

**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, November 17, 2020—6:45 p.m.**

**Remotely via Zoom**

**AGENDA**

**6:45 Board Meeting**

Welcome and Call to Order

Agenda Review, Additions, and Approval

**6:50 Compulsory Segments**

Board Meeting Minutes Approval – October 20, 2020

Approval of the October Operational Checks

Approval of October Financial Reports

Director's Report & Friends Report

**7:15 Presentation: John Hanifan, Chelsea City Manager (Representing the DDA)**

**7:30 Public Comment**

**7:35 Action Items**

1. Donations
2. At-Large Board Seat
3. Board Retreat

**7:45 Discussion Items**

1. MERs Addendum
2. 2021 Calendar of Operations
3. 2021 Board Meeting Calendar
4. Director Evaluation
5. Capital Improvement Fund Commitment

**8:05 Reports**

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

**8:10 Public Comment**

**8:15 Other Items**

**8:20 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, October 20, 2020 6:45 pm  
Meeting Location: Remote, Using Zoom

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

**Trustees Absent:** C. Taylor

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

**Guests:** None

**Welcome and Call to Order**

S. Lackey called the meeting to order at 6:46 p.m.

**Agenda Review, Additions, and Approval**

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

All Ayes: 6-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the minutes of the September 15, 2020 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by A. Merkel, SECONDED by E. Sensoli to accept the General Fund Operational checks for September, 2020. Discussion: None

All Ayes 6-0

MOTION made by J. Carr, SECONDED by A. Merkel to accept Financial Reports for September, 2020. Discussion: None

All Ayes: 6-0

### **Director's Report Update:**

#### **L. Coryell update:**

- Scott Rakestraw was promoted to Head of technology on September 30, his one-year anniversary. Instead of hiring a like for like Networker Administrator, this gives the library an opportunity to restructure the Tech Department and a Computer Tech II position has been posted.
- Curbside will soon be moving to tables inside the library lobby, due to weather considerations.
- Linda had her 25<sup>th</sup> work anniversary in September.
- Despite obstacles, the Young at Art exhibit still had 80+ in-person viewings and 40+ video views.
- Lori notified the Board that the early close on the Wednesday before Thanksgiving will not happen because the library isn't open until 9pm, as the schedule dictated before the COVID hours. Instead the library will remain open until 6pm to allow patrons to pick up their items before the library is closed on Thursday and Friday in recognition of the Thanksgiving holiday.
- Jan asked if it is the Michigan Municipal League that is conducting the library's compensation review. Lori confirmed and Jan shared that she still had her notes from the 2014 review.
- Anne shared that she's appreciative that the library has lengthened its Saturday hours to 5pm, as it gives people more time to pick up items.
- Jan marveled at the online program numbers and asked if there was any kind of comparison between the numbers for in-person, pre-COVID programs and post-COVID online programs.
- Jan also shared that Sylvan Township used 28 gigabytes of data in September, as compared to 2 in January.

#### **Friends Report:**

- The Friends met last Tuesday and are still planning on hosting their Annual Meeting in January in some capacity, as well as selecting a Friend of the Year.
- Jan announced that Michelle at Serendipity Books is eager to partner with the Friends when it comes to selling the pricier sale items. Serendipity uses an internet platform for bookstore online sales called Biblio and Jan is very excited about the prospects of this partnership.

Other Reports Notes: None

**Public Comment:** None

### **Action Item #1: Donations**

MOTION made by J. Carr, SECONDED by TJ Helfferich to accept the library's September donations.

Discussion: None

All Ayes 6-0

### **Discussion Item #1: At-Large Board Seat**

- TJ's term expires at the end of the year, but she expressed a desire to renew her at-large appointment, with the board's approval, for another 4-years.
- The board expressed overwhelming enthusiasm for her continuing her service.
- This board appointment will move to Action next month.

### **Discussion Item #2: DDA/TIFA**

- Because of the new millage, the library is no longer obligated to allow the DDA to capture TIFA funds. This is true of all library millages passed after 2018. So, anything the library now gives to the DDA is strictly voluntary.
- Susan asked that each board member share their views on this change and how best to proceed.
  - Jan asked what services the DDA provides to the library and what is the value received? She was also curious about whether other non-profits donate to the DDA, and if so, how much?
  - Gary stressed that if they want/need that money, then they ought to come to us and make the case and not the other way around. He said this needs to be a two-way discussion that comes to a unilateral agreement. He also asked if the library makes donations to any other entities? Lori answered, other than the Sculpture Walk, no.
  - Elizabeth said that the DDA has supported the library and vice versa and she supports continuing to help them financially.
  - TJ wondered if other recently passed millages have affected the DDA in a similar way?
  - Anne was under the impression, from conversations, that the DDA is unaware that they're potentially losing these captured funds.
  - Susan wanted to know if our self-imposed decision deadline is January? And whether we can decide to donate a portion of the previously captured amount instead of the whole? Lori answered, yes, that any amount is up to the library board. Susan also asked if Dexter has gone through this dilemma? And stressed the library would need to be prepared to explain rational, either way.
  - Lori said that she would reach out to the City/DDA and invite them to state their case at the November meeting. She also said that she would contact Paul at Dexter to see if they'd dealt with a similar situation and reach out to Anne Seurnyck, the library's attorney.

### **Discussion Item #3: Board Retreat**

- Susan and Lori have discussed the board doing a slimmed down version of the presentation on diversity training that the staff got during in-service from TerranceLearning.
- Board members seemed receptive to this, though Gary shared he'd also like to have an overriding discussion about how the board is dealing with topics and how the board sees its vision for the library going forward.
- Susan asked if anyone objected to doing both of these activities, either on the same day or separately? Again, the board members were receptive to both.
- Susan asked Lori if she would send out a poll to board members, so that a date and time for the retreat could be determined.

### **Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –** Will be meeting soon to prepare Lori's annual review.

**Nominating Committee –** Held a meeting (minutes coming next month) and have decided that TJ will become President next year, Gary will become President-Elect, Susan will become Treasurer, and Jan will remain as Secretary. There will also be some minor committee reshuffling.

**Community Outreach Committee –**

**Public and Board Comment:** None

**Other Items:** Jan shared that October is National Friends of the Library Month and encouraged all board members to consider joining. Susan said that she'd reviewed the Ann Arbor Public Library's strategic plan and that she was even more impressed with our plan and its transparency and how CDL continually engages the public.

**Adjourn:**

MOTION made by J. Carr, SECONDED by A. Merkel to adjourn the meeting at 8:02 p.m.

All Ayes, 6-0

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Janice L. Carr, Board Secretary

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Date



# **FINANCE REPORTS**



11/09/20

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

Date	Num	Name	Memo	Amount
<b>701 · Personnel Expenses</b>				
<b>701.100 · Wages</b>				
<b>701.120 · Retirement Pick up ER</b>				
10/02/2020	20200921	Alerus Financial	09/25/2020 PR FLEX TO 457(b)	1,180.70
10/14/2020	20201005	Alerus Financial	10/23/2020 PR FLEX TO 457(b)	1,017.62
10/19/2020	PR 20201009		RETIREMENT	-1,180.70
10/23/2020	PR 20201023		RETIREMENT	-1,017.62
Total 701.120 · Retirement Pick up ER				0.00
<b>701.100 · Wages - Other</b>				
10/19/2020	PR 20201009		WAGES	47,180.40
10/23/2020	PR 20201023		WAGES	35,399.53
Total 701.100 · Wages - Other				82,579.93
Total 701.100 · Wages				82,579.93
<b>701.110 · Retirement-Contributions - EE</b>				
10/02/2020	20200921	Alerus Financial	09/25/2020 PR EE PERSONAL CONT	1,755.65
10/14/2020	20201005	Alerus Financial	10/23/2020 PR EE PERSONAL CONT	1,748.38
10/19/2020	PR 20201009		RETIREMENT PICK UP	-1,755.65
10/23/2020	PR 20201023		RETIREMENT PICK UP	-1,748.38
Total 701.110 · Retirement-Contributions - EE				0.00
<b>701.115 · 401A Retirement Matching</b>				
10/19/2020	PR 20201009		401 A MATCHING	1,388.72
10/23/2020	PR 20201023		401 A MATCHING	1,264.69
Total 701.115 · 401A Retirement Matching				2,653.41
<b>701.200 · FICA</b>				
10/19/2020	PR 20201009		FICA EMPLOYER	3,469.95
10/23/2020	PR 20201023		FICA EMPLOYER	2,568.65
Total 701.200 · FICA				6,038.60
<b>701.300 · Flex Benefits</b>				
10/19/2020	PR 20201009		Dep Life (CA & DL & HI)	-48.76
10/19/2020	PR 20201009		Health Insurance	-1,721.83
10/23/2020	PR 20201023		Dep Life (CA & DL & HI)	-48.76
10/23/2020	PR 20201023		Health Insurance	-1,721.83
Total 701.300 · Flex Benefits				-3,541.18
<b>701.400 · Unemployment</b>				
10/07/2020	20201005	Michigan Municipal League-Unemp	2020 3rd Quarter	12.26
Total 701.400 · Unemployment				12.26
Total 701 · Personnel Expenses				87,743.02
<b>727 · Supplies</b>				
<b>727.200 · General Operations</b>				
10/02/2020	20200928	Ballard, Linda P.	COPY PAPER	55.98
10/02/2020	20200929	Zoran, Amy	6 HANDMADE CARDS	24.00
10/02/2020	20200929	Brown, Laura	RON ANDREWS PARTY BANNER	42.39
10/07/2020	WO-85694-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	322.15
10/14/2020	10726/154	Great Lakes Ace Hardware	C BATTERIES	9.49
10/14/2020	1806316	Arbor Springs Water Co. Inc.	2020 10/16 BOTTLED WATER - COOLER RENTAL	57.00
10/14/2020	10735/154	Great Lakes Ace Hardware	SPACKLE, FURNITURE SLIDES	15.18
Total 727.200 · General Operations				526.19
<b>727.500 · Cleaning</b>				
10/02/2020	20200928	Ballard, Linda P.	LYSOL WIPES AND SPRAY	46.97
Total 727.500 · Cleaning				46.97
<b>727.700 · Postage</b>				
<b>727.720 · Postage-Operating Postage</b>				

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

Date	Num	Name	Memo	Amount
10/02/2020	1016519338	Pitney Bowes	PITNEY BOWES METER RENTAL	71.25
Total 727.720 · Postage-Operating Postage				71.25
Total 727.700 · Postage				71.25
Total 727 · Supplies				644.41
<b>801 · Professional Services</b>				
<b>801.040 · Bookkeeper</b>				
10/07/2020	20201007	Ballard, Kerry	BOOKKEEPING THROUGH 10/07/2020	350.00
10/14/2020	20201023	Ballard, Kerry	BOOKKEEPING THROUGH 10/23/2020	350.00
Total 801.040 · Bookkeeper				700.00
<b>801.041 · Payroll Services</b>				
10/19/2020	PR 20201009		PAYROLL PREPARATION	1.50
10/23/2020	PR 20201023		PAYROLL PREP	1.50
Total 801.041 · Payroll Services				3.00
<b>801.300 · Banking Fees</b>				
<b>801.310 · Bank Fees</b>				
10/31/2020			Service Charge	8.80
Total 801.310 · Bank Fees				8.80
<b>801.315 · Investment Fees</b>				
10/31/2020	INV 202010		investment fees	
10/31/2020	INV 2020 AJ		investment fees	
Total 801.315 · Investment Fees				0.00
<b>801.320 · Safe Deposit Box</b>				
10/01/2020	SAFETY DEP		SAFETY DEPOSIT BOX FEE 10/01/2020	20.00
Total 801.320 · Safe Deposit Box				20.00
<b>801.350 · Credit Card Fee Circ</b>				
10/06/2020	CC FEE 2010		SEPT CC Discount	37.50
Total 801.350 · Credit Card Fee Circ				37.50
Total 801.300 · Banking Fees				66.30
Total 801 · Professional Services				769.30
<b>803 · Maintenance Service Contracts</b>				
<b>803.100 · Copier</b>				
<b>803.101 · Public Copier</b>				
10/02/2020	5012005905	Wells Fargo Bank, NA	09/14 - 10/13/2020 Copier Printer Maintenance - A...	229.44
Total 803.101 · Public Copier				229.44
<b>803.102 · Staff Copier</b>				
10/02/2020	5012005905	Wells Fargo Bank, NA	09/14 - 10/13/2020 Copier Printer Maintenance - A...	625.82
Total 803.102 · Staff Copier				625.82
<b>803.103 · Small Printer Maintenance</b>				
10/02/2020	5012005905	Wells Fargo Bank, NA	09/14 - 10/13/2020 Copier Printer Maintenance - A...	153.34
Total 803.103 · Small Printer Maintenance				153.34
Total 803.100 · Copier				1,008.60
<b>803.600 · Building Maintenance</b>				
<b>803.605 · Janitorial</b>				
10/05/2020	12788	A Production Cleaning Company Inc.	CLEANING 09/20 - 10/03/2020	1,500.85
10/14/2020	12829	A Production Cleaning Company Inc.	CLEANING 10/04 - 10/17/2020	1,500.85
Total 803.605 · Janitorial				3,001.70

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# Chelsea District Library

## List of Checks for Board Approval

### October 2020

Date	Num	Name	Memo	Amount
<b>803.620 · Trash</b>				
10/14/2020	19066	City of Chelsea	10/2019 paid short \$10	10.00
10/23/2020	19516	City of Chelsea	2020 SEPT - 5 WEEKS - TRASH	50.00
Total 803.620 · Trash				60.00
Total 803.600 · Building Maintenance				3,061.70
Total 803 · Maintenance Service Contracts				4,070.30
<b>850 · Telecommunications</b>				
<b>850.100 · Local &amp; Long Distance Charges</b>				
<b>850.120 · Telephone</b>				
10/02/2020	20201015	Navitas Credit Corp	2020 OCT PHONE LEASE	212.81
10/02/2020	734433980409	A T & T	AT&T 08/26 - 09/25/20 PHONE SERVICE	181.91
10/14/2020	20200910	Keybank	09/26 - 10/25/2020 VOIP SERVICE	399.12
Total 850.120 · Telephone				793.84
<b>850.121 · IT Cell Phone</b>				
10/23/2020	9863789863	Verizon Wireless	IT PHONE 08/29 - 09/28/2020	51.23
Total 850.121 · IT Cell Phone				51.23
Total 850.100 · Local & Long Distance Charges				845.07
<b>850.300 · TLN Internet Service</b>				
<b>850.310 · Internet</b>				
10/02/2020	66662	The Library Network	JULY - SEPT INTERNET	1,979.25
Total 850.310 · Internet				1,979.25
<b>850.311 · WiFi Hotspots</b>				
10/23/2020	9863789863	Verizon Wireless	08/29 - 09/28	576.00
Total 850.311 · WiFi Hotspots				576.00
Total 850.300 · TLN Internet Service				2,555.25
Total 850 · Telecommunications				3,400.32
<b>880 · Promotional Materials</b>				
<b>880.100 · Advertising</b>				
<b>880.110 · Media Buy</b>				
10/02/2020	3059	Chelsea Guardian	09/25 RUN DATE	50.00
Total 880.110 · Media Buy				50.00
Total 880.100 · Advertising				50.00
<b>880.200 · Publications</b>				
<b>880.230 · Newsletter Postage</b>				
10/19/2020	20201030	Postmaster	WINTER NEWSLETTER	1,000.00
Total 880.230 · Newsletter Postage				1,000.00
Total 880.200 · Publications				1,000.00
<b>880.300 · Marketing Supplies</b>				
<b>880.311 · Exhibits</b>				
10/14/2020	20200910	Keybank	YAA PRIZE GIVEAWAY - BOOKS	34.38
10/14/2020	20200910	Keybank	ART SUPPLIES YAA - RETURNED	-44.12
10/14/2020	20200910	Keybank	GIFT BASKET YAA - RETURNED	-16.10
10/14/2020	20200910	Keybank	FACEBOOK BURST AD - YAA	10.00
Total 880.311 · Exhibits				-15.84
<b>880.320 · Misc Marketing Supplies</b>				
10/14/2020	20200910	Keybank	WINTER CLIP ART	29.87
Total 880.320 · Misc Marketing Supplies				29.87

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**Chelsea District Library**  
**List of Checks for Board Approval**  
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Date	Num	Name	Memo	Amount
Total 880.300 · Marketing Supplies				14.03
<b>880.400 · Program Promotion</b>				
<b>880.420 · Youth / Teen Promotion</b>				
<b>880.421 · General Youth/Teen Promotion</b>				
10/14/2020	20200910	Keybank	FACEBOOK AD - KRC	15.00
Total 880.421 · General Youth/Teen Promotion				15.00
Total 880.420 · Youth / Teen Promotion				15.00
<b>880.430 · Library Program Promotion</b>				
<b>880.432 · National Library Week</b>				
10/19/2020	65980	ECONO PRINT INC	YARD SIGNS - FRIENDS OF LIBRARIES WEEK	96.00
Total 880.432 · National Library Week				96.00
Total 880.430 · Library Program Promotion				96.00
Total 880.400 · Program Promotion				111.00
<b>880.500 · Purchased Services</b>				
<b>880.510 · General Purchased Services</b>				
10/14/2020	20200910	Keybank	ADOBE STOCK IMAGE	29.99
Total 880.510 · General Purchased Services				29.99
<b>880.520 · Professional Services</b>				
<b>880.521 · Graphic Design Services</b>				
10/19/2020	20201009	Koepping, Luna Marie Elizabeth	2020 OUTDOOR BANNER DESIGN WORK	780.00
Total 880.521 · Graphic Design Services				780.00
Total 880.520 · Professional Services				780.00
Total 880.500 · Purchased Services				809.99
Total 880 · Promotional Materials				1,985.02
<b>884 · Programming</b>				
<b>884.110 · Adult Speakers</b>				
<b>884.119 · General Adult Events</b>				
10/14/2020	20200910	Keybank	FAULKNER PRESENTATION 10/13/2020	150.00
Total 884.119 · General Adult Events				150.00
Total 884.110 · Adult Speakers				150.00
<b>884.120 · Adult Supplies</b>				
<b>884.123 · CSC Movie License</b>				
10/14/2020	2924774	SWANK Movie Licensing USA	MOVIE PROGRAMMING LICENSE	13.00
Total 884.123 · CSC Movie License				13.00
<b>884.126 · General Adult Programs</b>				
10/07/2020	20-0049	Brown, Laura	WOODEN PALLETS - MAKER CHELSEA PROGR...	14.46
Total 884.126 · General Adult Programs				14.46
Total 884.120 · Adult Supplies				27.46
<b>884.210 · Youth Speakers</b>				
<b>884.215 · Early Literacy</b>				
10/07/2020	20-0444	Batley, Beth	09/24/2020 DANCE ALONG SING ALONG - VIRTU...	180.00
Total 884.215 · Early Literacy				180.00
<b>884.217 · Kids Read Comics</b>				
10/07/2020	20-0443	WOODS, EDWARD BRUCE	KIDS READ COMICS - ART & 4 EVENTS	1,000.00
Total 884.217 · Kids Read Comics				1,000.00

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

Date	Num	Name	Memo	Amount
Total 884.210 · Youth Speakers				1,180.00
<b>884.220 · Youth Supplies</b>				
<b>884.227 · Outreach</b>				
10/14/2020	20200910	Keybank	4 X \$10 GIFT CARD - USA ART	40.00
Total 884.227 · Outreach				40.00
<b>884.230 · Youth Reading Group</b>				
10/07/2020	2035459522	Baker & Taylor - Program Account	YOUTH READING GROUP	38.16
10/07/2020	2035487761	Baker & Taylor - Program Account	YOUTH READING GROUP	29.90
Total 884.230 · Youth Reading Group				68.06
Total 884.220 · Youth Supplies				108.06
<b>884.250 · Story Book Trail</b>				
<b>884.251 · Story Book Trail</b>				
10/07/2020	2035473462	Baker & Taylor - Program Account	STORYBOOK TRAIL	25.48
Total 884.251 · Story Book Trail				25.48
Total 884.250 · Story Book Trail				25.48
<b>884.270 · Teen Supplies</b>				
<b>884.272 · Teen General Programs</b>				
10/02/2020	1GRL-PVYL-XYKY	Amazon Capital Services Inc	BOOKS - THROUGH THE WOODS	103.92
10/12/2020	1YNF-CJPL-9KC6	Amazon Capital Services Inc	TEEN GENERAL	148.12
10/12/2020	1T3X-YH3K-HDCD	Amazon Capital Services Inc	TEEN GENERAL PROGRAMS	140.88
10/14/2020	20200910	Keybank	SEE NEXT LINE	0.00
Total 884.272 · Teen General Programs				392.92
Total 884.270 · Teen Supplies				392.92
<b>884.300 · Site License Movies</b>				
10/14/2020	2924774	SWANK Movie Licensing USA	Annual Movie License 11/01/2020 - 10/31/2021	310.00
Total 884.300 · Site License Movies				310.00
<b>884.800 · Exhibits</b>				
<b>884.801 · Exhibits</b>				
10/07/2020	286155048	Distribution By Air	YOUNG AT ART SHIPPING - OUTGOING SHIPPING	697.50
Total 884.801 · Exhibits				697.50
Total 884.800 · Exhibits				697.50
Total 884 · Programming				2,891.42
<b>920 · Utilities</b>				
<b>920.110 · City of Chelsea Water</b>				
10/23/2020	20201006	City of Chelsea-Elect & Water	SEPT 08/31 - 09/30/20 WATER	46.79
Total 920.110 · City of Chelsea Water				46.79
<b>920.120 · City of Chelsea Sewer</b>				
10/23/2020	20201006	City of Chelsea-Elect & Water	SEPT 08/31 - 09/30/20 SEWER	122.80
Total 920.120 · City of Chelsea Sewer				122.80
<b>920.130 · City of Chelsea Electric</b>				
10/23/2020	20201006	City of Chelsea-Elect & Water	SEPT 08/31 - 09/30/20 ELECTRICITY	3,430.76
Total 920.130 · City of Chelsea Electric				3,430.76
<b>920.150 · City of Chelsea Sprinkler</b>				
10/23/2020	20201006	City of Chelsea-Elect & Water	SEPT 08/31 - 09/30/20 SPRINKLER	252.87
Total 920.150 · City of Chelsea Sprinkler				252.87
<b>920.200 · McKune Gas</b>				

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**Chelsea District Library**  
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Date	Num	Name	Memo	Amount
10/14/2020	3021129	Constellation NewEnergy-Gas Divisi...	2020 SEPT GAS SERVICE - 08/22 - 09/21/20	192.02
Total 920.200 · McKune Gas				192.02
Total 920 · Utilities				4,045.24
<b>965 · Automation Services</b>				
<b>965.300 · Filtering and Printing System</b>				
<b>965.310 · Envisionware Clients</b>				
10/23/2020	67010	The Library Network	ANNUAL SERVICES 10/01/2020 - 09/30-2021 DEE...	342.00
Total 965.310 · Envisionware Clients				342.00
<b>965.320 · Content Filter Clients</b>				
10/23/2020	67010	The Library Network	ANNUAL SERVICES 10/01/2020 - 09/30-2021 OPE...	225.00
Total 965.320 · Content Filter Clients				225.00
Total 965.300 · Filtering and Printing System				567.00
Total 965 · Automation Services				567.00
<b>967 · Equipment</b>				
<b>967.100 · Equipment Hardware</b>				
<b>967.120 · Computers</b>				
10/02/2020	1GD7-9TLD-4W43	Amazon Capital Services Inc	HP DESKJET INK	152.54
Total 967.120 · Computers				152.54
Total 967.100 · Equipment Hardware				152.54
<b>967.200 · Equipment Software</b>				
10/14/2020	20200910	Keybank	HR COLLABORATIVE - HR PLAYBOOK	170.00
10/14/2020	20200910	Keybank	2020-2021 EMAIL PLUS/CONSTANT CONTACT R...	732.65
10/14/2020	20200910	Keybank	NINITE	20.00
Total 967.200 · Equipment Software				922.65
Total 967 · Equipment				1,075.19
<b>969 · Continuing Education Expenses</b>				
<b>969.001 · Travel</b>				
<b>969.100 · Staff Travel</b>				
<b>969.123 · Circulation Services Travel</b>				
10/05/2020	8045	Michigan Library Association	MLA REMOTE CONF - LANCASTER	95.00
Total 969.123 · Circulation Services Travel				95.00
Total 969.100 · Staff Travel				95.00
Total 969.001 · Travel				95.00
<b>969.600 · Staff Training</b>				
<b>969.610 · Workshops</b>				
10/14/2020	20200910	Keybank	FINANCIAL MANAGEMENT WEBINAR	49.00
Total 969.610 · Workshops				49.00
<b>969.940 · Staff Apprec - Restr/Covid-19</b>				
10/14/2020	20200910	Keybank	STAFF APPRECIATION - EDITH DONNELL	25.00
10/14/2020	20200910	Keybank	STAFF APPRECIATION - \$50 S COMFORT + \$25 I...	75.00
10/14/2020	20200910	Keybank	STAFF APPRECIATION \$50 (SCOTT R. + LESLIE ...	50.00
10/14/2020	20200910	Keybank	STAFF APPRECIATION \$50 (JULIE P + DEB ; +DEB	50.00
10/14/2020	20200910	Keybank	STAFF APPRECIATION \$25 - AMY Z.	25.00
10/14/2020	20200910	Keybank	STAFF APPRECIATION \$50.00 (LINDA B + VIRGI...	50.00
Total 969.940 · Staff Apprec - Restr/Covid-19				275.00
Total 969.600 · Staff Training				324.00
Total 969 · Continuing Education Expenses				419.00
<b>982 · Collection Expense</b>				

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

Date	Num	Name	Memo	Amount
<b>982.100 · Audio Books</b>				
<b>982.120 · Adult Books on Disc</b>				
10/07/2020	99083551	Midwest Tape	MAR ADULT BOC	119.97
10/07/2020	99445798	Midwest Tape	OCT ADULT BOC	39.99
10/07/2020	99446672	Midwest Tape	SEPT ADULT BOC	69.98
10/07/2020	99088351	Midwest Tape	FEB/MAR ADULT MUSIC CD	64.95
10/07/2020	99195108	Midwest Tape	JUNE ADULT BOC	64.97
10/07/2020	99280189	Midwest Tape	AUG BOC	194.95
10/07/2020	99280205	Midwest Tape	JULY ADULT BOC	9.99
10/07/2020	99360254	Midwest Tape	SEPT ADULT BOC	179.96
10/07/2020	99360255	Midwest Tape	MAY ADULT BOC	19.98
10/07/2020	99421248	Midwest Tape	SEPT ADULT BOC	124.97
10/07/2020	99421249	Midwest Tape	OCT ADULT BOC	29.99
Total 982.120 · Adult Books on Disc				919.70
<b>982.140 · Youth Books on Disc</b>				
10/07/2020	99280188	Midwest Tape	JUVENILE BOC + PLAYAWAY	249.95
Total 982.140 · Youth Books on Disc				249.95
Total 982.100 · Audio Books				1,169.65
<b>982.400 · Non Print</b>				
<b>982.410 · Electronic Products/Subs</b>				
10/09/2020	NS20080184	Baker & Taylor - Entertainment Ann...	TITLE SOURCE 360 renewal 10/01/2020 - 09/30/20...	594.00
10/14/2020	20200910	Keybank	2020 MINECRAFT SERVER HOSTING 09/17 - 10/1...	12.46
Total 982.410 · Electronic Products/Subs				606.46
<b>982.420 · Adult Music on CD</b>				
10/07/2020	99445797	Midwest Tape	AUG/SEPT ADULT ADULT CD	23.98
10/07/2020	99445799	Midwest Tape	JUNE/JULY ADULT CD	19.99
10/07/2020	99249453	Midwest Tape	APR/MAY ADULT CD	11.99
10/07/2020	99360252	Midwest Tape	AUG/SEPT ADULT CD	24.98
10/07/2020	99360259	Midwest Tape	JUNE/JULY ADULT CD	11.19
10/07/2020	99421246	Midwest Tape	APR/MAY ADULT CD	9.99
10/07/2020	99421400	Midwest Tape	AUG/SEPT ADULT CD	31.98
Total 982.420 · Adult Music on CD				134.10
<b>982.460 · DVD Feature</b>				
10/09/2020	99360251	Midwest Tape	SEPT FEATURE DVD	174.65
10/09/2020	99391705	Midwest Tape	AUG FEATURE DVD	45.72
10/09/2020	99391709	Midwest Tape	SEPT ADULT FEATURE DVD	78.70
10/09/2020	99421242	Midwest Tape	SEPT ADULT FEATURE DVD	219.63
10/16/2020	99446671	Midwest Tape	SEPT ADULT FEATURE DVD	22.49
Total 982.460 · DVD Feature				541.19
<b>982.470 · DVD Non-Fiction</b>				
10/09/2020	99360257	Midwest Tape	AUG NF DVD	18.74
10/09/2020	99360258	Midwest Tape	SEPT ADULT NF DVD	44.97
10/09/2020	99391708	Midwest Tape	SEPT ADULT NF DVD	29.23
10/09/2020	99421247	Midwest Tape	SEPT ADULT NF DVD	38.98
Total 982.470 · DVD Non-Fiction				131.92
<b>982.480 · Youth Video DVD</b>				
10/07/2020	99280202	Midwest Tape	FAMILY & ANIME DVD	16.48
10/07/2020	99330711	Midwest Tape	FAMILY & ANIME DVD	11.24
Total 982.480 · Youth Video DVD				27.72
<b>982.490 · Videogames</b>				
10/07/2020	1DKQ-YKNG-F74V	Amazon Capital Services Inc	VIDEO GAMES	1,429.44
10/07/2020	1GF7-J3HQ-CQTJ	Amazon Capital Services Inc	VIDEO GAMES	44.99
10/16/2020	1G1Y-WYWT-TRJ3	Amazon Capital Services Inc	VIDEOGAMES	99.98
Total 982.490 · Videogames				1,574.41

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**Chelsea District Library**  
**List of Checks for Board Approval**  
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Date	Num	Name	Memo	Amount
Total 982.400 · Non Print				3,015.80
<b>982.700 · Print</b>				
<b>982.705 · Adult Print</b>				
<b>982.710 · Adult Large Print</b>				
10/07/2020	2035350819	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	835.14
10/07/2020	2035443035	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	78.96
10/07/2020	2035466417	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	151.31
10/07/2020	2035458268	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	79.17
Total 982.710 · Adult Large Print				1,144.58
<b>982.720 · Adult Print General</b>				
10/07/2020	2035349865	Baker & Taylor - Adult	2020 ADULT ACCT	137.01
10/07/2020	2035349870	Baker & Taylor - Adult	2020 ADULT ACCT	48.21
10/07/2020	2035349871	Baker & Taylor - Adult	2020 ADULT ACCT	117.12
10/07/2020	2035349873	Baker & Taylor - Adult	2020 ADULT ACCT	160.30
10/07/2020	2035349876	Baker & Taylor - Adult	2020 ADULT ACCT	235.42
10/07/2020	2035349880	Baker & Taylor - Adult	2020 ADULT ACCT	169.50
10/07/2020	2035349882	Baker & Taylor - Adult	2020 ADULT ACCT	91.54
10/07/2020	2035349884	Baker & Taylor - Adult	2020 ADULT ACCT	114.14
10/07/2020	2035349888	Baker & Taylor - Adult	2020 ADULT ACCT	15.88
10/07/2020	2035349889	Baker & Taylor - Adult	2020 ADULT ACCT	32.84
10/07/2020	2035349890	Baker & Taylor - Adult	2020 ADULT ACCT	23.28
10/07/2020	2035349892	Baker & Taylor - Adult	2020 ADULT ACCT	65.68
10/07/2020	2035349895	Baker & Taylor - Adult	2020 ADULT ACCT	47.67
10/07/2020	2035349897	Baker & Taylor - Adult	2020 ADULT ACCT	64.64
10/07/2020	2035349900	Baker & Taylor - Adult	2020 ADULT ACCT	194.43
10/07/2020	2035349901	Baker & Taylor - Adult	2020 ADULT ACCT	31.77
10/07/2020	2035349903	Baker & Taylor - Adult	2020 ADULT ACCT	31.78
10/07/2020	2035352250	Baker & Taylor - Adult	2020 ADULT ACCT	35.62
10/07/2020	2035352264	Baker & Taylor - Adult	2020 ADULT ACCT	22.22
10/07/2020	2035354969	Baker & Taylor - Adult	2020 ADULT ACCT	365.87
10/07/2020	2035354882	Baker & Taylor - Adult	2020 ADULT ACCT	63.50
10/07/2020	2035355008	Baker & Taylor - Adult	2020 ADULT ACCT	268.39
10/07/2020	2035369709	Baker & Taylor - Adult	2020 ADULT ACCT	672.47
10/07/2020	2035441246	Baker & Taylor - Adult	2020 ADULT ACCT	299.68
10/07/2020	2035448282	Baker & Taylor - Adult	2020 ADULT ACCT	319.32
10/07/2020	2035462031	Baker & Taylor - Adult	2020 ADULT ACCT	262.77
10/07/2020	2035468187	Baker & Taylor - Adult	2020 ADULT ACCT	585.92
10/07/2020	2035476776	Baker & Taylor - Adult	2020 ADULT ACCT	198.60
10/07/2020	2035483342	Baker & Taylor - Adult	2020 ADULT ACCT	476.52
10/07/2020	2035438836	Baker & Taylor - Unlabeled Adult	2020 ADULT ACCT	18.13
10/07/2020	2035466034	Baker & Taylor - Unlabeled Adult	2020 ADULT ACCT	54.22
10/09/2020	2035093848	Baker & Taylor - Unlabeled Adult	2020 ADULT ACCT	9.95
10/09/2020	1MLY-QJN9-NM9N	Amazon Capital Services Inc	DELAY, DON'T DENY	15.29
Total 982.720 · Adult Print General				5,249.68
<b>982.730 · Adult Ref.</b>				
10/07/2020	2035352252	Baker & Taylor - Adult Reference	2020 ADULT REFERENCE	46.16
10/07/2020	2035352253	Baker & Taylor - Adult Reference	2020 ADULT REFERENCE	19.98
Total 982.730 · Adult Ref.				66.14
<b>982.740 · Multiple Book Copies</b>				
10/07/2020	2035349867	Baker & Taylor - Adult Multiples	ADULT MULTIPLES	47.67
10/07/2020	2035457765	Baker & Taylor - Adult Multiples	ADULT MULTIPLES	15.89
10/07/2020	2035354852	Baker & Taylor - Adult Multiples	ADULT MULTIPLES	163.18
Total 982.740 · Multiple Book Copies				226.74
Total 982.705 · Adult Print				6,687.14
<b>982.755 · Youth Print</b>				
<b>982.760 · Youth Print General</b>				
10/07/2020	DIR7224941	Usborne & Kane Miller Books	BOOKS FOR COLLECTION	68.93
10/07/2020	DIR6997513	Usborne & Kane Miller Books	BOOKS FOR COLLECTION	539.74
10/07/2020	2035413858	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	22.25
10/07/2020	2035427454	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	86.87

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

Date	Num	Name	Memo	Amount
10/07/2020	2035440892	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	128.76
10/07/2020	2035442264	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	12.36
10/07/2020	2035367376	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	58.60
10/07/2020	2035369004	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	326.35
10/09/2020	2035353336	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	40.50
10/09/2020	2035353341	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	14.82
10/09/2020	2035353348	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	38.28
10/09/2020	2035353351	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	109.05
10/09/2020	2035355437	Baker & Taylor - Juvenile	2020 JUVENILE ACCOUNT	663.38
10/09/2020	2035354866	Baker & Taylor - Juvenile	2020 JUVENILE ACCOUNT	479.78
10/09/2020	2035354863	Baker & Taylor - Young Adult	2020 YOUNG ADULT	392.69
10/09/2020	2035354895	Baker & Taylor - Young Adult	2020 YOUNG ADULT	331.08
10/09/2020	2035350821	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	129.06
10/09/2020	2035350879	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	116.64
10/09/2020	2035353268	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	68.55
10/09/2020	2035353361	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	37.19
Total 982.760 · Youth Print General				3,664.88
Total 982.755 · Youth Print				3,664.88
Total 982.700 · Print				10,352.02
<b>982.800 · Collection Enhancement</b>				
<b>982.810 · Adult Enhancement</b>				
10/07/2020	39082137903087	Wayne Public Library	Lost Book PO#20-0387	28.00
10/07/2020	39082138073187	Waterford Township Library	Lost Book PO#20-388SP	39.00
10/07/2020	1401	Addison Township Public Library	LOST BOOK - PO#20-389	28.00
10/07/2020	39082102903914	Hazel Park District Library	LOST BOOK - PO#20-390	25.00
Total 982.810 · Adult Enhancement				120.00
Total 982.800 · Collection Enhancement				120.00
Total 982 · Collection Expense				14,657.47
<b>TOTAL</b>				<b>122,267.69</b>



**Chelsea District Library**  
**Donation and Restricted**  
January through September 2020

	Jan - Oct 19	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>674 · Contribution &amp; Donation</b>			
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
<b>Total 674 · Contribution &amp; Donation</b>	<b>11,375</b>	<b>21,875</b>	<b>(10,500)</b>
<b>675 · Private Grant Sources</b>			
675.100 · Community Found Southeast MI	15,000	2,000	13,000
675.400 · Chelsea Ed Foundation	1,500	1,000	500
<b>Total 675 · Private Grant Sources</b>	<b>16,500</b>	<b>3,000</b>	<b>13,500</b>
<b>Total Income</b>	<b>27,875</b>	<b>24,875</b>	<b>3,000</b>
<b>Gross Profit</b>	<b>27,875</b>	<b>24,875</b>	<b>3,000</b>
<b>Expense</b>			
<b>727 · Supplies</b>			
727.900 · Supplies Restricted Gifts	111		
<b>Total 727 · Supplies</b>	<b>111</b>		
<b>850 · Telecommunications</b>			
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>
<b>884 · Programming</b>			
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)
<b>Total 884.211 · Authors in Chelsea</b>	<b>437</b>	<b>4,000</b>	<b>(3,563)</b>
<b>Total 884.210 · Youth Speakers</b>	<b>437</b>	<b>4,000</b>	<b>(3,563)</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	1,762	3,000	(1,238)
<b>Total 884.400 · Music Focus</b>	<b>1,762</b>	<b>4,000</b>	<b>(2,238)</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)
884.912 · Adult Prog Rest Gifts General	2,503		
884.913 · Adult Prog Rest Gifts SRP	0	750	(750)

**Chelsea District Library**  
**Donation and Restricted**  
January through September 2020

	Jan - Oct 19	Budget	\$ Over Budget
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>5,210</b>	<b>8,250</b>	<b>(3,040)</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	1,655	2,500	(845)
<b>Total 884.920 · Youth Programming Restricted</b>	<b>1,655</b>	<b>3,500</b>	<b>(1,845)</b>
<b>Total 884 · Programming</b>	<b>9,064</b>	<b>20,750</b>	<b>(11,686)</b>
<b>967 · Equipment</b>			
967.900 · Equipment Restricted Gifts			
967.910 · Equipment Rest Gifts	3,504	205	3,299
<b>Total 967.900 · Equipment Restricted Gifts</b>	<b>3,504</b>	<b>205</b>	<b>3,299</b>
<b>Total 967 · Equipment</b>	<b>3,504</b>	<b>205</b>	<b>3,299</b>
<b>969 · Continuing Education Expenses</b>			
969.600 · Staff Training			
969.940 · Staff Appreciation - Restricted	955	1,100	(145)
<b>Total 969.600 · Staff Training</b>	<b>955</b>	<b>1,100</b>	<b>(145)</b>
<b>Total 969 · Continuing Education Expenses</b>	<b>955</b>	<b>1,100</b>	<b>(145)</b>
<b>982 · Collection Expense</b>			
982.910 · Adult Collection Restricted	500	600	(100)
<b>Total 982 · Collection Expense</b>	<b>500</b>	<b>600</b>	<b>(100)</b>
<b>Total Expense</b>	<b>14,134</b>	<b>25,655</b>	<b>(11,521)</b>
<b>Net Ordinary Income</b>	<b>13,741</b>	<b>(780)</b>	<b>14,521</b>
<b>Net Income</b>	<b>13,741</b>	<b>(780)</b>	<b>14,521</b>

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

	TOTAL												
	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Jan - Oct 20	Budget	% of Budget
Ordinary Income/Expense													
Income													
402 - District Revenue	921,217	745,124	72,416	8,913	13,260	75,203	(18,897)	0	0	2	1,817,238	1,824,026	100%
540.100 - State Aid	0	60,640	0	0	5,957	0	6,060	0	0	0	72,657	38,000	191%
574.100 - Penal Fines	0	0	0	0	0	0	0	15,282	0	0	15,282	17,000	90%
607.100 - Non-Resident Fees	500	438	250	0	0	0	0	0	0	0	1,188	6,000	20%
645.100 - Copiers & Printers	523	576	164	0	0	0	0	0	0	0	1,263	7,500	17%
655.100 - Circulation Fines	1,559	1,593	614	0	0	0	0	0	0	0	3,766	11,000	34%
665.100 - Interest	45	78	95	50	48	43	40	33	27	21	480	0	100%
666.100 - Investment Earnings	0	14	4,711	0	0	2,282	4	4	2,252	11,627	20,894	50,000	42%
666.500 - Investment Change in Value	0	10,619	12,769	11,708	419	2,294	4,224	(3,321)	2,460	(14,528)	26,644	28,644	53%
674 - Contribution & Donation	2,025	7,850	0	0	0	1,500	0	0	0	300	11,675	21,875	53%
675 - Private Grant Sources	0	0	0	0	15,000	1,500	0	0	0	0	16,500	3,000	550%
Total Income	925,869	826,932	91,019	20,671	34,684	82,822	(8,569)	11,998	4,739	(2,578)	1,987,587	1,978,401	100%
Gross Profit	925,869	826,932	91,019	20,671	34,684	82,822	(8,569)	11,998	4,739	(2,578)	1,987,587	1,978,401	100%
Expense													
701 - Personnel Expenses	78,655	86,234	82,576	83,330	87,276	81,225	140,447	87,312	86,206	87,743	901,004	1,168,519	77%
727 - Supplies	2,294	936	1,287	84	690	1,550	924	554	1,754	644	10,717	19,150	56%
801 - Professional Services	3,419	4,785	5,871	8,878	1,619	1,290	2,102	1,086	1,974	769	31,793	77,027	41%
803 - Maintenance Service Contracts	4,123	7,988	9,666	13,529	7,376	17,776	7,026	6,276	4,713	4,070	82,543	163,375	51%
850 - Telecommunications	1,413	1,903	1,581	2,077	2,071	4,115	2,287	1,883	2,089	3,400	22,819	38,320	60%
880 - Promotional Materials	6,265	6,498	2,586	550	142	5,463	3,124	7,066	1,944	1,985	35,623	67,935	52%
884 - Programming	4,206	5,623	1,146	1,308	1,247	9,815	1,472	2,631	8,820	2,891	39,159	103,920	38%
885 - Volunteer	63	0	0	288	0	0	0	0	0	0	351	2,400	15%
920 - Utilities	0	4,088	3,968	3,641	2,447	1,980	3,466	5,120	4,626	4,045	33,381	61,715	54%
960 - Board & Director Expense	75	136	0	13	0	0	86	0	0	0	310	3,500	9%
965 - Automation Services	12,313	0	0	0	8,818	0	8,818	0	575	567	31,091	43,020	72%
967 - Equipment	1,440	1,613	1,685	613	714	1,594	462	4,063	10,162	1,075	23,421	46,105	51%
969 - Continuing Education Expenses	1,330	868	6,282	2,291	445	269	633	2,010	322	419	14,869	27,610	54%
980 - Capital Expense	775	0	0	0	0	2,400	0	0	0	0	3,175	74,775	4%
982 - Collection Expense	5,145	29,390	7,052	7,540	5,417	13,209	12,129	8,809	31,608	14,657	134,956	179,370	75%
Total Expense	121,516	150,062	123,700	124,142	118,262	140,686	182,976	126,810	154,793	122,265	1,365,212	2,076,741	66%
Net Ordinary Income	804,353	676,870	(32,681)	(103,471)	(83,578)	(57,864)	(191,545)	(114,812)	(150,054)	(124,843)	622,375	(98,340)	720,715
Other Income/Expense													
Other Expense													
999.001 - Transfer to Capital Improvement	0	0	0	0	0	0	0	0	0	0	0	(21,500)	21,500
999.002 - Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	0	0	0	0	2,400	(2,400)
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	(19,100)	19,100
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	19,100	(19,100)
Net Income	804,353	676,870	(32,681)	(103,471)	(83,578)	(57,864)	(191,545)	(114,812)	(150,054)	(124,843)	622,375	(79,240)	701,615



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

	Jan - Oct 20	Jan - Oct 19	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402 · District Revenue	1,817,236.20	1,727,613.46	89,622.74	5.19%
540.100 · State Aid	72,656.71	41,515.50	31,141.21	75.01%
574.100 · Penal Fines	15,282.06	20,151.30	-4,869.24	-24.16%
607.100 · Non-Resident Fees	1,187.50	4,291.69	-3,104.19	-72.33%
645.100 · Copiers & Printers	1,263.70	5,911.26	-4,647.56	-78.62%
655.100 · Circulation Fines	3,766.06	19,242.88	-15,476.82	-80.43%
665.100 · Interest	479.76	281.10	198.66	70.67%
666.100 · Investment Earnings	20,892.90	8,694.07	12,198.83	140.31%
666.500 · Investment Change in Value	26,642.81	51,838.61	-25,195.80	-48.6%
674 · Contribution & Donation	11,675.00	28,950.00	-17,275.00	-59.67%
675 · Private Grant Sources	16,500.00	16,400.00	100.00	0.61%
<b>Total Income</b>	<b>1,987,582.70</b>	<b>1,924,889.87</b>	<b>62,692.83</b>	<b>3.26%</b>
<b>Gross Profit</b>	<b>1,987,582.70</b>	<b>1,924,889.87</b>	<b>62,692.83</b>	<b>3.26%</b>
<b>Expense</b>				
701 · Personnel Expenses	901,003.53	878,852.36	22,151.17	2.52%
727 · Supplies	10,716.96	17,837.85	-7,120.89	-39.92%
801 · Professional Services	31,793.66	51,101.38	-19,307.72	-37.78%
803 · Maintenance Service Contracts	82,544.53	100,451.32	-17,906.79	-17.83%
850 · Telecommunications	22,821.15	26,620.28	-3,799.13	-14.27%
880 · Promotional Materials	35,623.27	45,885.31	-10,262.04	-22.37%
884 · Programming	39,158.26	100,115.67	-60,957.41	-60.89%
885 · Volunteer	351.08	967.18	-616.10	-63.7%
920 · Utilities	33,381.68	44,228.93	-10,847.25	-24.53%
960 · Board & Director Expense	309.88	1,475.02	-1,165.14	-78.99%
965 · Automation Services	31,092.47	40,179.92	-9,087.45	-22.62%
967 · Equipment	23,421.34	18,431.35	4,989.99	27.07%
969 · Continuing Education Expenses	14,868.52	19,007.13	-4,138.61	-21.77%
980 · Capital Expense	3,175.00	110,935.47	-107,760.47	-97.14%
982 · Collection Expense	134,956.09	135,614.72	-658.63	-0.49%
<b>Total Expense</b>	<b>1,365,217.42</b>	<b>1,591,703.89</b>	<b>-226,486.47</b>	<b>-14.23%</b>
<b>Net Ordinary Income</b>	<b>622,365.28</b>	<b>333,185.98</b>	<b>289,179.30</b>	<b>86.79%</b>
<b>Net Income</b>	<b>622,365.28</b>	<b>333,185.98</b>	<b>289,179.30</b>	<b>86.79%</b>



## 7.0

## CHELSEA DISTRICT LIBRARY

## Fund Balances

October 31, 2020

**General Fund****LOCAL BANKS BALANCES**

Checking Account/ Chelsea State Bank

001.001

Paypal Account

003.002

Cash on Hand

	Beginning Balance	Net Change	Ending Balance
	\$564,737.12	-\$142,491.92	\$422,245.20 should match CSB
	\$96.80	\$0.00	\$96.80
	<u>\$564,833.92</u>	<u>-\$142,491.92</u>	<u>\$422,342.00</u>
	\$1,527,748.10	-\$2,900.64	\$1,524,847.46
	\$0.00	\$0.00	\$0.00
	<u>\$1,527,748.10</u>	<u>-\$2,900.64</u>	<u>\$1,524,847.46</u> should match Ameriprise
	<u>\$2,092,582.02</u>	<u>-\$145,392.56</u>	<u>\$1,947,189.46</u> Should match below
			\$1,947,189.46
	<u>324620.66</u>	<u>-\$40,692.53</u>	<u>283928.13</u> should match CSB

**Debt Service Fund**

Bond Debt Retirement Fund Checking

003.008



\\seuss\staffolders\mbudzinski\Documents\Bookkeeper CDL\Finance 2020\2020 1.0 BOARD REPORTS\2020 8.0 INVESTMENT ANALYSIS\8.1 2020 09 SEPT AMERIPRISE INVESTMENTS

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# **DIRECTOR'S REPORT**



## **Library Director's Report**

### **Respectfully submitted for November 2020 Board Meeting**

#### **Staff Announcements**

##### Work Anniversaries

- Tech Services Assistant Lucie Smith celebrated her 19-year work anniversary on October 19.
- Adult Librarian Catherine Sossi celebrated her one-year anniversary on October 21.

##### Computer Tech II Position

I am happy to report that we had some very good candidates for this new position in our Technology Department and that we have a new employee! Matthew Jensen will begin working here on November 30. Matt has a Masters of Library & Information Science and worked at Chicago Public Library on their makerspace called YOUmedia. He is gregarious and customer-focused and enjoys working with patrons of all ages. I can't wait for you and the community to meet him!

##### Library Assistant I Position

We recently posted for a Library Assistant I due to staff retirements. The posting closed on November 13. We have received eight applications so far. Fingers crossed we are as successful in this search as we were with the Computer Tech II position!

#### **CDL Responds to COVID-19**

COVID-19 infection rates continue to climb in Washtenaw County, and CDL continues operating at Stage 3 of its Reopening Plan.

Recently, two Michigan documents were released that reinforce our current workplace model of limiting the number of staff working from the library. Rule 5(8) of MIOSHA's *Emergency Rules, Coronavirus Disease 2019* dated October 14 (found [here](#)) states "(t)he employer shall create a **policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely.**" Essentially, if the work CAN be done remotely, it MUST be done remotely.

Additionally, on November 6, Michigan released its [MDHHS's Guidance to help Keep Workplaces Safe](#). It states:

*Employers should allow their employees to work from home, if possible, to minimize the presence of individuals gathered in work settings where COVID-19 may spread. **Employers should only permit in-person work if a worker is unable to physically complete required job tasks from a remote setting,** such as food service or auto assembly workers, or a job involving protected data that cannot be accessed remotely.*

Clearly, CDL needs to remain vigilant and continue to limit the number of staff returning to the building to work.

#### **Michigan Municipal League's CDL Classification and Compensation Study**

As the next step in the study's process, MML has scheduled job analysis interviews with staff to take place November 11 and 12. Additionally, MML will gather data from peer libraries to inform their report. We look forward to ensuring that staff compensation and benefits are in line with

comparable libraries and positions and that they are reflective of the value our staff brings to CDL and the community we serve.

### **Board Mini-Retreat**

The mini-retreat is scheduled for Wednesday, December 9 at 10 AM via Zoom. Megan Torrance and Jess Jackson from TorranceLearning will provide an overview of the annual staff in-service day held on September 18. The theme for that day was "Creating an Open & welcoming Environment at CDL."

### **Announcing the 2021 Washtenaw Reads Title**

The 2021 Washtenaw Reads title is *All American Boys* by Jason Reynolds and Brendan Kiely. Thanks to Chelsea High School's Shawn Sinacola-Rodriguez who represented Chelsea on the Selection Committee. The culminating event for the Read in early 2021 will most likely be virtual due to the pandemic. More information will be shared as it develops.

From the Reads Screening Committee:

*All American Boys* addresses systemic racism and the need for action. The story is told through alternating points of view: a Black teen who is assaulted by a White police officer, and the White teen who witnesses the event and is also a family friend of the police officer. The characters and their relationships are complex and believable, and the paired perspectives provide especially strong opportunities for community discussion. Committee members were struck by the realism, currency, and relevance of the story.

### **Out and About(Virtually)**

Since the beginning of the pandemic, CDL management has sought opportunities to inform us as we respond to COVID-19. Here are some of the Zoom and webinar sessions I have attended to that end.

- Weekly meetings of library directors throughout Michigan hosted by the Library of Michigan. LOM's Library Law Specialist Clare Membiela and library attorney Anne Seurnyck attend and provide guidance on legal issues relative to libraries and COVID-19.
- Ongoing meetings on the topic of *Libraries in Recovery: Reimagining and Rethinking the Library*
- MLA Coffee Hour with Elissa Slotkin
- MLA Coffee Hour: Ask a Library Lawyer
- MLA Coffee Hour: Escalation
- *What is a Library?*
- *Digital Inclusion*
- *Curbside Pickup – Keep or Kick It to the Curb?*
- *Dealing with Hostile and Potentially Dangerous Library Users*
- *ALA's Looking Ahead, Planning for Recovery*
- *Pandemic Policies* with Anne Seurnyck
- *Human Resources in the Time of COVID*
- *ALA's Well Being of Library Workers*
- *PLA's The Library Community Moving Forward in the New Normal*

Additionally, I attend Rotary meetings weekly on behalf of the library and serve on the board as the "speaker wrangler" and attend monthly meetings of the Chelsea Education Foundation as a board member.

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

**Facility update**

Only two fall/winter inspections still outstanding: roofs/gutters and plumbing. We also had our regularly scheduled maintenance on the hvac system to prep for colder weather. Johnson Controls visited twice this month to assess our current system configuration as part of proposing a solution for our cold lobby. They again affirmed that the best solution involves increasing pressure in the lobby so that when the doors open, heat/pressure is sucked out and cold doesn't come in.

**Continuing Ed/meetings/projects**

Salary survey- job analysis forms were filled out by each staff person in the positions being evaluated, then sent to their supervisors for review/clarification. Lori and I then reviewed all before sending all on to MML. I also completed forms detailing our benefits offerings and listing each staff person, what job they hold, how long they have been at CDL, and what they are being paid. MML then sent set up group and individual interviews for Nov. 11 & 12.

**COVID**

The big news here was our moving the holds tables inside in anticipation for winter weather. We used the exhibit walls to create a barrier to surround the tables, which we set in a "U" shape. This allowed us to block visual access to the media/youth collection/lobby while leaving the Checkout desk side physically blocked but visually open so library assistants could answer patrons' questions and monitor for compliance to the mask mandate. The set-up works well but we still have a few patrons that need convincing that a mask is necessary even for the few minutes it takes to jump out of their car and grab their materials.

Unfortunately, it is a challenge to get their names if we don't recognize them, and staff is too far away to see the name on their holds. We haven't had repeat offenders yet but are strategizing ways to deal with them if it happens.

**Staffing**

We posted our new job position- Computer Tech II- this month and identified three very different but strong candidates. We will interview them the first week of November, with hopes of an early December start date.

Respectfully submitted-

Linda Ballard, Assistant Director



### Program Information

The month of October allowed us to explore more ways to provide interactive, live virtual events for patrons of all ages. As the pandemic lengthens and we battle screen and zoom fatigue, we're constantly looking for fresh ways to keep patrons engaged with the library. Overall, we offered 24 events, with 648 attendees. Below are some highlights:

- We hosted our first virtual Purple Rose Theater Concert reading using zoom webinar, a feature new to us. There were a few hiccups, but the program was especially well received by patrons. One patron commented, "thank you for this gift during COVID."
- We also launched our first ever virtual Kids Read Comics. The attendance was not where we hoped, but we learned a great deal about live streaming through zoom onto social media platforms. This knowledge will help us prepare for future programs we have in mind
- We discovered a safe in-person event to offer for Halloween. Not Too Scary Storybook Trail proved more popular than we could have imagined, as Chelsea families hit the trail with fun treats, while social distancing.

Date	Event	Attendance (Live)	Attendance (Recorded)
<b>Adult Programming (Programs 8 , Attendees 182)</b>			
10/7	Reading Glasses Book Club	6	
10/14	Books Over Breakfast	3	
10/8	makerChelsea Wooden Pallet kits		21
10/4	Adult Sculpture Walk Guided Tour (in-person)	6	
10/13	Rural Photography Presentation		10
10/17	Purple Rose Theater Concert Reading	100	
10/19	Birdwatching Presentation	26	
10/22	League of Women Voters	10	
<b>Early Literacy (Programs 5, Attendees 107)</b>			
10/7, 10/14, 10/21, 10/28	Live Storytime	3, 4, 6, 6	8, 12, 22, 21
10/15	Dance Along Sing Along	25	
<b>Youth Programming (Programs 7, Attendees 319)</b>			
10/6, 10/20	Book Talk Tuesdays		22, 16
10/26	Not Too Scary Storybook Trail (in-person)	183	
10/5, 10/12, 10/19, 10/26	Kids Read Comics (4 Mondays)	5, 9, 5, 4	20, 13, 30, 12
<b>Teen Programming (Programs 2, Attendees 15)</b>			
10/1	Virtual That Thursday Thing	3	9
10/13	Pizza and Paperbacks Teen Bookclub	3	
<b>Outreach/Awareness (Programs 2, Attendees 35)</b>			
10/1, 10/22	Virtual Storytime ECC	25, 10	

### Reference, Collections, and Deliveries

Services	Sep. 2020
Reference Questions	436
Homebound & Deposit Book Deliveries	39
OCLC Interlibrary Loan	0

- Librarians returned to the building to conduct their reference shifts on October 12th. The transition was invisible for patrons, but having librarians back in the building allowed us to improve our curbside printing and copying service, offer up virtual browsing to patrons, improve our reader's advisory service, and assist patrons with same day curbside requests that circ would not be able to accommodate (due to time and staff limitations).
- We spent a portion of October exploring ways to allow patrons to "browse" the library collection while the building remains closed to the public. We've relocated display bookshelves so that patron can view adult, teen, and youth books through the vestibule windows, we've increased social media posts with books recommendations, and we created a webpage on the website called Browse Books and More that uses RSS feeds to saved catalog searches that we hope will allow patrons to peruse our new and recommended books more easily. The page goes live in November.

#### Outreach

- Our youth librarians have begun to offer virtual outreach storytimes to local preschools with good success.
- At the request of school teachers, we've created several online tutorials explaining how to use the library catalog, how to borrow ebooks, and how to apply for a library card.

#### Professional Development

- Shannon Powers completed the MLA Leadership Academy the last week of October. This year's long course offered excellent strategies and techniques for improving management, mentoring staff, overseeing budgets, and increasing teamwork and staff motivation.
- Laura Brown attended the online workshop, Equity in Action: Building Diverse Collections. This series of webinars helps librarians learn how to spot diversity gaps in collections, and keep library materials inclusive.
- Jessica Zubik attended School Library Journal's Online Day of Dialogue, a series of presentations and panels discussing trends in youth services and the latest books and materials for children, tweens, and teens.

# Technology

October 2020

From:

Scott Rakestraw  
Head of Technology



DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
30779.7	Hotspots: Total GB Used	1112.8	2989.0	2783.5	4922.1	3981.6	3756.1	3385.4	2455.4	3359.4	2034.52
76.7	-- Lima Township (GB)	0.63	0.87	9.6	NA	NA	10.52	26.13	9.13	12.4	7.42
151.7	-- Sylvan Township (GB)	2.28	10.09	10.3	NA	NA	23.98	24.64	32.49	28.7	19.22
12457.3	-- Mobile Beacon (GB)	689.45	1469.18	1127.47	3134.89	1253.28	978.8	820.9	950.37	1274.5	758.5
18093.9	-- Library Circulating Hotspots (GB)	420.4	1508.9	1636.1	1787.16	2728.33	2742.78	2513.69	1463.4	2043.8	1249.38
223.0	Hotspot Devices Circulated	33	33	26	NA	NA	21	29	28	33	20
2083.0	Public Internet - Computer Sessions	861	921	301	0	0	0	0	0	0	0
5926.0	Public Internet - Wireless Logins	1341	1277	934	244	213	347	425	381	402	362
ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
66424	Website Sessions	8886	8249	8407	3524	3141	7365	7171	6678	6864	6139
32878	Website Users	4704	4394	4995	2043	1855	3591	3207	2943	2741	2405
14275	AUDIO Downloads Total	1352	1248	1281	1475	1610	1537	1527	1488	1403	1354
11348	-- Audio: Overdrive	1181	1096	1078	1118	1206	1205	1200	1166	1096	1002
2927	-- Audio: Hoopla	171	152	203	357	404	332	327	322	307	352
1380	VIDEO Downloads Total	38	35	65	139	114	188	213	203	180	205
49	-- Video: Overdrive (streaming only)	5	0	4	8	22	4	0	4	2	0
1331	-- Video: Hoopla	33	35	61	131	92	184	213	199	178	205
22515	EBook Downloads Total	1491	1426	1941	2822	2926	2584	2542	2483	2529	1771
20820	-- eBook: Overdrive	1423	1363	1839	2616	2636	2355	2354	2312	2319	1603
1695	-- eBook: Hoopla	68	63	102	206	290	229	188	171	210	168
38170	TOTAL Downloads	2881	2709	3287	4436	4650	4309	4282	4174	4112	3330

- NA :: Vendors have been unable to provide complete data; NA is Indicated where vendor data is "Not Available".

## Project/Task List

- Participated in staffing and technology department role discussion.
  - Developed questions for candidate interviews
- Reviewed projects, budgets and technology plans.
  - Ordered/received server upgrades
  - Ordered/received 3D printer parts
  - Requested quotes for pc upgrades
  - Requested quotes for license maintenance
- Daily support to remote work force as needed.
- DS Duties as scheduled.
- Provision laptops for enhanced service levels.
- Patron support.
- Web site support.

Scott Rakestraw ~



### Marketing Monthly Board Report (Oct. 1–31, 2020):

With the beginning of October came the end of the largest in-person event we have had at the library during the pandemic, the art exhibition inside McKune. Marketing continued to promote the virtual tour of the art show on the website throughout the month. The winners of the Young at Art prize drawings were very excited to receive their prizes, assuring us they will be putting the books and art materials they won to use right away. The Young at Art banners came down, but new library banner designs were finalized, fabricated, and installed to usher in the change of the seasons from spring and summer to fall and winter, giving the building and grounds a fresh, new look.

Pictures were taken of staff hard at work in the library and shared on social media to make a connection with patrons, reminding the public work continues even though the building is closed to the public.

New lawn signs were created and installed on the library lawn for the Friends of Libraries Week to showcase their support of the library.

The winter newsletter was created and sent for publication. The cover featured glass artwork from recycled materials designed and fabricated by a local couple. Their bright and vivid work has brightened the lives of people in the Chelsea area, and as far away as the United Kingdom.

As the weather turned cold outside Curbside Service was moved inside the building, and the LCD screen above the checkout desk was turned on for the first time since March, running a limited number of promotional slides of library programs.

A new program, 1,000 Books Before Kindergarten, features more than 13 different graphics produced by the marketing department for advertisements, buttons, digital badges, posters, social media posts, and other promotional items. It was more illustrations than a typical program uses, but it was a joy to create them in coordination with Information Services.

## Marketing Assistant Monthly Board Report (Oct. 1-31, 2020):

In October my focus continued to be to effectively communicate library programs, services, and updates in digital marketing channels.

### Website:

- Created Veterans Day Landing Page.
- Added Ted Woods videos to Kids Read Comics website.
- Updated Voter Resource landing page on website.
- Coordinated with Head of Marketing to add library card application button to homepage.

### Social Media:

- Implemented #HardatWork campaign to communicate to our community the good work that our staff is doing while in the curbside pickup stage of reopening.
- Implemented #NationalFriendsofLibrariesWeek campaign highlighting the benefits CDL enjoys from our Friends and encouraging people to consider membership.

### E-newsletters:

Reviewed statistics of Welcome emails that were implemented in July. 98 emails have been sent and there is a 68% open rate. According to Constant Contact, this is compared to an industry average open rate of 15%.

### Miscellaneous

- Assisted with proofreading and editing of quarterly fall newsletter.
- Coordinated with Head of Marketing and Head of Information Services to plan veterans Day promotion
- Coordinated with Head of Marketing and Youth Services to determine schedule for digital promotion of 1000 Books Before Kindergarten
- Coordinated with Youth Services to plan for marketing of new Zoom 3-5 Hangout program.

## Circulation Supervisor's Report OCTOBER 2020

Circulation – 14,459 in October;

- Patron Count-3,603 for October;
  
- Circulation by township- for October:
  - Dexter = 12% of total transactions
  - Lima = 9% of transactions
  - Lyndon =12% of transactions
  - Sylvan = 17% of transactions
  - Chelsea = 42% of transactions
  
- October Circulation: 67% were items from Chelsea and 33% were inter-loaned items.
  
- Overdrive = 2605 in OCTOBER; RBDigital = 742 in OCTOBER; Hoopla = 778 in OCTOBER.
  
- Registrations for OCTOBER– 21 new cards; 6822 total card holders
  - \*Dexter = 871 cards; Lima = 793 cards; Lyndon = 971 cards
  - \*Sylvan = 1164 cards; Chelsea = 2479 cards; Nonresident = 544 cards

### October Notes:

- Attended weekly management meetings via Zoom
- Attended the monthly TLN SASUG meeting on October 22 via Zoom.
- Attended the 2020 Michigan Library Association Annual conference virtually on October 28<sup>th</sup> & 29<sup>th</sup>.
- Attended the All Staff meeting on October 20<sup>th</sup> via Zoom.
- Met with Shannon for cross training of librarians for patron renewals.
- We had 21 new cards in October by online registration.
- We received 149.5 tubs from TLN in October, with 6.8 being the daily average.
- We have posted for the library assistant I position.

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									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2020 Total	2019 Total
Jan.	649	692	394	763	695	659	359	23335	26483
Feb.	719	771	677	471	628	569	372	22040	22244
March	784	826	556	655	1209	724	408	11607	24554
April	0	0	0	0	0	0	0	0	22384
May	0	0	0	0	0	0	0	0	22887
June	288	181	162	178	184	126	0	7672	25327
July	286	277	258	291	300	122	27	12743	26786
August	347	318	255	295	404	148	31	13193	24141
Sept.	335	299	271	274	305	163	29	12035	21707
Oct.	302	254	202	333	330	105	117	14459	22622
Nov.									21788
Dec.									20107
<b>Total</b>								<b>117084</b>	<b>281030</b>
<b>Month Avg</b>								<b>11,708</b>	<b>23,419</b>

Avg.% Inc.

Highlighted numbers have been updated. TML

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

with OD & RB, & deposit collection ckouts.

-51%

SifChk/ Check-outs only				
2019 Totals	2020 Total	Days	Per Day	% ChkOuts
2270	2388	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	0	0	0	
2424	0	0	0	
2517	0	0	0	
2384	0	0	0	
1966	0	0	0	
<b>28413</b>	<b>4034</b>			<b>2%</b>

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	509	71,157
Sept	818	71,686
Oct	723	72,192
Nov		
Dec		
<b>Total/Avg</b>	<b>6,083</b>	<b>70,748</b>

RB Digital Circ 2020 (downloadable e-magazines)			
2020	2019	2018	2017
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	589	421	192
Sept	842	409	152
Oct	742	409	198
Nov	487	467	340
Dec	269	4481	2693
<b>Total</b>	<b>5366</b>	<b>4481</b>	<b>2693</b>

Overdrive Circ 2020 (e-books, audio books & music)			
2020	2019	2018	2017
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	3482	2489	1990
Sept	2969	2444	2011
Oct	2605	2347	2041
Nov	2257	2077	2138
Dec	2176	2138	23715
<b>Total</b>	<b>31580</b>	<b>27414</b>	<b>23715</b>

Hoopla 2018 (e-books, audiobooks.music,movies)			
2020	2019	2018	2017
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	765	283	160
Sept	690	245	148
Oct	778	278	167
Nov	267	267	174
Dec	256	204	204
<b>Total</b>	<b>7166</b>	<b>3040</b>	<b>1400</b>



# Item Circulation 2020

	2020				
	All items circled at Chel inc: OD & ZInfo	Chel items circled at Chel inc: OD & ZInfo	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel
Jan.	23,335	18,832	81%	4,503	19%
Feb.	22,040	17,584	80%	4,456	20%
March	16,007	11,461	72%	4,546	28%
April	0	0		0	0
May	0	0		0	0
June	7,672	2,802	37%	4,870	63%
July	12,743	6,966	55%	5,777	45%
August	13,193	7,309	55%	5,884	45%
Sept.	12,035	7,335	61%	4,700	39%
Oct.	14,459	9,699	67%	4,760	33%
Nov.				0	0
Dec.				0	0
Totals	121,484	81,988	51%	39,496	29%
Mnth Avg	12,148	8,199		3,950	
				7,520	734
				75,203	7,340

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	63%	32%	5%
September	62%	33%	5%
October	60%	35%	5%
November			
December			
Yearly Avg.	48%	28%	4%

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	3,888	1,972	292
September	3,834	2,085	283
October	3,883	2,228	313
November			
December			
Yearly Total	39,819	24,125	2,943

# **ACTION ITEMS**



# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

November 17, 2020 Board Packet

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

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

	Income Line -	Expense Line
Crooked Lake Association Adult Coll. (In Memory of Earlene Lauzon)	674.100	982.910
Crooked Lake Association Adult Coll. (In Memory of Jack Merkel)	674.100	982.910
Crooked Lake Association Adult Coll. (In Memory of Mary Sue O'Conner)	674.100	982.910
Crooked Lake Association Adult Coll. (In Memory of Gene Shoemaker)	674.100	982.910
Crooked Lake Association Adult Coll. (In Memory of Kristin Townsend-Warren)	674.100	982.910
Crooked Lake Association Adult Coll. (In Memory of Kathryn Wagner)	674.100	982.910

Sub Total: \$300.00

\* Line #s being prepared and will be provided at the meeting.

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

Sub Total: \$

Total General Donations: \$300.00

Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary

Date



## **Action Item #2**

Chelsea District Library  
Board of Trustees

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

At-Large Board Seat

**Background:**

The Board previously discussed the opening created by TJ's Helfferich's term ending at the end of 2020. TJ expressed a desire to continue on the board in October's discussion and the board enthusiastically supported her.

**Action:**

The Chelsea District Library Board votes to appoint TJ Helfferich to another 4-year term for her At-Large Board Seat that expires in December. The new term will last through 2024.

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Janice L. Carr, Board Secretary

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Date



## **Action Item #3**

Chelsea District Library  
Board of Trustees

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

#### **Board Retreat**

#### **Background:**

The board discussed possible dates and agendas for the 2020 Board Retreat in October. Lori sent out a survey of possible days and it was agreed to hold 2 mini-retreats, the first of which will be on Dec. 9 at 10 a.m. and will focus on "Creating an Open & Welcoming Environment." This presentation is modeled on the one that the staff received in their annual in-service in August and is likewise presented by Torrance Learning.

#### **Action:**

The Chelsea District Library Board votes to approve the 2-part mini-retreat, the first part of which will occur on Dec. 9.

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Janice L. Carr, Board Secretary

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Date



# **DISCUSSION ITEMS**



# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

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

### **MERS Addendum**

#### **Background:**

Municipal Employees' Retirement System (MERS) has send their clients a Defined Contribution Plan Adoption Agreement Addendum that needs to be filled out, signed, and approved by the board before the end of the year. Lori will share the Addendum during the meeting. Because this document has a deadline and we'd like to take care of it sooner, rather than later, the library asks that the board moves to Action and passes this Addendum in November.



## **Discussion Item #2**

Chelsea District Library  
Board of Trustees

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

2021 Calendar of Library Operations and Holidays

**Background:**

Discussion on the 2021 calendar of library operations and holidays. No staff in-service date has been decided and can be added at a later time.

This will move to Action in December.



**Chelsea District Library Board**  
**2021 Chelsea District Library**  
**Calendar of Library Operations and Holidays**

**Governance****Appendix #1****Adopted: December 15, 2020****Regular Library Hours\*** (Labor Day to Memorial Day):

10:00 AM to 9:00 PM Monday through Thursday

10:00 AM to 6:00 PM Friday

10:00 AM to 5:00 PM Saturday

1:00 PM to 5:00 PM Sunday

**\* Subject to changes due to COVID****Summer Library Hours\*** (Memorial Day to Labor Day):

10:00 AM to 8:00 PM Monday through Thursday

10:00 AM to 6:00 PM Friday

10:00 AM to 3:00 PM Saturday

1:00 PM to 5:00 PM Sunday

The Library is closed on designated holidays, and one additional day for staff in-service at the director's discretion. Holidays on which the Library is closed are:

Friday, January 1	[New Year's Day]
Monday, February 15	[President's Day]
Sunday, April 4	[Easter Sunday]
Sunday, May 30	[Shared System Not Available]
Monday, May 31	[Memorial Day]
Sunday, July 4	[Independence Day]
Sunday, September 5	[Shared System Not Available]
Monday, September 6	[Labor Day]
Wednesday, November 24	[Close at 5:00 PM]
Thursday, November 25	[Thanksgiving Day]
Friday, November 26	[Day after Thanksgiving]
Friday, December 24	[Christmas Eve]
Saturday, December 25	[Christmas Day]
Friday, December 31	[New Year's Eve]
TBD	[Closed for Staff In-Service]

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**Jan L. Carr, Board Secretary**


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**Date**



## **Discussion Item #3**

Chelsea District Library  
Board of Trustees

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

2021 Library Board Meeting Calendar

**Background:**

Discussion on the dates for the 2021 board meetings. No retreat date has been decided and can be added at a later time.

This will move to Action in December.



**Chelsea District Library  
Board of Trustees  
Board Meetings 2021**

**Location: McKune Meeting Room unless otherwise indicated**

**Time: 6:45 pm, unless otherwise indicated**

**Governance**

**Appendix #2**

**Adopted: December 15, 2020**

**January 19, 2021**

**February 16, 2021**

**March 16, 2021**

**April 20, 2021**

**May 18, 2021**

**June 15, 2021**

**July 20, 2021**

**August 17, 2021**

**September 21, 2021**

**October 19, 2021**

**November 16, 2021**

**December 21, 2021**

**TBD Board Retreat**

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**Jan L. Carr, Secretary**

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**Date**



# **Discussion Item #4**

Chelsea District Library  
Board of Trustees

**Library Board Fact Sheet**  
November 17, 2020 Board Meeting

## **Director Evaluation**

### **Background:**

The Personnel Committee would like to discuss the library director's annual review.



# **Discussion Item #5**

Chelsea District Library  
Board of Trustees

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

### **Capital Improvement Fund Commitment**

#### **Background:**

Additional funds need to be transferred if the board wants to maintain the commitment of \$100,000.00 to the Capital Improvement Fund to reflect the funds to be used for this function.

The Capital Improvement Fund Commitment is something that the board should address every year in December.



# **COMMITTEE INFO & MINUTES**



## **CDL Board of Trustees Nominating Committee Meeting Minutes**

The Nominating Committee met at 4pm on October 13, 2020 via Zoom.

Committee Members Present: TJ Helfferich, Sue Lackey, Charlie Taylor

After discussion, the Nominating Committee respectfully recommends the following officer slate for the year beginning January 1, 2021:

President: TJ Helfferich

President Elect: Gary Munce

Treasurer: Susan Lackey

Secretary: Jan Carr

And recommends the following committee slate for the year beginning January 1, 2021 (chairs marked with \*):

Community Outreach: Anne\*, Charlie, Elizabeth

Personnel: Elizabeth\*, Anne, Jan

Finance: Susan\*, Gary, TJ

Policy Committee: Jan\*, Charlie, Elizabeth

Nominating Committee: Gary\*, Susan, TJ

Respectfully submitted by TJ Helfferich, Chair



# **Chelsea District Library** **Board of Trustees** **2020 Board Committees**

**Governance**  
**Appendix #3**

**Approved: January 21, 2020**

	Community Outreach Committee	Personnel Committee	Finance Committee	Policy Committee	Nominating Committee
<b>TJ Helfferich</b>			X		Chair
<b>Anne Merkel</b>	Chair	X			
<b>Gary Munce</b>	X		Chair		
<b>Elizabeth Sensoli</b>	X	Chair		X	
<b>Charlie Taylor</b>				X	X
<b>Susan Lackey</b>			X		X
<b>Jan Carr</b>		X		Chair	

Janice L. Carr

1-21-20

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

\_\_\_\_\_  
Date

