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

August 18, 2020
6:45 pm

Remotely over Zoom

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, August 18, 2020—6:45 p.m.
Remotely via Zoom

AGENDA

6:45 Budget Hearing
Welcome and Call to Order
Board Review of 2021 Budget
Public Comment
Adjournment

7:15 Board Meeting
Welcome and Call to Order
Agenda Review, Additions, and Approval

7:20 Compulsory Segments
Minutes Approval – July 21, 2020
Approval of the July Operational Checks
Approval of July Financial Reports
Director's Report & Friends Report

7:45 Public Comment

7:50 Discussion Items
1. Auditor Contract Extension

7:50 Reports
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

7:55 Public Comment

8:00 Other Items

8:05 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, July 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, & C. Berggren.

Guests: None

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 J. Carr, SECONDED by TJ Helfferich to approve the agenda, as presented. Discussion: None

All Ayes: 7-0

Compulsory Segments:
Minutes and Approval of Checks
MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the minutes of the June 16, 2020 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by C. Taylor, SECONDED by A. Merkel to accept the General Fund Operational checks for June, 2020. Discussion: None

All Ayes 7-0

MOTION made by J. Carr, SECONDED by TJ Helfferich to accept Financial Reports for June, 2020. Discussion: None

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- Clarified that the State's Level 3 from her report wasn't statewide, only for our region.
- SportsPort giveaway starts tomorrow. This is a 5 Healthy Towns grant initiative.
- The library continues to operate at curbside pickup and virtual events mode.
- Tech's backup to Cloud project in going really well.

- Anne reported that a friend of hers did the storybook trail with her kids and loved it.

- Charlie asked if Lori has any idea when the library will move to its next stage of opening. Lori reported that we don't have a timetable, as that's dictated by outside factors.

- Jan asked if we've had much feedback on fine free. Lori said not really, but it will probably be more evident once things return to normal.

Friend's Report:

- Going to allow limited friends back into the library soon.
- Jan reported that with the filling of the friends' secretary position, the friends now have a full slate of officers for the first time in a long time.

Other Reports Notes: None

Public Comment: None

Susan had to leave the meeting and handed over the running of the meeting to President-Elect TJ Helfferich.

Action Item #1: Donations

MOTION made by J. Carr, SECONDED by A. Merkel to approve and acknowledge the presented June 2020 donations of $1,050.00.

Discussion: None

All Ayes: 6-0

Action Item #2: Budget Hearing Notice
MOTION made by J. Carr, SECONDED by E. Sensoli to approve the publication of the Budget Hearing Notice in the Chelsea Guardian and the Chelsea Update, announcing that the hearing for the library's 2021 budget will take place at that August 18, 2020 board meeting. Discussion: None

All Ayes: 6-0

Discussion Item #1: Staff In-Service
The library plans to hold its annual staff in-service on Friday, August 21, and asked the board for permission to close the library's services that day, so the in-service is possible. Lori explained the staff will be split into a morning session and afternoon session to limit the number of people in the building. The theme this year will be Diversity, Inclusion, and Equity. Because of the proximity of this date, the library also asked the board to move this to Action.

MOTION made by J. Carr, SECONDED by E. Sensoli to move Discussion Item #1: Staff In-Service to Action Item #3.

All Ayes: 6-0

Action Item #3: Staff In-Service
MOTION made by J. Carr, SECONDED by C. Taylor to approve the Staff In-Service date of Friday, August 21, and to formally close the library's services on that day. Discussion: None

All Ayes: 6-0

Discussion Item #2: 2021 Budget Draft
Chris will email the 2021 budget draft to the trustees in the morning. Lori asked that all questions concerning the budget draft be forwarded to her by August 11.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: Charlie spoke about his hope for the Adult Learning Institute to use the library for Zoom and actual classes. He wanted the other board members to know that there are discussions taking place to further a partnership and make this possible.

Adjourn:
MOTION made by J. Carr, SECONDED by A. Merkel to adjourn the meeting at 7:50 p.m.

All Ayes, 6-0

_____ _____
Janice L. Carr, Board Secretary Date

FINANCE REPORTS

08/13/20

Chelsea District Library
List of Checks for Board Approval
July 2020

Date	Num	Name	Memo	Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up ER				
07/03/2020	PR 20200703		RETIREMENT	-1,249.63
07/07/2020	20200615	Alerus Financial	07/03/2020 PR FLEX TO 457(b)	1,249.63
07/13/2020	20200629	Alerus Financial	07/17/2020 PR FLEX TO 457(b)	1,249.63
07/15/2020	PR 20200717		RETIREMENT	-1,249.63
07/29/2020	20200713	Alerus Financial	07/31/2020 PR FLEX TO 457(b)	1,249.63
07/29/2020	PR 20200731		RETIREMENT	-1,249.63
Total 701.120 · Retirement Pick up ER				0.00
701.100 · Wages - Other				
07/03/2020	PR 20200703		WAGES	49,150.22
07/15/2020	PR 20200717		WAGES	40,225.94
07/29/2020	PR 20200731		WAGES	37,763.76
Total 701.100 · Wages - Other				127,139.92
Total 701.100 · Wages				127,139.92
701.110 · Retirement-Contributions - EE				
07/03/2020	PR 20200703		RETIREMENT PICK UP	-2,554.95
07/07/2020	20200615	Alerus Financial	07/03/2020 PR EE PERSONAL CONT	2,554.95
07/13/2020	20200629	Alerus Financial	07/17/2020 PR EE PERSONAL CONT	2,554.95
07/15/2020	PR 20200717		RETIREMENT PICK UP	-2,554.95
07/29/2020	20200713	Alerus Financial	07/31/2020 PR EE PERSONAL CONT	2,556.84
07/29/2020	PR 20200731		RETIREMENT PICK UP	-2,556.84
Total 701.110 · Retirement-Contributions - EE				0.00
701.115 · 401A Retirement Matching				
07/03/2020	PR 20200703		401 A MATCHING	1,330.31
07/15/2020	PR 20200717		401 A MATCHING	1,333.90
07/29/2020	PR 20200731		401 A MATCHING	1,335.79
Total 701.115 · 401A Retirement Matching				4,000.00
701.200 · FICA				
07/03/2020	PR 20200703		FICA EMPLOYER	3,640.77
07/15/2020	PR 20200717		FICA EMPLOYER	3,046.61
07/29/2020	PR 20200731		FICA EMPLOYER	2,777.34
Total 701.200 · FICA				9,464.72
701.300 · Flex Benefits				
07/03/2020	PR 20200703		Dep Life (CA & DL & HI)	-40.48
07/03/2020	PR 20200703		Health Insurance	-1,358.74
07/12/2020	201890072670	Blue Care Network of Michigan	AUG 2020 MED INS	2,995.37
07/15/2020	PR 20200717		Dep Life (CA & DL & HI)	-73.60
07/15/2020	PR 20200717		Health Insurance	-300.97
07/29/2020	PR 20200731		Dep Life (CA & DL & HI)	-48.76
07/29/2020	PR 20200731		Health Insurance	-1,358.74
Total 701.300 · Flex Benefits				-185.92
701.400 · Unemployment				
07/10/2020	20200708	Michigan Municipal League-Unemp	2020 2nd Quarter	27.99
Total 701.400 · Unemployment				27.99
Total 701 · Personnel Expenses				140,446.71
727 · Supplies				
727.200 · General Operations				
07/13/2020	WO-76917	SMART BUSINESS SOURCE	GENERAL SUPPLIES	110.24
07/24/2020	20-0371	Zoran, Amy	28 Cards	89.50
07/27/2020	20200716	Costco Anywhere Visa	ANNUAL MEMBERSHIP	120.00
07/29/2020	WO-78829-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	98.30
Total 727.200 · General Operations				418.04
727.500 · Cleaning				
727.520 · Cleaning Supplies				
07/10/2020	4054727931	Cintas Corporation-300	Soap	18.76
Total 727.520 · Cleaning Supplies				18.76
727.530 · Cleaning Rugs				
07/10/2020	4054727931	Cintas Corporation-300	Rugs	151.03

Chelsea District Library
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July 2020

Date	Num	Name	Memo	Amount
Total 727.530 · Cleaning Rugs				151.03
Total 727.500 · Cleaning				169.79
727.700 · Postage				
727.720 · Postage-Operating Postage				
07/13/2020	1015914155	Pitney Bowes	PITNEY BOWES METER RENTAL	71.25
07/13/2020	PERMIT - PI - 28	Postmaster	POSTAGE PERMIT #28 - TYPE PI - 08/16/2020 - 08..	240.00
Total 727.720 · Postage-Operating Postage				311.25
Total 727.700 · Postage				311.25
727.800 · Maintenance				
727.830 · Maintenance General				
07/29/2020	10354/154	Great Lakes Ace Hardware	HOE, HOSE REPAIR	24.49
Total 727.830 · Maintenance General				24.49
Total 727.800 · Maintenance				24.49
Total 727 · Supplies				923.57
801 · Professional Services				
801.040 · Bookkeeper				
07/01/2020	20200701	Ballard, Kerry	BOOKKEEPING THROUGH 07/01/2020	350.00
07/13/2020	20200717	Ballard, Kerry	BOOKKEEPING THROUGH 07/17/2020	350.00
07/27/2020	20200730	Ballard, Kerry	BOOKKEEPING THROUGH 07/30/2020	350.00
Total 801.040 · Bookkeeper				1,050.00
801.041 · Payroll Services				
07/03/2020	PR 20200703		PAYROLL PREP	1.50
07/15/2020	PR 20200717		PAYROLL PREPARATION	1.50
07/29/2020	PR 20200731		PAYROLL PREPARATION	1.50
Total 801.041 · Payroll Services				4.50
801.042 · Financial Services				
07/13/2020	2020-AD-0709-23	Public Financial Management	2020 Annual Disclosure Filing	1,000.00
Total 801.042 · Financial Services				1,000.00
801.300 · Banking Fees				
801.310 · Bank Fees				
07/31/2020			Service Charge	10.40
Total 801.310 · Bank Fees				10.40
801.350 · Credit Card Fee Circ				
07/13/2020	CC FEE 2007		JUNE 2020 CC Discount - MINIMUM $37.50	37.50
Total 801.350 · Credit Card Fee Circ				37.50
Total 801.300 · Banking Fees				47.90
Total 801 · Professional Services				2,102.40
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
07/10/2020	SEI/01358533	ASSA ABLOY Entrance Systems	SCI/01358533 FRONT DOOR ROLLER ASSEMBLY	249.60
07/24/2020	0D26584121	Cintas Fire Protection	FIRE PANEL DEAD BATTERY	435.00
Total 803.010 · Maint Svc Contingency				684.60
803.100 · Copier				
803.101 · Public Copier				
07/01/2020	5010835904	Wells Fargo Bank, NA	06/14 - 07/13/2020 Copier Printer Maintenance - APR	229.44
07/29/2020	5011228013	Wells Fargo Bank, NA	07/14 - 08/13/2020 Copier Printer Maintenance - APR	229.44
Total 803.101 · Public Copier				458.88
803.102 · Staff Copier				
07/01/2020	5010835904	Wells Fargo Bank, NA	06/14 - 07/13/2020 Copier Printer Maintenance - APR	604.54
07/29/2020	5011228013	Wells Fargo Bank, NA	07/14 - 08/13/2020 Copier Printer Maintenance - APR	625.82
Total 803.102 · Staff Copier				1,230.36
803.103 · Small Printer Maintenance				
07/01/2020	5010835904	Wells Fargo Bank, NA	06/14 - 07/13/2020 Copier Printer Maintenance - APR	153.34
07/29/2020	5011228013	Wells Fargo Bank, NA	07/14 - 08/13/2020 Copier Printer Maintenance - APR	153.34

Chelsea District Library
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July 2020

Date	Num	Name	Memo	Amount
Total 803.103 · Small Printer Maintenance				308.68
Total 803.100 · Copier				1,995.92
803.400 · Alarm Monitoring				
803.420 · Fire				
07/10/2020	0D26583639	Cintas Fire Protection	FIRE ALARM MONITORING - ANNUAL	954.00
Total 803.420 · Fire				954.00
Total 803.400 · Alarm Monitoring				954.00
803.600 · Building Maintenance				
803.605 · Janitorial				
07/15/2020	12639	A Production Cleaning Company Inc	CLEANING 06/28 - 07/11/2020	1,500.85
07/29/2020	12667	A Production Cleaning Company Inc	CLEANING 07/12 - 07/25/2020	1,500.85
Total 803.605 · Janitorial				3,001.70
803.610 · Lawn/Snow Service				
803.611 · Lawn Service				
07/10/2020	11670	Association Maintenance Corp	JUNE - MOW, WEEDING	360.00
Total 803.611 · Lawn Service				360.00
Total 803.610 · Lawn/Snow Service				360.00
803.620 · Trash				
07/10/2020	19387	City of Chelsea	2020 JUNE - 3 WEEKS - TRASH	30.00
Total 803.620 · Trash				30.00
Total 803.600 · Building Maintenance				3,391.70
Total 803 · Maintenance Service Contracts				7,026.22
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
07/01/2020	20001159-07	Navitas Credit Corp	NAVITAS JULY PHONE LEASE	212.81
07/01/2020	734433980406	A T & T	AT&T 06/25 - 07/24/20 PHONE SERVICE	177.06
07/15/2020	20200806	Keybank	STAR2STAR PHONE SERVICE 06/26 - 07/25/20	388.26
07/29/2020	20200815	Navitas Credit Corp	NAVITAS AUG PHONE LEASE	212.81
Total 850.120 · Telephone				990.94
850.121 · IT Cell Phone				
07/15/2020	9857587037	Verizon Wireless	IT PHONE 05/29 - 06/28/20	51.85
07/27/2020			CREDIT BALANCE FROM CLOSED VERIZON ACC...	-4.97
Total 850.121 · IT Cell Phone				46.88
Total 850.100 · Local & Long Distance Charges				1,037.82
850.300 · TLN Internet Service				
850.311 · WIFI Hotspots				
07/15/2020	X07142020	A T&T Mobility	JULY ACCT 287286231198 - INV X07142020 - WIRE...	217.44
07/15/2020	9857587037	Verizon Wireless	05/29 - 06/28/2020 JUN Library Hotspots	575.94
07/24/2020	261402854-067	Sprint	2020 JULY HOTSPOTS 06/11 - 07/10/2020	455.88
Total 850.311 · WIFI Hotspots				1,249.26
Total 850.300 · TLN Internet Service				1,249.26
Total 850 · Telecommunications				2,287.08
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
07/01/2020	9048-R	The Sun Times	MIA - BLANKET PO 20-072	100.00
07/01/2020	20200619	Chelsea Update	2020 APR, MAY, JUN	300.00
07/01/2020	3RD QTR	Chelsea Update	3RD QTR	100.00
07/15/2020	20200806	Keybank	FACEBOOK MEDIA BUY	38.00
07/27/2020	2948	Chelsea Guardian	2020 JULY 24, 3" X 3" AD	50.00
Total 880.110 · Media Buy				588.00
880.120 · Misc Advertising				
07/01/2020	DB-70864-INV	Dollar Bill Copying	CURBSIDE SANDWICH BOARDS - CURBSIDE SVC...	57.60
07/01/2020	DB-70737-INV	Dollar Bill Copying	HAND SANITIZER BOTTLE LABELS - COVID-19	33.93
07/15/2020	DB-70996-INV	Dollar Bill Copying	POSTERS	57.60
07/27/2020	2965	Chelsea Guardian	2021 BUDGET HEARING NOTICE	128.00

Chelsea District Library
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July 2020

Date	Num	Name	Memo	Amount
Total 880.120 · Misc Advertising				277.13
Total 880.100 · Advertising				865.13
880.200 · Publications				
880.230 · Newsletter Postage				
07/13/2020	20200706	Postmaster	FALL NEWSLETTER	1,000.00
Total 880.230 · Newsletter Postage				1,000.00
Total 880.200 · Publications				1,000.00
880.300 · Marketing Supplies				
880.340 · Printed Items / Stationary				
07/27/2020	SO 20001569	Namify	NAME BADGES - GABRIELLE	23.52
Total 880.340 · Printed Items / Stationary				23.52
Total 880.300 · Marketing Supplies				23.52
880.400 · Program Promotion				
880.430 · Library Program Promotion				
880.435 · CDL Songfest				
07/01/2020	20200921	City of Chelsea	SONGFEST BANNERS 09/21 - 10/17/2020	105.00
07/01/2020	20200626	Koepping, Luna Marie Elizabeth	SONGFEST 2020 DESIGN WORK	500.00
Total 880.435 · CDL Songfest				605.00
Total 880.430 · Library Program Promotion				605.00
Total 880.400 · Program Promotion				605.00
880.500 · Purchased Services				
880.510 · General Purchased Services				
07/15/2020	20200806	Keybank	ADOBE -STOCK PHOTOS	29.99
Total 880.510 · General Purchased Services				29.99
880.520 · Professional Services				
880.521 · Graphic Design Services				
07/27/2020	20200724	Koepping, Luna Marie Elizabeth	YOUNG AT ART 2020 DESIGN WORK	600.00
Total 880.521 · Graphic Design Services				600.00
Total 880.520 · Professional Services				600.00
Total 880.500 · Purchased Services				629.99
Total 880 · Promotional Materials				3,123.64
884 · Programming				
884.110 · Adult Speakers				
884.119 · General Adult Events				
07/11/2020	202006/202007	THE LAKEHOUSE BAKERY	VIRTUAL PROGRAMS JUNE & JULY 2020 - DESS...	400.00
Total 884.119 · General Adult Events				400.00
Total 884.110 · Adult Speakers				400.00
884.220 · Youth Supplies				
884.226 · Summer Reading				
07/11/2020	1YHC-D6PQ-JYQV	Amazon Capital Services Inc	BROWN CRAFT BAGS	68.40
Total 884.226 · Summer Reading				68.40
Total 884.220 · Youth Supplies				68.40
884.260 · Teen Speakers				
884.261 · Teen Summer Reading				
07/29/2020	2200724	STONE, BETHANY	07/24/2020 OWL PAINTING KITS $20 EACH x 25 KI...	500.00
Total 884.261 · Teen Summer Reading				500.00
Total 884.260 · Teen Speakers				500.00
884.270 · Teen Supplies				
884.272 · Teen General Programs				
07/15/2020	20200806	Keybank	SERENDIPITY & LITERATI BOOKS GIFT CERT	15.00
Total 884.272 · Teen General Programs				15.00
884.277 · Teen Summer Reading				
07/10/2020	1R4N-QLQ6-CPKP	Amazon Capital Services Inc	PROMOTIONAL ITEMS	248.75

Chelsea District Library
List of Checks for Board Approval
July 2020

Date	Num	Name	Memo	Amount
Total 884.277 · Teen Summer Reading				248.75
Total 884.270 · Teen Supplies				283.75
884.920 · Youth Programming Restricted				
884.923 · Youth Prog Rest Gifts SRP				
07/11/2020	20200716	Breathe Yoga LLC	25 JUNE 2020 Yoga Storytime	120.00
07/11/2020	20200813	Breathe Yoga LLC	13 AUG 2020 Yoga Storytime	120.00
Total 884.923 · Youth Prog Rest Gifts SRP				240.00
Total 884 920 · Youth Programming Restricted				240.00
Total 884 · Programming				1,472.15
920 · Utilities				
920.110 · City of Chelsea Water				
07/15/2020	20200708	City of Chelsea-Elect & Water	JUN 05/29 - 06/30/2020 WATER	33.91
Total 920.110 · City of Chelsea Water				33.91
920.120 · City of Chelsea Sewer				
07/15/2020	20200708	City of Chelsea-Elect & Water	JUN 05/29 - 06/30/2020 SEWER	107.92
Total 920.120 · City of Chelsea Sewer				107.92
920.130 · City of Chelsea Electric				
07/15/2020	20200708	City of Chelsea-Elect & Water	JUN 05/29 - 06/30/2020 ELECTRICITY	3,020.09
Total 920.130 · City of Chelsea Electric				3,020.09
920.150 · City of Chelsea Sprinkler				
07/15/2020	20200708	City of Chelsea-Elect & Water	JUN 05/29 - 06/30/2020 SPRINKLER	246.43
Total 920.150 · City of Chelsea Sprinkler				246.43
920.200 · McKune Gas				
07/15/2020	2942961	Constellation NewEnergy-Gas Division LLC	2020 MAY GAS SERVICE - COVID-19 - 05/22 -06/18/...	57.88
Total 920.200 · McKune Gas				57.88
Total 920 · Utilities				3,466 23
960 · Board & Director Expense				
960.200 · Director Expense				
07/24/2020	20-0330	Zoran, Amy	WALK TO SCHOOL WEDNESDAY	86 40
Total 960.200 · Director Expense				86 40
Total 960 · Board & Director Expense				86 40
965 · Automation Services				
965.100 · Bibliographic Database				
07/15/2020	66384	The Library Network	3RD QTR BDBS	2,256 65
Total 965.100 · Bibliographic Database				2,256 65
965.200 · Shared Automation System				
965.210 · Online Catalog/Circulation				
07/15/2020	66384	The Library Network	3RD ON-LINE CATALOG	6,561 84
Total 965.210 · Online Catalog/Circulation				6,561 84
Total 965.200 · Shared Automation System				6,561 84
Total 965 · Automation Services				8,818 49
967 · Equipment				
967.200 · Equipment Software				
07/15/2020	20200806	Keybank	HR COLLABORATIVE - HR PLAYBOOK	170 00
07/15/2020	20200806	Keybank	BISECT - MINECRAFT HOSTING	12 46
07/15/2020	20200806	Keybank	NINITE - SECURE BY DESIGN	20 00
07/15/2020	20200806	Keybank	TECHSMITH - 2020 LICENSE FOR CAMTASIA	263 94
07/15/2020	20200806	Keybank	TECHSMITH - FOREIGN TRANSACTION FEE	7.92
Total 967.200 · Equipment Software				474 32
Total 967 · Equipment				474 32
969 · Continuing Education Expenses				
969.300 · Memberships				
969.500 · Institutional Membership				
969.510 · Institutional Member Rotary				

Chelsea District Library
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July 2020

Date	Num	Name	Memo	Amount
07/13/2020	0620914	Rotary Club of Chelsea	2020 ROTARY INV # 0620914	94 00
Total 969 510 · Institutional Member Rotary				94 00
Total 969.500 · Institutional Membership				94 00
Total 969.300 · Memberships				94 00
969.600 · Staff Training				
969.940 · Staff Apprec - Restr/Covid-19				
07/15/2020	20200806	Keybank	MEIJER - WELCOME BACK	88 89
07/15/2020	20200806	Keybank	MEIJER - STAFF APPRECIATION	63 49
07/15/2020	20200806	Keybank	M52 SMOKEHOUSE - PATTY ROBERTS	36 51
07/15/2020	20200806	Keybank	52 SMOKEHOUSE - ANNIVERSARIES	75.00
07/15/2020	20200806	Keybank	TASTY BAKERY - STAFF APPRECIATION	108 00
07/15/2020	20200806	Keybank	TASTY BAKERY - STAFF APPRECIATON	42 00
07/15/2020	20200806	Keybank	MIKES DELI - STAFF APPRECIATION BETH	25.00
07/15/2020	20200806	Keybank	GARDEN MILL - STAFF APPRECIATION ANDREWS	25 00
07/15/2020	20200806	Keybank	ZOU ZOU'S - STAFF APPRECIATION, POWERS, HI .	50 00
07/15/2020	20200806	Keybank	CLEARYS - STAFF APPRECIATION - LAURA BRO..	25 00
Total 969 940 · Staff Apprec - Restr/Covid-19				538 89
Total 969 600 · Staff Training				538 89
Total 969 · Continuing Education Expenses				632 89
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
07/15/2020	99081668	Midwest Tape	FEB ADULT BOC	50.99
07/15/2020	99088350	Midwest Tape	MAR ADULT BOC	209 95
07/15/2020	99088353	Midwest Tape	APR ADULT BOC	754.81
Total 982 120 · Adult Books on Disc				1,015.75
Total 982.100 · Audio Books				1,015.75
982.400 · Non Print				
982.411 · Ebooks / Overdrive				
07/29/2020	99092696	Midwest Tape - Hoopla	DEPOSIT #3 TO HOOPLA ACCOUNT 2020/07/06	7,000.00
Total 982.411 · Ebooks / Overdrive				7,000.00
982.412 · EBooks/Overdrive Advantage				
07/11/2020	CD0157620205664	OverDrive	2020 ADVANTAGE CREDIT - EXTRA TITLES ORDER	1,600 00
Total 982 412 · EBooks/Overdrive Advantage				1,600 00
982.420 · Adult Music on CD				
07/15/2020	99081666	Midwest Tape	FEB/MAR ADULT MUSIC CDs	41 37
Total 982.420 · Adult Music on CD				41 37
982.460 · DVD Feature				
07/13/2020	99083550	Midwest Tape	MARCH DVD FEATURE ADULT TV FOREIGN	192 67
07/13/2020	99083553	Midwest Tape	APRIL FEATURE DVD	190 40
07/13/2020	99085539	Midwest Tape	APRIL FEATURE DVD	423 54
07/13/2020	99088658	Midwest Tape	MAY & JUNE ADULT FEATURE DVD	684 44
Total 982.460 · DVD Feature				1,491 05
982.470 · DVD Non-Fiction				
07/13/2020	99083552	Midwest Tape	MARCH & APRIL NF DVDS ADULT	83 21
07/13/2020	99085538	Midwest Tape	MARCH & APRIL NF DVDS ADULT	143 92
Total 982.470 · DVD Non-Fiction				227.13
982.480 · Youth Video DVD				
07/11/2020	99081669	Midwest Tape	10 FAMILY DVDS	41 22
Total 982.480 · Youth Video DVD				41 22
Total 982 400 · Non Print				10,400.77
982.600 · Periodical & Newspapers				
982.610 · Annual Reference				
07/13/2020	2020625	Genealogical Society of Washtenaw County,	GSWC Dues THRU 06/30/2021	10 00
Total 982.610 · Annual Reference				10 00
Total 982.600 · Period cal & Newspapers				10 00

Chelsea District Library
List of Checks for Board Approval
July 2020

Date	Num	Name	Memo	Amount
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
07/11/2020	2035165415	Baker & Taylor - Adult Large Print	2020 ADULT ACCT	50.37
Total 982.710 · Adult Large Print				50.37
982.720 · Adult Print General				
07/29/2020	2035093848	Baker & Taylor - Unlabeled Adult	2020 ADULT ACCT	131.67
Total 982.720 · Adult Print General				131.67
982.730 · Adult Ref.				
07/11/2020	2035167856	Baker & Taylor - Adult Reference	2020 ADULT REFERENCE	16.98
Total 982.730 · Adult Ref.				16.98
Total 982.705 · Adult Print				199.02
982.755 · Youth Print				
982.760 · Youth Print General				
07/11/2020	2035189920	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	87.24
07/11/2020	2035179992	Baker & Taylor - Juvenile	2020 JUVENILE ACCOUNT	29.39
07/11/2020	2035158260	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	98.31
07/11/2020	2035156242	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	208.16
07/11/2020	1X11-T4JX-HWKT	Amazon Capital Services Inc	JUVENILE NONFICTION BOOKS	67.60
Total 982.760 · Youth Print General				490.90
Total 982.755 · Youth Print				490.90
Total 982.700 · Print				689.92
Total 982 · Collection Expense				12,116.44
TOTAL				182,976.54

9:49 AM
08/13/20
Accrual Basis

Chelsea District Library
Donation and Restricted
January through July 2020

	Jan - Aug 20	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation-Public			
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	3,000	4,000	(1,000)
674.120 · Undesignated Donation	525	525	0
674.141 · Designated Technology	3,000	3,000	0
674.150 · Continuing Education Restricted	600	600	0
674.400 · Community Read Donations	1,500		
Total 674 · Contribution & Donation-Public	12,875	21,875	(9,000)
675 · Donations Private			
675.100 · Community Found Southeast MI	15,000	2,000	13,000
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
675 · Private Grant Sources - Other	(375)		
Total 675 · Donations Private	14,625	3,000	11,625
Total Income	27,500	24,875	2,625
Gross Profit	27,500	24,875	2,625
Expense			
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	0	3,000	(3,000)
Total 850.300 · TLN Internet Service	0	3,000	(3,000)
Total 850 · Telecommunications	0	3,000	(3,000)
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	437	3,000	(2,563)
884.953 · Youth Prog Rest Chelsea Ed Foun	0	1,000	(1,000)
Total 884.211 · Authors in Chelsea	437	4,000	(3,563)
Total 884.210 · Youth Speakers	437	4,000	(3,563)
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	1,762	3,000	(1,238)
Total 884.400 · Music Focus	1,762	4,000	(2,238)
884.500 · Artist in Residence			
884.970 · Artist in Resdience Restricted	0	1,000	(1,000)
Total 884.500 · Artist in Residence	0	1,000	(1,000)
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	0	1,500	(1,500)
884.912 · Adult Prog Rest Gifts General	1,700		
884.913 · Adult Prog Rest Gifts SRP	0	750	(750)
884.914 · Adult Prog Rest Gifts MWest LW	2,707	5,000	(2,293)

Chelsea District Library
Donation and Restricted
January through July 2020

	Jan - Aug 20	Budget	$ Over Budget
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
Total 884.910 · Adult Programming Restricted	4,407	8,250	(3,843)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	0	1,000	(1,000)
884.923 · Youth Prog Rest Gifts SRP	1,085	2,500	(1,415)
Total 884.920 · Youth Programming Restricted	1,085	3,500	(2,415)
Total 884 · Programming	7,691	20,750	(13,059)
967 · Equipment			
967.900 · Equipment Restricted Gifts			
967.910 · Equipment Rest Gifts	0	205	(205)
Total 967.900 · Equipment Restricted Gifts	0	205	(205)
Total 967 · Equipment	0	205	(205)
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Appreciation - Restricted	955	1,100	(145)
Total 969.600 · Staff Training	955	1,100	(145)
Total 969 · Continuing Education Expenses	955	1,100	(145)
982 · Collection Expense			
982.910 · Adult Collection Restricted	500	600	(100)
Total 982 · Collection Expense	500	600	(100)
Total Expense	9,146	25,655	(16,509)
Net Ordinary Income	18,354	(780)	19,134
Net Income	18,354	(780)	19,134

10:02 AM
08/13/20
Accrual Basis

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

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	TOTAL Jan - Jul 20	TOTAL Budget	TOTAL $ Over Budget	TOTAL % of Budget
Ordinary Income/Expense											
Income											
402 · District Revenue	921,217	745,124	72,416	8,913	13,260	75,203	(18,897)	1,817,236	1,824,026	(6,790)	100%
540.100 · State Aid	0	60,640	0	0	5,957	0	6,060	72,657	38,000	34,657	191%
574.100 · Penal Fines	0	0	0	0	0	0	0	0	17,000	(17,000)	0%
607.100 · Non-Resident Fees	500	438	250	0	0	0	0	1,188	6,000	(4,812)	20%
645.100 · Copiers & Printers	523	576	164	0	0	0	0	1,263	7,500	(6,237)	17%
655.100 · Circulation Fines	1,559	1,593	614	0	0	0	0	3,766	11,000	(7,234)	34%
665.100 · Interest	45	78	95	50	48	43	40	399	0	399	100%
666.100 · Investment Earnings	0	14	4,711	0	0	0	0	4,725	50,000	(45,275)	9%
666.500 · Investment Change In Value	0	10,619	12,769	11,708	0	0	0	35,096			
674 · Contribution & Donation	2,025	7,850	0	0	0	3,000	0	12,875	21,875	(9,000)	59%
675 · Private Grant Sources	0	0	0	(375)	15,000	0	0	14,625	3,000	11,625	
Total Income	925,869	826,932	91,019	20,296	34,265	78,246	(12,797)	1,963,830	1,978,401	(14,571)	99%
Gross Profit	925,869	826,932	91,019	20,296	34,265	78,246	(12,797)	1,963,830	1,978,401	(14,571)	99%
Expense											
701 · Personnel Expenses	78,655	86,234	82,576	83,330	87,276	81,225	140,447	639,743	1,168,519	(528,776)	55%
727 · Supplies	2,294	936	1,287	84	690	1,550	924	7,765	19,150	(11,385)	41%
801 · Professional Services	3,419	4,785	5,871	8,878	1,419	1,290	2,102	27,764	77,027	(49,263)	36%
803 · Maintenance Service Contracts	4,123	7,988	9,666	13,529	7,376	17,776	7,026	67,484	163,375	(95,891)	41%
850 · Telecommunications	1,413	1,903	1,581	2,077	2,071	4,115	2,287	15,447	38,320	(22,873)	40%
880 · Promotional Materials	6,265	6,498	2,586	724	142	4,963	3,124	24,302	67,935	(43,633)	36%
884 · Programming	4,206	5,623	1,146	933	1,247	10,315	1,472	24,942	103,920	(78,978)	24%
885 · Volunteer	63	0	0	288	0	0	0	351	2,400	(2,049)	15%
920 · Utilities	0	4,088	3,968	3,641	2,447	1,980	3,466	19,590	61,715	(42,125)	32%
960 · Board & Director Expense	75	136	0	171	0	0	86	468	3,500	(3,032)	13%
965 · Automation Services	12,313	0	0	0	8,818	0	8,818	29,949	43,020	(13,071)	70%
967 · Equipment	1,452	1,626	1,697	452	726	1,607	474	8,034	46,105	(38,071)	17%
969 · Continuing Education Expenses	1,330	868	6,282	2,291	445	269	633	12,118	27,610	(15,492)	44%
980 · Capital Expense	775	0	0	0	200	2,400	0	3,375	74,775	(71,400)	5%
982 · Collection Expense	5,133	29,378	7,040	7,369	5,404	13,196	12,116	79,636	179,370	(99,734)	44%
Total Expense	121,516	150,063	123,700	123,767	118,261	140,686	182,975	960,968	2,076,741	(1,115,773)	46%
Net Ordinary Income	804,353	676,869	(32,681)	(103,471)	(83,996)	(62,440)	(195,772)	1,002,862	(98,340)	1,101,202	
Other Income/Expense											
Other Expense											
999.001 · Transfer to Capital Improvement	0	0	0	0	0	0	0	0	(21,500)	21,500	0%
999.002 · Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	0	2,400	(2,400)	0%
Total Other Expense	0	0	0	0	0	0	0	0	(19,100)	19,100	0%
Net Other Income	0	0	0	0	0	0	0	0	19,100	(19,100)	0%
	804,353	676,869	(32,681)	(103,471)	(83,996)	(62,440)	(195,772)	1,002,862	(79,240)	1,082,102	(1,266%)

10:15 AM
08/13/20
Accrual Basis

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

	Jan - Jul 20	Jan - Jul 19	$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,817,234.41	1,726,302.70	90,931.71	5.27%
540.100 · State Aid	72,656.71	41,515.50	31,141.21	75.01%
607.100 · Non-Resident Fees	1,187.50	3,666.69	-2,479.19	-67.61%
645.100 · Copiers & Printers	1,263.70	3,865.75	-2,602.05	-67.31%
655.100 · Circulation Fines	3,766.06	11,768.68	-8,002.62	-68.0%
665.100 · Interest	398.87	239.67	159.20	66.43%
666.100 · Investment Earnings	4,724.76	6,101.64	-1,376.88	-22.57%
666.500 · Investment Change in Value	35,096.20	40,797.51	-5,701.31	-13.98%
674 · Contribution & Donation	12,875.00	22,395.00	-9,520.00	-42.51%
675 · Private Grant Sources	14,625.00	11,000.00	3,625.00	32.96%
Total Income	1,963,828.21	1,867,653.14	96,175.07	5.15%
Gross Profit	1,963,828.21	1,867,653.14	96,175.07	5.15%
Expense				
701 · Personnel Expenses	639,742.88	580,473.90	59,268.98	10.21%
727 · Supplies	7,764.23	14,340.41	-6,576.18	-45.86%
801 · Professional Services	27,764.16	33,556.07	-5,791.91	-17.26%
803 · Maintenance Service Contracts	67,484.71	75,681.31	-8,196.60	-10.83%
850 · Telecommunications	15,448.36	15,094.75	353.61	2.34%
880 · Promotional Materials	24,302.03	30,383.69	-6,081.66	-20.02%
884 · Programming	24,941.44	72,197.79	-47,256.35	-65.45%
885 · Volunteer	351.08	1,015.32	-664.24	-65.42%
920 · Utilities	19,590.29	28,927.80	-9,337.51	-32.28%
960 · Board & Director Expense	468.77	1,009.58	-540.81	-53.57%
965 · Automation Services	29,950.47	30,561.43	-610.96	-2.0%
967 · Equipment	8,034.08	15,660.07	-7,625.99	-48.7%
969 · Continuing Education Expenses	12,117.28	14,572.52	-2,455.24	-16.85%
980 · Capital Expense	3,375.00	107,915.47	-104,540.47	-96.87%
982 · Collection Expense	79,636.20	103,616.40	-23,980.20	-23.14%
Total Expense	960,970.98	1,125,006.51	-164,035.53	-14.58%
Net Ordinary Income	1,002,857.23	742,646.63	260,210.60	35.04%
Net Income	1,002,857.23	742,646.63	260,210.60	35.04%

CHELSEA DISTRICT LIBRARY

Fund Balances

July 31, 2020

		Beginning Balance	Net Change	Ending Balance	
General Fund					
LOCAL BANKS BALANCES					
Checking Account/ Chelsea State Bank	001 001	$1,037,305.04	-$194,615.04	$842,690.00	should match CSB
Paypal Account	003 002	$96.80	$0.00	$96.80	
Cash on Hand		$1,037,401.84	-$194,615.04	$842,786.80	
Ameriprise Account					
Fixed Income Fund	017.003	$1,522,126.51	$4,224.25	$1,526,354.38	
Money Market Fund	017.004	$0.00	$0.00	$0.00	
Investment Partners Total		$1,522,126.51	$4,227.87	$1,526,354.38	should match Ameriprise
Total General Fund		$2,559,528.35	-$190,387.17	$2,369,141.18	Should match below
				$2,369,141.18	
Debt Service Fund					
Bond Debt Retirement Fund Checking	003 008	$305,607.12	$18,986.49	$324,593.61	should match CSB

8.1

Ameriprise 07/31/2020

Account no. 0000-4823-9221-4

GL 017.004

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance
Dec-19	1,477,311.75						
Jan-20	1,477,311.75		13.86			10,619.00	1,487,944.61
Feb-20	1,487,944.61		8.69			31,105.10	1,519,058.40
Mar-20	1,519,058.40		4,702.21			-18,336.10	1,505,424.51
Apr-20	1,505,424.51		6,983.44			4,724.76	1,517,132.71
May-20	1,517,132.71		3,302.83			-2,884.30	1,517,551.24
Jun-20	1,517,551.24		2,281.62			2,293.65	1,522,126.51
Jul-20	1,522,126.51		3.62			4,224.25	1,526,354.38
Aug-20	1,526,354.38		0.00			0.00	1,526,354.38
Sep-20	1,526,354.38		0.00			0.00	1,526,354.38
Oct-20	1,526,354.38		0.00			0.00	1,526,354.38
Nov-20	1,526,354.38		0.00			0.00	1,526,354.38
Dec-20	1,526,354.38		0.00			0.00	1,526,354.38
Balance		0.00	17,296.27	0.00	0.00	31,746.36	

Ameriprise Money Market GL 017.003 07/31/2020

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance
Dec-19							-100,000.00
Jan-20	-100,000.00		0.00	0.00	0.00	0.00	-100,000.00
Feb-20	-100,000.00		0.00	0.00	0.00	0.00	-100,000.00
Mar-20	-100,000.00	100,000.00	0.00	0.00	0.00	0.00	0.00
Apr-20	0.00		0.00	0.00	0.00	0.00	0.00
May-20	0.00		0.00	0.00	0.00	0.00	0.00
Jun-20	0.00		0.00	0.00	0.00	0.00	0.00
Jul-20	0.00		0.00	0.00	0.00	0.00	0.00
Aug-20	0.00		0.00	0.00	0.00	0.00	0.00
Sep-20	0.00		0.00	0.00	0.00	0.00	0.00
Oct-20	0.00		0.00	0.00	0.00	0.00	0.00
Nov-20	0.00		0.00	0.00	0.00	0.00	0.00
Dec-20	0.00		0.00	0.00	0.00	0.00	0.00
Balance	0.00		0.00	0.00	0.00	0.00	0.00

GL

DIRECTOR'S REPORT

Library Director's Report
Respectfully submitted for August 2020 Board Meeting

Staff Announcements

Congratulations on Work Anniversaries!

- Library Assistant Leslie Abcouwer, nine years on July 13
- Youth Librarian Edith Donnell, 14 years on July 10

CDL Responds to COVID-19

CDL continues to operate at Stage 3 (curbside delivery and virtual and remote offerings) of its Reopening Plan. We continue to limit the number of staff in the building daily. Curbside pickup continues at a brisk pace with 6,021 items checkout during July which averages to 250 items circulating per day. Librarians are handling between 15 and 20 reference interactions a day. Patrons downloaded 4,282 e-resources during the month.

SportPort giveaways are going strong. We end up giving out close to one hundred kits a week! 5 Healthy Towns asked if we would consider extending with more sports equipment giveaways for three more weeks beyond the initial five, and we responded with a very enthusiastic yes. The community appears to love this program.

COVID-19 forced our librarians to quickly adapt and implement a new model for summer reading. I am so impressed with the creativity and energy that has gone into this. A special shout out to them for making lemonade from lemons!

Based on the latest EOs and expert opinions on the possible negative impact of COVID on communities in the fall, the management team has determined that all programming throughout November will be implemented remotely. Exceptions to this are the *Young at Art* exhibit, the library's role in the Sculpture Walk, and the Chelsea Community Read Against Racism Read-in on the Library Lawn.

Financial Matters

We received notification of our penal fine income for 2020. We have been informed that we will receive $15,282.06 for the year. We had projected $17,000 in the budget – a 10% difference. Based on reporting from other libraries, their penal fine income dipped more substantially than CDL's. The expectation is that penal fine income will continue to decrease. You will note in today's 2021 budget document that we have tried to accommodate that by dropping projected income in this line to $10,000.

CDL Annual In-Service Day

In-Service Day is right around the corner on Friday, August 21. We had to adjust our plans to accommodate the Governor's Executive Order 2020-16 limiting indoor organized events to 10 people. To comply with this, all staff will participate remotely. Torrance Learning is leading the program that reinforces our 2020-2022 Strategic Plan theme of facilitating access for all. During the session, we will explore ways to address barriers we may be unknowingly and unintentionally creating to the delivery of excellent service for all.

Young at Art Exhibit

Young at Art will be on display at CDL Sept. 1-30 in the McKune Room. The public may view it by appointment, and all safety and health protocols will be followed. The rest of the library building will not be open to the public.

Young at Art features nearly 50 original illustrations from Caldecott Medal recipients as well as "runner up" Honor books. Picture book illustrators are true artists, and many have created work outside the realm of children's books. Re-discover favorite books and illustrations of yesteryear, and introduce younger generations to art they may not have encountered before.

Chelsea Community Read Against Racism
CDL, Serendipity Books, and the Chelsea Human Rights Commission are partnering to offer a community-wide read of the National Book Award Winner *Stamped from the Beginning* by Ibram X. Kendi (a special teen edition, *Stamped: Racism, Antiracism, and You: A Remix of the National Book Award-winning Stamped from the Beginning* with edits from award-winning author Jason Reynolds is also available). We encourage our community to read the book and participate in related events and activities including a remote book discussion on September 29 and a read-in on the library lawn on September 12.

Strategic Plan 2020-22 Progress Update
Initiative 1: Expand Awareness of Service
1.1 Brand strategy refresh
1.2 Welcome kits
- *Upgraded email software to implement automated Welcome Email to new patrons*

1.3 Physical and virtual library space orientations
1.4 Increase board visibility/participation in services

Initiative 2: Strengthen Intentional Approach to Inclusion
2.1 Fine free?
2.2 Simplify card registration and renewal
- *Card registration allowed via email due to COVID-19*

2.3 Service gap analysis to better understand community needs and address service gaps
2.4 Increase browsability of collections
- *Added CDL Librarian Recommendation form to CDL website and began promoting via eNews and social media*

2.5 Explore alternate hours
- *Curbside service continues due to COVID-19*

Initiative 3: Address Geographic and Mobility Challenges
3.1 Mobile library services
3.2 Mobile card drives
- *Card registration allowed via email due to COVID-19*

3.3 Promote online tools for expanding digital literacy

Initiative 4: Close the Gap in Digital Literacy and Access to Technology
4.1 Develop digital literacy strategy
4.2 Develop a digital tools promotion strategy
- *Digital tools for all ages and job seekers promoted in Technology section of the fall newsletter*

4.3 Continue to advocate to expanded high-speed internet access throughout service area

Chelsea District Library
Assistant Director's Report
July 2020

Facility update:
July was a quiet month as far as the facility was concerned. We had the regularly scheduled maintenance on the front glass doors which resulted in the top roller tracks being replaced. Cintas was out to replace the battery in our alarm panel. JCI came out to do our planned July HVAC maintenance. And lastly Jaco Electric was here to replace the socket in one of our can lights. The tracks to hold the sneeze guards onto the public desks were backordered so we probably won't finish that project until sometime in August.

HR:
The HR Playbook software is working very well and the small glitches we have had have been handled almost immediately by the support team. At this point, I have been able to try some custom alerts and update Plan pages as more accurate COVID information is made available. I continue to be very happy with how easy it is to use.

Continuing Ed/meeting:
Webinars are slowing down a bit but I still attended several on a variety of topics: emotional intelligence at work, administration of health savings accounts (HSAs), the future of workplace benefits, the roll of the library board, and an MLA coffee hour.

Weekly management Zoom meetings continued, as well as a regular meeting with Lori, where we planned our annual all-staff in-service meeting for August on the topic of diversity. We met with staff from local company Torrence Learning and I am looking forward to having this important training/discussion with our staff.

COVID:
We continue to monitor CDC, WCHD, and state executive orders for guidance on making our way through this pandemic. Staff is holding up pretty well but we are all feeling the strain of long-term uncertainty about the future. We continue to encourage and support them as *they* continue to bring the best service possible to our community under very stressful conditions. We couldn't have more dedicated, creative and loyal people to go through this with, so I have no doubt we will come out of it with our great team spirit in tact!

Respectfully submitted-
Linda Ballard
Assistant Director

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

July Program Information

Programs through the month of July remained virtual, and we've continued to adapt to using zoom, vimeo, youtube, facebook and other online platforms to provide patrons with enriching experiences. We offered a total of 24 programs and awareness events, serving 646 patrons.

Date	Event	Attendance
	Adult Programming (Programs, Attendees)	
7/1	Reading Glasses	9
7/7-7/21	Virtual Desserts by Decade	15
7/13	Cat Castle Creations	7
7/18	Outdoor Book Club	7
	Youth Programming (Programs, Attendees)	
7/8, 15, 22	Storytime Live!	13, 7, 13
7/6	Virtual LEGO Club	3
7/7, 7/21	Book Talk Tuesdays	16, 18
7/14	K-2 Books and Fun	6
7/15	Beginner Class with Chelsea ATA Martial Arts	18
7/16	Virtual Yoga Storytime	10
7/21	Tween Book Club	5
7/23	Virtual Dance Along Sing Along	19
7/29	SRP Finale: Virtual Baffling Bill	258
	Teen Programming (Programs, Attendees)	
7/2, 9, 16, 23, 30	Virtual That Thursday Thing	4, 3, 6, 2, 3
7/22	Pizza and Paperbacks	4
7/23	Painted Owl Teen Take Home Kits	25
	Awareness Events	
7/22, 29	SportPort Kit Giveaways	150, 100

2020 Summer Reading

This year was our first year taking the Summer Reading Program entirely online. While virtual, the program was still designed to encourage reading (number one goal) but also provide fun ways for patrons to connect with the community, support local businesses, and interact with their library. (For instance, one youth activity involved contacting librarian Jessica Zubik for a book recommendation, and 30 readers participated). Overall, we had over 400 patrons participate in this year's program.

Stats:

	Adult	Youth	Teen
Enrolled	240	334	181
Participated	109	223	109

At least 10 hrs Read (or 3 books for adults)	93	141	76
Completed*	65	99	60

Program Planning

- Librarians dedicated substantial time to planning the distribution of SRP prizes. We developed online forms and an online book prize list, emailed and called patrons, and strategized the best means of giving out the prizes in a socially distanced way.
- We continued planning for the Young At Art Exhibit, meeting to discuss ways to create a safe in-person experience for patrons.
- We brainstormed and purchased necessary technical equipment to create this year's virtual Sculpture Walk, in partnership with Crystal Scott and CAFE.
- We worked with Michelle Tuplin (Serendipity Books) and Joanne Ladio (Chelsea Human Rights Commission rep) to find a facilitator for the Chelsea Community Read Against Racism book discussion taking place in September.
- We solidified plans for the Virtual Kids Read Comics this October.
- We met with the marketing department to create standards for hosting and marketing our virtual programs.

Reference, Collections, and Deliveries

Services	Jul. 2020
Virtual Reference Questions	581
Homebound & Deposit Book Deliveries	34

- Our home delivery service, CDL Delivers, resumed earlier than anticipated. Librarian Gabrielle Hopkins was in contact with existing delivery patrons, and we worked with Silver Maples, Dancey House, Glazier Commons, and Kresge to develop a safe means of delivering books to residents.
- We also resumed deposit collections for two locations, at the request of the activity directors.
- Reference interactions remain strong, and librarians developed a reader's advisory form to assist us with helping patrons choose books virtually. It can be found at chelseadistrictlibrary.org under Reading Recommendations, CDL Librarian Recommendations.
- We continued to heavily purchase ebooks and audiobooks for our Overdrive Advantage collection. Circulation this month was over 3500, so the extra attention appears to be paying off.

Technology
Summary of July 2020

From: Ron Andrews – Head of Technology

Brief Monthly Summary
A brief update of what has been going on.

Technology

- Electronic usage is still going up from last month
- Help Scott sort/prep laptops for repurposing
- Update and review IT budget corrections with Kerry
- Manage phone system transfers for librarians every other week
- Manager circulation hotspots with Terri and circulation staff
- Purchase new AV equipment for librarians to help with filming videos
-

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL
22109.47	Hotspots: Total GB Used	1112.76	2989.04	2783.47	4922.05	3981.61	3756.08	2564.46
47.75	*-- Lima Township (GB)*	*0.63*	*0.87*	*9.6*	*Problem*	*Problem*	*10.52*	*26.13*
71.29	*-- Sylvan Township (GB)*	*2.28*	*10.09*	*10.3*	*Problem*	*Problem*	*23.98*	*24.64*
8653.07	*-- Mobile Beacon (GB) (17th)*	*689.45*	*1469.18*	*1127.47*	*3134.89*	*1253.28*	*978.8*	*17th*
13337.36	*-- Library Circulating Hotspots (GB)*	*420.4*	*1508.9*	*1636.1*	*1787.16*	*2728.33*	*2742.78*	*2513.69*
94	Hotspot Devices Circulated	33	32	NA	NA	NA	NA	29
2083	Public Internet - Computer Sessions	861	921	301	NA	NA	NA	NA
26818	Public Internet - Wireless Logins	6079	5847	4398	2718	2462	2546	2768

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL
46743	Website Sessions	8886	8249	8407	3524	3141	7365	7171
24789	Website Users	4704	4394	4995	2043	1855	3591	3207
10030	AUDIO Downloads Total	1352	1248	1281	1475	1610	1537	1527
8084	*-- Audio: Overdrive*	*1181*	*1096*	*1078*	*1118*	*1206*	*1205*	*1200*
1946	*-- Audio: Hoopla*	*171*	*152*	*203*	*357*	*404*	*332*	*327*
792	VIDEO Downloads Total	38	35	65	139	114	188	213
43	*-- Video: Overdrive (streaming only)*	*5*	*0*	*4*	*8*	*22*	*4*	*0*
749	*-- Video: Hoopla*	*33*	*35*	*61*	*131*	*92*	*184*	*213*
15732	EBook Downloads Total	1491	1426	1941	2822	2926	2584	2542
14586	*-- eBook: Overdrive*	*1423*	*1363*	*1839*	*2616*	*2636*	*2355*	*2354*
1146	*-- eBook: Hoopla*	*68*	*63*	*102*	*206*	*290*	*229*	*188*
26554	TOTAL Downloads	2881	2709	3287	4436	4650	4309	4282

Network Report
July 2020

From: Scott Rakestraw – Network Administrator
Monthly Summary

Project/Task List

- Daily support to remote work force as needed.
- Datto Unit installed; Cloud backup service operational.
- Provisioning STAFF profiles for migration to new hardware.
- Prepping staff work stations to connect to new drive shares.
- Reviewing budgets for IT projects for remaining calendar year.

Scott Rakestraw

Marketing Board Report (July 1–31, 2020):

During July Marketing continued to work on the Fall newsletter, and it continued to grow. Originally slated to be 8 pages, it was ramped up to 12 pages with a very short time to pivot. Although marketing materials were developed to promote Song Fest, and it was featured in the original layout of the newsletter, it was postponed to 2021 and the work creating and planning the promotion of it will be held and used next year. Adjusting the layout once again in the newsletter a different, new program was promoted and other items redesigned to get the newsletter to the printer in time to print and meet the original deadline. To address the slow-down of the mail and deliver the newsletter in a timely fashion, the printer worked with the Head of Marketing to devise a plan that has prepared the necessary paperwork to deliver the newsletters to the appropriate post offices in person in August, rather than processing 1,000s of newsletters through the main post office in Detroit.

As the library implements fine free status, a new marketing campaign is being developed to remind patrons to return their items, with a little help from Paige Turner.

Marketing developed and created marketing materials in preparation for the CDL Fall program Young at Art, which will connect the community with award-winning children's book illustrations on display in McKune, to be enjoyed by appointment while following state recommendations. Chelsea and the surrounding communities have supported and appreciated the arts and this unique collection will be promoted through a wide range of marketing channels, such as banners in Chelsea, advertisements in print and online, and our digital marketing tools. Reaching out in print in addition to digital marketing will deliver the message to a much wider range of people offering an event that is in person, and offered virtually as well.

Beginning in July, CDL worked with 5 Healthy Towns to distribute sports equipment on Wednesdays to the public, and Marketing not only helped to get the word out but also photographed the events to share this wonderful giveaway with the community on social media.

Wrapping up the Summer Reading Program, the Marketing department advertised reminders to the public encouraging them to submit their totals and claim their prizes in both print and digital channels.

Looking to the future, a new logo was designed to promote a new program encouraging parents to read to their children from newborns to preschool, which will be introduced in the Fall newsletter.

Marketing Assistant Monthly Board Report (July 1–31, 2020):

While we work through the CDL Reopening Stages, digital marketing channels continue to be a good way of communicating with our community. Some updates for July include:

Website:

- Adjusted Curbside Delivery graphics and messages in response to patron confusion about hold processing time.

Social Media:

- Coordinated with Five Healthy Towns to promote SportPort Wednesdays, and created Facebook event
- Created Facebook events for August programs

E-newsletters

The weekly eNews continues to be a good communication channel for the library. We have 2864 subscribers and have been averaging 30-37% open rate. This is rated as a top tier open rate by Constant Contact and is significantly above industry averages, which for all industries is about 16% and for non-profits is about 20% (according to the May 2020 Constant Contact Statistics).

Miscellaneous

Finalized Welcome email for new cardholders and worked with Circulation Dept. to implement it.

Worked with Head of Marketing to develop a social media campaign encouraging patrons to return materials.

Coordinated with Information Services to develop processes to better communicate virtual and video programs.

Designed and printed directional signs for SportPort Wednesdays.

Humbly submitted,
Elaine Medrow, Head of Marketing
Virginia Krueger, Marketing Assistant

Circulation Supervisor's Report
JULY 2020

- Circulation – 6,967 in July;

- Patron Count- 3,663 for July;

- Circulation by township- for July
  - Dexter = 11% of total transactions
  - Lima = 10% of transactions
  - Lyndon =13% of transactions
  - Sylvan = 17% of transactions
  - Chelsea = 39% of transactions

- July Circulation: 55% were items from Chelsea and 45% were inter-loaned items.

- Automated phone renewals in JULY– 1; Overdrive = 3560 in JULY; RBDigital = 455 in JULY; Hoopla = 842 in JULY.

- Registrations for JULY– 25 new cards; 6886 total card holders
  *Dexter = 887 cards; Lima = 800 cards; Lyndon = 980 cards
  *Sylvan = 1181 cards; Chelsea = 2485 cards; Nonresident = 553 cards

July has gone by quickly for circulation.

- Holds coming in are increasing which means the phone calls are also.
- Fun Fact on Curbside: We are putting out anywhere from 70 to 100 bundles for pickup each day and 10 more patrons per day picked up holds on short notice and we continue to add to patron bundles who had items come in from the run. Circ continues to be very busy, especially between 10:00 am to 1:00, with 3 staff members answering phone calls for hold pickups.
- Fines: Patrons are wondering why they have fines on their items. If an item has not been returned a fine will show up on the patrons account. When the item is returned to Chelsea the fine will disappear. If they return items to another library who is not doing fine free, they will have to ask us to remove the fine. It will take some time to educate patrons on how this works. We have also had several calls wondering why their items have gone to "Lost" as isn't Chelsea fine free now? We have to explain that fine free doesn't mean you keep items forever. Again, it's educating the patrons on how this works.
- Attended weekly management meetings via Zoom
- Attended two SASUG meetings via RingCentral. On July 9th we voted to start the coming due & overdue notices. I am hopeful that the Lost notices will start up after the August 27th meeting.
- Patrons continued to call & send emails asking for renewal of their cards.
- We had 25 new cards in July all by our online registration.

July Update:

- **As of 8/13 there are 45 libraries sending out items for holds. The last 5 libraries are closed for all service.**
- Respectfully submitted, Terri Lancaster Head of Circulation

Chelsea District Library
2020

** CDL closed 3/20/20 Reopened for Curbside 6/15/2020.

	Average Daily Circulation							2020		
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	*2019*	%Diff.
Jan.	649	692	394	763	695	659	359	23335	26483	-12%
Feb.	719	771	677	471	628	569	372	22040	22244	-1%
March	784	826	556	655	1209	724	408	11607	24554	-53%
April	0	0	0	0	0	0	0	0	22384	-100%
May	0	0	0	0	0	0	0	0	22887	-100%
June	288	181	162	178	184	126	0	2846	25327	-89%
July	286	277	258	291	300	122	27	6967	26786	-74%
August									24141	
Sept.									21707	
Oct.									22622	
Nov.									21788	
Dec.									20107	
Total								66795	281030	
Mnth Avg								*9,542*	*23,419*	
Avg.% Inc.								with OD & RB, & deposit collection ckouts.		-61%

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

	SlfChk/ Check-outs only			
2019 Totals	2020 Total	Days	Per Day	% ChkOuts
2270	2368	29	82	10%
1945	1666	27.5	61	9%
2582	N/A	13	N/A	
1951	0	0	0	
2091	0	0	0	
2866	0	0	0	
3146	0	0	0	
2271				
2424				
2517				
2384				
1966				
28413	4034			3%

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

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

2020	Items Added	Total Items
Jan	966	70,572
Feb	713	69,654
Mar	423	70,572
April	0	70,066
May	0	70,066
June	800	70,866
July	1,081	70,651
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	3,983	70,350

RB Digital Circ 2020 (downloadable e-magazines)			
	2020	*2019*	*2018*
Jan	267	401	*180*
Feb	543	327	*144*
Mar	407	385	*291*
April	449	364	*170*
May	527	345	*170*
June	545	361	*215*
July	455	303	*174*
Aug		421	*192*
Sept		409	*152*
Oct		409	*198*
Nov		487	*467*
Dec		269	*340*
Total	3193	*4481*	*2693*

Overdrive Circ 2020 (e-books, audio books & music)			
	2020	*2019*	*2018*
Jan	2609	*2248*	*1882*
Feb	2459	*2129*	*1696*
Mar	2922	*2216*	*2068*
April	3564	*2120*	*2057*
May	3846	*2270*	*1813*
June	3564	*2201*	*1908*
July	3560	*2517*	*2034*
Aug		*2489*	*1990*
Sept		*2444*	*2011*
Oct		*2347*	*2041*
Nov		*2257*	*2077*
Dec		*2176*	*2138*
Total	22524	27414	23715

Hoopla 2018 (e-books, audiobooks.music,movies)			
	2020	*2019*	*2018*
Jan	334	*64*	*43*
Feb	319	*238*	*38*
Mar	509	*287*	*42*
April	979	*272*	*78*
May	1086	*267*	*79*
June	864	*301*	*121*
July	842	*282*	*146*
Aug		*283*	*160*
Sept		*245*	*148*
Oct		*278*	*167*
Nov		*267*	*174*
Dec		*256*	*204*
Total	4933	*3040*	*1400*

Chelsea District Library
Monthly New Registration 2020

	District	NonRes	School	Other	Total Month	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan
							New Regisitrations by Municipality				
January	74	7	0	0	81	6918	28	12	6	12	16
February	58	10	1	1	70	6880	23	8	6	9	13
March	36	4	0	1	41	6918	13	5	3	6	8
April	13	0	0	0	13	6936	10	1	1	1	0
May	14	0	0	0	14	6946	3	3	4	2	2
June	20	0	0	0	20	6967	15	1	3	0	1
July	22	2	0	1	25	6886	11	5	3	3	1
August					0						
September					0						
October					0						
November					0						
December					0						
Totals					264		103	35	26	33	41

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	575	560	424	470	552	412	341	6,716
April	0	0	0	0	0	0	0	-
May	0	0	0	0	0	0	0	-
June	142	185	112	119	178	165	0	2,108
July	117	127	159	135	156	108	29	3,663
August								
Sept.								
Oct.								
Nov.								
Dec.								
Total								36,441
Monthly average								*5206*
Avg. % increase								

Replacement People counter went live on January 2018

Total door count includes outdoor programming at CDL.

Registered Card Holders

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
District	9113	8898	9147	9002	9083	9109	9064	7837	7753	6361	6333
Dexter	1258	1197	1222	1206	1211	1215	1230	1087	1101	884	887
Lima	1176	1169	1174	1156	1133	1109	1109	996	965	802	800
Lyndon	1673	1567	1579	1538	1539	1546	1522	1302	1255	1005	980
Sylvan	1822	1800	1786	1693	1662	1667	1641	1412	1426	1192	1181
CityChel	3184	3165	3386	3409	3538	3572	3562	3040	3006	2478	2485
NonRes	960	902	744	640	649	655	625	575	609	562	553
Freedom	58	18	7	6	6	6	7	0	1	0	3
Sharon	150	149	141	118	122	118	110	107	112	104	102
Waterloo	423	411	365	336	348	352	333	249	268	252	246
GrassLk			15	26	29	28	25	37	36	22	21
Other	329	324	216	154	144	151	150	182	192	184	181
Totals	10073	9800	9891	9642	9732	9764	9689	8412	8362	6923	6886

	Trans Jul-20	% Tot Trans	SEMCOG Dec2010 Pop.	% of Pop Regist	% of Entity Pop.	
District	6,015		15010			
Dexter	671	11%	2604	47%	42%	Dexter
Lima	608	10%	1909	59%	54%	Lima
Lyndon	764	13%	2720	57%	100%	Lyndon
Sylvan	1041	17%	2833	59%	100%	Sylvan
CityChel	2342	39%	4944	72%	100%	CityChel
				59%		
Freedom	65	1%				
Sharon	83	1%				
Waterloo	185	3%				
GrassLk	6	0%				
Other	250	4%				
		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 & Zinio	Chel items circed at Chel inc: OD & Zinio	% 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	16,007	11,461	72%	4,546	28%	11,723	565
April	0	0		0		0	0
May	0	0		0		0	0
June	7,672	2,802	37%	4,870	63%	6,939	99
July	12,712	6,966	55%	5,746	45%	7,624	889
August				0			
Sept.				0			
Oct.				0			
Nov.				0			
Dec.				0			
Totals	**81,766**	**57,645**	**46%**	**24,121**	**25%**	**56,997**	**3,871**
Mnth Avg	*11,681*	*8,235*		*3,446*		*8,142*	*553*

2020 Circulation by Department - Percentage

	Adult	Youth	Teen
January	59%	37%	4%
February	59%	37%	4%
March	54%	41%	5%
April	0%	0%	0%
May	0%	0%	0%
June	57%	37%	6%
July	64%	31%	5%
August			
September			
October			
November			
December			
Yearly Avg.	42%	26%	3%

2020 Circulation by Department - Total Checkouts

	Adult	Youth	Teen
January	9,419	5,831	583
February	8,471	5,342	566
March	5,041	3,825	477
April	0	0	0
May	0	0	0
June	1,451	940	142
July	3,832	1,902	287
August			
September			
October			
November			
December			
Yearly Total	28,214	17,840	2,055

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

August 18, 2020 Meeting

Auditor Contract Extension

Background:

The library would like the board's permission to extend the library's contract with Maner Costerisan. Under usual circumstances the library would have sought a 3-year contract with an auditor for the audited years 2020-2022, but with dealing with pandemic response, this was not feasible. The library would like this item moved to Action as soon as possible in order to start planning for the next audit.

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
TJ Helfferich			X		Chair
Anne Merkel	Chair	X			
Gary Munce	X		Chair		
Elizabeth Sensoli	X	Chair		X	
Charlie Taylor				X	X
Susan Lackey			X		X
Jan Carr		X		Chair	

Janice L. Carr

Jan Carr, Board Secretary

1-21-20

Date