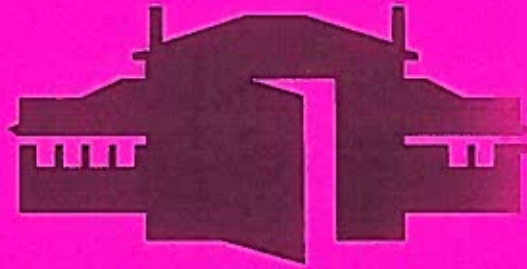


**Chelsea District Library  
Board of Trustees**

**Agenda and Information Packet**



**CHELSEA DISTRICT LIBRARY**  
BEST SMALL LIBRARY IN AMERICA

**Serving Dexter, Lima, Lyndon & Sylvan  
Townships and the City of Chelsea**

**May 19, 2020  
6:45 pm**

**Remotely over Zoom**



**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, May 19, 2020—6:45 p.m.**

**Remotely over Zoom**

**AGENDA**

- 6:45 Board Meeting**  
Welcome and Call to Order  
Agenda Review, Additions, and Approval
- 6:50 Compulsory Segments**  
Board Meeting Minutes Approval – April 21, 2020  
Approval of the April Operational Checks  
Approval of April Financial Reports  
Director's and Friends Reports
- 7:00 Public Comment**
- 7:05 Presentation: Maner Costerisan 2019 Audit Report**
- 7:25 Discussion Items**  
1. COVID-19 Response
- 7:35 Reports**  
Policy Committee  
Finance Committee  
Personnel Committee  
Nominating Committee  
Community Outreach Committee
- 7:40 Public Comment**
- 7:45 Other Items**
- 7:50 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, April 21, 2020 6:45 pm  
Meeting Location: Remote, Using Zoom

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

**Trustees Absent:** None

**Staff:** Director L. Coryell, Assistant Director L. Ballard, Head of Marketing Elaine Medrow, & C. Berggren.

**Guests:** None

Lori introduces Elaine to the board.

**Welcome and Call to Order**

S. Lackey called the meeting to order at 6:49 p.m.

**Agenda Review, Additions, and Approval**

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

All Ayes: 6-0

C. Taylor joined meeting.

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by A. Merkel, SECONDED by C. Taylor to approve the minutes of the March 17, 2020 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by C. Taylor, SECONDED by J. Carr to accept the General Fund Operational checks for March, 2020. Discussion: None

All Ayes 7-0

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to accept Financial Reports for March, 2020. Discussion: None

All Ayes: 7-0

**Director's Report Update:**

L. Coryell update:

- This is National Library Week.
- The Audit Hearing will take place remotely during the May Board Meeting. A Finance Committee Meeting to go over the audit report will take place beforehand.
- All library programs have been cancelled through June.
- Stacey is using the library's 3-D printers to create parts for face shields for the hospitals to use.
- We did curbside pickup for 3 days in March, so we have a working model for how to reinstitute that practice.
- Have librarians on call 10-2 Monday through Friday to answer questions.
- Have issued no late fees for items during the shutdown.
- Several library programs have continued online, including story times.
- Have increased Hoopla borrowing limits.
- Music in the Air will proceed as a recorded performance.
- There is a memoir writing program that will also continue as an online program.
- Lori has been purchasing gift cards from local businesses for future giveaways and as a means to help fund local businesses during the shutdown.

Friend's Report:

- No Friends Report, as they haven't met since the shutdown.
- The Library Employee Luncheon would've been tomorrow.

Other Reports Notes: Jan talked a bit about the census and asked if the board would like the minutes from the Community Forum Meeting.

**Public Comment:** Gary talked about non-profits and sustainability during this time and urged his fellow board members and the library to not forget about non-profits.

**Action Item #1: Donations**

MOTION made by C. Taylor, SECONDED by A. Merkel to approve and acknowledge the presented March 2020 donations of \$100.

Discussion: None

All Ayes: 7-0

**Action Item #2: Fine Free**

MOTION made by J. Carr, SECONDED by A. Merkel to implement Fine Free service at Chelsea District Library for both patrons and materials (with exemptions), to take effect immediately. Discussion: Lori suggested that we have a Fine Free Update discussion as an ongoing Discussion Item.

All Ayes: 7-0

**Discussion Item #1: COVID-19 Response**

- Lori reported that the library is actively working on how to reintroduce services post-shutdown; will introduce over a 5-step phase.
- The Summer Reading Program (SRP) participation will be remote and is being coordinated by the librarians.

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –**

**Public and Board Comment:**

**Other Items:** Elaine spoke about the Summer Newsletter.

**Adjourn:**

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to adjourn the meeting at 8:01 p.m.

All Ayes, 7-0

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Janice L. Carr, Board Secretary

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Date



# FINANCE REPORTS

FINANCIAL STATEMENTS  
AND ACCOUNTING RECORDS

FINANCIAL STATEMENTS  
AND ACCOUNTING RECORDS

FINANCIAL STATEMENTS  
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AND ACCOUNTING RECORDS

FINANCIAL STATEMENTS  
AND ACCOUNTING RECORDS



05/18/20

**Chelsea District Library**  
**Trial Balance**  
As of April 30, 2020

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	Apr 30, 20	
	Debit	Credit
001.001 · CSB/Operations Checking	1,153,898.59	
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	
<b>TOTAL</b>	<b>1,153,898.59</b>	<b>0.00</b>



12:08 PM

## Chelsea District Library Debt Services

## Trial Balance

As of April 30, 2020

05/18/20

Accrual Basis

	Apr 30, 20	
	Debit	Credit
003.006 · CSB Cap Improvement	0.00	
003.007 · Construction Acct Money Market	0.00	
003.008 · CSB Debt Retirement Checking	301,090.48	
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		88,103.75
402.004 · Lima Township		84,313.90
402.005 · Lyndon Township		108,847.23
402.006 · Sylvan Township		120,876.58
402.007 · City of Chelsea Taxes		153,682.44
402.008 · Tax Revenue Adjusting Account		20,539.83
606.001 · Interest Debt Services		141.98
991.050 · Debt Services Interest	606,775.00	
991.080 · Debt Service Fee	30.00	
<b>TOTAL</b>	<b>907,896.48</b>	<b>907,896.48</b>



Chelsea District Library  
Donation and Restricted  
January through April 2020

	Jan - Apr 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)
675 - Private Grant Sources - Other	(375)		
<b>Total 675 - Private Grant Sources</b>	<b>(375)</b>	<b>3,000</b>	<b>(3,375)</b>
<b>Total Income</b>	<b>9,500</b>	<b>24,375</b>	<b>(14,875)</b>
<b>Gross Profit</b>	<b>9,500</b>	<b>24,375</b>	<b>(14,875)</b>
<b>Expense</b>			
850 - Telecommunications			
850.300 - TLN Internet Service			
850.910 - WIFI Hot Spots - Restricted	0	3,000	(3,000)
<b>Total 850.300 - TLN Internet Service</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
<b>Total 850 - Telecommunications</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
884 - Programming			
884.210 - Youth Speakers			
884.211 - Authors in Chelsea			
884.922 - Youth Prog Rest Gifts Authors	0	3,000	(3,000)
884.953 - Youth Prog Rest Chelsea Ed Foun	0	1,000	(1,000)
<b>Total 884.211 - Authors in Chelsea</b>	<b>0</b>	<b>4,000</b>	<b>(4,000)</b>
<b>Total 884.210 - Youth Speakers</b>	<b>0</b>	<b>4,000</b>	<b>(4,000)</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	2,707	5,000	(2,293)
884.915 - Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
<b>Total 884.910 - Adult Programming Restricted</b>	<b>2,707</b>	<b>8,250</b>	<b>(5,543)</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>3,657</b>	<b>20,750</b>	<b>(17,093)</b>
969 - Continuing Education Expenses			
969.600 - Staff Training			
969.940 - Staff Apprec - Restr/Covid-19	416	600	(184)
<b>Total 969.600 - Staff Training</b>	<b>416</b>	<b>600</b>	<b>(184)</b>
<b>Total 969 - Continuing Education Expenses</b>	<b>416</b>	<b>600</b>	<b>(184)</b>
982 - Collection Expense			
982.910 - Adult Collection Restricted	500		
<b>Total 982 - Collection Expense</b>	<b>500</b>		
<b>Total Expense</b>	<b>4,573</b>	<b>24,350</b>	<b>(19,777)</b>
<b>Net Ordinary Income</b>	<b>4,927</b>	<b>25</b>	<b>4,902</b>
<b>Net Income</b>	<b>4,927</b>	<b>25</b>	<b>4,902</b>



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

05/18/20

Date	Num	Name	Memo	Amount
<b>701 - Personnel Expenses</b>				
<b>701.100 - Wages</b>				
<b>701.120 - Retirement Pick up ER</b>				
04/07/2020	20200323	Alerus Financial	02/28/2020 PR FLEX TO 457(b)	1,249.63
04/07/2020	PR 20200410		RETIREMENT	-1,249.63
04/18/2020	20200406	Alerus Financial	04/24/2020 PR FLEX TO 457(b)	1,249.63
04/20/2020	PR20200424		RETIREMENT	-1,249.63
Total 701.120 - Retirement Pick up ER				0.00
<b>701.100 - Wages - Other</b>				
04/07/2020	PR 20200410		WAGES	36,881.28
04/20/2020	PR20200424		WAGES	38,027.48
Total 701.100 - Wages - Other				74,908.76
Total 701.100 - Wages				74,908.76
<b>701.110 - Retirement-Contributions - EE</b>				
04/07/2020	20200323	Alerus Financial	02/28/2020 PR EE PERSONAL CONT	2,554.18
04/07/2020	PR 20200410		RETIREMENT PICK UP	-2,554.18
04/18/2020	20200406	Alerus Financial	04/24/2020 PR EE PERSONAL CONT	2,554.18
04/20/2020	PR20200424		RETIREMENT PICK UP	-2,554.18
Total 701.110 - Retirement-Contributions - EE				0.00
<b>701.115 - 401A Retirement Matching</b>				
04/07/2020	PR 20200410		401 A MATCHING	1,317.55
04/20/2020	PR20200424		401 A MATCHING	1,318.92
Total 701.115 - 401A Retirement Matching				2,636.47
<b>701.200 - FICA</b>				
04/07/2020	PR 20200410		FICA EMPLOYER	2,714.44
04/20/2020	PR20200424		FICA EMPLOYER	2,802.08
Total 701.200 - FICA				5,516.52
<b>701.300 - Flex Benefits</b>				
04/07/2020	PR 20200410		Dep Life (CA & DL & HI)	-40.48
04/07/2020	PR 20200410		Health Insurance	-1,358.74
04/13/2020	200980070838	Blue Care Network of Michigan	MAY 2020 MED INS	2,955.37
04/20/2020	PR20200424		Dep Life (CA & DL & HI)	-40.48
04/20/2020	PR20200424		Health Insurance	-1,358.74
Total 701.300 - Flex Benefits				156.93
<b>701.400 - Unemployment</b>				
04/24/2020	24923	Michigan Municipal League	1st Quarter Unemployment	111.73
Total 701.400 - Unemployment				111.73
Total 701 - Personnel Expenses				83,330.41
<b>727 - Supplies</b>				
<b>727.200 - General Operations</b>				
04/24/2020	PR20200425R	The Library Network	Reverse of GJE PR20200425 -- For CHK 24886 vol...	1,149.72
Total 727.200 - General Operations				1,149.72
<b>727.700 - Postage</b>				
<b>727.720 - Postage-Operating Postage</b>				
04/07/2020	1015338264	Pitney Bowes	RENTAL FOR PITNEY BOWES METER	71.25
Total 727.720 - Postage-Operating Postage				71.25
<b>727.700 - Postage - Other</b>				
04/24/2020	PR20200425R	The Library Network	Reverse of GJE PR20200425 -- For CHK 24886 vol...	-377.85
Total 727.700 - Postage - Other				-377.85
Total 727.700 - Postage				-306.60
<b>727.800 - Maintenance</b>				
<b>727.830 - Maintenance General</b>				
04/07/2020	A01730LFNJ2KQ8S	Ballard, Linda P.	MEIJER - SPRAY PAINT FOR COVERS	12.70
Total 727.830 - Maintenance General				12.70
Total 727.800 - Maintenance				12.70
Total 727 - Supplies				855.82

05/18/20

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

Date	Num	Name	Memo	Amount
<b>801 - Professional Services</b>				
<b>801.010 - Attorney</b>				
04/15/2020	783597	Foster Swift Collins & Smith	COVID-19	200.00
04/18/2020	784033	Foster Swift Collins & Smith	LEGAL - GENERAL	40.00
Total 801.010 - Attorney				240.00
<b>801.020 - Auditor</b>				
04/07/2020	4435	Maner Costerisan	2019 Audit	7,500.00
Total 801.020 - Auditor				7,500.00
<b>801.040 - Bookkeeper</b>				
04/07/2020	20200408	Ballard, Kerry	THRU 04/08/2020	350.00
04/18/2020	20200423	Ballard, Kerry	THRU 04/23/2020	350.00
Total 801.040 - Bookkeeper				700.00
<b>801.041 - Payroll Services</b>				
04/07/2020	PR 20200410		PAYROLL PREPARATION	1.50
04/20/2020	PR20200424		HEARTLAND PAYROLL PREP	1.50
Total 801.041 - Payroll Services				3.00
<b>801.071 - Website Development</b>				
04/07/2020	20200330	ROBERTS, PATRICIA ANNE	TRAINING \$78.00 AND JOHN COTTON DANA AW...	260.00
Total 801.071 - Website Development				260.00
<b>801.090 - Collection Fees</b>				
04/15/2020	594019	Unique Management Services Inc	2020 MAR COLLECTION FEES	35.80
Total 801.090 - Collection Fees				35.80
<b>801.300 - Banking Fees</b>				
<b>801.310 - Bank Fees</b>				
04/30/2020			Service Charge	2.20
Total 801.310 - Bank Fees				2.20
<b>801.350 - Credit Card Fee Circ</b>				
04/06/2020	CC FEE 2004		MAR 2020 CC Discount	136.71
Total 801.350 - Credit Card Fee Circ				136.71
Total 801.300 - Banking Fees				138.91
Total 801 - Professional Services				8,877.71
<b>803 - Maintenance Service Contracts</b>				
<b>803.010 - Maint Svc Contingency</b>				
04/07/2020	1-94342331016	Johnson Controls	INSTALL PHASE MONITORS	3,362.68
Total 803.010 - Maint Svc Contingency				3,362.68
<b>803.100 - Copier</b>				
<b>803.101 - Public Copier</b>				
04/08/2020	6456590	Wells Fargo Bank, NA	2020 MAR PUBLIC - COPIER LEASE - 03/14 - 04/1...	229.44
Total 803.101 - Public Copier				229.44
<b>803.102 - Staff Copier</b>				
04/08/2020	6456590	Wells Fargo Bank, NA	2020 MAR STAFF - COPIER LEASE - 03/14 - 04/13...	604.54
Total 803.102 - Staff Copier				604.54
<b>803.103 - Small Printer Maintenance</b>				
04/08/2020	6456590	Wells Fargo Bank, NA	2020 MAR SMALL PRINTER MAINTENANCE - CO...	153.34
Total 803.103 - Small Printer Maintenance				153.34
Total 803.100 - Copier				987.32
<b>803.200 - HVAC</b>				
<b>803.220 - HVAC Temp Controls</b>				
04/07/2020	1-94661466048	Johnson Controls	ANNUAL MAINTENANCE AGREEMENT	7,224.88
Total 803.220 - HVAC Temp Controls				7,224.88
Total 803.200 - HVAC				7,224.88
<b>803.300 - Technology</b>				
<b>803.310 - Bibliotheca/3M</b>				

05/18/20

# Chelsea District Library

## List of Checks for Board Approval

### April 2020

Date	Num	Name	Memo	Amount
04/17/2020	20200409	Keybank	BIBLIOTHECA - RENEWAL IV-US306076	1,646.00
Total 803 310 - Bibliotheca/3M				1,646.00
803.395 - Website Hosting & Service				
04/17/2020	20200409	Keybank	WP-ROCHEN (GBR) - WEBHOSTING	250.80
04/17/2020	20200409	Keybank	WP-ROCHEN - FOREIGN TRANSACTION FEE	7.52
Total 803 395 - Website Hosting & Service				258.32
Total 803 300 - Technology				1,904.32
803.600 - Building Maintenance				
803.620 - Trash				
04/07/2020	19274	City of Chelsea	2020 MAR TRASH	50.00
Total 803.620 - Trash				50.00
Total 803 600 - Building Maintenance				50.00
Total 803 - Maintenance Service Contracts				13,529.20
850 - Telecommunications				
850.100 - Local & Long Distance Charges				
850.120 - Telephone				
04/15/2020	20200415	Navitas Credit Corp	2020 APR PHONE SERVICE	212.81
04/17/2020	20200409	Keybank	AT&T PHONE - 2/26 - 3/25 PHONE SVC	177.60
04/17/2020	20200409	Keybank	STAR2STAR - PHONE SYSTEM	385.38
04/30/2020	20200515	Navitas Credit Corp	2020 MAY PHONE SERVICE	212.81
Total 850 120 - Telephone				988.60
850.121 - IT Cell Phone				
04/07/2020	9851433454	Verizon Wireless	2020 IT - SCOTT's phone APR	51.90
Total 850 121 - IT Cell Phone				51.90
Total 850.100 - Local & Long Distance Charges				1,040.50
850.300 - TLN Internet Service				
850.311 - WiFi Hotspots				
04/07/2020	9851433454	Verizon Wireless	2020 APR Library Hotspots	580.91
04/21/2020	261402854-064	Sprint	2020 APR HOTSPOTS 03/11 - 4/10/2020	455.88
Total 850 311 - WiFi Hotspots				1,036.79
Total 850.300 - TLN Internet Service				1,036.79
Total 850 - Telecommunications				2,077.29
880 - Promotional Materials				
880.100 - Advertising				
880.110 - Media Buy				
04/07/2020	20200110	Chelsea Update	JAN, FEB, MAR 2020 MONTHLY ADVERTISEMENT	300.00
04/20/2020	APRIL 2020	The Sun Times	BLANKET PO 20-072	120.00
04/20/2020	20200420	Chelsea Update	APR 2020 - 2ND QTR DONATION	100.00
Total 880.110 - Media Buy				520.00
Total 880.100 - Advertising				520.00
880.500 - Purchased Services				
880.510 - General Purchased Services				
04/17/2020	20200409	Keybank	HOO*HOOTSUITE INC	174.00
Total 880 510 - General Purchased Services				174.00
Total 880.500 - Purchased Services				174.00
Total 880 - Promotional Materials				694.00
884 - Programming				
884.110 - Adult Speakers				
884.111 - Midwest Literary Walk				
04/16/2020			MLW - FIRST CONGREGATIONAL CHURCH REN...	-225.00
Total 884.111 - Midwest Literary Walk				-225.00
884.119 - General Adult Events				
04/17/2020	20200409	Keybank	CROWDPURR.COM - ON-LINE TRIVIA SOFTWARE	49.99
04/17/2020	20200311	THE LAKEHOUSE BAKERY	PROGRAM 03/11/2020	200.00

05/18/20

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

Date	Num	Name	Memo	Amount
Total 884.119 - General Adult Events				249 99
Total 884.110 - Adult Speakers				24 99
884.120 - Adult Supplies				
884.126 - General Adult Programs				
04/07/2020	1V4D-KCMM-6GJ4	Amazon Capital Services Inc	PAINT PENS FOR ROCK PROGRAM	16 99
Total 884.126 - General Adult Programs				16 99
Total 884.120 - Adult Supplies				16 99
884.210 - Youth Speakers				
884.211 - Authors in Chelsea				
04/07/2020	20200401	Chelsea House	CANCELLATIONS - A/C VAUGHT	152 76
04/07/2020	20200401	Chelsea House	CANCELLATIONS - SESSUMS 05/14-16	60 84
Total 884.211 - Authors in Chelsea				213 60
884.212 - General Youth Programs				
04/07/2020	20200209	TRENARY, MEGAN EOWYN	02/09/2020 BREASTFEEDING WORKSHOP	50 00
04/15/2020	20200126	TRENARY, MEGAN EOWYN	01/26/2020 BREASTFEEDING WORKSHOP	50 00
Total 884.212 - General Youth Programs				100 00
Total 884.210 - Youth Speakers				313 60
884.250 - Story Book Trail				
884.251 - Story Book Trail				
04/17/2020	20200409	Keybank	AMAZON - LAMINATOR FOR STORYBOOK TRAIL	120 00
Total 884.251 - Story Book Trail				120 00
Total 884.250 - Story Book Trail				120 00
884.500 - Artist in Residence				
884.510 - Artist in Residence				
04/17/2020	20200409	Keybank	ADOBE STOCK PHOTOS	29 99
Total 884.510 - Artist in Residence				29 99
Total 884.500 - Artist in Residence				29 99
884.910 - Adult Programming Restricted				
884.914 - Adult Prog Rest Gifts MWest LW				
04/07/2020	20200401	Chelsea House	CANCELLATIONS - MLW 04/24-26	122 88
04/17/2020	20200409	Keybank	SERENDIPITY - MLW CANCELLATION COSTS	334 44
Total 884.914 - Adult Prog Rest Gifts MWest LW				457 32
Total 884.910 - Adult Programming Restricted				457 32
Total 884 - Programming				962 89
885 - Volunteer				
885.200 - Supplies				
04/07/2020	06517672	Positive Promotions	Natl Volunteer Week Supplies	287 65
Total 885.200 - Supplies				287 65
Total 885 - Volunteer				287 65
920 - Utilities				
920.110 - City of Chelsea Water				
04/08/2020	2020407	City of Chelsea-Elect & Water	MAR WATER	53 23
Total 920.110 - City of Chelsea Water				53 23
920.120 - City of Chelsea Sewer				
04/08/2020	2020407	City of Chelsea-Elect & Water	MAR SEWER	130 24
Total 920.120 - City of Chelsea Sewer				130 24
920.130 - City of Chelsea Electric				
04/08/2020	2020407	City of Chelsea-Elect & Water	MAR ELECTRICITY	2,607 72
Total 920.130 - City of Chelsea Electric				2,607 72
920.150 - City of Chelsea Sprinkler				
04/08/2020	2020407	City of Chelsea-Elect & Water	MAR SPRINKLER	27 47
Total 920.150 - City of Chelsea Sprinkler				27 47
920.200 - McKune Gas				

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

05/18/20

Date	Num	Name	Memo	Amount
04/15/2020	2868654	Constellation NewEnergy-Gas Division LLC	2020 MAR GAS SERVICE 11/19 - 12/20/2019	822.49
Total 920.200 · McKune Gas				822.49
Total 920 · Utilities				3,641.15
921.015 · TLN Automation & Co -op				
921.016 · Bibliographic Database				
04/24/2020	PR20200425R	The Library Network	Reverse of GJE PR20200425 -- For CHK 24886 voi...	-1,059.25
Total 921.016 · Bibliographic Database				-1,059.25
Total 921.015 · TLN Automation & Co -op				-1,059.25
960 · Board & Director Expense				
960.100 · Board Expenses				
04/17/2020	20200409	Keybank	ZOOM US - COMMUNICATION SOFTWARE	158.89
Total 960.100 · Board Expenses				158.89
960.200 · Director Expense				
04/17/2020	20200409	Keybank	ZOU ZOU'S - Meeting w/Power & Tuplin RE MLW	12.59
Total 960.200 · Director Expense				12.59
Total 960 · Board & Director Expense				171.48
967 · Equipment				
967.200 · Equipment Software				
04/17/2020	20200409	Keybank	BISECTHOST - MINECRAFT	12.46
04/17/2020	20200409	Keybank	NINITE COM	20.00
04/17/2020	20200409	Keybank	ADOBE CREATIVE CLOUD	359.88
Total 967.200 · Equipment Software				392.34
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
04/17/2020	20200409	Keybank	MICHAELS - ACETATE SHEETS FOR 3D	59.25
Total 967.310 · Makerspace Furnishings				59.25
Total 967.300 · Equipment Furniture & Fixtures				59.25
Total 967 · Equipment				451.59
969 · Continuing Education Expenses				
969.300 · Memberships				
969.311 · Assistant Director				
04/18/2020	1016882	American Library Association Membership	Linda Ballard Renewal 06/01/2020 - 05/31/2021	53.00
Total 969.311 · Assistant Director				53.00
969.400 · Trustees Memberships				
04/18/2020	6268	Michigan Library Association	MLA ANNUAL MEMBERSHIP THRU 12/31/2020 - ...	1,589.79
Total 969.400 · Trustees Memberships				1,589.79
Total 969.300 · Memberships				1,642.79
969.600 · Staff Training				
969.620 · Staff In-Service & Appreciation				
04/17/2020	20200409	Keybank	ZOU ZOUX	200.00
04/17/2020	20200409	Keybank	CLEARY'S	200.00
Total 969.620 · Staff In-Service & Appreciation				400.00
969.940 · Staff Apprec - Restr/Covid-19				
04/17/2020	20200409	Keybank	CLEARY'S	54.01
04/17/2020	20200409	Keybank	CLEARY'S	14.65
04/17/2020	20200409	Keybank	JIMMY JOHNS	71.84
04/17/2020	20200409	Keybank	CLEARY'S	107.85
Total 969.940 · Staff Apprec - Restr/Covid-19				248.35
Total 969.600 · Staff Training				648.35
Total 969 · Continuing Education Expenses				2,291.14
982 · Collection Expense				
982.100 · Audio Books				
982.140 · Youth Books on Disc				
04/20/2020	313456	Findaway World, LLC	FINDAWAY REPLACEMENT UNIT	19.99

05/18/20

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

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total 982.140 - Youth Books on Disc				19.99
Total 982.100 - Audio Books				19.99
982.400 - Non Print				
982.410 - Electronic Products/Subs				
04/15/2020	16211	ZOOBEAN, INC.	VERIFY EXPENSE ACCTS - YEAR 1 OF 3 1 APRIL...	1,190.00
Total 982.410 - Electronic Products/Subs				1,190.00
982.412 - EBooks/Overdrive Advantage				
04/17/2020	CD0157620089113	OverDrive	2020 ADVANTAGE CREDIT	4,000.00
Total 982.412 - EBooks/Overdrive Advantage				4,000.00
982.414 - eBooks / Schools				
04/17/2020	CD0157620089131	OverDrive	2020 ADVANTAGE CREDIT - changed from 984 21...	2,000.00
Total 982.414 - eBooks / Schools				2,000.00
982.480 - Youth Video DVD				
04/07/2020	98732993	Midwest Tape	FAMILY DVDs	134.93
04/07/2020	98732136	Midwest Tape	FAMILY ANIME DVDs	23.98
Total 982.480 - Youth Video DVD				158.91
Total 982.400 - Non Print				7,348.91
Total 982 - Collection Expense				7,368.90
<b>TOTAL</b>				<b>123,479.98</b>

Chelsea District Library  
Donation and Restricted  
January through April 2020

	Jan - Apr 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)
675 - Private Grant Sources - Other	(375)		
<b>Total 675 - Private Grant Sources</b>	<b>(375)</b>	<b>3,000</b>	<b>(3,375)</b>
<b>Total Income</b>	<b>9,500</b>	<b>24,375</b>	<b>(14,875)</b>
<b>Gross Profit</b>	<b>9,500</b>	<b>24,375</b>	<b>(14,875)</b>
<b>Expense</b>			
850 - Telecommunications			
850.300 - TLN Internet Service			
850.910 - WIFI Hot Spots - Restricted	0	3,000	(3,000)
<b>Total 850.300 - TLN Internet Service</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
<b>Total 850 - Telecommunications</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
884 - Programming			
884.210 - Youth Speakers			
884.211 - Authors in Chelsea			
884.922 - Youth Prog Rest Gifts Authors	0	3,000	(3,000)
884.953 - Youth Prog Rest Chelsea Ed Foun	0	1,000	(1,000)
<b>Total 884.211 - Authors in Chelsea</b>	<b>0</b>	<b>4,000</b>	<b>(4,000)</b>
<b>Total 884.210 - Youth Speakers</b>	<b>0</b>	<b>4,000</b>	<b>(4,000)</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	600	3,000	(2,200)
<b>Total 884.400 - Music Focus</b>	<b>600</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	2,707	5,000	(2,293)
884.915 - Aud Prg. Rest. Gifts Purple Rose	0	1,000	(1,000)
<b>Total 884.910 - Adult Programming Restricted</b>	<b>2,707</b>	<b>8,250</b>	<b>(5,543)</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>3,657</b>	<b>20,750</b>	<b>(17,093)</b>
969 - Continuing Education Expenses			
969.600 - Staff Training			
969.940 - Staff Apprec - Restr/Covid-19	416	600	(184)
<b>Total 969.600 - Staff Training</b>	<b>416</b>	<b>600</b>	<b>(184)</b>
<b>Total 969 - Continuing Education Expenses</b>	<b>416</b>	<b>600</b>	<b>(184)</b>
982 - Collection Expense			
982.910 - Adult Collection Restricted	500		
<b>Total 982 - Collection Expense</b>	<b>500</b>		
<b>Total Expense</b>	<b>4,573</b>	<b>24,350</b>	<b>(19,777)</b>
<b>Net Ordinary Income</b>	<b>4,927</b>	<b>25</b>	<b>4,902</b>
<b>Net Income</b>	<b>4,927</b>	<b>25</b>	<b>4,902</b>



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

Ordinary Income/Expense	TOTAL					Jan - Apr 20	Budget	\$ Over Budget	% of Budget
	Jan 20	Feb 20	Mar 20	Apr 20					
Income									
402 · District Revenue	921,217	745,124	72,416	8,913	1,747,670	1,824,026	(76,356)	96%	
540.100 · State Aid	0	60,640	0	0	60,640	38,000	22,640	160%	
574.100 · Penal Fines	0	0	0	0	0	17,000	(17,000)	0%	
607.100 · Non-Resident Fees	500	438	250	0	1,188	6,000	(4,812)	20%	
645.100 · Copiers & Printers	523	576	164	0	1,263	7,500	(6,237)	17%	
655.100 · Circulation Fines	1,559	1,593	614	0	3,766	11,000	(7,234)	34%	
665.100 · Interest	45	78	95	50	268	0	268	100%	
666.100 · Investment Earnings	0	14	4,711	0	4,725	50,000	(45,275)	9%	
666.500 · Investment Change in Value	0	10,619	12,769	0	23,388				
674 · Contribution & Donation	2,025	7,850	0	0	9,875	21,375	(11,500)	46%	
675 · Private Grant Sources	0	0	0	(375)	(375)	3,000	(3,375)	(13%)	
Total Income	925,869	826,932	91,019	8,588	1,852,408	1,977,901	(125,493)	94%	
Gross Profit	925,869	826,932	91,019	8,588	1,852,408	1,977,901	(125,493)	94%	
Expense									
701 · Personnel Expenses	78,655	86,234	82,576	83,330	330,795	1,168,519	(837,724)	28%	
727 · Supplies	2,294	936	515	856	4,601	19,150	(14,549)	24%	
801 · Professional Services	3,419	4,785	5,871	8,878	22,953	63,027	(40,074)	36%	
803 · Maintenance Service Contracts	4,123	7,988	10,074	13,529	35,714	139,050	(103,336)	26%	
850 · Telecommunications	1,413	1,903	1,581	2,077	6,974	38,320	(31,346)	18%	
880 · Promotional Materials	6,265	6,498	2,586	694	16,043	64,335	(48,292)	25%	
884 · Programming	4,206	5,623	1,146	963	11,938	101,810	(89,872)	12%	
885 · Volunteer	63	0	0	288	351	2,400	(2,049)	15%	
920 · Utilities	0	4,088	3,968	3,641	11,697	61,715	(50,018)	19%	
921.015 · TLN Automation & Co-op	0	0	1,059	(1,059)	0				
960 · Board & Director Expense	75	136	0	171	382	3,500	(3,118)	11%	
965 · Automation Services	12,313	0	0	0	12,313	43,020	(30,707)	29%	
967 · Equipment	1,452	1,626	1,289	452	4,819	28,900	(24,081)	17%	
969 · Continuing Education Expenses	1,330	868	6,282	2,291	10,771	23,985	(13,214)	45%	
980 · Capital Expense	775	0	0	0	775	68,500	(67,725)	1%	
982 · Collection Expense	5,133	29,378	7,040	7,369	48,920	170,770	(121,850)	29%	
Total Expense	121,516	150,063	123,987	123,480	519,046	1,997,001	(1,477,955)	26%	
Net Ordinary Income	804,353	676,869	(32,968)	(114,892)	1,333,362	(19,100)	1,352,462		
Other Income/Expense									
Other Expense									
999.001 · Transfer to Capital Improvement	0	0	0	0	0	(21,500)	21,500	0%	
999.002 · Transfer to Capital Reserve Fun	0	0	0	0	0	2,400	(2,400)	0%	
Total Other Expense	0	0	0	0	0	(19,100)	19,100	0%	
Net Other Income	0	0	0	0	0	19,100	(19,100)	0%	
Net Income	804,353	676,869	(32,968)	(114,892)	1,333,362	0	1,333,362	100%	



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

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
Income				
402 · District Revenue	1,747,669.58	1,728,501.72	19,167.86	1.11%
540.100 · State Aid	66,597.19	41,515.50	25,081.69	60.42%
574.100 · Penal Fines	0.00	20,151.30	-20,151.30	-100.0%
607.100 · Non-Resident Fees	1,187.50	5,229.19	-4,041.69	-77.29%
645.100 · Copiers & Printers	1,263.70	6,829.61	-5,565.91	-81.5%
655.100 · Circulation Fines	3,766.06	21,810.93	-18,044.87	-82.73%
665.100 · Interest	268.69	300.23	-31.54	-10.51%
666.100 · Investment Earnings	4,724.76	43,534.83	-38,810.07	-89.15%
666.500 · Investment Change in Value	23,388.00	37,775.95	-14,387.95	-38.09%
674 · Contribution & Donation	9,875.00	30,895.00	-21,020.00	-68.04%
675 · Private Grant Sources	14,625.00	16,400.00	-1,775.00	-10.82%
<b>Total Income</b>	<b>1,873,365.48</b>	<b>1,952,944.26</b>	<b>-79,578.78</b>	<b>-4.08%</b>
<b>Gross Profit</b>	<b>1,873,365.48</b>	<b>1,952,944.26</b>	<b>-79,578.78</b>	<b>-4.08%</b>
Expense				
701 · Personnel Expenses	372,012.65	1,095,609.92	-723,597.27	-66.05%
727 · Supplies	5,028.71	20,734.30	-15,705.59	-75.75%
801 · Professional Services	23,317.16	61,265.03	-37,947.87	-61.94%
803 · Maintenance Service Contracts	38,462.82	124,360.81	-85,897.99	-69.07%
850 · Telecommunications	7,997.10	33,058.61	-25,061.51	-75.81%
880 · Promotional Materials	16,043.54	54,509.52	-38,465.98	-70.57%
884 · Programming	12,446.99	109,363.85	-96,916.86	-88.62%
885 · Volunteer	351.08	2,291.10	-1,940.02	-84.68%
920 · Utilities	11,697.21	56,124.71	-44,427.50	-79.16%
921.015 · TLN Automation & Co -op	0.00	0.00	0.00	0.0%
960 · Board & Director Expense	382.37	2,113.25	-1,730.88	-81.91%
965 · Automation Services	21,131.98	41,133.14	-20,001.16	-48.63%
967 · Equipment	4,910.50	22,715.01	-17,804.51	-78.38%
969 · Continuing Education Expenses	10,770.39	20,933.65	-10,163.26	-48.55%
980 · Capital Expense	975.00	139,190.79	-138,215.79	-99.3%
982 · Collection Expense	52,010.88	163,690.79	-111,679.91	-68.23%
<b>Total Expense</b>	<b>577,538.38</b>	<b>1,947,094.48</b>	<b>-1,369,556.10</b>	<b>-70.34%</b>
<b>Net Ordinary Income</b>	<b>1,295,827.10</b>	<b>5,849.78</b>	<b>1,289,977.32</b>	<b>22,051.72%</b>
<b>Net Income</b>	<b>1,295,827.10</b>	<b>5,849.78</b>	<b>1,289,977.32</b>	<b>22,051.72%</b>



# CHELSEA DISTRICT LIBRARY

Fund Balances

March 31, 2020

## General Fund

### LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank	001.001				
Paypal Account	003.002	\$1,687,970.82	-\$408,741.12	\$1,279,229.70	should match CSB
Cash on Hand		\$96.80	\$0.00	\$96.80	
		<u>\$1,688,067.62</u>	<u>-\$408,741.12</u>	<u>\$1,279,326.50</u>	

## Ameriprise Account

Fixed Income Fund	017.003	\$ 1,519,058.40	-\$13,633.89	\$1,505,424.51	
Money Market Fund	017.004	-\$100,000.00	\$100,000.00	\$0.00	
<b>Investment Partners Total</b>		<u>\$1,419,058.40</u>	<u>\$86,366.11</u>	<u>\$1,505,424.51</u>	should match Ameriprise

## Total General Fund

		<u>\$3,107,126.02</u>	<u>-\$322,375.01</u>	<u>\$2,784,751.01</u>	should match below \$2,784,751.01
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## Debt Service Fund

Bond Debt Retirement Fund Checking	003.008	<u>\$670,111.60</u>	<u>-\$372,052.48</u>	<u>\$298,059.12</u>	should match CSB
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\\seuss\staffolders\mbudzinski\Documents\Bookkeeper CDL\Finance 2020\2020 1.0 BOARD REPORTS\2020 8.0 INVESTMENT ANALYSIS\2020 INVESTMENT BALANCE



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# DIRECTOR'S REPORT



Director's Report on Operations During and Post-COVID-19  
Respectfully submitted for May Board Meeting

Current Executive Orders Impacting CDL

EO 2020-60 extends the closure of places of public accommodation, including libraries and museums, to the public through May 28.

EO 2020-75 extends EO 2020-48 Allowing Public Bodies to Meet Remotely through June 30.

EO 2020-77 extends Stay Home, Stay Safe EO 2020-70 through May 28.

Reopening Plans

Linda and I are working closely with attorneys at Foster Swift to develop three documents:

- CDL COVID-19 Reopening Policy
- CDL COVID-19 Preparedness & Reopening Plan: Return to Work
- CDL COVID-19 Preparedness & Reopening Plan: Services and Operations

Once the drafts of these documents are finalized, they will be presented to the board for adoption.

CDL's reopening plans are tied to Governor Whitmer's *MI Safe Start: A Plan to Re-engage Michigan's Economy*. We plan to reintroduce services incrementally with levels of service based on the phases of the Governor's plan. Our reopening plans will also be informed by guidance from the American Library Association, the Library of Michigan and Michigan Library Association, local government, OSHA, the CDC, and the Washtenaw County Health Department. I know that everyone—including staff and the board—is eager to know how the library will proceed. While we are anxious to reopen, be assured that our plan drafts are deliberate, thoughtful, and well-informed.

Zoom, Zoom, Zoom!

Over the past month, I (and the management team staff) have been attending countless Zoom meetings on reopening plans and the impact of COVID-19 on library services and collections. I have attended weekly meetings of library directors in Michigan convened by the Library of Michigan where legal and library experts have shared information on the topic. I have also attended meetings convened by the American Library Association, the Midwest Collaborative for Library Services (serving libraries in Michigan and Indiana), and the Detroit Suburban Library Cooperative. Additionally, I convene a weekly management team meeting via Zoom.

Financial Forecasting in the Time of COVID-19

Linda and I spoke with Nathaniel Watson, Director of PFM Financial Advisors, to get some insight on the impact of COVID-19 on future budgeting. It was an enlightening and reassuring conversation. Bottom line: He does not anticipate property tax revenue in our service area being too negatively impacted by the pandemic. That said, we can expect to see a decrease in State Aid and penal fines as well as the loss of circulation fines due to going fine free in the coming year.

### Upcoming Virtual Events

#### **Music in the Air**

**Saturday, June 6 at 12pm**

We are thrilled to announce an exclusive video performance by crowd favorite Jacopo Giacomuzzi! Jacopo is coming virtually for summer of 2020 and will return to the Reading Garden in 2021. So, grab a device and take it outside for an open-air performance, or enjoy the talent and personality of Giacomuzzi from the comfort of your home.

This exclusive video concert will be released on Saturday, June 6 at 12pm at [www.chelseadistrictlibrary.org/mita](http://www.chelseadistrictlibrary.org/mita). Have a prior commitment? Don't worry! The performance video will remain available to CDL for one month after its release. We are grateful to Jacopo Giacomuzzi for helping us to fulfill that mission and look forward to enjoying his soul soothing melodies. Music in the Air is made possible through the generous support of Michael D. Kunkel and Henry Cox and the Friends of the Chelsea District Library.

#### **What's Your Story? The Art of Memoir with Kevin Sessums and Michelle Tuplin**

**Saturday, June 20th at 12pm**

This summer at CDL we're focused on stories in all of their varieties--from our Summer Reading Program theme Imagine Your Story, to this unique memoir writing Q&A with author, editor, and actor Kevin Sessums. Kick off your summer of books, reading, and writing with this virtual presentation on Saturday, June 20th as local independent bookstore owner Michelle Tuplin interviews Sessums about the nitty gritty of crafting powerful memoirs. Even better, you can get your own questions about memoir writing answered! Just submit your questions to Michelle by June 5th using [this form](#), then tune in to see what the author of *Mississippi Sissy* and *I Left It On The Mountain* has to say!

Can't make it Saturday? Don't worry, the Q&A will be available for viewing until July 19th.

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

My focus has shifted with each new Executive Order it seems but here is what I am currently working on:

- Preparedness and Response plan narrative- to be in place before staff can work in building- as required by EO 2020-70
- P&R plan- matrix for internal, admin use- keep updated
- screening system- how to best screen staff before they enter AND how to retain info to protect privacy. Will use document from Wash Co. Health Department
- touchless thermometer- to use for staff screening- on order
- sneeze guards- for all public desks- have quote from LDA and Metcom
- cleaning- working with Anita to get cleaners back in before staff comes back; carpets cleaned
- roof- Kleinschmidt to re-inspect leak above study room B, fix if needed
- electrician- repair light sensor in study room B once leak is addressed, and look at light in IS office that is humming when on
- water testing\*- working with industrial hygienist recommended by JCI to determine if we need to test our potable water before re-opening. Will also talk to the City utility department.

At the recommendation of our HVAC contractor, I continue to enter the building six days a week to flush toilets and run water in our sinks. Once a week I am pouring about one quart of water in the floor drains to keep sewer gases from backing up. \*Bacteria can form in water pipes that sit inactive for too long so this is an attempt to keep that from happening. I also walk the entire building once a week in an attempt to catch any issues before they become problems, and collect the mail once or twice per week.

I will have attended at least 12 webinars on various facility/HR/collection issues, a Friends meeting, weekly management meetings, as well as a weekly meeting with Lori since our last board meeting. And last but not least, I am working on the 2021 budget.

Respectfully submitted-  
Linda Ballard, Assistant Director



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

For the month of April, we continued to operate from our homes as we strove to provide excellent service whilst prioritizing staff and community health and safety:

- We continued virtual reference services and had 53 phone and email interactions
- We offered a variety of virtual programs via Facebook Live and Zoom. We boosted our participation in these virtual events, and altogether offered 18 virtual events with 853 attendees.
- Our teen librarian has been hard at work 3D printing face shields to donate to the UofM hospitals (St Joe's was unable to accept our donations due to size restrictions).

While the timeline for reopening our library remains uncertain, planning in the IS department has been full force:

- We spent the month of April re-imagining programming for May and June, contacting presenters for all ages to create exciting workshops, presentations, and online trivia games to keep our community engaged all summer long.
- We completely revamped our Summer Reading Program so that we can offer an entirely virtual program, including purchasing and learning a new software to create online logs, brainstorming no contact or limited contact prizes that will support local businesses, and strategizing how to best involve the schools and the retirement centers
- We met via phone with Melissa Johnson to discuss Rec It Tuesday, and came up with a socially distanced alternative that will still encourage Chelsea youth to get out and play.
- We met with Michelle Tuplin to plan a virtual memoir writing workshop in June to make up for the cancellation of our May author visit from Kevin Sessums

We continued to improve our print and virtual collections as well:

- We continued to purchase additional advantage titles for our Overdrive collection, and were thrilled to hear that circulation of overdrive ebook titles doubled in April 2020 compared to April 2019.
- We've turned book clubs for K-2, tweens, teens, and adults virtual, and use those to help promote our collections.
- Librarians have also begun to record book reviews to encourage users to explore our digital collections.
- Librarians are building carts in Baker and Taylor, our main book vendor, so that we will be prepared to resume print ordering when it is feasible to do so.



# Technology

## Summary of May 2020



### From: Ron Andrews – Head of Technology

#### Brief Monthly Summary

A brief update of what has been going on.

#### Technology

- Electronic usage is obviously up from last month – Please note: no April or May usage stats for Lima, Sylvan and
- Online and phone support for CRC, SM and other library users
- Monitoring OverDrive support for TLN consortium
- Working on Databases and Electronic resources renewals with input from Shannon Powers
- Continue on Camtasia training and finding training videos for our other offerings in the IE.

DATA SERVICES		JAN	FEB	MAR	APR
11807.32	Hotspots: Total GB Used	1112.76	2989.04	2783.47	4922.05
11.1	-- Lima Township (GB)	0.63	0.87	9.6	Problem
22.67	-- Sylvan Township (GB)	2.28	10.09	10.3	Problem
6420.99	-- Mobile Beacon (GB)	689.45	1469.18	1127.47	3134.89
5352.56	-- Library Circulating Hotspots (GB)	420.4	1508.9	1636.1	1787.16
65	Hotspot Devices Circulated	33	32	NA	NA
2083	Public Internet - Computer Sessions	861	921	301	NA
19042	Public Internet - Wireless Logins	6079	5847	4398	2718
ONLINE SERVICES		JAN	FEB	MAR	APR
29066	Website Sessions	8886	8249	8407	3524
16136	Website Users	4704	4394	4995	2043
5356	AUDIO Downloads Total	1352	1248	1281	1475
4473	-- Audio: Overdrive	1181	1096	1078	1118
883	-- Audio: Hoopla	171	152	203	357
277	VIDEO Downloads Total	38	35	65	139
17	-- Video: Overdrive (streaming only)	5	0	4	8
260	-- Video: Hoopla	33	35	61	131
7680	EBook Downloads Total	1491	1426	1941	2822
7241	-- eBook: Overdrive	1423	1363	1839	2616
439	-- eBook: Hoopla	68	63	102	206
13313	TOTAL Downloads	2881	2709	3287	4436

Ron Andrews

## **Network Report**

### **May 2020**

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



#### **Project/Task List**

- Daily support to remote work force as needed
- Continue to produce CDL Insider Webcast, now featuring book reviews!
- Providing production support to Music in the Air team
  - -- submitted 2 promotional videos
  - -- created supporting project files for performance
- Provision VMWare servers in preparation for Cloud Backup install
- Set up Online registration form for library card applicants
- Updates/Support to web site as needed

*Scott Rakestraw*

### Marketing Monthly Board Report (Apr. 1–30, 2020):

In an effort to stay connected with CDL patrons in print throughout the district a new layout was implemented for the CDL quarterly newsletter, with adjustments made for new programming. Marketing returned to advertising with local media outlets online and in print in a reduced capacity. With such a prominent location on Main Street CDL is utilizing banners and lawn signs in front of the library to visually stay connected with the public still traveling through Chelsea for essential work and purchases. As the building remained closed in April, the digital marketing channels are an important way of communicating with our community online as well. Some updates for April include:

#### Website:

- Updated the home page to allow for program promotion web highlights.
- Created landing page for Music in the Air and worked with IT to add it to events menu in preparation for the exclusive online video performance by Jacopo Giacomuzzi.
- Updated COVID-19 page to include chamber of commerce resources, Lynda.com, and online library card applications.

#### Social Media:

At Lori's directive, social media continues to be used to convey accurate information at a reasonable rate. Effort is made to keep our messaging hopeful and positive. Scheduled multiple posts daily to share:

- Started Masked Mondays theme to distribute DIY mask instructions as well as share staff photos
- Continued to engage with Walk to School Wednesday patrons, who are dearly missed
- Worked with Stacey and Gabrielle to publicize librarian recommended reads
- Used Facebook events as a vehicle for publicizing our online storytimes, contests, and events.
- Shared Distance Learning and Professional development resources

### E-newsletters:

Created and distributed an eNewsletter for the Midwest Literary Walk audience to notify of the cancellation of this year's Walk and the exciting news of booking two of the authors for 2021.

### Miscellaneous

In addition to these digital channels, we reached out to Lisa at the Chelsea Update and we have resumed sharing images and information that she includes on the Chelsea Update for our online programs and contests. We continued to write and distributed press releases to the Sun Times, Chelsea Guardian, and Chelsea Update including one to offer updates on how we are connecting with the community during the library closure.

## Circulation Supervisor's Report

APRIL 2020

April 2020 was a work at home month for circulation. The circulation department kept in touch through text messages and emails. Everyone is doing well, and managing to stay in contact with their families.

- Attended weekly management meetings via Zoom.
- Attended collection meeting with Shannon & Ron via Zoom.
- Attended tech services meeting with Lucie & Ron via Zoom.
- Attended webinar from Library Works on Dealing with Toxic Behaviors in your Library.
- Beth Easterwood celebrated her 16<sup>th</sup> anniversary with CDL on April 26<sup>th</sup> and Beth Goodgall celebrated her 2<sup>nd</sup> anniversary with CDL on April 5<sup>th</sup>.
- Worked on the 2021 budget.
- Worked on planning reopening tasks and procedures for the circulation department.
- Worked on updating the curbside delivery procedures.

April through May 13 with **Updates:**

- Since patrons realized we were not open, the phone calls & emails requesting a renewal of their cards, or a new card (mostly patrons who had not renewed in over 2 years) has kept me busy. To date (5/13) I have renewed 12 patrons and done 10 new cards. I have sent several emails to patrons requesting additional information so I can complete their applications and get them cards.
- **UPDATE: We had a total of 18 new cards, I did 5 online renewals, but TLN renewed 316 cards that were due to expire during the closure.**
- Twenty patrons have contacted me asking about PIN's, how to return items, how to get items, how does curbside work (they didn't know we had stopped this). I have also had to discharge items and check them back out to patrons as these had gone to Lost and couldn't be renewed for the patron.
- **UPDATE: I worked with 30 patrons with account issues or ones who just had questions about the library.**

- Amy and Leslie volunteered to make phone calls to patrons who normally receive home delivery of books.

#### Fine Free:

- With the shutdown of CDL and the Stay at Home order we made the decision to discharge all items fine free starting Friday, March 13 (the last day we were open to the public) and let patrons know that we would do this until for the foreseeable future, as we didn't know how the shutdown would play out.
- Fine free discussion and decision. Since the Covid-19 Pandemic disrupted normal operations and we were forced to make quick decisions, I think we need to change our timing for going officially "fine free". Reverting to charging fines for several months (we were looking at October 1<sup>st</sup> to start our fine free policy) and then to go fine free and wipe out fines on patron's accounts seems unnecessary. My suggestion is to keep discharging items fine free after we reopen and then work with TLN to have "0" fines attached to our items, remove any fines from our patron accounts and from patron accounts from other TLN libraries who have fines from Chelsea items.

This process may be a little more drawn out, since we don't know our timing, but it can be done as soon as everyone is caught up with the backlog of items all TLN libraries are facing.

- **UPDATE: The action item making all Chelsea items and patrons fine free was approved at the April 21<sup>st</sup> board meeting. I contacted TLN about making these changes and both were completed in May. Chelsea patrons with fines from other TLN libraries will have to have these removed from their accounts when the library reopens. TLN will not remove other libraries fines.**

# DISCUSSION ITEMS



# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

## **Library Board Fact Sheet** May 19, 2020 Meeting

COVID-19 Response

**Background:**

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



# **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

