091	6,498	12,589	64,335	(51,746)
884 • Programming	1,140	14,723	15,863	101,810	(85,947)
885 • Volunteer	63	0	63	2,400	(2,337)
920 • Utilities	0	4,088	4,088	61,715	(57,627)
960 • Board & Director Expense	75	136	211	3,500	(3,289)
965 • Automation Services	12,313	0	12,313	43,020	(30,707)
967 • Equipment	1,452	1,626	3,078	28,900	(25,822)
969 • Continuing Education Expenses	(2,785)	868	(1,917)	23,985	(25,902)
980 • Capital Expense	775	0	775	68,500	(67,725)
982 • Collection Expense	5,133	29,378	34,511	170,770	(136,259)
<b>Total Expense</b>	<b>101,730</b>	<b>159,163</b>	<b>260,893</b>	<b>1,997,001</b>	<b>(1,736,108)</b>
<b>Net Ordinary Income</b>	<b>824,139</b>	<b>667,769</b>	<b>1,491,908</b>	<b>(19,100)</b>	<b>1,511,008</b>
<b>Other Income/Expense</b>					
Other Expense					
999.001 • Transfer to Capital Improvement	0	0	0	(21,500)	21,500
999.002 • Transfer to Capital Reserve Fun	0	0	0	2,400	(2,400)
<b>Total Other Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(19,100)</b>	<b>19,100</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,100</b>	<b>(19,100)</b>
<b>Net Income</b>	<b>824,139</b>	<b>667,769</b>	<b>1,491,908</b>	<b>0</b>	<b>1,491,908</b>



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

	<u>Jan - Feb 20</u>	<u>Jan - Feb 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402 • District Revenue	1,666,340.67	1,410,883.52	255,457.15	18.11%
540.100 • State Aid	60,639.89	29,484.62	31,155.27	105.67%
607.100 • Non-Resident Fees	937.50	1,312.50	-375.00	-28.57%
645.100 • Copiers & Printers	1,099.35	1,024.40	74.95	7.32%
655.100 • Circulation Fines	3,151.83	3,356.31	-204.48	-6.09%
665.100 • Interest	123.27	98.11	25.16	25.65%
666.100 • Investment Earnings	13.86	115.34	-101.48	-87.98%
666.500 • Investment Change in Value	10,619.00	13,660.97	-3,041.97	-22.27%
674 • Contribution & Donation	9,875.00	8,240.00	1,635.00	19.84%
675 • Private Grant Sources	0.00	10,000.00	-10,000.00	-100.0%
<b>Total Income</b>	<u>1,752,800.37</u>	<u>1,478,175.77</u>	<u>274,624.60</u>	<u>18.58%</u>
<b>Gross Profit</b>	<u>1,752,800.37</u>	<u>1,478,175.77</u>	<u>274,624.60</u>	<u>18.58%</u>
<b>Expense</b>				
701 • Personnel Expenses	162,601.21	120,956.50	41,644.71	34.43%
727 • Supplies	3,229.88	1,931.67	1,298.21	67.21%
801 • Professional Services	-1,438.89	20,562.08	-22,000.97	-107.0%
803 • Maintenance Service Contracts	11,611.04	19,426.47	-7,815.43	-40.23%
850 • Telecommunications	3,316.29	349.86	2,966.43	847.89%
880 • Promotional Materials	12,589.36	9,223.26	3,366.10	36.5%
884 • Programming	15,862.40	17,154.33	-1,291.93	-7.53%
885 • Volunteer	63.43	29.86	33.57	112.43%
920 • Utilities	4,087.88	4,738.37	-650.49	-13.73%
960 • Board & Director Expense	210.89	44.04	166.85	378.86%
965 • Automation Services	12,313.49	13,163.41	-849.92	-6.46%
967 • Equipment	3,077.87	3,818.51	-740.64	-19.4%
969 • Continuing Education Expenses	-1,916.90	4,440.43	-6,357.33	-143.17%
980 • Capital Expense	775.00	7,199.35	-6,424.35	-89.24%
982 • Collection Expense	34,510.43	34,075.61	434.82	1.28%
<b>Total Expense</b>	<u>260,893.38</u>	<u>257,113.75</u>	<u>3,779.63</u>	<u>1.47%</u>
<b>Net Ordinary Income</b>	<u>1,491,906.99</u>	<u>1,221,062.02</u>	<u>270,844.97</u>	<u>22.18%</u>
<b>Net Income</b>	<u>1,491,906.99</u>	<u>1,221,062.02</u>	<u>270,844.97</u>	<u>22.18%</u>





# **DIRECTOR'S REPORT**

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

**Library Director's Report on February 2020**  
**Respectfully submitted for March 2020 Board Meeting**

**Staff News**

**Staff Work Anniversaries – February & March**

Adult Librarian Laura Brown, three years on March 13  
Teen Librarian Stacey Comfort, one year on February 11  
Library Assistant Mandy Higgins, two years on February 20  
Head of Circulation Terri Lancaster, 19 years on February 12

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

**Welcome New Staff Member**

On February 20, we welcomed Elaine Medrow, our new Head of Marketing, to CDL. Elaine is a marketing and graphic design professional with extensive experience creating, coordinating, supporting, and managing a wide variety of marketing and communication projects. Her career journey includes stops at Eastern Michigan University, McKinley, Inc., UMRC, and Summer Hill Senior Living in Oak Harbor, Washington. I am delighted Elaine has chosen our library as the next phase of her professional life.

**Word of Mouth Marketing/Upcoming CDL Programs and Events**

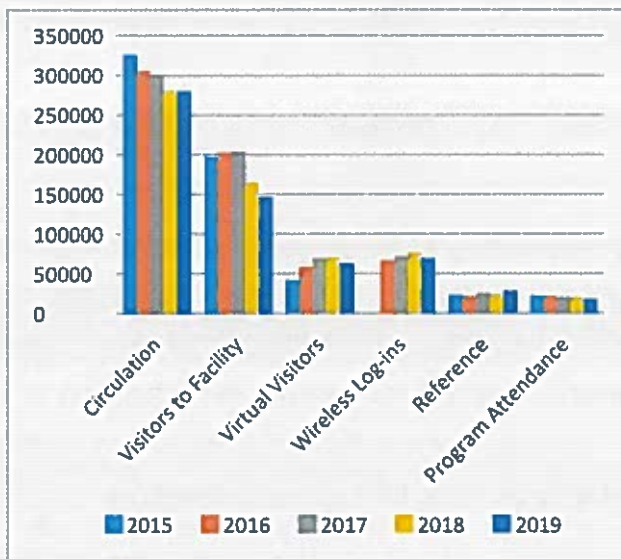
- ~~Authors in Chelsea: An Evening with Authors Alyssa Satin Capucilli, Kirby Larson, and Susan Vaught~~  
~~March 17 at Washington Street Education Center~~
- ~~The Glittering Palaces of Detroit: Pam Jaslove Trio~~  
~~March 25 in McKune~~

**On the Horizon @ CDL**

- This year's Midwest Literary Walk, scheduled for April 25 will feature Azar Nafisi (author of NYT's bestseller *Reading Lolita in Tehran*), critically-lauded poet Ross Gay, and NY Times bestselling author Laurie Halse Anderson (*SHOUT*, *Speak*, and *Chains*).
- John E. Lawrence visits Chelsea High School to work with the students in the Songs as Poetry classroom on April 24.
- Author Kevin Sessums will visit Chelsea May 14-16. From his high profile celebrity interviews, to his personal travails of growing up gay in the Mississippi south, Kevin will engage with stories that will make audiences laugh, cry, and ask "How did he survive it all?"

### Yearly Data Comparisons 2015-2019

Year	Circulation	Visitors to Facility	Virtual Visitors	Wireless Log-ins	Reference	Program Attendance	Programs Offered
2015	326762	197553	42362	NA	23477	22552	771
2016	305718	202885	58134	67056	21743	22459	750
2017	300580	203684	68949	71539	25384	20422	698
2018	281314	165071	70422	76534	24319	20432	583
2019	281030	147355	63049	69612	28847	18263	506



**Out and About – February 2020**

- Volunteered with Rotary at Ronald McDonald House – February 4
- Walk to School Wednesdays – February 5, 12, & 19
- Attended Chelsea Education Foundation meeting – February 17
- Attended Chelsea Rotary meeting – February 18
- Hosted Library table at Festival of Tables – February 22
- Attended Public Library Association's conference – February 25-29

**Looking Ahead to March 2020**

- Panelist – Library of Michigan's *Millage Campaigns: The Nuts and Bolts* workshop – March 3
- Washtenaw Reads Steering Committee meeting – March 4
- Meet with Michelle Tuplin of Serendipity Books – March 9
- Walk to School Wednesdays – March 4, 11, 18, & 25
- Chelsea Education Foundation Gala – March 16
- Rotary meetings – March 17 & 24
- Authors on Chelsea event – March 17
- Chelsea Education Foundation meeting – March 23



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

Due to the COVID-19 outbreak, much of my time this week has been spent reading alerts, update to alerts, amendments to alerts, recommended actions, policy suggestions, and many hours of research in an effort to help lead our library community through this stressful situation. As a result, my report is abbreviated this month.

**Facility**

Two items of note this month:

- Johnson Controls installed phase monitors on five HVAC devices. These monitors will detect a power surge/interruption and shut down the equipment before it can be damaged.
- Our electrician discovered a leak in the ceiling of study room B when he went to replace the light sensor that had just been replaced. Kleinschmidt Roofing was out to assess. They patched a spot where a roofing nail had punctured the roof and will be back when we are past the threat of snow to follow-up.

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

Our monthly all-staff meeting was scheduled as department time so no additional training was Scheduled.

Elaine Medrow started as our new Head of Marketing this month and her training is well underway. We are very excited to have her as part of our CDL family. We hope to have one new substitute librarian and one full-time librarian starting in March.

**Volunteers**

I did not get the volunteer hours tallied this month so will give you both February and March in next month's report.

Respectfully submitted-  
Linda Ballard  
Assistant Director





**February Program Information**

Date	Event	Attendance
<b>Adult Programming (6 Programs, 131 Attendees)</b>		
2/5/2020	Reading Glasses Book Club	8
2/15/2020	Purple Rose Concert Reading	55
02/12/2020	Books Over Breakfast Book Club	10
2/23/2020	Motown: Music and Memories with John Lawrence	50
2/20/20	Essential Arrival Film Screening	5
2/24	Adult/Senior VR	3
<b>Youth Programming (18 Programs, 279 Attendees)</b>		
2/12/2020	Yoga Evening Storytime	5
2/13/2020	Dance Along, Sing Along	16
2/13	Family Read Aloud	25
2/10	Minecraft Monday	11
2/5, 2/19, 2/26	Preschool Storytime	19, 16, 11
2/6, 2/20, 2/27,	Toddertime	17, 33, 30
2/20	READ to Library Dogs	8
2/4, 2/11, 2/18, 2/26	Babytime	15, 22, 15, 17
2/2, 2/9	Breastfeeding Basics	3, 5
2/8	Saturday Babytime	11
<b>Teen Programming (9 Programs, 80 Attendees)</b>		
2/7, 2/21, 2/28	Skynet Junior Scholars	11, 11, 8
02/01 & 2/02	Stranger Things Escape Room	8
2/6, 2/20	That Thursday Thing: Chainmail Chill, Pocky Taste Test	5, 6
2/12	Teen VR	4
2/11	Teen Book Club	3
2/21	After Hours Fortnite	24
<b>Outreach (Adult 2/18 , Teen 0/0, Youth 4/1165 , Awareness 3/24)</b>		
2/11, 2/11 (Y)	Authors in Chelsea Visits: NCE, SME	511, 514
2/8/20 (Y)	ECC Preschool Carnival	71
2/12/2020 (A)	Place That Face	10
2/14, 2/19 (Y)	Storytimes: Mudpies Daycare, Early Childhood	21, 48
02/20/2020 (A)	Pines Book Club	8
2/5,2/12,2/19 (Awar.)	Walk to School Wednesday	8, 7, 9,
<b>*Denoted Strategic Plan Initiative</b>		
<b>(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach (Awar) Denotes Awareness Events</b>		

Services	Feb. 2019	Feb. 2020
Reference Questions	2225	2025
Homebound & Deposit Book Deliveries	21	32
OCLC Interlibrary Loan	18	18

#### **Shannon Powers, Head of Information Services**

- County Read: February completed the county read initiative, Washtenaw Reads. We had at least 196 checkouts of CDL copies of the book, not including any copies checked out by CDL users but owned by the library consortium. We had had an additional 30 copies sent to the AP English Literature class at CHS, and 8 large print copies distributed to the Senior Center and retirement communities. That brings us to a total of at least 234 individuals who read the book right here in Chelsea!
- Winter Reading Program: February also concluded the Hot Reads for Cold Nights winter reading program. We had 90 participants share book reviews throughout the month of January and February!
- Professional Development: The last week in February I spent in Nashville for the Public Library Association Conference. The sessions were excellent, and I left with new plans for employee onboarding, customer service training, management strategies and more.
- Midwest Literary Walk: With the Lit Walk on the horizon, Laura Brown and I met with representatives from Literati Bookstore to plan marketing strategies, and worked on updating the website for the event.
- Staffing: Margaret Loebe had her last day in February, and I spent time reviewing candidate resumes and interviewing for the new position. I also finalized sub interviews and offered the final position to Hannah Stoloff.
- Community Partners: I met with Doug Smith from Faith in Action to discuss ways to encourage Sharon Ann residents to use the library, and decided on a new book deposit collection that will hopefully launch in April.
- Summer Program Planning: Planning continued with additional meetings with Youth and Adult librarians.

#### **Laura Brown, Adult Information Services Librarian**

- Ordered adult material in 10 categories.
- Took over some of Margaret's past duties as we search for a new adult librarian; worked with Shannon to interview candidates
- Worked with patron to retrieve and print 17 requested obituaries
- Moved Washtenaw Reads display to back end cap and began withdrawing copies of the read, *Dear America*
- Met with Reading Glasses Book Club and discussed *The Third Hotel* by Laura van den Burg
- Met with past local history volunteer for slide scanning tutorial and trained local history volunteer Judy on scanning Ralph Guenther photos
- Ran the program Place that Face at the Senior Center
- Staffed another great Purple Rose reading performance
- Facilitated well-attended Motown Magic performance by guitarist John Lawrence
- Created *Live, Life, Love* display for downstairs NF DVDs, as well as *Black History Month* and *Family* displays on the endcaps upstairs
- Created eNews content for several MidWest Lit Walk posts; acquired day-off event discounts from seven local merchants
- Met with the Adult Department to plan summer reading and created/contracted programs; also planned/contracted a few fall programs!

- Created summary of Hot Reads for Cold Nights reading program—almost 300 patron reviews were produced!
- Worked with youth librarians to create cart of read-aloud books for Chelsea school's mystery readers
- Worked with local history volunteer Nancy on Chelsea-area obituaries
- Weeded Adult Feature DVD section along with many adult items on Circulation's damaged cart

#### **Catherine Sossi, Adult Information Services Librarian**

I ran two book clubs this month.

- One was my usual book club at the Pines Retirement Home. We read *Death Comes to Pemberly* by P. D. James and had 8 people attend.
- The other book club was Books over Breakfast which I officiated since Margaret Loebe has left. We read *Becoming* by Michelle Obama and had a lively conversation with 10 people attending.

In addition to Books Over breakfast, I have taken over the running of the Hot Reads Cold Nights drawing and got to deliver the new to a number of happy people. While we are in the process of hiring a new staff member, I have temporarily taken over the running of the CDL Delivers program and have coordinated with our volunteer to deliver to a number of people in the Chelsea community. I am also in the process of selecting and booking programs for the summer 2020 quarter with meditation and constellation story telling.

I am in charge of the Around Town with Linda collection and with the Technical Services Assistant, we are in the process of consolidating the collection to fewer DVDs with better compatibility. I also continue to update the LCD screens every week and the Stories of Chelsea website with new videos. With Top 5 coming up, I have completed and sending out rounds of questions in our e-newsletter.

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

- Authors in Chelsea details were confirmed for North Creek Elementary visits. I also did my first preparatory visits to every classroom in the building from Y5 through 2nd grade, handing out collections of books by Alyssa Satin Capucilli. The teachers and students were both thrilled.

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

- I spent a good deal of time in February preparing for upcoming programs, especially Authors in Chelsea. I confirmed the school schedule with South Meadows Elementary, set up a big display of all the authors' books in the CDL lobby, and visited South Meadows and talked to every class about her upcoming visit. The students are excited, and so am I!
- For Summer Reading, I finalized the Thrilling Thursdays schedule, and Edith and I met with Keegan Rodgers of the Lakehouse Bakery to plan out a summer desserts program as one of our Wild Wednesday events.
- I completed my collection maintenance tasks for February and the J Fiction collection is in fantastic shape. It is so easy to see what is available. I've also reordered several fresh copies of classics to replace some well-loved editions.
- A fun outreach event this month was the Preschool Carnival, a fundraiser for Chelsea Community Preschool. For the library's station, I brought the spinner wheel with fresh stickers to

win, simple crafts, and valentine coloring sheets. It's always fun to see library families out in the community!

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

- Much of February was prepping for and scheduling events for this year's Summer Reading Program. I'm excited that we have a henna artist coming in, and that we'll be finishing off the program with Bethany Stone from Painted Owl.
- February was when my big after-hours program, Fortnite IRL, was scheduled. We had 24 participants, and they all had a great time using NERF blasters in the library after closing time - some of them were even talking about it the Monday after.
- I went to my very first PLA Conference in Nashville. There was so much to see and do, and I'm definitely bringing back a lot of ideas on how to improve the YSG now that I'm the coordinator. I'm excited to use a few examples of how Nashville Public Library formats their makerspace that I'm going to bring to the Engine Committee.
- I had a large group meeting with the Youth Mental Health Community Coalition, and we're examining ways to educate the community.
- I celebrated my first full year of employment with CDL, and am proud to have had a really positive employee review with Shannon Powers.

## **Technology**

### **Summary of February 2020**



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

##### **Monthly Summary**

February was spent mainly continuing work in the IE. I assisted with updating all of our 25 lab laptops with Windows updates and other fixes. The highlight of the month was attending the PLA 2020 meeting in Nashville. Nashville was not my kind of town so I spent a lot of time talking with others, talking with vendors and attending workshops. It was a great conference as far as content and usable material. We were privileged enough to hear Stacy Abrams and Samantha Bee. Stacy brought some interesting and thought ideas on the upcoming Census and I and Scott will be supporting this by providing shortcuts on the Adult public computers and some other designated PCs for our users to fill out their Census information.

#### **Technology**

- Scott and I start using the Helpdesk ticket system and we provide information to all staff.
- I ordered the PRUSA 3D printer for the IE. This is a new device to replace the dead Jellybox.
- Minecraft and Skynet tech setup is good and running smoothly for these programs.
- Replaced and reset a damaged HotSpot from the CSC and will be contacting FIA to recall all of their 8 hotspots to update our inventory database.
- Working on ordering a MacBook Pro for the IE. I had to set up with the government arm at Apple to create an account for us and to be able to order using PO.
- Spent a couple of weeks tracking and resolving a possible hack to a user OverDrive account. The resolution was discovering a family member was using the account. This was done with the help of TLN and our OverDrive support team.
- I also spent the week of Feb 17-20 as the OverDrive support monitor to help resolve and assist TLN users of OverDrive and Libby

#### **Outreach/Programming**

- Continue working with Lori on the contract and logistics for MIA 2020
- The SLC-VR programs continue very well and we continue to have 8-16 residents at sessions during the month.
- Assisted Lori and Shannon with some preliminary materials and ideas for our grant for bringing Joy Jan Jones back in the fall to do a intergenerational Opera program with the kids from the middle school and include residents at the CRC and perhaps Silver Maples. Joined in a phone call to Joy on 3/6/2020

#### **Other**

- Attended the Public Library Association biennial meeting in Nashville along with Lori, Linda, Shannon and Stacey.
- Attended a Focus Group for Saline District Library's Strategic Plan on 3/5/2020
- Assisted Shannon with a sub interview on 3/14/2020
- Assisted with AV setup for Motown program on 2/23/2020

**Ron Andrews**



# **Network Report**

## **February 2020**



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

### **Tasks Completed**

- Help Desk Support
  - Closed 14 Support Request Tickets
  - Created 3 Knowledgebase Tip Sheets
- Virtual Server builds: 2 Public Domain Controllers
- Built and deployed in house test server for website enhancements
- Prepped laptops for Mine Craft and Skynet events
- Prepped and Updated Reserve Laptops
- Repaired Self-Check machine [again]
- Repair Overhead Paging System
- Swapped in Monitor for 2<sup>nd</sup> Floor Reference Desk
- Desktop Icon created on Adult Terminals for 2020 Census
- Installed Temp/Humidity monitor & notification system to server room
- Ingenuity Engine Room
  - Wide format plotter/printer demo
  - System Updates and Recovery Images

### **Projects**

- Met with Vendor/Circulation on Credit Card Device Upgrade
- Developing Spec sheet for WiFi Upgrade Project
- Completed Spec sheet for cloud recovery project
- Evaluating high-quality AV/End Point solution for IT office/servers
- Coordinated Video Production List with Marketing
- Prepared treatments for possible You Tube channel projects

*Scott Rakestraw*

## Marketing Monthly Board Report (Feb. 1-29, 2020):

### Upcoming Events

#### Authors in Chelsea:

- Coordinated with area schools to publicize An Evening with the Authors on their in-school monitors (North, South, and Beach all agreed to participate)
- Sent information to Chelsea Chamber of Commerce for their marketing channels
- Authors in Chelsea avenue banners

#### Midwest Literary Walk:

- Coordinated with librarians to create eNewsletter sent to MLW subscribers
- Secured updated (larger) photo to print posters and brochure
- Created and submitted digital and print advertisements
- Email promotion written and scheduled to deliver March 3-April 21
- Added event to Writers & Poets website and calendar
- Updated Midwest Literary Walk Social Media pages
- Updated outgoing text message for subscribe-by-text users

### Publications/Communications:

#### Spring Newsletter:

- Printed and distributed Spring newsletters throughout community
- Published digital version of newsletter to CDL, MLW, Stories of Chelsea websites
- Loaded graphics to use as digital promotions for LCD slides

#### Summer Newsletter:

- Worked with teacher at Beach Middle School, director and graphic designer to identify artwork for the cover of the summer newsletter

#### Initial work on the digital welcome series through emails:

- Drafted first welcome email
- Developing a plan to use videos of physical space with stylized floorplans. Collected existing floor plan and currently developing streamlined maps for each video.
- Researched other library email welcome systems

**Press Coverage:****Chelsea Chamber**

Chelsea Chamber Facebook Page, The Sun Times and The Chelsea Guardian printed articles:

- Promoting Friends Used Book Sale
- Author Visits Expanded thanks to CEF & Friends of the Library

**Chelsea Update**

13 digital articles submitted promoting the programs at CDL

**Overall Marketing Tasks**

During transition to new Head of Marketing, Marketing Assistant performed all marketing jobs:

- Updated and restocked CDL Delivers brochures
- Updated and submitted ads for digital and print
- Created and ordered branded employee materials for new employees
- Worked with Ann Arbor Observer to propagate programs/events for their calendar
- Created and printed branded labels for shopping baskets used internally at library
- Displayed new Chelsea Chamber of Commerce map in CDL entrance/lobby
- Shared marketing schedules and calendars in training for new Head of Marketing
- Reviewed and answered questions from Head of Marketing Reference Manual, including an overview of how Asana is used to plan and track Marketing workflow
- Prioritized departmental workflow to meet program marketing deadlines
- E-introductions to vendors, partners, and co-workers
- Introduced new Head of Marketing to new Chamber President

New Head of Marketing: As I become acclimated with my co-workers and the wonderful programs offered by the Chelsea District Library, I am continuously impressed by the work being done that delivers inspiration to library patrons every day. It is exciting to see the positive impact the library has throughout the community. I look forward to supporting and promoting the mission of the library to engage, inspire and equip members throughout the library district utilizing my art and computer background in marketing, event planning, and graphic design with a passion to help the community I serve.

Respectfully submitted,  
Elaine Medrow  
Head of Marketing



**Circulation Supervisor's Report  
February 2020**

- Circulation – 22,040 or 1% lower than last February;  
45,375 or 6% lower than last year.
- Patron Count- 11,719 for February;  
23,954 Year to Date.  
\*\* Does not include offsite programs.
- Circulation by township- for February
  - Dexter = 10% of total transactions
  - Lima = 13% of transactions
  - Lyndon = 13% of transactions
  - Sylvan = 19% of transactions
  - Chelsea = 33% of transactions
- February Circulation: 80% were items from Chelsea and 20% were inter-loaned items.
- Automated phone renewals in February– 29, Self-check was 9% of items checked out in February;  
Overdrive = 2459 in February; RBDigital = 543 in February; Hoopla = 319 in February.
- Registrations for February– 70 new cards; 6880 total card holders
  - \*Dexter = 886 cards; Lima = 797 cards; Lyndon = 987 cards
  - \*Sylvan = 1185 cards; Chelsea = 2466 cards; Nonresident = 559 cards

**Circulation Activities:**

- We received 5 to 8 tubs in the run each day M-F with a total of 128.5 in February. We were closed 1.25 days in February, President's Day and we closed early February 26<sup>th</sup> for bad weather.
- Hotspot holds for February: Sprint = 7; Verizon = 8; AT&T = 4
- Library Assistant, Mandy Higgins celebrated her 2nd anniversary at CDL in February.
- I continue to help out with Walk to School Wednesday's.
- VR sessions: Amy, Beth G & I continue to help out with the VR sessions at the St. Louis Center & Teen/Adult sessions here at CDL.
- Viewed a Webinar with Lori, Linda & Shannon on Emotional Intelligence for Library Leaders.
- Attended the February board meeting, updating info on Fine Free libraries.
- Attended the Chamber Large & Small Business Award event with Elaine on February 27<sup>th</sup>.

Respectfully submitted, Terri Lancaster    Head of Circulation

Chelsea District Library  
2020

Average Daily Circulation										SfChk/ Check-outs only			
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2020 Total	2019 Total	2020 Total	Days	Per Day	% ChkOuts
Jan.	649	692	394	763	695	659	359	23335	26483	2368	29	82	10%
Feb.	719	771	677	471	628	569	372	22040	22244	1666	27.5	61	9%
March								24554	1945				
April								22384	2582				
May								22887	1951				
June								25327	2091				
July								26786	2866				
August								24141	3146				
Sept.								21707	2271				
Oct.								22622	2424				
Nov.								21788	2517				
Dec.								20107	2384				
<b>Total</b>								45375	28413	4034			9%
<b>Month Avg</b>								22,688	281030				
<b>Avg. % Inc.</b>								with OD & RB, & deposit. collection ckouts.					

This is based on actual checkouts,

Overdrive, RBDigital & Hoopla are done online.

\*The 2nd floor self check isn't working.

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

2020	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	2019	2020	2018	2020	2019	2020	2018	2020	2019	2018	2018
Jan	966	70,572	267	401	180	180	Jan	2609	2248	1882	Jan	334	64	43
Feb	713	69,654	543	327	144	144	Feb	2459	2129	1696	Feb	319	238	38
Mar				385	291	291	Mar		2216	2068	Mar		287	42
April				364	170	170	April		2120	2057	April		272	78
May				345	170	170	May		2270	1813	May		267	79
June				361	215	215	June		2201	1908	June		301	121
July				303	174	174	July		2517	2034	July		282	146
Aug				421	192	192	Aug		2489	1990	Aug		283	160
Sept				409	152	152	Sept		2444	2011	Sept		245	148
Oct				409	198	198	Oct		2347	2041	Oct		278	167
Nov				487	467	467	Nov		2257	2077	Nov		267	174
Dec				269	340	340	Dec		2176	2138	Dec		256	204
<b>Total/Avg</b>	<b>1,679</b>	<b>78,113</b>	<b>810</b>	<b>4481</b>	<b>2693</b>	<b>2693</b>	<b>Total</b>	<b>5888</b>	<b>27414</b>	<b>23715</b>	<b>Total</b>	<b>653</b>	<b>3040</b>	<b>1400</b>



Chelsea District Library											
Monthly New Registration 2020											
District	NonRes	School	Other	Total Month	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan	
January	74	7	0	81	6918	28	12	6	12	16	
February	58	10	1	70	6880	23	8	6	9	13	
March				0							
April				0							
May				0							
June				0							
July				0							
August				0							
September				0							
October				0							
November				0							
December				0							
Totals				151		51	20	12	21	29	
Registered Card Holders											
District	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Dexter	9173	8898	9147	9002	9083	9109	9064	7837	7753	6361	6321
Lima	1258	1197	1222	1206	1211	1215	1230	1087	1101	884	886
Lyndon	1176	1169	1174	1156	1133	1109	1109	996	965	802	797
Sylvan	1673	1567	1579	1538	1539	1546	1522	1302	1255	1005	987
CityChel	1822	1800	1786	1693	1662	1667	1641	1412	1426	1192	1185
	3184	3165	3386	3409	3538	3572	3562	3040	3006	2478	2466
NonRes	960	902	744	640	649	655	625	575	609	562	559
Freedom	58	18	7	6	6	6	7	0	1	0	0
Sharon	150	149	141	118	122	118	110	107	112	104	103
Waterloo	423	411	365	336	348	352	333	249	268	252	251
GrassLk			15	26	29	28	25	37	36	22	22
Other	329	324	216	154	144	151	150	182	192	184	183
Totals	10073	9800	9891	9642	9732	9764	9689	8412	8362	6923	6880
These are actual checkout #'s, there is no way to get the breakdown to add download #'s.											

# Average Daily Door Count 2020

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	462	471	418	479	426	471	224	12,235
Feb.	535	504	405	442	418	402	283	11,719
March								
April								
May								
June								
July								
August								
Sept.								
Oct.								
Nov.								
Dec.								
Total								23,954
Monthly average								11977
Avg. % increase								

Replacement People counter went live on January 2018

Total door count includes outdoor programming at CDL

Trans	% Tot	SEMCOG Dec2010	% of Pop	Regist	% of Entity Pop.
Feb-20	Trans	Pop.			
14,352		15010			
1396	10%	2604	47%		42% Dexter
1808	13%	1909	59%		54% Lima
1919	13%	2720	57%		100% Lyndon
2677	19%	2833	59%		100% Sylvan
4781	33%	4944	72%		100% CityChel
			59%		
266	2%				
355	2%				
381	3%				
6	0%				
763	5%				
	100%				

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

# Item Circulation 2019

					2020				
	All items circed at Chel Inc: OD & Zinlo	Chel items circed at Chel Inc: OD & Zinlo	% of Chel Items circed at Chel	Other items circed at Chel	% other items circed at Chel	Chel items charged/ renewed anywhere in system	Chel items circed other libaries		
Jan.	23,335	18,832	81%	4,503	19%	15,794	1,254		
Feb.	22,040	17,584	80%	4,456	20%	14,917	1,064		
March				0					
April				0					
May				0					
June				0					
July				0					
August				0					
Sept.				0					
Oct.				0					
Nov.				0					
Dec.				0					
Totals	45,375	36,416	80%	8,959	20%	30,711	2,318		
Mnth Avg	22,688	18,208		4,480		15,356	1,159		
	2020 Circulation by Department - Percentage				2020 Circulation by Department - Total Checkouts				
	Adult	Youth	Teen			Adult	Youth	Teen	
January	59%	37%	4%		January	9,419	5,831	583	
February	59%	37%	4%		February	8,471	5,342	566	
March					March				
April					April				
May					May				
June					June				
July					July				
August					August				
September					September				
October					October				
November					November				
December					December				
Yearly Avg.	59%	37%	4%		Yearly Total	17,890	11,173	1,149	

# **ACTION ITEMS**





# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

March 17, 2020 Board Packet

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

### Accept February donations and changes to the 2020 FY Budget.

	Income Line	-	Expense Line
Kiwanis Club of Chelsea	674.111		884.923
David Wood (the Wood Kids)*	674.120		967.320
			<u>Sub Total: \$350.00</u>

\*Janice, David, Jack, Mary, Paul, Mike & Jane

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

Friends of CDL	674.141	850.910	\$3,000.00
Friends of CDL	674.110	884.915	\$1,000.00
Friends of CDL	674.150	969.940	\$600.00
Friends of CDL	674.111	884.922	&3,000.00
		<u>Sub Total: \$7,600.00</u>	

### Total General Donations: \$7,950.00

### Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary

Date





## **Action Item #2**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** March 17, 2020 Meeting

Approval of 2020-22 Strategic Plan

**Background:**

Discussion on the Chelsea District Library's 2020-22 Strategic Plan took place in February.

**Action:**

The board approves the presented 2020-22 Strategic Plan.

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Janice L. Carr, Board Secretary

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Date





# Chelsea District Library

Strategic Plan 2020-2022

*For Discussion by the Board of Trustees on February 18, 2020*

Prepared by Bridgeport Consulting, LLC  
Ann Arbor, Michigan

## Chelsea District Library: Background

The mission of the Chelsea District Library (CDL) is to engage, inspire, and equip through evolving services and resources. In existence since 1959, the Library is now entering its third decade as a *district library* serving the City of Chelsea, Lyndon and Sylvan Townships, as well as portions of Dexter and Lima Townships.

Much has been accomplished over the past three years, since the last strategic plan, including the following building improvements:

- Separate youth, teen, and adult spaces in the interest of safety and security;
- New security cameras;
- Increased building accessibility;
- A new large meeting room and clearly defined youth and teen spaces;
- Upgraded Reading Garden including seating, Fairy Garden, and open-air programming; and
- A portable wall system for hosting national touring exhibits such as *American Farmer* and *Apron Strings: Ties to the Past*.

In addition to building improvements, the Library worked to increase its reflection of the community and create a sense of shared ownership. The newsletter began featuring artwork by local students and adults, stories highlighting the community (e.g., Jiffy Mix, women's suffrage in Washtenaw County, Waterloo Recreation Area), and a Township Talk column. The Library began featuring collections and displays by members of the community (e.g., Fordite, fishing lures, buttons, family photos and memorabilia, *Artful Aging* artwork) and hosted the much-loved *American Farmer* exhibit to celebrate the community's farming heritage.

The Library also took services and programs out into the community through engagement efforts such as:

- Walk to School Wednesdays;
- Programming at St. Louis Center in Sylvan Township;
- TecXpo and Rockin' on the Farm in Lima Township;
- Installation of the StoryBook Trail at Baker Preserve;
- Programming at Chelsea Senior Center including Direct Dialoging and Place That Face; and
- Bringing poet/memoirist/youth and community activist Luis Rodriguez, singer songwriter Paul Burch, opera soprano Joy Jan Jones, musician John E. Lewis,



and the celebrated authors of Authors in Chelsea to classrooms throughout the community.

Reflecting values of diversity and inclusion, the Library held staff development sessions on working with visitors with intellectual and developmental disabilities and those on the autism spectrum. Meanwhile, the staff welcomed an intern with Asperger's Syndrome onto the team. The Library continued to celebrate diversity through exhibits like *Beautifully Wrapped* and *What We Carried* and brought multicultural artists to the community including Jacopo Giacomuzzi, Georgy Gusev, Grant-Lee Phillips, Min Jin Lee, Luis Rodriguez, Peter Ho Davies, Derek Palacio, Michael Eric Dyson, Ada Limon, and Anissa Gray.

Once named the "Best Small Library in America" by the Bill and Melinda Gates Foundation, the CDL is constantly striving to evolve its collections and services to meet the changing needs and interests of the entire Library district. With that in mind, Library staff and the Board of Trustees have committed to building upon recent successes with a new strategic vision of facilitating access to Library services for everyone in the service district.

## **Facilitating Access**

What exactly does the Library provide access too? Hint, it's much more than books! Defining access for the CDL begins with defining the purpose of the Library which one supporter described as "a gateway to information and entertainment for the entire community." With that purpose in mind, access includes:

### **Physical Access**

Once patrons enter the library, they are exposed to all it has to offer. Physical access recognizes the value of bringing people into a shared space where they can participate in programs, try out tools, test new technologies, learn about the history of Chelsea, connect with others, and of course find plenty of books. Physical access also includes accommodation of various abilities, disabilities, and needs.

### **Remote Access**

Given the size and largely rural nature of the district, as well as the needs of patrons with limited mobility, remote access is a priority. The Library offers many services online where patrons can download books, access digital magazines, print out tax forms, learn about local history, find community information, and sign up for home delivery.

### **Access to Shared Resources**

Access to services, programs, technology, spaces, and collections should benefit all Library patrons regardless of financial status. The CDL is prudent with financial resources in order to bring excellent value through shared resources that strengthen the entire community.

### **Access to the World**

The CDL works to bring the world to the district's doorstep by featuring diverse local, national, and international artists, performers, and authors who bring enriching cultural opportunities to the local community.

### **Mutual Access through Partnerships**

Chelsea and the surrounding townships are enriched by a strong web of interconnected community organizations, services, and businesses. Partnerships strengthen access to all that the CDL and partner organizations have to offer.

### **Feeling Welcome**

The Chelsea District Library rounds out its definition of "access" with one more quality – feeling welcome – and strives to create an environment, programs, and services, where everyone feels a sense of community and belonging.

The Library currently serves more than 15,000 area residents, with over 12,000 individual visits to the Library each month. While a community survey employed during the previous strategic planning effort indicated exceptional satisfaction with the Library experience – over 98% described the overall Library experience as outstanding (84%) or satisfactory (14%) – the Library recognizes that there may be gaps in service that have yet to be identified.

The Library is committed to facilitating access for all because library access is about more than just books. Access to the Library means access to knowledge, resources, business opportunities, cultural experiences, and connections to each other.

This new strategic plan will guide the Library to better understand and address gaps in access, use what is learned to inform programming, and help it progress toward its goal: facilitating access for all to the wealth of wonderful shared community resources available through the Chelsea District Library!

*The Library is grateful for the sound financial foundation provided by a community-supported millage, which is further enhanced by revenue resulting from the dedicated work of the non-profit group Friends of the Chelsea District Library.*

## **Process Undertaken**

Chelsea District Library Director Lori Coryell engaged Bridgeport Consulting beginning in the late summer of 2019. Over the following seven months, Bridgeport consultants Kerry Sheldon and Anica Madeo:

1. Facilitated a half-day **all-staff strategic planning retreat** to develop strategies addressing the theme of “facilitating access;”
2. **Synthesized staff input and background data** to produce a curated set of potential strategic initiatives;
3. Facilitated a **management staff working session** to prioritize early ideas and develop a draft framework of strategic initiatives and goals;
4. Facilitated a **half-day retreat with the Board of Trustees** to test and validate the early concepts that emerged from staff and to inform the stakeholder engagement approach;
5. Facilitated two **focus groups** with CDL supporters, including library volunteers and former board members, to gather feedback on the draft plan;
6. Facilitated a CDL **all-staff meeting** to gather additional feedback for refinement of the strategic plan.

This planning process included less community stakeholder engagement than might be expected. This was an intentional decision as the plan itself developed to include the collection of in-depth stakeholder input via a thorough needs assessment and gap analysis. The Library looks forward to gaining a deeper, and more nuanced, understanding of community needs throughout the coming years.

## **Chelsea District Library: Vision, Mission, and Values**

The Chelsea District Library's vision, mission, and core values provided inspiration to this strategic planning process and continue to act as guideposts to both the strategic decisions and the daily work of the Library.

### **Vision**

A vibrant hub bringing together and enriching all communities

### **Mission**

To engage, inspire, and equip through evolving services and resources

### **Values**

- Equal, uncensored access
- High quality resources
- A safe, secure environment for all library visitors
- Privacy and confidentiality
- Fiscal integrity and accountability
- Free exchange of ideas
- Inclusion and respect
- High ethical and professional standards
- Superior customer service



## Strategic Initiatives and Goals

### Initiative 1: Expand Awareness of Services

**1.1 Strengthen communication of the Library's values and services through a brand strategy refresh.**

The Library's brand strategy underwent an extensive overhaul in recent years including a new logo, tagline, colors, and website. The brand strategy *refresh* – which may include enhancement of the web presence, logo, and signage – will focus on promoting Library services to people who are not currently accessing them.

**1.2 Increase awareness of services by offering "welcome kits" to new patrons.**

The Library is committed to helping patrons feel welcome using library services and participating in events. "Welcome kits" will be designed to introduce new patrons to the range of materials and services that are available, including physical accessibility supports. Kits will include a collection of clear and concise hard copy paper materials that can be easily updated to highlight new services. Additional online resources, such as a brief welcome video, could augment paper resources.

**1.3 Introduce new patrons to the Library space by offering physical and virtual orientations.**

While patrons can engage the Library through off-site programs, visits to the Library space offer a unique opportunity to encounter new services and connect with other community members. Orientations could take the form of library tours, virtual tours, and open house events, all designed to connect patrons with Library staff and services as well as the broader community.

**1.4 Increase Board of Trustees visibility and participation in Library services.**

The seven-member, appointed Board of Trustees serves a critical role in advocating for their constituencies which vary in geographic and demographic characteristics. Increasing the visibility and participation of Board members in library events and programs, as well as outreach to the City and townships, will help expand awareness of services and strengthen the connection between the Library and the five municipalities it serves.

### Initiative 2: Strengthen Intentional Approach to Inclusion

**2.1 Consider adoption of fine-free policies to remove financial barriers to Library access.**

Across the country, many libraries are adopting fine-free policies to remove a significant barrier to library use for people with limited financial means. In fact, the American Library Association calls fines “a form of social inequity” and has called on libraries to eliminate fines which penalize the very patrons who might benefit the most from library resources. This developing trend has shown promising results with libraries reporting an unprecedented return of delinquent books and renewal of library cards. As a first step, the CDL is examining lessons learned by other libraries including need, incentive structure, and impact. Then, if indicated, the Library will develop a plan for implementing fine-free policies that support access to materials and services regardless of financial status.

**2.2 Simplify card registration and renewal.**

Library cards are a gateway to Library services. Simplifying the registration and renewal process will increase access for all library users. Potential approaches include online or automatic renewal, removing annual driver’s license checks, and increasing reciprocal agreements with surrounding area libraries.

**2.3 Perform a service gap analysis to better understand community needs and address gaps in service.**

Improving library accessibility is contingent on understanding what gaps exist between community needs and current library services. To this end, the CDL plans to contract with outside experts – and partner with local community agencies – to perform a *service gap analysis*. The analysis will identify the needs of the community in regard to quality, quantity, and type of services as well as knowledge of existing services. With that input, the Library will develop a plan to address gaps and ensure alignment of services. The gap analysis will take into account the socioeconomic, geographic, and racial/ethnic make-up of the community, as well as other contributors to diversity, with the goal of equitable and inclusive access for all.

**2.4 Increase “browsability” of collections to make the Library more user-friendly.**

In recent years, many libraries have examined the usability of their collections and worked to improve patrons’ ability to browse and find books and other materials. Approaches vary, and there is no one-size-fits all solution, but many libraries have found that topical section labels, much like one would find in a bookstore, simplify browsing for patrons. The CDL will explore potential shelving

options based on the experiences of other libraries and develop a transition plan and timeline to support the needs of both patrons and library staff.

**2.5 Explore shift to alternate hours to better meet patrons' needs and preferences.**

The Library staff and board have observed patron's needs and preferences for a shift in hours of operation. In response, the CDL will explore possible changes to the current hours of operation.

### **Initiative 3: Address Geographic and Mobility Challenges**

**3.1 Bring the Library into the community with "mobile library" services.**

Recounting fond memories of the "book mobiles" of the past, many Library staff, board members, and stakeholders expressed widespread enthusiasm for the development of "mobile library" services. Given the largely rural geographical spread of the Library's service district, "mobile library" services provide an opportunity to bring the Library closer to where people live and congregate. Creative suggestions for the "mobile library" include offering mobile hot spots, a tool "petting zoo," on-the-spot technology assistance, and pop-up programs.

**3.2 Provide mobile card drives to better reach new patrons throughout the service district.**

As the gateway to accessing Library service, Library cards should be easy to acquire. Mobile card drives will be designed to reach new patrons across the service district and may be combined with the "mobile library" or held on their own. Potential outreach sites could include local sporting events, farmer's markets, and locations throughout the townships.

**3.3 Promote online tools for expanding digital literacy.**

Patrons can currently access in-person technology assistance in the Library building. For those who are geographically isolated or face mobility challenges, easy-to-use online resources for digital literacy (such as understanding how to use web browsers, search engines, and email) are a great asset. The Library is well-positioned to test and curate existing resources and offer them to the community in an easy-to-navigate online collection.

### **Initiative 4: Close the Gap in Digital Literacy and Access to Technology**

**4.1 Develop a digital literacy strategy.**

From smartphones to tablets to laptops, digital tools proliferate across society. New apps and services are constantly being developed and many people find it hard to stay up to date with the ever-changing array of technological tools. The digital literacy strategy will be designed to support patrons in learning to use digital tools (such as understanding web browsers, search engines, and email, as well as getting started with new smartphones and tablets). It will also focus on helping patrons assess accuracy and reliability of data sources. Special focus will be paid to communities with new broadband services.

**4.2 Develop a digital tools promotion strategy.**

Complementing the digital literacy strategy, digital tools promotion will focus on strengthening awareness of new and emerging technologies (such as e-books, 3D printers, and virtual reality equipment) and exploring the feasibility of adding new offerings to the Library's resources.

**4.3 Continue to advocate for expanded high-speed internet access throughout the Library service area.**

The Library will continue to be a leader in the efforts to expand broadband access by partnering with area schools and agencies to advocate for student internet access beyond school hours, offering hotspots for checkout, and continuing to support township efforts to increase high-speed internet access.

# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

## **Library Board Fact Sheet** March 17, 2020 Meeting

### **COVID-19 Response**

#### **Background:**

Discussion on the library's COVID-19 response and how best to proceed with services and public safety in mind.



## **Discussion Item #2**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** March 17, 2020 Meeting

#### **Policies**

##### **Background:**

Discussion on the library Policy and Procedure 441 Pandemic and CDL Human Resource Policy, Subject: 409 Infectious Disease. These policies were crafted with the help of Policy Committee Chair, Jan Carr. The library requests that these policies be moved directly to Action, in an effort to get them into effect as quickly as possible.







# **Chelsea District Library**

## **Policy and Procedure**

**Policy Section: 4. Facility and Equipment**

**Board Approval Date:**

**Board Review Date:**

**Subject: 441 Pandemic**

### **Purpose**

To establish the protocol to be used in the event of a pandemic. If there is a pandemic, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

### **Definitions**

***Pandemic Plan*** A pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). Recovery from a pandemic may be slow and limited staff, services, and hours may be necessary for an extended period of time.

***Pandemic*** A pandemic is the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)

***Appropriate Staffing Level*** For the purposes of this policy, Appropriate Staffing Level refers to the minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the Library Director or his/her designee.

### **Library Closure**

#### **Public Health Mandate**

The Chelsea District Library will close due to pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

#### **Discretionary Service Level Changes**

At the discretion of the Library Director, the Library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate social distancing for health and safety.

In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with staff and Library Board of Trustees.

### **School Closure Due to Pandemic**

In the event that the Chelsea School District is closed due to pandemic illness, the Chelsea District Library will remain open, but with reduced hours and services, unless one of the aforementioned

requirements for closing is also met. All library programs, special events, and meeting room reservations will be canceled. Hours will be reduced and services will be restricted on any day in which Chelsea schools are closed due to pandemic-related illness.

### Staffing

Minimum staffing level for a temporary period of time is defined as four healthy employees available to be present at the library during all open hours with a maximum 8-hour workday and 40-hour workweek per full-time employee, and no more than 29-hour workweek per part-time employee. An *inability* to maintain this temporary minimal level or a *necessity* to maintain this temporary minimal level for more than two consecutive days will result in reduced hours or closing the library.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee.

- Increased health/safety measures for staff (e.g., wearing of gloves, wiping down work areas, etc.);
- Restricted access to areas in the library (e.g., closing floors or unmonitored areas for safety);
- Social distancing practices in public areas;
- Reduction of open hours;
- Cancellation of all programs, special events, and meeting room reservations;
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours;
- Closure of the library.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel policy. In the event of closure, employees shall be compensated for their regularly scheduled hours.

If the Library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours. When appropriate, work tools (e.g., laptops, supplies, etc.) will be checked out to employees by the Library Director or designee for work-at-home assignments.

### Communication

In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner. Library staff should follow the normal procedure used for any unexpected closure/program cancellation, which includes posting on Nixle, Facebook, and the library website.

### Prioritization of Services

Priority will be given to the following essential services:

- Information services for the public, both in-person and online;
- Payroll;
- Accounts Payable;
- Facility Maintenance.

In the case of reduced staffing or reduced hours of operation, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff.

## **SUBJECT: 409 Infectious Disease**

### **A. Overview and Purpose**

In the event of an infectious disease outbreak, Chelsea District Library will take proactive steps to protect the workplace and ensure that all essential services are continuously provided and that employees are safe within the workplace.

### **B. Promote Safety**

Chelsea District Library will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. **Library administration** will monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious - frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

### **C. Attendance and Leave**

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans, **and discuss these challenges and plans with their supervisor.**

### **D. Limiting Travel**

All nonessential travel should be avoided until further notice. Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance may be available.

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid **time off (PTO)** and other benefits to compensate employees who are unable to work due to illness.

### **E. Staying Home When Ill**

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing symptoms such as fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue, **or shortness of breath.**



Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines and **Policy 402 Fitness for Duty**.

#### **F. Requests for Medical Information and/or Documentation**

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information **in accordance with Americans with Disabilities Act (ADA) and all other applicable State and Federal laws, and only** to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

#### **G. Confidentiality of Medical Information**

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.



## **Discussion Item #3**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** March 17, 2020 Meeting

#### **FY 2021 Budget Development Calendar**

**Background:**

The 2021 budget development process will be starting soon and the board reviews the calendar for this process. The time line is guided by the fact that we have to submit our L-4029 form to the townships, city, & county by September 16<sup>th</sup>.





**Chelsea District Library  
Budget Development Calendar  
For FY 2021  
Dates to be confirmed by Director & Treasurer**

<b>Activity</b>	<b>2021 Budget Year (Dates in 2020)</b>
<b>Set Budget Preparation Calendar</b> Meet with board treasurer	Week of March 3 <sup>rd</sup>
<b>Review Budget Process with Board</b>	March 17 <sup>th</sup> Board Meeting
<b>Staff Prepare Budget Materials</b>	March last week (Pre-Budget) April last week May first week May second week May third week May fourth week
<b>Qualifying Statement filed with State Treasury Dept. by Director</b>	After audit approval & filed with state by auditor
<b><u>First</u> Presentation to the Finance Committee</b>	June 2 <sup>nd</sup>
<b><u>Second</u> Presentation to the Finance Committee</b>	June 9 <sup>th</sup>
<b>Full Board to Discuss Hearing Notice</b>	June 16 <sup>th</sup> Board Meeting
<b><u>Third</u> Presentation to the Finance Committee</b>	June 23 <sup>rd</sup> -If Needed
<b>Distribute Budget Materials to Board</b>	July 21 <sup>st</sup> Board Meeting
<b>Board Action to Approve Hearing Notice and Hearing Date</b>	July 21 <sup>st</sup> Board meeting
<b>Submit Hearing Notice to <i>The Sun Times News</i></b>	July 22 <sup>nd</sup> Deadline [Wednesday]
<b>Announce Budget Hearing Published in <i>The Sun Times News</i></b>	July 29 <sup>th</sup> Publication Date [Wednesday]
<b>Put Budget Out for Public Inspection</b>	July 29 <sup>th</sup>
<b>Budget Hearing</b>	August 18 <sup>th</sup> Board Meeting
<b>Budget Approval Levy Amount Approval</b>	September 15 <sup>th</sup> Board Meeting
<b>Turn in Form L-4029 (Levy amount) to County and Township Clerks</b>	<b>September 16<sup>th</sup> Key Deadline</b>
<b>Budget Takes Effect</b>	<b>January 1<sup>st</sup>, 2021</b>



# **DISCUSSION ITEMS**



**COMMITTEE**

**INFO &**

**MINUTES**



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

Janice L. Carr

1-21-20

\_\_\_\_\_  
Jan Carr, Board Secretary

\_\_\_\_\_  
Date



