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

February 16, 2021
6:45 pm

Remotely over Zoom

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, February 16, 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 – January 19, 2021
Approval of the January Operational Checks
Approval of January Financial Reports
Director's Report & Friends Report

7:30 Public Comment

7:35 Presentation: Broadband and Rural Washtenaw County by Gary Munce

7:55 Action Items
1. Donations
2. DDA/TIFA

8:05 Discussion Items
1. Policy 230: Confidentiality Policy

8:10 Reports
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

8:15 Public Comment

8:20 Other Items

8:25 Adjournment

Public Participation

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

Public Participation at Open Meetings

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

There are two ways to participate in a Board meeting:

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

- You may address the Board during agenda items listed as "Comments from the Public."

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

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

Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, January 19, 2021 6:45 pm
Meeting Location: Remote, Using Zoom

Trustees in Attendance: TJ Helfferich (Zooming from the City of Chelsea), G. Munce (Lyndon Township), J. Carr (Sylvan Township), A. Merkel (City of Chelsea), E. Sensoli (from Ann Arbor, representing Lima Township), & C. Taylor (from Florida, representing Dexter Township).

Absent: S. Lackey

Staff: Director L. Coryell & C. Berggren.

Guests: None

Welcome and Call to Order
TJ Helfferich called the meeting to order at 6:49 p.m.

Chris administers the Oath of Office to the 2021 trustees.

Agenda Review, Additions, and Approval
MOTION made by E. Sensoli, SECONDED by C. Taylor 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 G. Munce to approve the minutes of the December 15, 2020 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by G. Munce, SECONDED by A. Merkel to approve the Closed Session minutes of the December 15, 2020 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by G. Munce to accept the General Fund Operational checks for December, 2020. Discussion: None

All Ayes 6-0

MOTION made by C. Taylor, SECONDED by E. Sensoli to accept Financial Reports for December, 2020. Discussion: None

All Ayes: 6-0

Director's Report Update:
L. Coryell update:

- Lori directed the board to her report in the packet, before proceeding to screen-share a Google presentation on how the library has handled the COVID-19 pandemic. The presentation time-lined the library's reactions to executive orders and health experts and shared how the library continued to serve the community, shifting to digital programming and curbside pickup.

Friends Report:

- The Annual Meeting will be held virtually on Saturday, January 23 at 10 a.m.
- Jan shared that officers will be elected and that the Friends are hoping to add new members and urged the board to spread the word and encourage potential members to turn out.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations
MOTION made by A. Merkel, SECONDED by J. Carr to accept the library's December donations of $1,500. Discussion: None
Jan, roll-call vote: Gary – Aye, Charlie – Aye, TJ – Aye, Anne – Aye, Elizabeth – Aye, and Jan – Aye.

All Ayes 6-0

Action Item #2: Budget Carryovers 2020 to 2021
MOTION made by J. Carr, SECONDED by E. Sensoli to approve the library's proposed carryovers from the 2020 budget to the 2021 budget. Discussion: None
Jan, roll-call vote: Elizabeth – Aye, Charlie – Aye, TJ – Aye, Anne – Aye, Gary– Aye, and Jan – Aye.

All Ayes 6-0

Action Item #3: Budget Adjustment
MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the 2020 budget adjustment to fix the calculation error to the Cap. Reserve Fund. Discussion: None
Jan, roll-call vote: Elizabeth – Aye, Anne – Aye, TJ – Aye, Charlie – Aye, Gary – Aye, and Jan – Aye.

All Ayes 6-0

Discussion Item #1: DDA/TIFA
The board looked over the letter of agreement that the City/DDA drafted for the one-year transfer of a portion of the previously captured TIFA funds. Lori shared that the library attorney examined the document and added one line for clarification. This item will go to Action next month.

Committee Reports

Policy Committee – Lori alerted Jan that a new Confidentiality Policy will soon be sent to committee.

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: Gary announced that he'd like to give an overview presentation in February on broadband in Wahtenaw County. It will be added to February's agenda.

Other Items: Jan shared that she had picked up a "Fix Picks" bag of books chosen by librarians to fit her interests and that it was spot on. She also thanked Lori and the library staff for staying one step ahead of the pandemic and remaining open in some capacity for the community.

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

All Ayes, 6-0

_____ _____
Janice L. Carr, Board Secretary Date

FINANCE REPORTS

Chelsea District Library
Trial Balance
As of January 31, 2021

	Jan 31, 21	
	Debit	Credit
001.001 · CSB/Operations Checking	585,798.36	
002.001 · Belser Memorial Fund	0.00	
003.001 · Chelsea State Bank/CD	0.00	
003.002 · Paypal Donations Account	0.00	
003.003 · CSB/Money Market Oper. Checking	0.00	
003.004 · Lake Trust Credit Union	0.00	
003.005 · CSB/ Capital Campaign Savings	0.00	
003.008 · TCF Ebay Book Sales Account	0.00	
003.009 · CSB Grant Account	0.00	
020.001 · Taxes Receivable		75,629.00
030.001 · Pledges Receivable	0.00	
070.001 · Accounts Receivable	0.00	
007.001 · Petty Cash	200.00	
007.100 · Circ Daily Cash	10.00	
007.999 · Undeposited Funds	0.00	
017.001 · Investment-Infinex HDT052004	0.00	
017.002 · CDL Continguency Funds MILAF	0.00	
017.003 · MMF- Investment Professionals	0.00	
017.004 · Investment Professionals A/C	1,535,630.91	
017.005 · Investment Infinex NFL 150689	0.00	
084.400 · Due from construction fund	0.00	
123.001 · Prepaid Rent	0.00	
123.002 · Prepaid Payments	20,786.00	
125.001 · Beneficial Int Community Found	35,590.16	
136.000 · Capital Improvement Fund	0.00	
136.001 · Capital Improvement 2001	0.00	
136.002 · Project #1 Computer Purchases	0.00	
136.003 · Project #2 Librarian Workspace	0.00	
136.004 · Project #3 Telephone System	0.00	
136.005 · Project #4 Site Enchancements	0.00	
136.006 · Technology Improvement 2001	0.00	
136.007 · Capital Improvement Fund Contra	0.00	
136.008 · Contingency Fund-	0.00	
136.009 · Technology Improvement Fund	0.00	
202.001 · Accounts Payable		1,839.82
202.002 · State Tax Liability	0.00	
214.301 · Due to Debt Service	0.00	
214.490 · Capital Improvement Fund Acct	0.08	
227.001 · Village Escrow Account	0.00	
257.001 · Accrued Wages & Taxes	0.00	
257.002 · Payroll Liabilities		1,306.38
257.004 · Payroll Liability Deduction	0.00	
257.005 · Payroll Liab / 401A Match ER	200.17	
257.003 · Accounts Payable-due		0.03
258.001 · Federal Tax Liabilities		28.41
264.001 · Deferred Revenue		0.06
265.001 · Deferred Inflow-Unavailable Rev	75,629.00	
300.001 · Fund Equity	2,621.79	
386.000 · Fund Equity-Re allocate	0.00	
386.001 · General Fund	0.00	
386.101 · General Funds-Signage	0.02	

Chelsea District Library
Trial Balance
As of January 31, 2021

	Jan 31, 21	
	Debit	Credit
386.002 · Belser Memorial Fund	0.00	
386.003 · Friends & Volunteers	0.00	
386.004 · Christy Gutekunst Memorial Fund	0.00	
386.005 · Children's Area Fund	0.00	
386.006 · Capital Campaign Fund	0.00	
386.010 · Investments	0.00	
386.011 · Capital Continqency Fund	0.00	
386.012 · Capital Campaign Investment	0.00	
386.112 · Capital Campaign Cash to Const	0.00	
390.001 · Opening Bal Equity	422,402.10	
395.001 · Retained Earnings		2,237,609.65
402.300 · Dexter Township		165,912.93
402.400 · Lima Township		60,908.66
402.500 · Lyndon Township		131,493.24
402.600 · Sylvan Township		159,574.49
402.700 · City Taxes	30,859.67	
665.100 · Interest		17.02
666.100 · Investment Earnings		4.44
666.500 · Investment Change in Value	3,860.75	
674.120 · Undesignated Donation		2,820.00
701.100 · Wages	77,882.22	
701.120 · Retirement Pick up ER	0.00	
701.110 · Retirement-Contributions - EE	0.00	
701.115 · 401A Retirement Matching	2,691.27	
701.200 · FICA	5,628.17	
701.300 · Flex Benefits	6,280.66	
727.200 · General Operations	442.04	
727.520 · Cleaning Supplies	57.33	
727.530 · Cleaning Rugs	38.07	
727.720 · Postage-Operating Postage	105.45	
801.040 · Bookkeeper	700.00	
801.041 · Payroll Services	3.00	
801.310 · Bank Fees	9.80	
801.315 · Investment Fees	0.00	
801.360 · Pay Pal Fees	83.88	
803.101 · Public Copier	229.44	
803.102 · Staff Copier	625.82	
803.103 · Small Printer Maintenance	153.34	
803.350 · Network Equipment	1,100.00	
803.410 · Security	324.00	
803.605 · Janitorial	3,001.70	
803.612 · Snow	350.00	
803.620 · Trash	50.00	
850.120 · Telephone	760.00	
850.121 · IT Cell Phone	51.27	
850.311 · WiFi Hotspots	793.44	
880.110 · Media Buy	100.00	
880.230 · Newsletter Postage	1,000.00	
880.340 · Printed Items / Stationary	42.66	
884.119 · General Adult Events	200.00	
884.121 · Refreshments	139.90	

Chelsea District Library
Trial Balance
As of January 31, 2021

	Jan 31, 21	
	Debit	Credit
884.131 · Washtenaw Reads	400.00	
884.211 · Authors in Chelsea	2,951.60	
884.212 · General Youth Programs	400.00	
884.213 · Parenting Programs	240.00	
884.215 · Early Literacy	300.00	
884.230 · Youth Reading Group	81.48	
884.251 · Story Book Trail	46.54	
884.264 · Teen General Programs	200.00	
884.272 · Teen General Programs	383.43	
920.110 · City of Chelsea Water	46.79	
920.120 · City of Chelsea Sewer	122.80	
920.130 · City of Chelsea Electric	2,363.10	
920.150 · City of Chelsea Sprinkler	27.47	
920.200 · McKune Gas	1,271.49	
965.400 · Delivery	3,495.00	
967.330 · Equipment - non-Computer	395.00	
969.311 · Assistant Director	85.00	
969.320 · Information Services	233.00	
969.323 · Head of Circ Svc. Membership	85.00	
969.400 · Trustees Memberships	250.00	
969.510 · Institutional Member Rotary	99.00	
982.120 · Adult Books on Disc	274.93	
982.410 · Electronic Products/Subs	2,300.00	
982.414 · eBooks / Schools	2,000.00	
982.420 · Adult Music on CD	25.57	
982.460 · DVD Feature	303.68	
982.480 · Youth Video DVD	88.45	
982.610 · Annual Reference	113.05	
982.720 · Adult Print General	58.65	
982.760 · Youth Print General	2,070.63	
TOTAL	2,837,144.13	2,837,144.13

Chelsea District Library
List of Checks for Board Approval
January 2021

Date	Num	Name	Memo	Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up ER				
01/13/2021	20201228	Alerus Financial	01/15/2021 PR FLEX TO 457(b)	1,121.36
01/15/2021	PR20210115		RETIREMENT	-1,121.36
01/29/2021	PR 20210129		RETIREMENT	-1,121.36
01/29/2021	20210111	Alerus Financial	01/29/2021 PR FLEX TO 457(b)	1,121.36
Total 701.120 · Retirement Pick up ER				0.00
701.100 · Wages - Other				
01/15/2021	PR20210115		WAGES	40,381.16
01/29/2021	PR 20210129		WAGES	37,501.06
Total 701.100 · Wages - Other				77,882.22
Total 701.100 · Wages				77,882.22
701.110 · Retirement-Contributions - EE				
01/13/2021	20201228	Alerus Financial	01/15/2021 PR EE PERSONAL CONT	1,946.03
01/15/2021	PR20210115		RETIREMENT PICK UP	-1,946.03
01/29/2021	PR 20210129		RETIREMENT PICK UP	-1,946.03
01/29/2021	20210111	Alerus Financial	01/29/2021 PR EE PERSONAL CONT	1,946.03
Total 701.110 · Retirement-Contributions - EE				0.00
701.115 · 401A Retirement Matching				
01/15/2021	PR20210115		401 A MATCHING	1,345.55
01/29/2021	PR 20210129		401 A MATCHING	1,345.72
Total 701.115 · 401A Retirement Matching				2,691.27
701.200 · FICA				
01/15/2021	PR20210115		FICA EMPLOYER	2,924.26
01/29/2021	PR 20210129		FICA EMPLOYER	2,703.91
Total 701.200 · FICA				5,628.17
701.300 · Flex Benefits				
01/04/2021	203430082262	Blue Care Network of Michigan	JAN 2021 MED INS	6,491.68
01/04/2021	20102020	Unum Life Insurance Co.	2021 Premium JAN	782.84
01/13/2021	210080077496	Blue Care Network of Michigan	FEB 2021 MED INS	2,416.82
01/15/2021	PR20210115		Dep Life (CA & DL & HI)	-40.94
01/15/2021	PR20210115		Health Insurance	-2,055.82
01/29/2021	PR 20210129		Dep Life (CA & DL & HI)	-40.94
01/29/2021	PR 20210129		Health Insurance	-2,055.82
01/29/2021	20210111	Unum Life Insurance Co.	2021 Premium FEB	782.84
Total 701.300 · Flex Benefits				6,280.66
Total 701 · Personnel Expenses				92,482.32
727 · Supplies				
727.200 · General Operations				
01/13/2021	1814237	Arbor Springs Water Co. Inc.	2021 BOTTLED WATER - COOLER RENTAL	12.00
01/13/2021	20200113	Zoran, Amy	8 HANDMADE CARDS	40.00
01/26/2021	DEP SLIPS		BANK PRINTED DEP SLIPS - PAID BY DEBIT TO AC...	70.29
01/29/2021	1816274	Arbor Springs Water Co. Inc.	2021 BOTTLED WATER - COOLER RENTAL	63.00
01/29/2021	114-4908217-6085064	Coryell, Lori	PRINTER CARTRIDGE REPLACEMENT	33.91
01/29/2021	WO-94989-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	222.84
Total 727.200 · General Operations				442.04
727.500 · Cleaning				
727.520 · Cleaning Supplies				
01/29/2021	20210114	Ballard, Linda P.	CLEANING SUPPLIES	38.57
01/29/2021	4073141439	Cintas Corporation-300	SOAP	18.76
Total 727.520 · Cleaning Supplies				57.33
727.530 · Cleaning Rugs				
01/29/2021	4073141439	Cintas Corporation-300	RUGS	38.07
Total 727.530 · Cleaning Rugs				38.07
Total 727.500 · Cleaning				95.40
727.700 · Postage				
727.720 · Postage-Operating Postage				
01/13/2021	1017116275	Pitney Bowes	PITNEY BOWES METER RENTAL	76.25
01/29/2021	20210108	Lancaster, Terri	POSTAGE FOR LOCKS THAT WERE RETURNED F...	29.20

Chelsea District Library
List of Checks for Board Approval
January 2021

Date	Num	Name	Memo	Amount
01/29/2021	13023	A Production Cleaning Company Inc.	CLEANING 12994 - 1/10 - 01/23/21	1,500.85
Total 803.605 · Janitorial				3,001.70
803.610 · Lawn/Snow Service				
803.612 · Snow				
01/13/2021	19750	Osinski Inc.	Snow - DEC 2020	350.00
Total 803.612 · Snow				350.00
Total 803.610 · Lawn/Snow Service				350.00
803.620 · Trash				
01/29/2021	19663	City of Chelsea	2020 DEC TRASH	50.00
Total 803.620 · Trash				50.00
Total 803.600 · Building Maintenance				3,401.70
Total 803 · Maintenance Service Contracts				5,834.30
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
01/24/2021	734433980401	A T & T	2020 AT&T 09/26/20 - 12/25/20 PHONE SERVICE	593.32
01/24/2021	734433980401	A T & T	2021 AT&T 12/26/20 - 01/25/21 PHONE SERVICE	166.68
Total 850.120 · Telephone				760.00
850.121 · IT Cell Phone				
01/24/2021	9870113051	Verizon Wireless	IT PHONE 12/29 - 01/28/2021	51.27
Total 850.121 · IT Cell Phone				51.27
Total 850.100 · Local & Long Distance Charges				811.27
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
01/24/2021	9870113051	Verizon Wireless	12/29 - 01/28/2021	576.00
01/29/2021	01142021	A T&T Mobility	01/07/2021 - 02/06/2021	217.44
Total 850.311 · WiFi Hotspots				793.44
Total 850.300 · TLN Internet Service				793.44
Total 850 · Telecommunications				1,604.71
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
01/27/2021	3224	Chelsea Guardian	01/22 RUN DATE - CNY	50.00
01/29/2021	3217	Chelsea Guardian	01/15 RUN DATE	50.00
Total 880.110 · Media Buy				100.00
Total 880.100 · Advertising				100.00
880.200 · Publications				
880.230 · Newsletter Postage				
01/13/2021	SPRING 2021	Postmaster	SPRING NEWSLETTER	1,000.00
Total 880.230 · Newsletter Postage				1,000.00
Total 880.200 · Publications				1,000.00
880.300 · Marketing Supplies				
880.340 · Printed Items / Stationary				
01/29/2021	SO-20043366	Namify	NAME BADGES - MATT, SCOTT, CHRISTIAN, JORD...	42.66
Total 880.340 · Printed Items / Stationary				42.66
Total 880.300 · Marketing Supplies				42.66
Total 880 · Promotional Materials				1,142.66
884 · Programming				
884.110 · Adult Speakers				
884.119 · General Adult Events				
01/04/2021	20210118	Detroit Historical Society	MYTH OF THE MODEL CITY 01/18/2021	200.00
Total 884.119 · General Adult Events				200.00
Total 884.110 · Adult Speakers				200.00

Chelsea District Library
List of Checks for Board Approval
January 2021

Date	Num	Name	Memo	Amount
920 · Utilities				
920.110 · City of Chelsea Water				
01/13/2021	20210107	City of Chelsea-Elect & Water	DEC 11/30 - 12/31/20 WATER	46.79
Total 920.110 · City of Chelsea Water				46.79
920.120 · City of Chelsea Sewer				
01/13/2021	20210107	City of Chelsea-Elect & Water	DEC 11/30 - 12/31/20 SEWER	122.80
Total 920.120 · City of Chelsea Sewer				122.80
920.130 · City of Chelsea Electric				
01/13/2021	20210107	City of Chelsea-Elect & Water	DEC 11/30 - 12/31/20 ELECTRICITY	2,363.10
Total 920.130 · City of Chelsea Electric				2,363.10
920.150 · City of Chelsea Sprinkler				
01/13/2021	20210107	City of Chelsea-Elect & Water	DEC 11/30 - 12/31/20 SPRINKLER	27.47
Total 920.150 · City of Chelsea Sprinkler				27.47
920.200 · McKune Gas				
01/29/2021	3086574	Constellation NewEnergy-Gas Division LLC	2020 DEC GAS SERVICE - 11/20 - 12/21/20	1,271.49
Total 920.200 · McKune Gas				1,271.49
Total 920 · Utilities				3,831.65
965 · Automation Services				
965.400 · Delivery				
01/13/2021	67550	The Library Network	2021 DELIVERY COST	3,495.00
Total 965.400 · Delivery				3,495.00
Total 965 · Automation Services				3,495.00
967 · Equipment				
967.300 · Equipment Furniture & Fixtures				
967.330 · Equipment - non-Computer				
01/13/2021	36423	ELM USA Inc	Warranty 02/02/2021 - 02/01/2022	395.00
Total 967.330 · Equipment - non-Computer				395.00
Total 967.300 · Equipment Furniture & Fixtures				395.00
Total 967 · Equipment				395.00
969 · Continuing Education Expenses				
969.300 · Memberships				
969.311 · Assistant Director				
01/13/2021	8137	Michigan Library Association	MEMBERSHIP - BALLARD	85.00
Total 969.311 · Assistant Director				85.00
969.320 · Information Services				
01/13/2021	2150246	American Library Association Membership	MEMBERSHIP RENEWAL - POWERS #2150246	148.00
01/13/2021	8603	Michigan Library Association	MEMBERSHIP - BROWN	85.00
Total 969.320 · Information Services				233.00
969.323 · Head of Circ Svc. Membership				
01/13/2021	8146	Michigan Library Association	MEMBERSHIP - LANCASTER	85.00
Total 969.323 · Head of Circ Svc. Membership				85.00
969.400 · Trustees Memberships				
01/13/2021	8160	Michigan Library Association	MEMBERSHIP - CARR	50.00
01/13/2021	8163	Michigan Library Association	MEMBERSHIP - LACKEY	50.00
01/13/2021	8164	Michigan Library Association	MEMBERSHIP - MERKEL	50.00
01/27/2021	8162	Michigan Library Association	MEMBERSHIPS 8162 HELFFERICH	50.00
01/27/2021	8165	Michigan Library Association	MEMBERSHIPS 8165 MUNCE	50.00
Total 969.400 · Trustees Memberships				250.00
969.500 · Institutional Membership				
969.510 · Institutional Member Rotary				
01/27/2021	0620979	Rotary Club of Chelsea	2021 ROTARY INV # 0620979	99.00
Total 969.510 · Institutional Member Rotary				99.00
Total 969.500 · Institutional Membership				99.00
Total 969.300 · Memberships				752.00

Chelsea District Library
List of Checks for Board Approval
January 2021

Date	Num	Name	Memo	Amount
01/27/2021	2035521815	Baker & Taylor - Young Adult	2020 YOUNG ADULT	10.48
Total 982.760 · Youth Print General				2,070.63
Total 982.755 · Youth Print				2,070.63
Total 982.700 · Print				2,129.28
Total 982 · Collection Expense				7,234.96
TOTAL				123,555.12

Chelsea District Library
Donation and Restricted
January 2021

	Jan 21	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation			
674.110 · Designated Adult Programming	0	0	0
674.111 · Designated Youth Programming	0	0	0
674.112 · Designated Music Focus Programs	0	2,000	(2,000)
674.120 · Undesignated Donation	2,820		
674.141 · Designated Technology	0	2,000	(2,000)
674.150 · Continuing Education Restricted	0	600	(600)
Total 674 · Contribution & Donation	2,820	4,600	(1,780)
675 · Private Grant Sources			
675.100 · Community Found Southeast MI	0	0	0
675.400 · Chelsea Ed Foundation	0	500	(500)
Total 675 · Private Grant Sources	0	500	(500)
Total Income	2,820	5,100	(2,280)
Gross Profit	2,820	5,100	(2,280)
Expense			
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WiFi Hot Spots - Restricted	0	2,000	(2,000)
Total 850.300 · TLN Internet Service	0	2,000	(2,000)
Total 850 · Telecommunications	0	2,000	(2,000)
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.953 · Youth Prog Rest Chelsea Ed Foun	0	500	(500)
Total 884.211 · Authors in Chelsea	0	500	(500)
Total 884.210 · Youth Speakers	0	500	(500)
884.400 · Music Focus			
884.962 · Music in the Air - Restricted	0	2,000	(2,000)
Total 884.400 · Music Focus	0	2,000	(2,000)
Total 884 · Programming	0	2,500	(2,500)
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Apprec - Restr/Covid-19	0	600	(600)
Total 969.600 · Staff Training	0	600	(600)
Total 969 · Continuing Education Expenses	0	600	(600)
Total Expense	0	5,100	(5,100)
Net Ordinary Income	2,820	0	2,820
Net Income	2,820	0	2,820

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

	Jan 21	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
402 · District Revenue	487,030	1,899,957	(957,777)	50%
540.100 · State Aid	0	30,000	(30,000)	0%
574.100 · Penal Fines	0	10,000	(10,000)	0%
606.000 · Misc Income & Refunds	0			
607.100 · Non-Resident Fees	0	5,500	(5,500)	0%
607.200 · ILL Fees	0	600	(600)	0%
645.100 · Copiers & Printers	0	7,500	(7,500)	0%
665.100 · Interest	17	0	17	100%
666.100 · Investment Earnings	4	40,000	(39,996)	0%
666.500 · Investment Change in Value	(3,861)	0	(3,861)	100%
674 · Contribution & Donation	2,820	4,600	820	118%
675 · Private Grant Sources	0	500	(500)	0%
Total Income	486,010	1,998,657	(1,054,897)	47%
Gross Profit	486,010	1,998,657	(1,054,897)	47%
Expense				
701 · Personnel Expenses	92,482	1,177,863	(1,041,954)	12%
727 · Supplies	643	20,575	(19,843)	4%
801 · Professional Services	797	54,425	(53,087)	2%
803 · Maintenance Service Contracts	5,834	178,338	(166,710)	7%
850 · Telecommunications	1,605	39,000	(37,182)	5%
880 · Promotional Materials	1,143	67,030	(63,498)	5%
884 · Programming	5,343	94,625	(87,431)	8%
885 · Volunteer	0	2,500	(2,500)	0%
920 · Utilities	3,832	62,000	(55,481)	11%
960 · Board & Director Expense	0	3,500	(3,500)	0%
965 · Automation Services	3,495	41,925	(38,430)	8%
967 · Equipment	395	35,740	(34,407)	4%
969 · Continuing Education Expenses	752	23,888	(23,136)	3%
980 · Capital Expense	0	25,625	(25,625)	0%
982 · Collection Expense	7,235	184,623	(169,622)	8%
Total Expense	123,556	2,011,657	(1,822,406)	9%
Net Ordinary Income	362,454	(13,000)	767,509	(5,804%)
Net Income	362,454	(13,000)	767,509	(5,804%)

Chelsea District Library Cash Flow 2021

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Budget
Opening cash on hand	$282,207	$861,029	$1,070,306	$1,254,587	$1,144,580	$940,201	$869,153	$713,876	$552,526	$420,684	$284,841	$119,243	$282,207	
Total income	$788,839	$369,004	$366,572	$60,256	$6,463	$79,029	$19,904	$66,792	$4,238	$5,504	$3,315	$115,893	$1,885,809	
Total expenditures	$210,018	$159,727	$182,291	$170,263	$210,842	$150,078	$175,180	$228,141	$136,081	$141,346	$168,914	$181,003	$2,113,884	
Net cash flow	$578,821	$209,277	$184,281	($110,007)	($204,379)	($71,049)	($155,277)	($161,350)	($131,843)	($135,842)	($165,598)	($65,110)	($228,075)	
Ending balance	$861,029	$1,070,306	$1,254,587	$1,144,580	$940,201	$869,153	$713,876	$552,526	$420,684	$284,841	$119,243	$54,133	$54,133	

Income													
Total Income	$517,917	$850,291	$227,764	$59,900	$6,463	$47,596	$19,904	$27,023	$4,238	$5,504	$3,315	$115,893	$1,885,809
Other income PPT $/PP													

Expenditures													
Total Expense	$160,906	$161,849	$199,602	$204,747	$210,842	$150,078	$175,180	$228,141	$136,081	$141,346	$168,914	$181,003	$2,118,689
Other													

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Actual / Budget
Opening cash on hand	$282,207	$615,075	$1,303,517	$631,679	$486,832	$282,454	$179,972	$224,695	$223,577	$91,734	$155,892	($9,706)	$282,207	
Total Income	$517,917	$850,291	$227,764	$59,900	$6,463	$47,596	$19,904	$27,023	$4,238	$5,504	$3,315	$115,893	$1,885,809	
Money Market Flow			($700,000)			$0	$200,000	$200,000	$0	$200,000	$0	$100,000	$0	
Expenditures	$185,049	$161,849	$199,602	$204,747	$210,842	$150,078	$175,180	$228,141	$136,081	$141,346	$168,914	$181,003	$2,142,832	
Net cash flow	$332,868	$688,442	($671,838)	($144,847)	($204,379)	($102,482)	$44,723	($1,118)	($131,843)	$64,158	($165,598)	$34,890	($257,024)	
Ending balance	$615,075	$1,303,517	$631,679	$486,832	$282,454	$179,972	$224,695	$223,577	$91,734	$155,892	($9,706)	$25,184	$25,184	

add back as needed

Other Income	Process	Location
	Capital Improvement Funds - add when transferred	Investment Account
$40,000	Investment Interest - add when transferred	Investment Account
	Capital Reserve FundsNet	Investment Account
	Money from 2019 Budget - When included in Balance Fw	Checking Account

Profit & Loss Prev Year Comparison

January through December 2021

	Jan - Dec 21	Jan - Dec 20	$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	942,179.77	1,976,327.77	-1,034,148.00	-52.33%
540.100 · State Aid	0.00	72,656.71	-72,656.71	-100.0%
574.100 · Penal Fines	0.00	15,282.06	-15,282.06	-100.0%
606.000 · Misc Income & Refunds	0.00	0.00	0.00	0.0%
607.100 · Non-Resident Fees	0.00	1,625.00	-1,625.00	-100.0%
645.100 · Copiers & Printers	0.00	1,263.70	-1,263.70	-100.0%
655.100 · Circulation Fines	0.00	5,402.74	-5,402.74	-100.0%
665.100 · Interest	17.02	505.44	-488.42	-96.63%
666.100 · Investment Earnings	4.44	40,727.52	-40,723.08	-99.99%
666.500 · Investment Change in Value	-3,860.75	21,447.95	-25,308.70	-118.0%
674 · Contribution & Donation	5,420.00	13,175.00	-7,755.00	-58.86%
675 · Private Grant Sources	0.00	16,500.00	-16,500.00	-100.0%
Total Income	943,760.48	2,164,913.89	-1,221,153.41	-56.41%
Gross Profit	943,760.48	2,164,913.89	-1,221,153.41	-56.41%
Expense				
701 · Personnel Expenses	135,909.72	1,109,461.62	-973,551.90	-87.75%
727 · Supplies	731.91	17,021.93	-16,290.02	-95.7%
801 · Professional Services	1,337.30	45,524.79	-44,187.49	-97.06%
803 · Maintenance Service Contracts	11,628.12	107,002.79	-95,374.67	-89.13%
850 · Telecommunications	1,817.52	32,943.08	-31,125.56	-94.48%
880 · Promotional Materials	3,531.45	45,870.32	-42,338.87	-92.3%
884 · Programming	7,193.92	50,675.98	-43,482.06	-85.8%
885 · Volunteer	0.00	351.08	-351.08	-100.0%
920 · Utilities	6,518.17	40,712.47	-34,194.30	-83.99%
960 · Board & Director Expense	0.00	1,431.68	-1,431.68	-100.0%
965 · Automation Services	3,495.00	40,054.91	-36,559.91	-91.27%
967 · Equipment	1,333.00	27,440.06	-26,107.06	-95.14%
969 · Continuing Education Expenses	752.00	16,328.20	-15,576.20	-95.39%
980 · Capital Expense	0.00	25,855.00	-25,855.00	-100.0%
982 · Collection Expense	15,000.96	174,070.15	-159,069.19	-91.38%
Total Expense	189,249.07	1,734,744.06	-1,545,494.99	-89.09%
Net Ordinary Income	754,511.41	430,169.83	324,341.58	75.4%
Net Income	**754,511.41**	**430,169.83**	**324,341.58**	**75.4%**

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

January 31, 2021

		Beginning Balance	Net Change	Ending Balance
General Fund				
LOCAL BANKS BALANCES				
Checking Account/ Chelsea State Bank	001.001	$282,207.44	$331,665.61	$613,873.05
Paypal Account	003.002	$794.42	-$794.42	$0.00
Cash on Hand		**$283,001.86**	**$330,871.19**	**$613,873.05**
Ameriprise Account		1539487.22		
Fixed Income Fund	017.003	$1,539,487.22	-$3,856.31	$1,535,630.91
Money Market Fund	017.004	$0.00	$0.00	$0.00
Investment Partners Total		**$1,539,487.22**	**-$3,856.31**	**$1,535,630.91**
Total General Fund		**$1,822,489.08**	**$327,014.88**	**$2,149,503.96**
Debt Service Fund				
Bond Debt Retirement Fund Checking	003.008	284179.78	**$222,705.06**	$506,884.84

8.2
Ameriprise Money Market GL 017.003

01/01/2021

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance
12/31/20							**0.00**
01/31/21	**0.00**		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
02/28/21	0.00		0.00	0.00	0.00	0.00	0.00
03/31/21	0.00		0.00	0.00	0.00	0.00	0.00
04/30/21	0.00		0.00	0.00	0.00	0.00	0.00
05/31/21	0.00		0.00	0.00	0.00	0.00	0.00
06/30/21	0.00		0.00	0.00	0.00	0.00	0.00
07/31/21	0.00		0.00	0.00	0.00	0.00	0.00
08/31/21	0.00		0.00	0.00	0.00	0.00	0.00
09/30/21	0.00		0.00	0.00	0.00	0.00	0.00
10/31/21	0.00		0.00	0.00	0.00	0.00	0.00
11/30/21	0.00		0.00	0.00	0.00	0.00	0.00
12/31/21	0.00		0.00	0.00	0.00	0.00	0.00
Balance	0.00		0.00	0.00	0.00	0.00	0.00

8.1

Ameriprise 01/01/2021

Account no. 0000-4823-9221-4

GL 017.004

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance
12/31/20							$1,539,487.11
01/31/21	**$1,539,487.11**			**$4.44**		**-$3,860.75**	**$1,535,630.80**
02/28/21	$1,535,630.80						$1,535,630.80
03/31/21	$1,535,630.80						$1,535,630.80
04/30/21	$1,535,630.80						$1,535,630.80
05/31/21	$1,535,630.80						$1,535,630.80
06/30/21	$1,535,630.80						$1,535,630.80
07/31/21	$1,535,630.80						$1,535,630.80
08/31/21	$1,535,630.80						$1,535,630.80
09/30/21	$1,535,630.80						$1,535,630.80
10/31/21	$1,535,630.80						$1,535,630.80
11/30/21	$1,535,630.80						$1,535,630.80
12/31/21	$1,535,630.80						$1,535,630.80
Balance		**$0.00**	**$4.44**	**$0.00**	**$0.00**	**-$3,860.75**	**$1,535,630.80**

DIRECTOR'S REPORT

Library Director's Report
Respectfully submitted for February 2021 Board Meeting

Staff Announcements

January Work Anniversaries

Please join me in congratulating Administrative Assistant Chris Berggren on his four-year work anniversary (January 3) and Youth/Teen Librarian Jessica Zubik who celebrated seven years at CDL this month (January 13). We are a better library thanks to you two!

CDL Responds to COVID-19

- We continue to operate under Stage 3 of our Reopening Plan. Program planning continues to be limited to virtual and program kits available for pick up. Based on what we know about the virus in Michigan and the rollout of vaccinations, planning for Summer Reading 2021 revolves around a contact-free delivery model.

- We are looking forward to staff getting vaccinated – which is a big step towards increasing services and engaging with the community at CDL. As shared with you in an earlier communication, library staff are placed in Phase 1c of vaccine rollout in Michigan. The Michigan Department of Health and Human Services currently projects this phase to occur "most likely in the summer." The Michigan Library Association is advocating that the Governor and the MDHHS make public and academic library workers eligible for the COVID-19 vaccine in Phase 1b of the rollout. More information as it is available.

- The Centers for Disease Control and Prevention recommends ventilation system upgrades or improvements to increase the delivery of clean air and dilute potential contaminants and reduce the risk of COVID-19 spread. Assistant Director Linda Ballard consulted with our experienced heating/cooling contractor to discuss any recommended upgrades and/or improvements. Additionally, MERV 13 filters were installed. MERV – Minimum Efficiency Reporting Values – reports a filter's ability to capture particles. The MERV-13 filter is an industry standard "best" and in the range of filters usually found in hospitals because they capture particles as small as 1-0.03 microns in size. The Epidemic Task Force of the American Society of Heating and Air-Conditioning and Air-Conditioning Engineers (ASHRAE) recommends filters and air cleaners that achieve MERV 13 or better levels of performance for air recirculated by HVAC systems in their *Core Recommendations for Reducing Airborne Infectious Aerosol Exposure*. MERV 13 filters are effective against pollen, dust/lint, dust mites, debris, pet dander, mold spores, car fumes, tobacco smoke, smoke, bacteria, virus carriers, and small allergens.

Penal Fines Primer

Penal fines are a unique and integral part of CDL's funding. Michigan is the only state to have constitutionally mandated funding for libraries (Article VIII, section 9 of the

Michigan Constitution). Last year, CDL received more than $15,000 in Penal Fine income. The Library of Michigan's Library Law Consultant Clare Membiela created a report on the history (it's VERY interesting) and state of Penal Fines in Michigan found by clicking on this link: https://www.milibraries.org/library-funding-penal-fines.

Classification & Compensation Study

Mandy Reed from the Michigan Municipal submitted a draft of the CDL Classification & Compensation Study that includes a detailed market survey of pay and benefits. Linda and I are currently working with her to finetune this study with an eye on a final tool that will assist us in recruiting and retaining top notch staff within a salary and benefits framework that is equitable and competitive. Mandy will present this report to the board at an upcoming meeting. In the meantime, Linda and I are discussing a timeline and strategies for implementing any necessary changes based on the study.

Strategic Plan 2020-22 Update on January 2020

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

- Board members participated in the trial of a book subscription service.

Initiative 3.3 Promote online tools for expanding digital literacy

- Added Kanopy to downloadable collection and marketed via website, social media, and eNews.

Initiative 4.2 Develop a digital tools promotion strategy

- Promoted Brainfuse HelpNow via social media and eNews.
- Promoted Brittanica Schools via weekly eNews.

Chelsea District Library
Assistant Director's Report
January 2021

Facility update
The MERV-13 filters finally arrived and were installed in January, along with crankcase repairs on the compressors and a new gauge on the hot deck. I have received a quote from JCI that will solve the cold lobby issue, just working out install details considering the current state of our lobby.

Continuing Ed/meetings/projects
We did receive the first draft of the survey from MML and are making our way through the process to get to a final version. Having done this once before without the job description analysis, I can say that having included that component this time was money well spent. We expect to have MML attend the March board meeting to present the findings, along with some recommendations regarding pay and benefits.

I attended a webinar from St. Joseph Mercy Chelsea regarding the status of the vaccine roll-out in Washtenaw County, and an update on the Library Privacy Act by the Library of Michigan and Anne Seurynck. I also worked with Jean Vargas from the Friends to help her learn how to better navigate the Friends' Google files.

Deana Fisher from St. Louis Center was the presenter at our monthly all-staff meeting. She trained us on the Montessori Inspired Lifestyle when engaging with persons with dementia. It was well received by staff and feedback indicated that most felt they learned something new.

COVID
We continue to closely monitor CDC, MDHHS, and WCHD alerts and updates, with special attention to news about the new B1.1.7 variant strain. While the CDC has not, as of this writing, recommended any changes to their basic protocol, many experts are suggesting that 3-layer masks be the "norm" as the new variant is much more contagious than the original virus. Heeding that advice, we have required staff to wear at least 3-layer masks while in the building, and those are provided by the library should they want/need them. Some staff were already using 3-layer masks, others are double masking, and the rest are providing their own preferred version.

January will see the last regular shifts for management staff at the front door monitoring access to the lobby, with our reference librarians transitioning into that roll.

Respectfully submitted-
Linda Ballard
Assistant Director

Information Services Report: January 2021
Shannon Powers, Head of Information Services

Program Information

Through the month of January we offered 24 programs and outreach events, reaching 331 patrons. Below are a few highlights.

Date	Event	Attendance (Live)	Attendance (Recorded)
Adult Programming (Programs 5 , Attendees 117)			
1/6	Reading Glasses Book Club	7	
1/18	Myth of the Model City	30	
1/30	Art for Adults Drawing Class	31	31 kits
1/12	Busy People Book Club	1	
1/21, 1/26	Writing Workshop Part 1 (Session A & B)	10, 7	
Early Literacy (Programs 6, Attendees 102)			
1/8, 1/13, 1/20, 1/27	Live Storytime	6, 7, 6, 10	11, 13,6, 18
1/14	Dance Along Sing Along	13	
1/20	Yoga Storytime	12	
Youth Programming (Programs 5, Attendees 124)			
1/5, 1/19	Book Talk Tuesdays		11,10
1/4,	Zoom 3-5 Hangout	6, 3	
1/8, 1/22	Minecraft Meetup	4, 3	
1/5	Reducing Family Stress At Home	13	27
1/7	K-2 Bookclub	8	
1/11, 1/12, 1/13	Breastfeeding Basics	6, 7, 6	
1/11	Afterschool Science Snacks	14	
1/19	Tween Book Club	6	
Teen Programming (Programs 6, Attendees 74)			
1/7, 1/21	Virtual That Thursday Thing	7, 8	20, 14 (kits)
1/12	Pizza and Paperbacks Teen Bookclub	4	
1/20	Baking Science with the Lakehouse Bakery	14	7
Outreach/Awareness (Programs 2, Attendees 16)			
1/7, 1/21	Virtual Storytime ECC	6, 10	

Program Planning/Professional Development

- Throughout the month of January we continued to pilot Book Fix, our subscription book service, for selected patrons. It seems to be going well, with extremely positive feedback from test patrons. We will continue to trial for the month of February.
- We've begun summer programming, and are exploring the idea of hosting outdoor book browsing sessions on the library lawn.
- We're also gearing up for Summer Reading, and have already begun creating the online portion of the reading program with beanstack.

- Authors in Chelsea is on the horizon, and January was spent acquiring and stickering books to send to the schools, finalizing presentation times, and coordinating the event with CSD teachers.

Reference, Collections, and Deliveries

Services	Dec. 2020
Reference Questions	375*
Homebound & Deposit Book Deliveries	33
OCLC Interlibrary Loan	2

Collection	Monthly Unique Users	Monthly Checkouts/Borrows
Kanopy	16	81
Hoopla	160	790
Overdrive/Libby	591	3107
CDL Print/Media Collections	841	5804

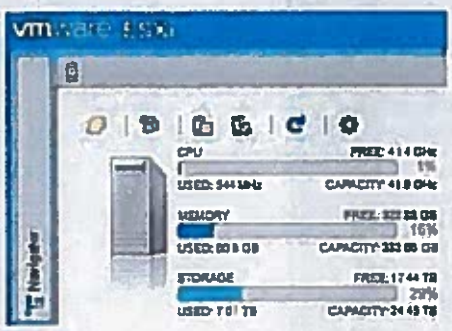
Technology Department News

January 2021

By Scott Rakestraw, Head of Technology

Notable News & Events

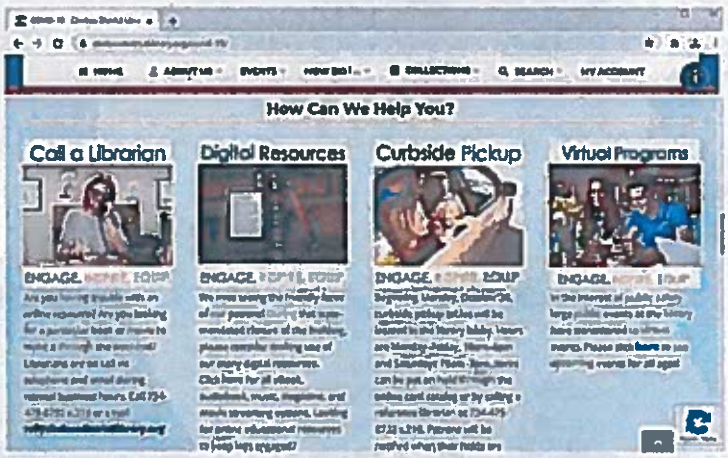
~ ***Modernization***



The old school, in-house server farm concept is quickly becoming obsolete as cloud services provide more robust and reliable solutions. Virtualization affords us the ability to use processing power more efficiently and reduce hardware costs. In keeping with the current technology plan, we've completely virtualized the library in-house servers. We've moved from slower analog storage to solid state drives and we've added redundancy with better RAID configurations. Our new design features better disaster preparedness service levels. Our partners at KTG and the DATTO Cloud service not only provide daily backups but offer 24/7 recovery service and even provide remote operation support in the unlikely even the library facility were ever unavailable.

~ ***Data, Data, Data***

We've assembled a new web team from Marketing, Information Services and the Technology Departments. We're evaluating all aspects of our web site and looking for ways to make our information more accessible. This past month we resolved limitations with our current menus and enhanced our ability to collect statistics. Due to the server modernization, our available storage capacity jumps from 6TB to 18TB. We completed relocation of the local history/family history archives to the new, solid-state drives. Real-time storage capacity for this archive has doubled and access times have been improved by a factor of 10x.



Accomplishments

- Completed support requests for remote work force.
- Completed assistance requests from patrons using databases, downloadable resources and the web site.
- Provisioned 18TB of local storage and relocated Family History Archive.
- Provisioned new laptops for remote work force and ultimate use in the Ingenuity Engine Room.
- Updated Envisionware software licenses.

A Look Ahead…

In the weeks ahead we'll be moving forward on schedule with pre-planned upgrades. We'll retire some aging hardware from the server room. We'll order and deploy new staff workstations. We'll research, design and deploy a scheduled upgrade to the Wi-Fi system. We'll also begin the task of evaluating our infrastructure. 2023 calls for upgrades to the house Ethernet system. For the purpose of efficiency, we'll look at emerging technologies as well as repair and replacement of existing systems at all connection points.

anuary 2021

DATA SERVICES		JAN
975.95	Hotspots: Total GB Used - Township Halls	975.95
9.67	-- Lima Township (GB)	9.67
20.98	-- Sylvan Township (GB)	20.98
945.3	-- Mobile Beacon (GB)	945.3
18	Hotspot Devices Circulated	18
0	Public Internet - Computer Sessions	0
374	Public Internet - Wireless Logins	374

ONLINE SERVICES		JAN
5913	Website Sessions	5913
2804	Website Users	2804
1490	AUDIO Downloads Total	1490
1060	-- Audio: Overdrive	1060
430	-- Audio: Hoopla (audiobook and music)	430
222	VIDEO Downloads Total	222
0	-- Video: Overdrive	0
141	-- Video: Hoopla	141
81	-- Video: Kanopy	81
2264	EBook Downloads Total	2264
2045	-- ebook: Overdrive	2045
219	-- ebook: Hoopla	219
3976	TOTAL Downloads	3976

2020 Quarter 4

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

Marketing Monthly Board Report (January 1–31, 2021):

Marketing began the New Year promoting the county-wide reading program Washtenaw Reads, and Hot Reads Cold Nights, the reading program at CDL. Digital media, print media, foam core boards, and avenue banners were used to promote the programs.

Most of January was used to develop, design, and finalize the Spring newsletter. It will feature more visual and word searches, an article that reveals the meaning of Memorial Day from a veteran's point of view, tips to help patrons find reliable information, and key library programs in the Spring.

Marketing staff also assisted the Library Director by helping her to fill in some of the visuals that tell the story of the library's response during the pandemic in 2020. Marketing plans were discussed to promote large library events in the Spring: Midwest Literary Walk and Authors in Chelsea. Canceled the year before, the programs are moving forward with an online presence, and marketing promotions will be used to drive viewers to the virtual programs.

To let the public know how much they are missed in the library, a new campaign was initiated by Lori, and implemented by the staff, called We Miss You. The library staff took a picture of themselves with their message to the public. Hashtags such as #LibraryLove and #WeMissYou are scheduled to run with their photos on social media channels in February.

Marketing continued to work with Shannon, Lori, and Scott to develop website improvements. The website continues to be an important channel to promote library programs, and ongoing adjustments were discussed to offer an improved user experience.

Respectively submitted,
Elaine Medrow

Marketing Assistant Monthly Board Report (Jan. 1–31, 2021):

January kicked off with library communications regarding hours, public health, and upcoming library events and resources.

Website:

- Assisted on updating Authors in Chelsea website menus.
- Met with Web Team to discuss design and architecture of CDL website menus and home page.

Social Media:

- Worked to share COVID-19 vaccine information in addition to our normal program promotional content. St Joseph Mercy Chelsea has had great resources to share.

E-newsletters:

- Worked with Laura to share the Top Picks of 2020 from our collection. This eNews was very popular, with many titles clicked by readers. So, I coordinated with the IS department to plan and implement digital browsing of our collection as part of the planned eNews content.

Miscellaneous

- Wrote Check it Out article for Spring quarterly newsletter.
- Coordinated with Elaine, Shannon and Jessica for Authors in Chelsea marketing plan.
- Updated online calendars (Facebook, GoogleMyBusiness, Yelp, and Bing) to reflect 2021 holiday closings
- Created LCDs for 2021 holiday closings
- Attended the very inspiring All Staff training on communication with individuals with IDD and dementia. Volunteered to be part of a CDL committee to improve communication and access for that population.
- Assisted Lori and Elaine with a presentation on How CDL Responded to COVID-19.

Circulation Supervisor's Report
JANUARY 2021

- Circulation – 14,244 in January;

- Patron Count-3,583 for January;

- Circulation by township- for January:
  - Dexter = 11% of total transactions
  - Lima = 10% of transactions
  - Lyndon =14% of transactions
  - Sylvan = 19% of transactions
  - Chelsea = 39% of transactions

- January Circulation: 75% were items from Chelsea and 25% were inter-loaned items.

- Overdrive = 3107 in JANUARY; RBDigital = 634 in JANUARY; Hoopla = 790; Kanopy = 81 in JANUARY.

- Registrations for JANUARY– 25 new cards; 6863 total card holders
  *Dexter = 875 cards; Lima = 798 cards; Lyndon = 978 cards
  *Sylvan = 1171 cards; Chelsea = 2495 cards; Nonresident = 546 cards

January Notes:

- Attended weekly management meetings via Zoom
- Attended the bi-monthly TLN Circ committee meeting on January 14 via Zoom.
- Attended the monthly TLN SASUG meeting on January 28 via Zoom.
- Worked my DS shift at the front door monitoring patrons coming in for hold pickups.
- We had 25 new cards in January by online registration.
- We received 160 tubs from TLN in January, with 8 being the daily average.
- Circ staff continue to be very busy, pulling & running holds, answering phones to schedule hold pickups, processing the run (3 to 14 tubs a day), and discharging items after quarantining (4 to 7 days). They are also managing their regular duties of processing new items, back up for Lucie, processing new library cards as well as renewing patrons and the many other off desk duties they preform to keep the department going. Jordan and Christin are doing a great job learning all of the different parts of the department and we are happy to have them as part of our team.

Respectfully submitted, Terri Lancaster Head of Circulation

Item Circulation 2021

	All items circed at Chel inc: OD & Zinio	Chel items circed at Chel inc: OD & Zinio	% of Chel Items circed at Chel	2021 Other items circed at Chel	% other items circed at Chel	Chel items charged/ renewed anywhere in system	Chel Items circed other libaries
Jan.	14,244	10,642	75%	3,602	25%	11,899	1,257
Feb.				0			
March				0			
April				0			
May				0			
June				0			
July				0			
August				0			
Sept.				0			
Oct.				0			
Nov.				0			
Dec.				0			
Totals	14,244	10,642	75%	3,602	25%	11,899	1,257
Mnth Avg	*14,244*	*10,642*		*3,602*		*11,899*	*1,257*
	#1	#2		#3		#4	#5

2021 Circulation by Department - Percentage

	Adult	Youth	Teen
January	62%	34%	4%
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Avg.	62%	34%	4%

2021 Circulation by Department - Total Checkouts

	Adult	Youth	Teen
January	3,707	2,038	250
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Total	3,707	2,038	250

2021 CIRCULATION REPORT - PATRONS

Chelsea District Library
Monthly New Registration 2021

	District	NonRes	School	Other	Total Month	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan
							New Registrations by Municipality				
January	25	0	0	0	25	6863	11	3	3	5	3
February					0						
March					0						
April					0						
May					0						
June					0						
July					0						
August					0						
September					0						
October					0						
November					0						
December					0						
Totals					25		11	3	3	5	3

Average Daily Door Count 2021

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	167	153	150	149	190	41	29	3,583
Feb.								
March								
April								
May								
June								
July								
August								
Sept.								
Oct.								
Nov.								
Dec.								
Total								3,583
Monthly average								3583
Avg. % increase								

Replacement People counter went live on January 2018

Total door count includes outdoor programming at CDL.

Registered Card Holders

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
District	9113	8898	9147	9002	9083	9109	9064	7837	7753	6361	6317
Dexter	1258	1197	1222	1206	1211	1215	1230	1087	1101	884	875
Lima	1176	1169	1174	1156	1133	1109	1109	996	965	802	798
Lyndon	1673	1567	1579	1538	1539	1546	1522	1302	1255	1005	978
Sylvan	1822	1800	1786	1693	1662	1667	1641	1412	1426	1192	1171
CityChel	3184	3165	3386	3409	3538	3572	3562	3040	3006	2478	2495
NonRes	960	902	744	640	649	655	625	575	609	562	546
Freedom	58	18	7	6	6	6	7	0	1	0	0
Sharon	150	149	141	118	122	118	110	107	112	104	105
Waterloo	423	411	365	336	348	352	333	249	268	252	246
GrassLk			15	26	29	28	25	37	36	22	21
Other	329	324	216	154	144	151	150	182	192	184	174
Totals	10073	9800	9891	9642	9732	9764	9689	8412	8362	6923	6863

	Trans Jan-21	% Tot Trans	SEMCOG Dec2010 Pop.	% of Pop Regist	% of Entity Pop.	
	5,988		15010			
Dexter	677	11%	2604	47%	42%	Dexter
Lima	597	10%	1909	59%	54%	Lima
Lyndon	855	14%	2720	57%	100%	Lyndon
Sylvan	1113	19%	2833	59%	100%	Sylvan
CityChel	2353	39%	4944	72%	100%	CityChel
				59%		
	47	1%				
	97	2%				
	76	1%				
	2	0%				
	171	3%				
		100%				

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

Chelsea District Library
2021

	Average Daily Circulation							2021		
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	2020	%Diff.
Jan.	277	312	296	385	316	10	15	14244	23335	39%
Feb.									22040	
March									11607	
April									0	
May									0	
June									7672	
July									12743	
August									13193	
Sept.									12035	
Oct.									14459	
Nov.									13122	
Dec.									13678	
Total								14244	143684	
Mnth Avg								*14,244*	*11,990*	
Avg.% Inc.								with OD & RB, & deposit collection ckouts.		39%

Highlighted numbers have been updated. TML

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

	SlfChk/ Check-outs only				
	2020 Totals	2021 Total	Days	Per Day	% ChkOuts
	2368	0			
	1666				
	N/A				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	4034	0			0%

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

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

2021	Items Added	Total Items
Jan	808	73,216
Feb		
Mar		
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	808	73,216

RB Digital Circ (e-magazines)		
	2021	2020
Jan	634	267
Feb		543
Mar		407
April		449
May		527
June		545
July		455
Aug		589
Sept		842
Oct		742
Nov		646
Dec		511
Total	634	6523

Overdrive Circ (e-books, a-books & music)		
	2021	2020
Jan	3107	2609
Feb		2459
Mar		2922
April		3564
May		3846
June		3564
July		3560
Aug		3482
Sept		2969
Oct		2605
Nov		2599
Dec		2898
Total		37977

Hoopla e-& a-books.music,movies		
	2021	2020
Jan	790	334
Feb		319
Mar		509
April		979
May		1086
June		864
July		842
Aug		765
Sept		690
Oct		778
Nov		841
Dec		883
Total	790	8690

Kanopy		
	2021	N/A
Jan	81	
Feb		
Mar		
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total	81	0

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

February 16, 2021, Board Packet

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

Accept January donations and changes to the 2021 FY Budget.

		Income Line -	Expense Line	
Henry Cox & Michael Kunkel	Music in the Air	674.112	884.962	$2,000.00

Sub Total: $2,000.00

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

Acknowledge the donations below that are already in the 2021 budget.

Friends of CDL	Hotspots	674.141	850.910	$2,000.00
Friends of CDL	Staff Appreciation	674.150	969.940	$600.00

Sub Total: $2,600.00

Total General Donations: $4,600.00

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
February 16, 2021 Meeting

DDA/TIFA

Background:
This has been a long discussion about if and how much the library should contribute to the DDA/TIFA capture, which is no longer automatic under the library's new mileage.

Action:
The Board approves the one-time TIFA capture of $15,000 to the Chelsea DDA.

_____ _____
Janice L. Carr, Board Secretary Date

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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DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
February 16, 2021 Meeting

Policy 230: Confidentiality Policy

Background:
This policy needed immediate updating due to a change in the law. It will need to be moved to Action in February.

Chelsea District Library
Policy and Procedure

Policy Section 2: Circulation
Committee Review: June 2012
Board Approval Date: 9/18/12; 6/18/19; 2/16/21

Subject:

#230 Confidentiality Policy: Disclosure of Library Records

I. Policy; Library Records

It is the policy of the Chelsea District Library ("Library") to preserve the confidentiality and privacy of Library Records ("Library Records" or "Library Record") to the fullest extent permitted by law.

II. Definitions of Library Record

A. *Agent or Employee.* An agent or employee includes an employee of the Library, a member of the governing body of the Library, an individual who is specifically designated as a volunteer and who is acting solely on behalf of the Library, and any other person who is lawfully performing services on behalf of the Library under a written contract, including a collection agency.

B. *Crime.* A crime means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5

C. *Law Enforcement Officer.* A law enforcement officer means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.

D. *Library Record.*

1. Definition. As defined by the Michigan Library Privacy Act, for the purpose of this policy means:

> "a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that

identifies a person as having requested or obtained specific materials from a library."

For example, a Library Record would include, but not be limited to patron circulation records, internet browsing history, and program attendance records.

2. Excluded from Definition. The following are specifically excluded from the definition of Library Record.

a. *Non-Identifying Material.* Library Record does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

b. *Certain Video Surveillance.* A Library Record also does not include recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from the Library.

3. Library Director Determination of "Library Record." The Library Director, or his/her designee, shall be responsible for determining whether a particular document meets the definition of Library Record or whether the video surveillance footage contains any images that would require it to be considered a "library record."

III. Disclosure of Library Records

The Library takes seriously its obligation to protect the privacy of every patron, as required by law, even if this commitment to patron's privacy may appear to cause inconvenience on occasion. To that end, Library Records or other confidential information shall be released or disclosed only as provided for herein or otherwise provided by Michigan or federal law.

A. *Freedom of Information Act Requests.* All requests for public records that are not subpoenas, court orders or other legal process must be processed according to the Michigan Freedom of Information Act ("FOIA") and the Library's FOIA Procedures and Guidelines. See Procedures and Guidelines and Written Summary for additional information. Library Records are exempt from disclosure under the FOIA.

B. *Subpoenas, Court Orders or other Legal Process.* Any employee of the Library who is served with a subpoena, court order, or other legal process to release or disclose any Library Record or other Library document from (1) a state or local law enforcement agency or (2) a federal law enforcement agency shall promptly notify the Library Director, or his/her designee. If neither is available, the Library Board President shall be contacted.

1. Consultation with Attorney. The Library Director, his/her designee, or the Board President has the authority to consult with the Library Attorney regarding the sufficiency, scope or any other matter related to the subpoena, court order or other legal process.

2. Action by Library Director. After review of the subpoena, court order or other legal process, the Library Director, his/her designee, or the Board President shall take appropriate action to respond.

3. Opportunity to be Heard. Depending upon the type of subpoena, court order or other legal process, the Library may appear and be represented by counsel at a hearing on the request for records.

4. Confidentiality. If a subpoena, court order or other legal process is submitted to the Library, the Library shall keep the subpoena, court order or other legal process confidential if required by court order, Michigan law or federal law. To that end, the Library may not be able to inform the patron that his/her records were sought. The Library Board acknowledges that the Library Director, if required by a non-disclosure order or law, may not be permitted to inform the Board or its individual members that a local, state or federal agency has sought or obtained requested records.

C. *Consent.* In compliance with the Michigan Library Privacy Act, a person who is liable for the payment or return of the materials identified in a Library Record or portion of a Library Record may provide written consent for the release of that Library Record. Further, a parent or legal guardian who signs to accept legal responsibility for return of his/her child's (under the age of 18) library materials and accepts financial liability for that child's library fines and other charges, may authorize the disclosure of the minor's Library Records by signing the disclosure and release statement granting consent on behalf of the minor.

D. *Voluntary Disclosure without Court Order and Consent.* A library or an employee or agent of the Library may disclose Library Records without a court order or written consent under either of the following circumstances:

1. Collection Agency. The library or an employee or agent of the Library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library. The Library or an employee or agent of the Library shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.

2. Interlibrary Loan. The Library or an employee or agent of the Library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The Library Records must be limited to those required for providing interlibrary loans.

IV. **Disclosures Regarding Alleged Crimes in this Library.** The Library Privacy Act does not prohibit an employee or agent of a library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the Library regarding a crime alleged to have occurred at the Library.

_____ _____

Janice L. Carr, Board Secretary Date

COMMITTEE INFO & MINUTES

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

Jan Carr, Board Secretary

12-15-20

Date