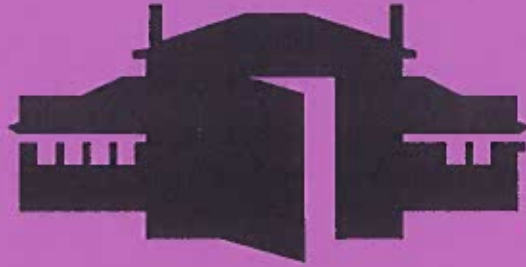


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



CHELSEA DISTRICT LIBRARY
BEST SMALL LIBRARY IN AMERICA

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

**January 19, 2021
6:45 pm**

Remotely over Zoom

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, January 19, 2021—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 – December 15, 2020

Board Meeting Closed Session Minutes Approval – December 15, 2020

Approval of the December Operational Checks

Approval of December Financial Reports

Director's Report & Friends Report

7:30 Public Comment

7:35 Action Items

1. Donations
2. Budget Carryovers 2020 to 2021
3. 2020 Budget Adjustment

7:45 Discussion Items

1. DDA/TIFA

8:00 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

8:05 Public Comment

8:10 Other Items

8:15 Adjournment

Public Participation

Meetings held by the Chelsea District Library are for the purpose of conducting library business. A Chelsea District Library meeting is not a “public meeting.” It is a “meeting held in public.” The difference between these two types of meetings is that a public meeting is usually designed for the free flow of information among all in attendance, whereas a meeting held in public is for observation and “Public Input” at specific times on the agenda.

Public Participation at Open Meetings

Meetings held by the Chelsea District Library are for the purpose of conducting library business. Public input is allowed during set times of these meetings and for specific amounts of time.

There are two ways to participate in a Board meeting:

- You may call the Board President or Library Director at least five days in advance of the Board meeting and ask to be placed on the agenda. The Board President or the Library Director shall use their discretion in accepting these requests. The Board decides what agenda items are to be discussed when they formally adopt the agenda at the start of their meeting. Once approved, you will be allowed to make your presentation to the Board.
- You may address the Board during agenda items listed as “Comments from the Public.”

Individuals who are addressing the Board at a Board Meeting must state their name and the name of the organization or group they are representing, if that is the case.

Board members may question speakers, but the Board will not enter into debate or conversation during this portion of the meeting. In general, issues are referred to the Director for investigation, study and recommendation, designation as a future agenda item, or answered through written communication.

**Chelsea District Library Board of Trustees
Minutes of Regular Meeting**

Tuesday, December 15, 2020 6:45 pm
Meeting Location: Remote, Using Zoom

Trustees in Attendance: S. Lackey (Zooming from Sylvan Township), TJ Helfferich (City of Chelsea), G. Munce (Lyndon Township), J. Carr (Sylvan Township), E. Sensoli (Lima Township), & C. Taylor (from Traverse City, but representing Dexter Township).

Absent: A. Merkel

Staff: Director L. Coryell, L. Ballard, E. Medrow, & C. Berggren.

Guests: Matt Jensen

Welcome and Call to Order

S. Lackey called the meeting to order at 6:47 p.m.

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the agenda, as amended. Discussion: Susan asked the Director's Evaluation (Action Item #7) be moved to the very end of the meeting, as it will be in Closed Session.

All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Carr, SECONDED by G. Munce to approve the minutes of the November 17, 2020 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by C. Taylor, SECONDED by TJ Helfferich to accept the General Fund Operational checks for November, 2020. Discussion: None

All Ayes 6-0

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

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Announced that the library has hired two new Library Assistants, Jordan and Christin, both of whom started yesterday.
- Reminded board members to vote for our decorated Lamp Post.
- Is optimistic about the vaccine, but as Charlie pointed out, nothing will likely change significantly until the fall. So, expect an uptick in programming in the fall.
- Announced that the library has purchased the elk sculpture, currently on our property and that it will remain where it is. Also, shared that the DDA provides the pads for all the sculptures around town.
- We were a collection point for something Reinhart Reality did. Some mention of Girl Scouts, too...

Friends Report:

- The Annual Meeting will be held virtually on Saturday, January 23 at 10 a.m.
- Jan shared that the Friends are formally partnering with Serendipity Books and that they will sell books online (and possibly in store) for the Friends, splitting the profits 50/50. Hopefully, that will be starting in January.
- Plan to start selling Mystery Bags at the front entrance. Each bag will be closed with a certain number of items and exact change will be necessary to purchase one. Once paid for the patron simply chooses a bag and exits the library.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by C. Taylor, SECONDED by E. Sensoli to accept the library's November donations.

Discussion: None

Jan, roll-call vote: Elizabeth – Aye, Gary– Aye, Susan – Aye, Jan – Aye, Charlie – Aye, and TJ – Aye.

All Ayes 6-0

Action Item #2: Board Officers

MOTION made by G. Munce, SECONDED by J. Carr to appoint the 2021 Board Officers as recommended by the Nominating Committee with Susan's approval.

Discussion: None

Jan, roll-call vote: Charlie – Aye, TJ – Aye, Elizabeth – Aye, Gary– Aye, Susan – Aye, and Jan – Aye.

All Ayes 6-0

Action Item #3: Board Committees

MOTION made by J. Carr, SECONDED by C. Taylor to approve the Nominating Committee's recommended 2021 Board Committee placements with Susan's approval.

Discussion: None

Jan, roll-call vote: Gary – Aye, Susan– Aye, Elizabeth – Aye, Charlie – Aye, TJ – Aye, and Jan – Aye.

All Ayes 6-0

Action Item #4: 2021 Calendar of Operations

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the library's presented 2021 Calendar of Operations.

Discussion: None

Jan, roll-call vote: TJ – Aye, Charlie– Aye, Susan – Aye, Gary – Aye, Elizabeth – Aye, and Jan – Aye.

All Ayes 6-0

Action Item #5: 2021 Board Meeting Calendar

MOTION made by TJ Helfferich, SECONDED by C. Taylor to approve the library's presented 2021 Calendar of Board Meetings.

Discussion: None

Jan, roll-call vote: Gary – Aye, Elizabeth– Aye, TJ – Aye, Charlie – Aye, Susan – Aye, and Jan – Aye.

All Ayes 6-0

Action Item #6: Capital Improvement Fund Commitment

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the moving of funds to maintain the \$100,000.00 Capital Improvement Fund commitment.

Discussion: Linda shared that \$26,575 will be moved to maintain the commitment and that that money was used for upgrades on Cloud Storage.

Jan, roll-call vote: Gary – Aye, Susan– Aye, Charlie – Aye, TJ – Aye, Elizabeth – Aye, and Jan – Aye.

All Ayes 6-0

Discussion Item #1: Budget Carryovers

Linda shared that the carryovers represent about 5.7% of our budget and were affected by the pandemic. She emphasized that, as always, these numbers may see some fine-tuning, as the year comes to an end.

Discussion Item #2: 2020 Budget Adjustment

Linda shared that this was a simple mathematical error and that the Capital Reserve Fund was under represented in the original budget. Susan asked that the math be present on the Action Item for this adjustment next month.

Discussion Item #3: DDA/TIFA

- Lori shared that the estimated banner hanging cost is roughly \$3,000 per year.
- Gary shared the DDA budget.
- A compromise amount was agreed upon to transfer to the DDA for 2021, however, it was agreed that this will be reevaluated on a year-to-year basis.
- Since this is a budget issue, the review of the 2022 uncaptured amount will be discussed in May, when the new budget construction begins.
- Lori will ask the DDA for a written contract, which will be further reviewed next month.

Discussion Item #4: Remote Work Policy During Pandemic

This is a necessary policy due to MIOSHA state orders. The library has been following these orders, but this policy puts it in written form. Lori asked that this be moved to Action.

MOTION made by J. Carr, SECONDED by G. Munce to move Remote Work Policy During Pandemic to Action Item #8.

Discussion: None

Jan, roll-call vote: Susan – Aye, Gary– Aye, Elizabeth – Aye, Charlie – Aye, TJ – Aye, and Jan – Aye.

All Ayes 6-0

Action Item #8: Remote Work Policy During Pandemic

MOTION made by C. Taylor, SECONDED by G. Munce to approve the new library policy, Remote Work Policy During Pandemic.

Discussion: None

Jan, roll-call vote: Elizabeth – Aye, Charlie– Aye, TJ – Aye, Gary – Aye, Susan – Aye, and Jan – Aye.

All Ayes 6-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to move the meeting into CLOSED SESSION to discuss and vote on Action Item #7: Director Evaluation.

Discussion: Lori transfers meeting host to Gary.

Jan, roll-call vote: TJ – Aye, Charlie– Aye, Elizabeth – Aye, Gary – Aye, Susan – Aye, and Jan – Aye.

All Ayes 6-0

Lori and Chris rejoin the meeting when the CLOSED SESSION ends. Linda and Elaine left for good when the CLOSED SESSION began.

Other Items: Gary shared that tomorrow morning was his final Lyndon Township Broadband meeting, as the mission has now been accomplished!

Adjourn:

MOTION made by C. Taylor, SECONDED by J. Carr to adjourn the meeting at 8:59 p.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

DIRECTOR'S REPORT

Library Director's Report

Respectfully submitted for January 2021 Board Meeting

Staff Announcements

December Work Anniversaries

Library Aide Jennie Medeiros, 15 years on December 27

Library Aide Mary Tobin, seven years on December 18

Congratulations to two extraordinary staffers. We are lucky to work with them!

Please join me in welcoming two wonderful additions to the CDL team: Jordan Battaglia and Christin Bieber. Both were hired in December as Library Assistants.

CDL Responds to COVID-19

We continue to operate under Stage 3 of our Reopening Plan. I will present a brief slide presentation reflecting on CDL and COVID through December 31, 2020 at this meeting.

I have been hosting twice weekly open Zoom sessions for staff to drop in and chat. At these meetings, between three and six staffers have stopped by. It's nice to see people and catch up with each other and learn a little more about them and their work.

January All Staff Meeting

We are fortunate that staff from the St. Louis Center will be joining us for our January 22 all staff meeting. With a grant from the Michigan Health Endowment Fund's Healthy Aging Initiative, the St. Louis Center is partnering with The Center for Applied Research in Dementia (CARD) to implement the Montessori Inspired Lifestyle© initiative.

The MIL© paradigm seeks to improve the lives of those living with dementia. Persons with dementia are viewed as having a disability but whose abilities, interests and preferences should be respected, encouraged and maximized so they can remain as independent as possible.

As part of the grant, St. Louis Center will train staff at our meeting on how to best communicate when encountering persons with dementia. This training addresses our Strategic Plan theme of facilitating access.

Statistical Reports

I completed and filed the Detroit Suburban Library Roundtable survey and the Annual Report/State Aid Application. Financial, collection, service, and staffing data from 2019 was used to complete both reports. A HUGE thanks the Shannon Powers, Scott Rakestraw, and Terri Lancaster. I pestered them constantly for data, and they were always gracious and helpful.

As an FYI, completion of the 17-part, nine-page Annual Report/State Aid Application resulted in more than \$12,000 in income last year.

Strategic Plan 2020-22 Update on December 2020

Initiative 2.4 Increase browsability of collections to make Library more user-friendly

- Librarians added new “browse” page to CDL website.
- Librarians began testing book subscription service.
- Preparation of Binge Boxes begins (the Boxes went live at beginning of this month).

Initiative 3.3 Promote online tools for expanding digital literacy

- Online tutorial distributed via social media and eNews for Syndetics Unbound Card Catalog improvement to see similar reads and reading levels for youth books.
- Shared online tutorial for Brainfuse HelpNow as a remote learning tool for our community.
- Shared Britannica Schools info via weekly eNews as supplement for remote learning.

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

Facility update

All annual maintenance has been completed. Cook's Plumbing repaired a leak in the backflow system; Schindler did the quarterly elevator inspection/service.

Continuing Ed/meetings/projects

Salary survey- MML still waiting for responses from comp libraries but I expect to hear from them before the end of January.

I attended a webinar from BDBC of Michigan regarding the status of the vaccine roll-out and what to expect once vaccinated. Also joined Lori and Jan Carr to discuss the Friends' book sales and how we might facilitate some form of sales until we can fully open again.

COVID

As we complete our 10th month living with COVID in our midst, we are glad to report no staff infections. We continue to closely monitor CDC, MDHHS, and WCHD alerts and updates, and encourage staff to stay vigilant as we all grow tired of the tedium and isolation of this pandemic. So far, so good!

Management staff continue to staff a table at the front door to monitor access to the lobby for material pick-up and have had no major issues to date. We do have a few regular patrons that prefer not to wear masks so their materials are placed on the bench out front and they pick them up after staff has moved back into the building.

Staffing/HR

Two new circulation assistants have been trained and are now working regular shifts. I have been impressed by both of them and commend the hiring committee for making great choices. One of the unexpected benefits of training circ staff during the pandemic is the lack of interruption by the public as they learn the ropes.

Health insurance and building and liability insurance renewals were also completed this month. We still have not been able to reinstitute the small group purchase options for health insurance we had in 2019 but our broker tells us that may happen mid-2021. Prices were quite a bit lower with those plans so we are hopeful that they will be available again soon.

Respectfully submitted-
Linda Ballard, Assistant Director

Program Information

December is usually a quieter month for programming at the library, but this year we worked hard to continue to provide engaging virtual and take home activities for the community. 25 programs and outreach events were offered, reaching 952 patrons. Below are a few highlights.

- The early literacy program 1000 Books Before Kindergarten launched. Designed to help improve Pre-K reading skills in a fun way, 1000 Books Before Kindergarten rewards kids and families for their reading efforts with a fun-to-use online log, and milestone prizes. This initiative was led by Jessica Zubik.
- Teen and Tween programs excelled this month. Stacey Comfort's Virtual That Thursday Thing had record attendance one week, with 17 teens signing in for crafting fun. And the Tween and Teen Holiday Gift Making program engaged 45 kids.
- Edith Donnell hosted 5 successful storytimes this month, with themes ranging from snowy fun, to Hannukah, to Christmas and New Year.
- Laura Brown's MakerChelsea Holiday Tin making kits were a huge hit for adults, and the all ages Cookie Decorating kits and contest organized by Gabrielle Hopkins were widely popular.

Date	Event	Attendance (Live)	Attendance (Recorded)
Adult Programming (Programs 4 , Attendees 436)			
12/2	Reading Glasses Book Club	4	
12/1	MakerChelsea: Holiday Tin Centerpieces Kit		54
12/5	Purple Rose Theater Concert Reading	357	
12/22	Chelsea Historical Festivities		21
Early Literacy (Programs 6, Attendees 176)			
12/2, 12/9, 12/16, 12/23, 12/30	Live Storytime	8, 6, 9, 7, 6	14, 18, 22, 42, 18
12/10	Dance Along Sing Along	26	
Youth Programming (Programs 5, Attendees 64)			
12/8, 12/22	Book Talk Tuesdays		31, 7
12/7, 12/21	Zoom 3-5 Hangout	7, 4	
12/11	Minecraft Meetup	15	
Teen Programming (Programs 6, Attendees 171)			
12/3, 12/17	Virtual That Thursday Thing	10, 17	20, 19 (kits)
12/15	Pizza and Paperbacks Teen Bookclub	8	
12/5	Tween and Teen Gift Making Kits		45
12/12	Tween and Teen Gift Making Demo	22	17
12/16	Teen Self Care Kits		30
General Programming (Programs 2, Attendees 89)			
12/10	Cookie Decorating Kits	60	
12/11-18	Cookie Decorating Challenge		29

Outreach/Awareness (Programs 2, Attendees 16)			
12/17	Virtual Storytime ECC	6	
12/10	Silver Maples Book Club	10	

Program Planning/Professional Development

- The Spring Newsletter was submitted this month, including dozens of virtual and take home events for the community while we wait for the COVID-19 vaccine to be distributed and gatherings to become safe once more.
- AIC planning continued as youth librarians ordered books for the schools, finalized contract details, and communicated with teachers and principals to coordinate the virtual event.
- Laura Brown attended the TLN Adult Performer's Showcase which highlights excellent adult program presenters for libraries.
- In December, youth librarian Jessica Zubik and I attended the Library of Michigan Early Literacy Webinar highlighting the state's Ready to Read program. In addition to providing an overview of early literacy education fundamentals, this workshop aimed to arm librarians with information literacy tools for their own programs, and for instructing parents, local daycare centers, and other community members to help make early literacy education accessible to all children in our community. Jessica actively participated in all three sessions, and left with a sense of how to implement early literacy training programs for the future.

Reference, Collections, and Deliveries

Services	Dec. 2020
Reference Questions	447
Homebound & Deposit Book Deliveries	24
OCLC Interlibrary Loan	5

Collection	Monthly Unique Users	Monthly Checkouts/Borrows
Hoopla	170	883
Overdrive/Libby	562	2898
CDL Print/Media Collections	835	5673

Technology Department News

December 2020

By Scott Rakestraw, Head of Technology



Notable News& Events

~ Biomes, Creepers and Enderman. Oh my!

Minecraft has been very popular for years. Since the players could not come to us, we upped our game by a considerable measure and brought the game to their homes.



Youth Librarian Edith Donnell and CyberLibrarian Matt Jensen collaborated to revamp our Minecraft world and now families can join us for regular gaming sessions from home.

Matt and Edith revamped the rules and the “Player List”, created tips sheets to help families get online and the whole group worked together to build, plunder and explore a host of new structures and adventures for our new Minecraft world “Stronghold” Matt and friends built a landing zone complete with tools, tips and supplies and a secret waterfall elevator to enter the creative world. Edith kept the group engaged and happy with regular email

updates, monitored sessions and held a steady hand on the rules. Together, our team kept grief to a bare minimum and created an exciting virtual world helping everyone overcome the isolation blues.

Project/Task List

2020 Accomplishments

- Prepared the Ingenuity Engine room to open in April.
Repurposed hardware & trained staff developing the ability to work remote.
- Re-deployed existing hardware to for public services including: WiFi access and loaner laptops.
- Supported new outreach efforts including video production and editing.
- Modernized server farm from bare metal to virtual platform.
- Modernized backup system utilizing cloud services to provide better emergency preparedness.
- Doubled real-time, on-site storage capacity.
- Hired Matt Jensen, an outstanding “Cyber Navigator”.
- Reorganized internal systems for more efficient time and human resource management.

A Look Ahead...

The New Year delivers the promise of a fresh start and CDL Technology is ready to lead the charge. Coming in 2021: staff terminal upgrades, enhanced Wi-Fi services and maybe a whole new approach to community engagement in the digital age. On the long term horizon are conversations about our infrastructure needs both in and outside of the data closets.

~ Scott Rakestraw

2020 Q4 Statistics

DATA SERVICES		OCT	NOV	DEC
36491.5	Hotspots: Total GB Used	2034.52	2667.64	3044.18
96.4	-- Lima Township (GB)	7.42	8.35	11.33
198.3	-- Sylvan Township (GB)	19.22	21.69	24.86
14485.5	-- Mobile Beacon (GB)	758.5	988.33	1039.8
21711.4	-- Library Circulating Hotspots (GB)	1249.38	1649.27	1968.19
263.0	Hotspot Devices Circulated	20	19	21
2083.0	Public Internet - Computer Sessions	0	0	0
6611.0	Public Internet - Wireless Logins	362	391	294
DIGITAL SERVICES		OCT	NOV	DEC
75102	Website Sessions	6139	3249	5429
38232	Website Users	2405	2613	2741
16997	AUDIO Downloads Total	1354	1307	1415
13228	-- Audio: Overdrive	1002	909	971
3769	-- Audio: Hoopla	352	398	444
1798	VIDEO Downloads Total	205	229	189
51	-- Video: Overdrive (streaming only)	0	0	2
1747	-- Video: Hoopla	205	229	187
26557	EBook Downloads Total	1771	1870	2172
24435	-- eBook: Overdrive	1603	1690	1925
2122	-- eBook: Hoopla	168	180	247
45352	TOTAL Downloads	3330	3406	3776

2020 Annual Statistics

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
36491.5	Hotspots: Total GB Used	1112.8	2989.0	2783.5	4922.1	3981.6	3756.1	3385.4	2455.4	3359.4	2034.52	2667.64	3044.18
96.4	-- Lima Township (GB)	0.63	0.87	9.6	NA	NA	10.52	26.13	9.13	12.4	7.42	8.35	11.33
198.3	-- Sylvan Township (GB)	2.28	10.09	10.3	NA	NA	23.98	24.64	32.49	28.7	19.22	21.69	24.86
14485.5	-- Mobile Beacon (GB)	688.45	1469.18	1127.47	3134.89	1253.28	978.8	820.9	950.37	1274.5	758.5	988.33	1039.8
21711.4	-- Library Circulating Hotspots (GB)	420.4	1508.9	1636.1	1787.16	2728.33	2742.78	2513.69	1463.4	2043.8	1249.38	1649.27	1968.19
263.0	Hotspot Devices Circulated	33	33	26	0	0	21	29	28	33	20	19	21
2083.0	Public Internet - Computer Sessions	861	921	301	0	0	0	0	0	0	0	0	0
6611.0	Public Internet - Wireless Logins	1341	1277	934	244	213	347	425	381	402	362	391	294
DIGITAL SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
75102	Website Sessions	8886	8249	8407	3524	3141	7365	7171	8678	6864	6139	3249	5429
38232	Website Users	4704	4394	4995	2043	1855	3591	3207	2943	2741	2405	2613	2741
16997	AUDIO Downloads Total	1352	1248	1281	1475	1610	1537	1527	1488	1403	1354	1307	1415
13228	-- Audio: Overdrive	1181	1096	1078	1118	1206	1205	1200	1166	1096	1002	909	971
3769	-- Audio: Hoopla	171	152	203	357	404	332	327	322	307	352	398	444
1798	VIDEO Downloads Total	38	35	65	139	114	188	213	203	180	205	229	189
51	-- Video: Overdrive (streaming only)	5	0	4	8	22	4	0	4	2	0	0	2
1747	-- Video: Hoopla	33	35	61	131	92	184	213	199	178	205	229	187
26557	EBook Downloads Total	1491	1426	1941	2822	2926	2584	2542	2483	2529	1771	1870	2172
24435	-- eBook: Overdrive	1423	1363	1839	2616	2636	2355	2354	2312	2319	1603	1690	1925
2122	-- eBook: Hoopla	68	63	102	206	290	229	188	171	210	168	180	247
45352	TOTAL Downloads	2881	2709	3287	4436	4650	4309	4282	4174	4112	3330	3406	3776

Marketing Board Report (Dec. 1-31, 2020):

During December 2020, the Marketing department promoted the winter newsletter programs while finalizing and preparing for the programs and events featured in the spring newsletter. Monitoring the front door of the library continued, allowing the library to put books and other library items in peoples' hands while ensuring visitors wore masks. With the help of my husband, Linda Ballard, and Stacey Comfort, the library entrance was decorated with holiday lights, swag, and new messages in vinyl on the grey walls in the lobby to greet patrons as they visited the building to pick up their items.

Digital and print advertising was used to promote programs throughout December, featured in the Chelsea Update and the Chelsea Guardian. The ongoing early literacy program called 1,000 Books was promoted in community publications, on the website, and in digital channels. The county-wide reading program, Washtenaw Reads, marketing assets were created for future promotions and scheduled utilizing digital advertising, print advertising, social media, and banners. A pop-up event called "Building Snow People" was introduced in the printed newsletter but kicked off at the beginning of the first significant snowfall at the end of the month. Pictures were shared on the library's social media channels, and people throughout the community joined in the fun.

Although the cookbook giveaway brought smiles to the people that participated, the library event it was promoting was postponed to a later date in 2021, when the musicians could perform together safely.

The Friend of the Year, Jean Vargas, was photographed, and promotions in her honor were scheduled and implemented. Her photo and biography were added to the website and to the Spring Newsletter.

With a look toward springtime, the programming information received from the staff was reviewed, organized, prepared, and packaged for the 12-page layout of the spring newsletter, and it was submitted to the graphic designer.

Marketing Assistant Board Report (Dec. 1–31, 2020):

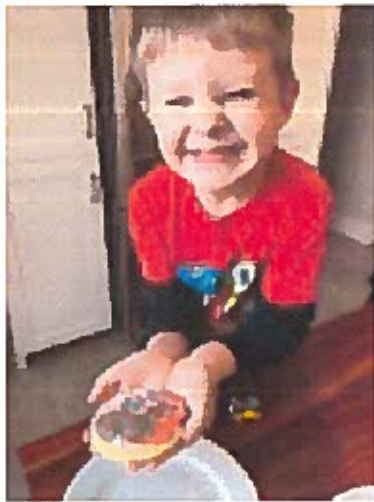
December brought a variety of library communications regarding hours, public health, and of course library events and resources.

Website:

- Added St Joseph Mercy COVID-19 vaccine information to COVID-19 page

Social Media:

- Created event page for CDL cookie decorating contest. This contest was very well received in the community with over 50 entries and cute smiles like this:



E-newsletters:

- Used December eNews to clearly convey updated hours and holiday closings.
- Planned content for 2021 eNews schedule.

Miscellaneous

- Coordinated with Shannon and Elaine to distribute press release and social media event for snow person contest in partnership with local Cub Scout Pack 455.
- Wrote technology, Memorial Day, and Friends articles for Spring Newsletter.
- Created Word Search for Spring Newsletter.
- Coordinated with Catherine, Shannon, and Elaine to create press release and marketing plan for 2021 Washtenaw Read

Circulation Supervisor's Report DECEMBER 2020

- Circulation – 13,678 in December;
- Patron Count-3,819 for December;
- Circulation by township- for December:
 - Dexter = 12% of total transactions
 - Lima = 10% of transactions
 - Lyndon =14% of transactions
 - Sylvan = 18% of transactions
 - Chelsea = 38% of transactions
- December Circulation: 76% were items from Chelsea and 24% were inter-loaned items.
- Overdrive = 2898 in DECEMBER; RBDigital = 511 in DECEMBER; Hoopla = 883 in DECEMBER.
- Registrations for DECEMBER– 16 new cards; 6877 total card holders
 - *Dexter = 874 cards; Lima = 794 cards; Lyndon = 970 cards
 - *Sylvan = 1167 cards; Chelsea = 2490 cards; Nonresident = 582 cards

December Notes:

- Attended weekly management meetings via Zoom
- Attended the monthly TLN SASUG meeting on December 10 via Zoom.
- Worked my DS shift at the front door monitoring patrons coming in for hold pickups.
- We had 16 new cards in December by online registration.
- We received 156 tubs from TLN in December, with 8 being the daily average.
- We had two anniversaries in December, library aide Mary Tobin celebrated her 7th year and library aide Jennie Medeiros celebrated her 15th year at CDL.
- We hired two new staff member, please welcome Jordan Battaglia & Christin Bieber who will fill the open library assistant I positions.

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.	281	298	251	271	315	118	11	13122	21788
Dec.	345	322	237	398	330	11	8	13678	20107
Total								143884	281030
Mnth Avg								11,990	23,419

Avg. % Inc.

Highlighted numbers have been updated. TML

with OD & RB, & deposit collection ckouts.

-49%

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	0	0	0	
2424	0	0	0	
2517	0	0	0	
2384	0	0	0	
1966	0	0	0	0%
28413	4034			2%

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	585	72,492
Dec	415	72,907
Total/Avg	7,933	71,073

RB Digital Circ 2020 (downloadable e-magazines)				
	2020	2019	2018	2017
Jan	267	401	180	1882
Feb	543	327	144	1696
Mar	407	385	291	2068
April	449	364	170	2057
May	527	345	170	1813
June	545	361	215	1908
July	455	303	174	2034
Aug	589	421	192	1990
Sept	842	409	152	2011
Oct	742	409	198	2041
Nov	646	487	467	2077
Dec	511	269	340	2138
Total	6523	4481	2693	23715

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	841	267	174	
Dec	883	256	204	
Total	8890	3040	1400	

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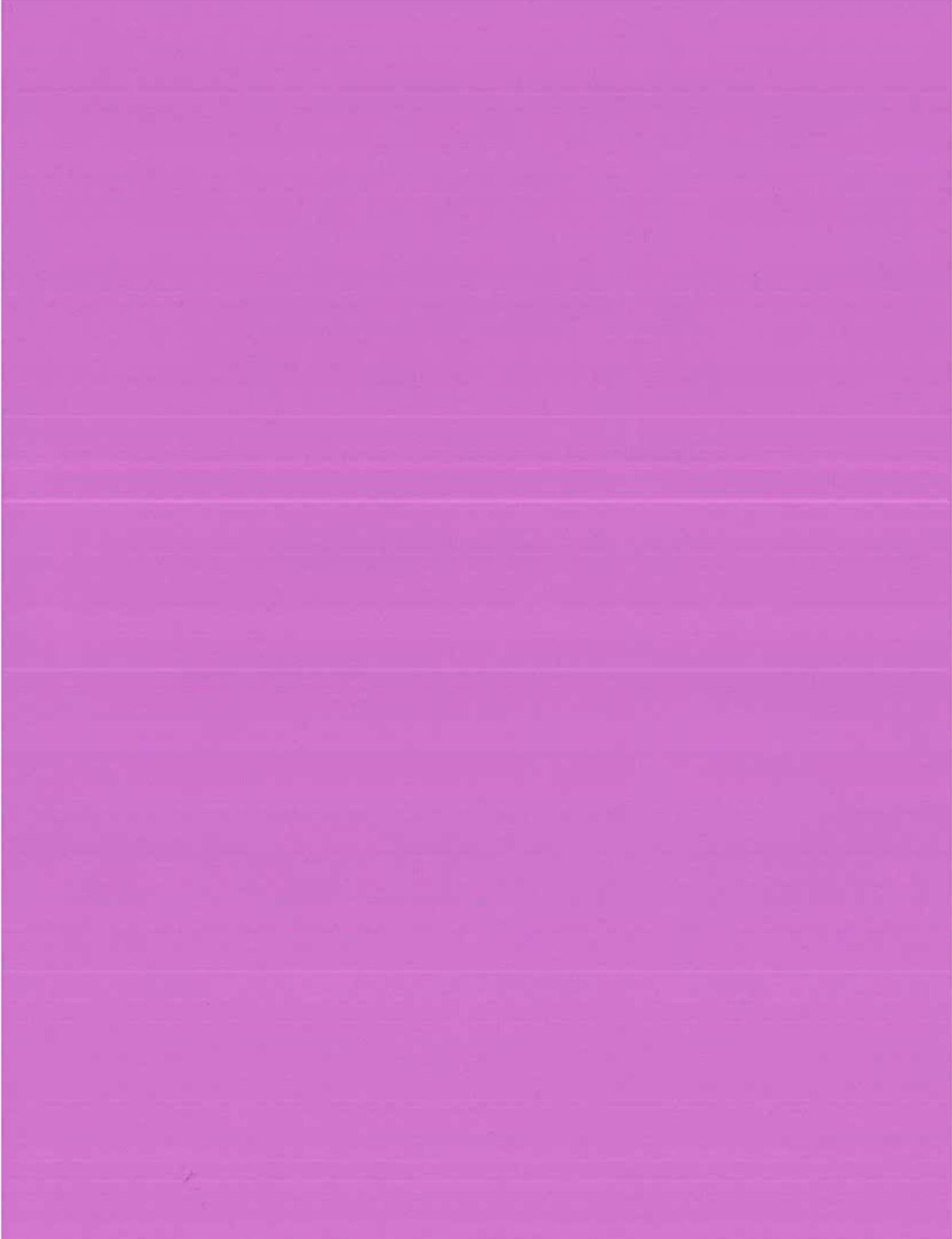
Item Circulation 2020

2020						
	All items circled at Chel inc: OD & Zinio	Chel items circled at Chel inc: OD & Zinio	% of Chel items circled at Chel	Other Items circled at Chel	% other items circled at Chel	Chel items charged/ renewed anywhere in system
Jan.	23,335	18,832	81%	4,503	19%	15,794
Feb.	22,040	17,584	80%	4,456	20%	14,917
March	16,007	11,461	72%	4,546	28%	11,723
April	0	0		0		0
May	0	0		0		0
June	7,672	2,802	37%	4,870	63%	6,939
July	12,743	6,966	55%	5,777	45%	7,624
August	13,193	7,309	55%	5,884	45%	7,352
Sept.	12,035	7,335	61%	4,700	39%	6,997
Oct.	14,459	9,699	67%	4,760	33%	3,857
Nov.	13,122	9,143	70%	3,979	30%	3,083
Dec.	13,678	10,336	76%	3,342	24%	6,607
Totals	148,284	101,467	54%	46,817	29%	84,893
Mnth Avg	12,357	8,456		3,901		7,074
	#1	#2		#3		#4
						#5

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	62%	35%	3%
December	66%	30%	4%
Yearly Avg.	51%	29%	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	3,282	1,850	182
December	3,962	1,838	244
Yearly Total	47,063	27,813	3,369

ACTION ITEMS



Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

January 19, 2021, Board Packet

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

Accept December donations and changes to the 2020 FY Budget.

		<u>Income Line - Expense Line</u>	
Donald Baldwin	Non-Designated	674.120	980.100 \$500.00
Gary & Jo Ann Munce	Non-Designated	674.120	980.100 \$1,000.00
		<u>Sub Total: \$1,500.00</u>	

_____ * Line #s being prepared and will be provided at the meeting.
Acknowledge the donations below that are already in the 2020 budget.

Total General Donations: \$1,500.00

Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary

Date

Sub Total: \$

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 19, 2021 Meeting

Budget Carryovers for 2020/21

Background:

Discussion on these budget carryovers was initiated in December. As was pointed out then, the carryovers have changed slightly, as the initial projections were just that.

Action:

The Board approves the carryovers from 2020 to the 2021 budget.

Jan Carr, Board Secretary

Date

Action Item #2a

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

January 19, 2021 Board Meeting

Budget Carryovers from 2020 to 2021

Background: That the Board approves the following budget adjustments to the 2020/21 budgets:

Amount	From	Line	To	Line	Reason
\$900	Sups/cleaning	727.520	Sups/cleaning	727.520	Expected Cost Increase
\$2,000	Attorney	801.010	Attorney	801.010	COVID-related issues
\$3,200	Comp Spec	801.070	Comp Spec	801.070	Website improvements
\$740	Website Design	801.071	Website Design	801.071	Website Improvements
\$11,800	Strategic Plan	801.079	Strategic Plan	801.079	Salary Survey completion
\$20,000	HVAC Controls	803.220	Cap. Maintenance	975.200	Metasys upgrade
\$1,000	AV Equipment	803.340	AV Equipment	803.340	Repair Aging Equip.
\$500	Electronic Doors	803.375	Electronic Doors	803.375	Fob system/SE door lock
\$1,000	Phone System	803.500	Makerspace	967.310	Makerspace enhancement
\$7,000	Maintenance Con.	803.010	Cap. Maintenance	975.200	HVU motor replacement
\$300	Misc Advertising	880.120	Misc. Advertising	880.120	Ad cost increases
\$500	Annual Report	880.210	Misc. Advertising	880.120	Possible special proj.
\$400	Misc. Publications	880.220	Misc. Advertising	880.120	Possible special proj.
\$1,200	Newsletter	880.240	Newsletter	880.240	Photography/Postal changes
\$500	Displays	880.310	Displays	880.310	Displays
\$500	Exhibits	880.311	Exhibits	880.311	Banners/Survey giveaways
\$500	Misc. Supplies	880.320	Misc. Supplies	880.320	Lobby signage/Fest of Tables
\$5,300	Printed/Stationary	880.340	Printed/Stationary	880.340	Library cards/Stationary
\$200	Misc. Postage	880.350	Misc. Postage	880.350	Postage increases
\$300	Gen Adult Promo	880.411	Gen Adult Promo	880.411	
\$500	MLW	880.412	MLW	880.412	
\$600	Gen Yth/Teen Promo	880.421	Gen Yth/Teen Promo	880.421	
\$900	Summer Reading	880.423	Summer Reading	880.423	
\$1,000	Songfest	880.435	Songfest	880.435	T-shirt cost increase

\$1,000	Gen Serv/Resources	880.441	Gen Serv/Resources	880.441	
\$1,600	Digital Coll.	880.443	Website/Design	801.071	Website upgrade
\$1,100	Purchased Services	880.510	Sign/Banner/Poster	880.130	East side banner replace
\$1,200	Graphic Design	880.521	Graphic Design	880.521	
\$500	Gen Adult Events	884.119	Gen Adult Events	884.119	
\$162	CSC Movie Lisc.	884.123	CDL Movie Lisc.	884.300	
\$800	Gen Adult Prog.	884.126	Gen Adult Prog.	884.126	
\$3,000	Summer Read Spec.	884.216	Summer Read Spec.	884.216	
\$500	Gen Yth Programs	884.222	Gen Yth Programs	884.222	
\$1,500	Yth Prog. Rest. Grant	884.953	Yth Prog. Rest. Grant	884.953	Grant fund reimburse \$ 2019
\$3,000	Songfest	884.411	Songfest	884.411	
\$3,900	Music in the Air	884.412	Music in the Air	884.412	
\$5,000	Artist in Residence	884.510	Artist in Residence	884.510	
\$700	Tech Programs	884.601	Tech Programs	884.601	
\$1,288	MLA-Restricted	884.962	MLA-Restricted	884.962	Donation remainders
\$1,000	Artist in Res-Rest.	884.970	Artist in Res-Rest	884.970	Unspent Friends donation
\$1,400	Volunteer Program	885.100	Volunteer Program	885.100	
\$600	Volunteer Supplies	885.200	Volunteer Supplies	885.200	
\$1,200	WiFi Hotspots	967.130	WiFi Hotspots	967.130	Batteries
\$1,800	Kindle Lending	967.160	Kindle Lending	967.160	
\$4,000	Makerspace	967.310	Makerspace	967.310	
\$2,500	Furniture	967.320	Furniture	967.320	
\$1,300	Non-Comp Equip.	967.330	Non-Comp Equip.	967.330	
\$6,800	Furn. & Equip.	980.100	Furn. & Equip.	980.100	Late donations & unspent
\$1,000	Non-Traditional	982.430	Non-Traditional	982.430	Signage/Updates
\$1,600	Local Hist. Preserv.	982.510	Electronic Prod/Subs	982.410	Kanopy 2021 Projections
\$1,000	Chel Standard Film	982.640	Electronic Prod/Subs	982.410	Kanopy 2021 Projections
\$500	Adult Large Print	982.710	Electronic Prod/Subs	982.410	Kanopy 2021 Projections
\$5,000	Youth/Teen Print	982.760	Electronic Prod/Subs	982.410	Kanopy 2021 Projections
\$400	Adult Enhancement	982.810	Electronic Prod/Subs	982.410	Kanopy 2021 Projections
\$600	Youth Enhancement	982.820	Electronic Prod/Subs	982.410	Kanopy 2021 Projections
Total: \$116,790.00					

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 19, 2021 Meeting

2020 Budget Adjustment

Background:

The library needs to move money into the Cap Reserve Fund for the 2020, so that the correct \$ amount is present.

\$22,400- amount we need to transfer from operating funds into the Cap. Maint. fund per our master maintenance schedule.

\$10,000- amount we budgeted to spend from our Cap. Maint. budget line.

\$12,400 - difference that actually goes into the Cap. Maint. fund after "below the line" adjustment is made. The accounting software does this for us.

For some reason, I took it upon myself to make the adjustment in the budget (so entered \$12,400 as the amount to go into the Cap. Maint. fund instead of \$22,400), so when the numbers were entered into the accounting software, the software did what it was supposed to do and entered the difference between \$12,400 and \$10,000, or \$2,400, when it should have been the difference shown above, or \$12,400.

So a \$10,000 adjustment needs to be made to the budget for it to be correct.

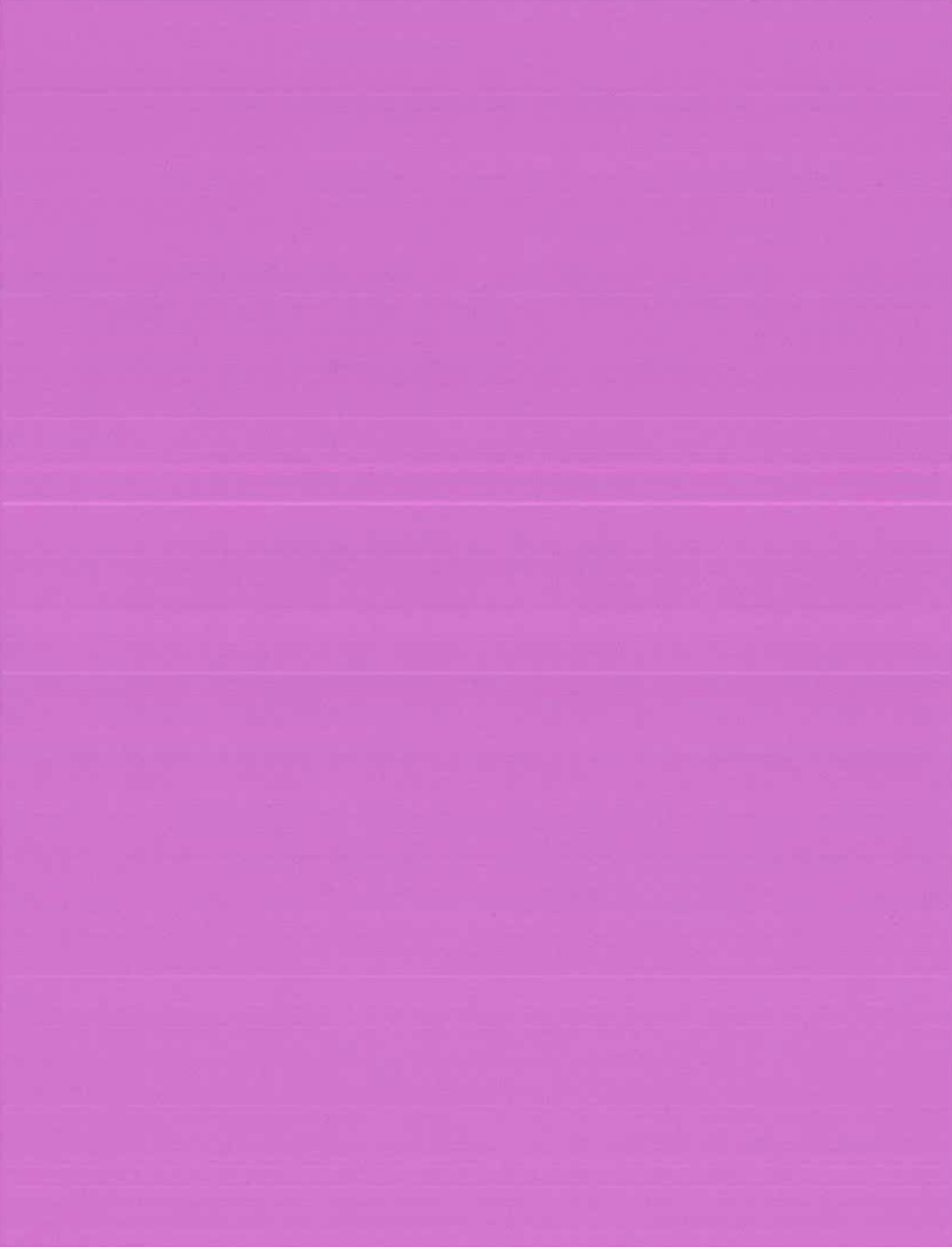
Action:

The Board approves the 2020 budget adjustment to fix the Cap. Maint. fund budget line.

Jan Carr, Board Secretary

Date

DISCUSSION ITEMS



Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 19, 2021 Meeting

DDA/TIFA

Background:

Ongoing discussion to consider the one-year continuation of expired tax capture by DDA. Following December's Discussion, the DDA/City was asked to write a one-year letter of agreement.

**CAPTURED ASSESSED VALUE SHARING AGREEMENT BETWEEN
THE CITY OF CHELSEA DOWNTOWN DEVELOPMENT AUTHORITY
AND THE CHELSEA DISTRICT LIBRARY**

THIS AGREEMENT is made by and between the **CITY OF CHELSEA DOWNTOWN DEVELOPMENT AUTHORITY** (the “DDA”), an authority created by the City of Chelsea, County of Washtenaw, State of Michigan (the “City”), in accordance with Act 197, Public Acts of Michigan, 1975, as amended, and the **CHELSEA DISTRICT LIBRARY**, County of Washtenaw, State of Michigan (the “Library”).

WHEREAS, the DDA was originally created by the City under the authority of Act 197, Public Acts of Michigan, 1975, as amended (“Act 197”); and

WHEREAS, pursuant to Act 197, the DDA has previously prepared and the City has approved by ordinance a Development Plan and Tax Increment Financing Plan, as amended by the DDA and the City (the “Plan”) to halt property value decline, increase property tax valuation, eliminate causes of property value decline and promote growth within the area in which the DDA exercises its powers (the “District”); and

WHEREAS, Act 197 has been repealed and recodified pursuant to the Recodified Tax Increment Financing Act, being Act 57, Public Acts of Michigan, 2018 (“Act 57”); and

WHEREAS, pursuant to the Plan, the DDA has used and continues to use tax increment revenues, as defined in Act 57 to provide for the acquisition, construction and financing of certain public improvements in the development area described in the Plan (the “Development Area”), in order to promote growth within the District for the benefit of the residents of the City and all taxing units levying taxes within the Development Area; and

WHEREAS, pursuant to amendments to prior Act 197, certain millages for public library purposes are exempt from capture under Act 57 unless the library board allows all or a portion of its taxes levied to be included as tax increment revenues and subject to capture under Act 57 under the terms of a written agreement; and

WHEREAS, Section 214(4) of Act 57 permits the DDA to enter into agreements with the taxing jurisdictions in the Development Area to share a portion of the captured assessed value of the District (the “Captured Assessed Value”); and

WHEREAS, it is the desire of both the DDA and the Library to enter into an agreement pursuant to Sections 203(3) and Section 214(4) of Act 57 in a manner that does not violate Section 214(1) of Act 57, so that a portion of the Library’s taxes can be included as tax increment revenues and subject to capture by the DDA and the Captured Assessed Value related thereto can be shared with the DDA; and

WHEREAS, both the DDA and the Library desire to enter into this agreement to provide for the capture of \$15,000 of the Library’s 2020 taxes and the sharing of Captured Assessed Value related thereto.

NOW, THEREFORE, in consideration of the mutual covenants and promises of the parties, the parties agree hereto as follows:

ARTICLE 1 CAPTURE OF TAXES AND SHARING OF CAPTURED ASSESSED VALUE

1.1 Agreement to Allow Capture of Portion of 2020 Taxes and Share Captured Assessed Value. Subject to the terms and conditions of this Agreement, the Library hereby agrees to allow a portion of the Library's 2020 taxes to be included as tax increment revenues and subject to capture of \$15,000 by the DDA under Act 57 and to share with the DDA the Captured Assessed Value in an amount equal to \$15,000 related to the levy of the Library's 2020 taxes. Such capture and sharing shall apply only to the 2020 tax levy.

1.2 Agreement Shall Not Impair Payment of Existing Obligations. The parties agree that nothing contained in this Agreement shall prevent or impair the DDA from fulfilling its primary obligation to meet payment requirements on any debt service on any outstanding obligation or liability of the DDA, or other obligations issued by the City on behalf of the DDA, payable from tax increment revenues, including maintenance of any debt service reserve funds, provided that the Library shall not be obligated to contribute any taxes or revenues other than those identified in paragraph 1.1 to meet any payment requirements of the DDA.

ARTICLE 2 MISCELLANEOUS

2.1 Entire Agreement. This Agreement shall constitute the entire agreement between the parties hereto; all prior agreements between the parties, whether written or oral, are merged herein and shall be of no force or effect.

2.2 Governing Law. Each and every term, provision and condition of this Agreement shall be governed and construed in all respects, whether as to matters of validity, capacity, performance or otherwise, in accordance with the laws of the State of Michigan.

2.3 Severability. Each term, condition and provision of this Agreement is severable and if any term, condition or provision shall be determined to be illegal, invalid and/or unenforceable for any reason whatsoever, this Agreement shall thereafter be read, construed, and enforced as though such illegal, invalid and/or enforceable term, condition or provision were not included herein.

2.4 Captions. All captions or headings preceding the text of separate paragraphs of this Agreement are solely for reference purposes and shall not affect the meaning, construction, interpretation or effect of the text.

2.5 Filing of Agreement with City Clerk. Following execution of this Agreement by all parties, this Agreement shall be filed with the City Clerk of the City.

2.6 Notices. All notices required to be given pursuant to this Agreement or otherwise desired to be delivered by one party to another, shall be effective only if the same shall be in writing and shall be either personally served or sent by facsimile, United States mail or air courier service with postage prepaid, to such party at its address set forth herein to the attention of the person whose title is set forth below. Any such notice given by mail or air courier shall be deemed defective upon two days following the date the same shall have been deposited in the US mail or other air courier service.

If to the DDA:

City of Chelsea Downtown Development Authority
Attn: Secretary
305 S. Main Street, Suite 100
Chelsea, Michigan 48118

Telephone: (734) 475-1771

If to the Library:

Chelsea District Library
Attn: Library Director
221 S. Main Street
Chelsea, Michigan 48118

Telephone: (734) 475-8732

[remainder of page intentionally left blank]

2.7 Counterparts. This Agreement may be signed in any number of counterparts.

IN WITNESS WHEREOF, each of the parties hereto have executed this Agreement as of the day and year set forth immediately beneath their respective signatures.

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT
AUTHORITY**

By _____
Its _____

Date of execution: _____

CHELSEA DISTRICT LIBRARY

By _____
Its _____

Date of execution: _____

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COMMITTEE INFO & MINUTES

the economy, the government can use the following policy instruments:

1. *Monetary policy*: The government can use the monetary policy instrument to influence the money supply and the interest rate. The government can increase the money supply and decrease the interest rate to stimulate the economy.
2. *Fiscal policy*: The government can use the fiscal policy instrument to influence the government spending and the tax revenue. The government can increase the government spending and decrease the tax revenue to stimulate the economy.
3. *Exchange rate policy*: The government can use the exchange rate policy instrument to influence the exchange rate. The government can devalue the domestic currency to stimulate the economy.

The government can also use the following policy instruments to influence the economy:

4. *Industrial policy*: The government can use the industrial policy instrument to influence the industrial structure and the industrial output. The government can provide subsidies to the industries and increase the industrial output to stimulate the economy.
5. *Trade policy*: The government can use the trade policy instrument to influence the trade balance. The government can increase the trade balance to stimulate the economy.

The government can also use the following policy instruments to influence the economy:

6. *Monetary policy*: The government can use the monetary policy instrument to influence the money supply and the interest rate. The government can increase the money supply and decrease the interest rate to stimulate the economy.
7. *Fiscal policy*: The government can use the fiscal policy instrument to influence the government spending and the tax revenue. The government can increase the government spending and decrease the tax revenue to stimulate the economy.

The government can also use the following policy instruments to influence the economy:

8. *Industrial policy*: The government can use the industrial policy instrument to influence the industrial structure and the industrial output. The government can provide subsidies to the industries and increase the industrial output to stimulate the economy.
9. *Trade policy*: The government can use the trade policy instrument to influence the trade balance. The government can increase the trade balance to stimulate the economy.

The government can also use the following policy instruments to influence the economy:

10. *Monetary policy*: The government can use the monetary policy instrument to influence the money supply and the interest rate. The government can increase the money supply and decrease the interest rate to stimulate the economy.
11. *Fiscal policy*: The government can use the fiscal policy instrument to influence the government spending and the tax revenue. The government can increase the government spending and decrease the tax revenue to stimulate the economy.

The government can also use the following policy instruments to influence the economy:

12. *Industrial policy*: The government can use the industrial policy instrument to influence the industrial structure and the industrial output. The government can provide subsidies to the industries and increase the industrial output to stimulate the economy.
13. *Trade policy*: The government can use the trade policy instrument to influence the trade balance. The government can increase the trade balance to stimulate the economy.

The government can also use the following policy instruments to influence the economy:

14. *Monetary policy*: The government can use the monetary policy instrument to influence the money supply and the interest rate. The government can increase the money supply and decrease the interest rate to stimulate the economy.
15. *Fiscal policy*: The government can use the fiscal policy instrument to influence the government spending and the tax revenue. The government can increase the government spending and decrease the tax revenue to stimulate the economy.

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

Governance

Appendix #3

Approved: December 15, 2020

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

Jan L. Carr

12-15-20

Jan Carr, Board Secretary

Date

