

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, October 15, 2019—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda Review, Additions, and Approval

6:50 Compulsory Segments

Board Meeting Minutes Approval – September 17, 2019

Approval of the September Operational Checks

Approval of September Financial Reports

Director's Report, Strategic Plan Report, & Friends Report

7:20 Public Comment

7:25 Action Items

1. Donations
2. Board Retreat

7:35 Discussion Items

1. Bylaws Review

7:45 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

7:45 Public Comment

7:50 Other Items

8:00 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, September 17, 2019 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: TJ Helfferich, E. Sensoli, C. Taylor, J. Carr, & G. Munce
(arrived partway through meeting).

Trustees Absent: S. Lackey & A. Merkel.

Staff: Director L. Coryell, Assistant Director L. Ballard, & C. Berggren.

Guests:

Welcome and Call to Order

TJ Helfferich called the meeting to order at 6:47 p.m.

Agenda Review, Additions, and Approval

MOTION made by E. Sensoli, SECONDED by J. Carr to approve the agenda, as amended. Discussion: Added Discussion Item #1: Board Retreat and Discussion Item #2: Board Feedback. All Ayes: 4-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the Budget Hearing minutes of the August 20, 2019 Board Meeting. Discussion: None

All Ayes: 4-0

MOTION made by J. Carr, SECONDED by C. Taylor to approve the regular minutes of the August, 2019 Board Meeting. Discussion: None

All Ayes: 4-0

MOTION made by E. Sensoli, SECONDED by J. Carr to accept the General Fund Operational checks for August, 2019. Discussion: Elizabeth brought an example from a past board packet of how she would like the checks listed.

All Ayes 4-0

MOTION made by J. Carr, SECONDED by E. Sensoli to accept Financial Reports for August, 2019. Discussion: TJ asked about the difference between public and private donations.

All Ayes: 4-0

Director's Report Update:

L. Coryell update:

- Scott Rakestraw, our new Network Administrator, starts Sept. 30.
- Direct Dialoguing on the Double is coming up on Oct. 6, which is a speed round of dialogue with city, state, and federal politicians. Each round will be 3 minutes and then participants will move on and speak to the next politician. Lori read off a list of the politicians who are confirmed as attending.
- Song Fest went really well with record numbers in attendance.
- In-Service feedback was incredibly positive.
- Washtenaw Reads book has been chosen. The book is *Dear America: Notes of an Undocumented Citizen* by Jose Antonio Vargas. The author event will be January 30.

Strategic Plan Update:

- Winding down on current strategic plan.
- The apron exhibit has been a great inter-generational success.

Friends Report Update:

- Job descriptions have been completed and are up on the Friends website. Next step is recruiting push for new officers.
- Membership drive tea party is Oct. 19.
 - Will draw for a \$50 gift certificate to Serendipity Books this year instead of for a Kindle for new member giveaway. Will also give away a \$50 gift certificate to a current member who is supporting the fundraising challenge.
- Friends newsletter will be published soon.
- Dottie Staffeld dedication ceremony went well.

Committee Reports

Policy Committee –

Finance Committee – Elizabeth announced she will be getting reconciliation report soon, so will be calling a meeting at that point.

Personnel Committee – Gary announced that the Personnel Committee will begin looking at Lori's review soon.

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: None

Adjourn:

MOTION made by J. Carr, SECONDED by C. Taylor to adjourn the meeting at 8:07 p.m.

All Ayes: 5-0

Anne Merkel, Board Secretary

Date

Other Reports Notes:
Gary Munce arrived.

Public Comment:

Jan went to a meeting about solar power and was asked if the library has ever considered using solar power. Linda answered that we have not, but could discuss it.

Action Item #1: Donations

MOTION made by E. Sensoli, SECONDED by J. Carr to approve and acknowledge the presented 2019 August donations of \$5,550.00.

Discussion: None

All Ayes: 5-0

Action Item #2: Budget Approval

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve and acknowledge the presented 2020 budget that was discussed in August.

Discussion: TJ read a roll call vote for this action item.

All Ayes: 5-0

Discussion Item #1: Board Retreat

Proposed day is Tuesday, Nov. 19. That is the same day as a regularly scheduled board meeting, so the meeting would be moved to the morning and would precede the retreat. The first part of the retreat will be concentrate on the next strategic plan and Gary had an idea of maybe bringing in a speaker to discuss what is the roll of the board. The board retreat will move to action next month.

Discussion Item #2: Board Feedback

Charlie wants to get more input from library staff about what the board can do to best serve the library. Various ways of achieving this were discussed and Lori shared the feedback from the staff in-service that the board should be more visible at signature programs.

FINANCE REPORTS

10/11/19

Chelsea District Library List of Checks for Board Approval September 2019

Date	Num	Name	Memo	Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up				
09/09/2019	20190909	Alerus Financial	08/30/2019 PR	1,276.56
09/09/2019	PR 09132019		RETIREMENT	-1,276.56
09/24/2019	PR 09272019		RETIREMENT	-1,357.56
09/24/2019	20190927	Alerus Financial	09/27/2019 PR	1,357.56
Total 701.120 · Retirement Pick up				0.00
701.100 · Wages - Other				
09/09/2019	PR 09132019		WAGES	37,689.44
09/24/2019	PR 09272019		WAGES	37,304.32
Total 701.100 · Wages - Other				74,993.76
Total 701.100 · Wages				74,993.76
701.110 · Retirement-Contributions				
09/09/2019	20190909	Alerus Financial	08/30/2019 PR	2,116.60
09/09/2019	PR 09132019		RETIREMENT PICK UP	-2,116.60
09/24/2019	PR 09272019		RETIREMENT PICK UP	-2,003.61
09/24/2019	20190927	Alerus Financial	09/27/2019 PR	2,003.61
Total 701.110 · Retirement-Contributions				0.00
701.115 · 401A Retirement Matching				
09/09/2019	PR 09132019		401 A MATCHING	1,433.41
09/24/2019	PR 09272019		401 A MATCHING	1,324.84
Total 701.115 · 401A Retirement Matching				2,758.25
701.200 · FICA				
09/09/2019	PR 09132019		FICA EMPLOYER	2,808.62
09/24/2019	PR 09272019		FICA EMPLOYER	2,795.87
Total 701.200 · FICA				5,604.49
701.300 · Flex Benefits				
09/09/2019	PR 09132019		Dep Life (CA & DL & HI)	-40.02
09/09/2019	PR 09132019		Health Insurance	-935.77
09/13/2019	0101194	Transcend	OCTOBER 2019 BCN/BCBS 10/01/2019 - 10/31/...	1,239.38
09/20/2019	20190910	Unum Life Insurance Co.	2019 Premium SEPT + retro for MLS & ML	594.26
09/24/2019	PR 09272019		Dep Life (CA & DL & HI)	-40.02
09/24/2019	PR 09272019		Health Insurance	-717.43
Total 701.300 · Flex Benefits				100.40
701.400 · Unemployment				
09/24/2019	0801-225	Michigan Municipal League-Unemp	3rd Qtr 2019	19.59
Total 701.400 · Unemployment				19.59
Total 701 · Personnel Expenses				83,476.49
727 · Supplies				
727.200 · General Operations				
09/09/2019	WO-43163-1	Detroit Pencil Company	GENERAL SUPPLIES	32.19
09/09/2019	1762714	Arbor Springs Water Co. Inc.	Bottled Water	44.00
09/23/2019	1764173	Arbor Springs Water Co. Inc.	Bottled Water	32.00
Total 727.200 · General Operations				108.19
727.300 · Material Processing				
727.330 · Matl Processing Other				
09/24/2019	6685224	Demco Inc.	SUPPLIES	90.94
Total 727.330 · Matl Processing Other				90.94
727.340 · Repairs				
09/24/2019	6685224	Demco Inc.	SUPPLIES	437.65

10/11/19

Chelsea District Library

List of Checks for Board Approval

September 2019

Date	Num	Name	Memo	Amount
Total 727.340 · Repairs				437.65
Total 727.300 · Material Processing				528.59
727.500 · Cleaning				
727.520 · Cleaning Supplies				
09/09/2019	WO-43163-1	Detroit Pencil Company	CLEANING SUPPLIES	58.12
09/09/2019	4029148720	Cintas Corporation-300	Soap	18.43
Total 727.520 · Cleaning Supplies				76.55
727.530 · Cleaning Rugs				
09/09/2019	4029148720	Cintas Corporation-300	Rugs 08/01/2019	148.36
Total 727.530 · Cleaning Rugs				148.36
Total 727.500 · Cleaning				224.91
727.800 · Maintenance				
727.830 · Maintenance General				
09/25/2019		Great Lakes Ace Hardware	BENCHES - TEAK OIL	14.24
Total 727.830 · Maintenance General				14.24
Total 727.800 · Maintenance				14.24
Total 727 · Supplies				875.93
801 · Professional Services				
801.010 · Attorney				
09/20/2019	769154	Foster Swift Collins & Smith	PATRON APPEAL - LEGAL COUNSEL	40.00
Total 801.010 · Attorney				40.00
801.040 · Bookkeeper				
09/09/2019	20190910	Ballard, Kerry	SEPT Through 09/12/2019	350.00
09/24/2019	2019092	Ballard, Kerry	SEPT Through 09/26/2019	350.00
Total 801.040 · Bookkeeper				700.00
801.041 · Payroll Services				
09/09/2019	21454345	Payroll 1	2019 - 8/19, 8/31/2019	194.36
Total 801.041 · Payroll Services				194.36
801.042 · Financial Services				
09/10/2019	5472516	U S Bank	CDL 2012 Refunding Bond Fees	300.00
Total 801.042 · Financial Services				300.00
801.079 · Library Strategic Plan				
09/09/2019	1607	Bridgeport Consulting, LLC	Strategic Planning 2020 - 2022	2,850.00
Total 801.079 · Library Strategic Plan				2,850.00
801.090 · Collection Fees				
09/09/2019	558234	Unique Management Services Inc	Collection Fees 09/01/2019	26.85
Total 801.090 · Collection Fees				26.85
801.300 · Banking Fees				
801.310 · Bank Fees				
09/30/2019			Service Charge	11.60
Total 801.310 · Bank Fees				11.60
801.350 · Credit Card Fee Circ				
09/06/2019	CC FEE 9/19		CC Discount 09/06/2019	57.33
Total 801.350 · Credit Card Fee Circ				57.33
Total 801.300 · Banking Fees				68.93

10/11/19

Chelsea District Library

List of Checks for Board Approval

September 2019

Date	Num	Name	Memo	Amount
Total 801 · Professional Services				4,180.14
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
09/16/2019	SEI/01278982	ASSA ABLOY Entrance Systems	SERVICE CALL - NO REPAIR	187.45
09/16/2019	3195	Keybank	CONTACTORS - HVAC	385.18
09/20/2019	1-89182958...	Johnson Controls	POWER OUTAGE/VFD ISSUE	1,232.00
Total 803.010 · Maint Svc Contingency				1,804.63
803.100 · Copier				
803.101 · Public Copier				
09/23/2019	5007316950	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - SEPT	229.44
Total 803.101 · Public Copier				229.44
803.102 · Staff Copier				
09/23/2019	5007316950	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - SEPT	604.54
Total 803.102 · Staff Copier				604.54
803.103 · Small Printer Maintenance				
09/23/2019	5007316950	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - SEPT	153.34
Total 803.103 · Small Printer Maintenance				153.34
Total 803.100 · Copier				987.32
803.600 · Building Maintenance				
803.605 · Janitorial				
09/09/2019	12179	A Production Cleaning Company Inc.	08/25 - 09/07/19 CLEANING	1,440.85
09/09/2019	12164	A Production Cleaning Company Inc.	08/31/19 CLEANING PARTIAL CARPETS	400.00
09/15/2019	12205	A Production Cleaning Company Inc.	09/11-13 CLEANING WINDOWS	1,300.00
09/15/2019	12204	A Production Cleaning Company Inc.	09/08 - 21/2019 CLEANING	1,440.85
Total 803.605 · Janitorial				4,581.70
803.610 · Lawn/Snow Service				
803.611 · Lawn Service				
09/09/2019	11437	Association Maintenance Corp	lawn service - 4 mow	260.00
Total 803.611 · Lawn Service				260.00
803.613 · Sprinkler				
09/09/2019	11437	Association Maintenance Corp	REPAIR	49.00
Total 803.613 · Sprinkler				49.00
Total 803.610 · Lawn/Snow Service				309.00
803.620 · Trash				
09/13/2019	18986	City of Chelsea	AUG - WASTE REMOVAL	40.00
Total 803.620 · Trash				40.00
Total 803.600 · Building Maintenance				4,930.70
Total 803 · Maintenance Service Contracts				7,722.65
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
09/09/2019	734 433-980...	A T & T	07/26 - 8/25/19	173.42
09/16/2019	3195	Keybank	2019 PHONES 8/26 - 9.25/19	389.03
Total 850.120 · Telephone				562.45
850.121 · Director's Cell Phone				
09/09/2019	9837004190	Verizon Wireless	2019 Directors phone 07/29 - 08/28/19	52.02
Total 850.121 · Director's Cell Phone				52.02

10/11/19

Chelsea District Library

List of Checks for Board Approval

September 2019

Date	Num	Name	Memo	Amount
Total 850.100 · Local & Long Distance Charges				614.47
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
09/09/2019	9837004190	Verizon Wireless	Library Hotspots 2019 AUGUST	575.98
09/20/2019	X09142019	A T&T Mobility	Hot Spot Service 2019 SEPT 7 -OCT 6	217.64
09/23/2019	261402854-...	Sprint	2019 HOTSPOTS AUG 11 - SEPT 10	458.13
Total 850.311 · WiFi Hotspots				1,251.75
Total 850.300 · TLN Internet Service				1,251.75
Total 850 · Telecommunications				1,866.22
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
09/09/2019	156-R	Chelsea Guardian	BLANKET PO FOR 2"x6" ADS FOR 2019	50.00
09/09/2019	151-R	Chelsea Guardian	BLANKET PO FOR 2"x6" ADS FOR 2019	50.00
09/09/2019	7847-R	The Sun Times	08/14/2019 7847-R	60.00
09/20/2019	329-R	Chelsea Guardian	SEPT 13 - 19/2019 2" X 6" AD	50.00
Total 880.110 · Media Buy				210.00
Total 880.100 · Advertising				210.00
880.200 · Publications				
880.240 · Newsletter				
09/09/2019	251376	Print-tech Inc.	2019 FALL NEWSLETTER	3,830.14
09/09/2019	251376	Print-tech Inc.	MAILING SERVICE	423.27
Total 880.240 · Newsletter				4,253.41
Total 880.200 · Publications				4,253.41
880.300 · Marketing Supplies				
880.311 · Exhibits				
09/10/2019	251453	Print-tech Inc.	APRON STRINGS EASTSIDE BANNERS	1,045.63
09/10/2019	251453	Print-tech Inc.	APRON STRINGS AVENUE BANNERS	443.59
09/10/2019	251453	Print-tech Inc.	APRON STRINGS RACK CARDS	188.39
09/10/2019	251626	Print-tech Inc.	APRON STRINGS EASTSIDE BANNERS	98.04
Total 880.311 · Exhibits				1,775.65
880.320 · Misc Marketing Supplies				
09/16/2019	3195	Keybank	GIFT BAG FOR EVAL PROMOTION	29.68
Total 880.320 · Misc Marketing Supplies				29.68
880.340 · Printed Items / Stationary				
09/10/2019	SI-1914645	Namify	Name Badges	34.74
Total 880.340 · Printed Items / Stationary				34.74
Total 880.300 · Marketing Supplies				1,840.07
880.400 · Program Promotion				
880.420 · Youth / Teen Promotion				
880.421 · General Youth/Teen Promotion				
09/10/2019	DB-65541-INV	Dollar Bill Copying	KRC 2019 - LARGE/TABLOID POSTERS	177.53
Total 880.421 · General Youth/Teen Promotion				177.53
Total 880.420 · Youth / Teen Promotion				177.53
880.430 · Library Program Promotion				
880.435 · CDL Songfest				
09/10/2019	8001-R	The Sun Times	SONGFEST	149.00
Total 880.435 · CDL Songfest				149.00

10/11/19

Chelsea District Library

List of Checks for Board Approval

September 2019

Date	Num	Name	Memo	Amount
Total 880.430 · Library Program Promotion				149.00
880.440 · Service / Resource Promotion				
880.441 · General Service/Resource Promo				
09/09/2019	251517	Print-tech Inc.	3'x10' LCSUM BANNER w/GROMMETS	135.00
09/16/2019	3195	Keybank	I LOVE MY LIBRARY STICKERS	131.59
Total 880.441 · General Service/Resource Promo				266.59
Total 880.440 · Service / Resource Promotion				266.59
Total 880.400 · Program Promotion				593.12
880.500 · Purchased Services				
880.510 · General Purchased Services				
09/16/2019	3195	Keybank	SEPT ADOBE IMAGE STOCK SUBSCRIPTION	29.99
Total 880.510 · General Purchased Services				29.99
880.520 · Professional Services				
880.521 · Graphic Design Services				
09/09/2019	0000405	WILDESIGN	GRAPHIC DESIGN - APRON STRINGS, EAST A...	689.00
Total 880.521 · Graphic Design Services				689.00
880.522 · Photography Services				
09/09/2019	2019, 2 OF ...	Burrill Strong Photography	2019 Photography Services (2/2)	1,000.00
Total 880.522 · Photography Services				1,000.00
Total 880.520 · Professional Services				1,689.00
Total 880.500 · Purchased Services				1,718.99
Total 880 · Promotional Materials				8,615.59
884 · Programming				
884.110 · Adult Speakers				
884.111 · Midwest Literary Walk				
09/16/2019	3195	Keybank	MLW MEETING	283.65
Total 884.111 · Midwest Literary Walk				283.65
884.119 · General Adult Events				
09/09/2019	20191003	THE LAKEHOUSE BAKERY	DESSERT BY DECADES 10/03/2019	200.00
09/23/2019	20191008	Batley, Beth	10/08/2019 ADULT BEGINNER KNITTER	180.00
Total 884.119 · General Adult Events				380.00
Total 884.110 · Adult Speakers				663.65
884.120 · Adult Supplies				
884.121 · Refreshments				
09/16/2019	3195	Keybank	COOKIES, CUPS, ETC	38.95
Total 884.121 · Refreshments				38.95
884.126 · General Adult Programs				
09/16/2019	3195	Keybank	SRP GIFT CARDS	50.00
09/24/2019	1YPF-G7W6...	Amazon Capital Services Inc	DA PARTY TABLE CLOTHS ROUND	14.99
09/24/2019	146G-G9VJ-...	Amazon Capital Services Inc	DOWNTON ABBEY PARTY SUPPLIES	52.19
Total 884.126 · General Adult Programs				117.18
Total 884.120 · Adult Supplies				156.13
884.210 · Youth Speakers				
884.212 · General Youth Programs				
09/09/2019	20190924	THE LAKEHOUSE BAKERY	BREAD BAKING PROGRAM 09/24/2019	200.00
09/24/2019	20191021	UNIVERSITY OF MICHIGAN, MUSEUM OF...	DINOSAUR PETTING ZOO	350.00
Total 884.212 · General Youth Programs				550.00

10/11/19

Chelsea District Library

List of Checks for Board Approval

September 2019

Date	Num	Name	Memo	Amount
884.215 · Early Literacy				
09/23/2019	20191010	Batley, Beth	08/08/2019 DANCE ALONG, SING ALONG	90.00
Total 884.215 · Early Literacy				90.00
Total 884.210 · Youth Speakers				640.00
884.220 · Youth Supplies				
884.222 · General Youth Programs				
09/23/2019	1VQJ-1MJK-...	Amazon Capital Services Inc	MAGNET	10.49
Total 884.222 · General Youth Programs				10.49
884.226 · Summer Reading				
09/16/2019	3195	Keybank	REC IT TUESDAY SUPPLIES	59.88
Total 884.226 · Summer Reading				59.88
884.230 · Youth Reading Group				
09/09/2019	2034756000	Baker & Taylor - Program Account	PROGRAM ACCOUNT	130.58
Total 884.230 · Youth Reading Group				130.58
Total 884.220 · Youth Supplies				200.95
884.250 · Story Book Trail				
884.251 · Story Book Trail				
09/23/2019	1VQJ-1MJK-...	Amazon Capital Services Inc	PUPPET	43.93
09/23/2019	19P3-93PP-...	Amazon Capital Services Inc	TARP 5 X 7	7.59
Total 884.251 · Story Book Trail				51.52
884.925 · Story Book Trail - Restricted				
09/16/2019	3195	Keybank	STORYBOOK SEPT BACKING PAGES -	95.18
Total 884.925 · Story Book Trail - Restricted				95.18
Total 884.250 · Story Book Trail				146.70
884.260 · Teen Speakers				
884.265 · YSG Recognition				
09/16/2019	3195	Keybank	YSG PARTY - PAINTING THE ROCK	103.96
09/16/2019	3195	Keybank	YSG PARTY	52.82
09/16/2019	3195	Keybank	YSG PARTY	8.66
09/16/2019	3195	Keybank	YSG PARTY	36.21
Total 884.265 · YSG Recognition				201.65
Total 884.260 · Teen Speakers				201.65
884.270 · Teen Supplies				
884.272 · Teen General Programs				
09/10/2019	1P6F-6LTD-...	Amazon Capital Services Inc	GOLD SILVER COPPER FILAMENTS	39.79
09/10/2019	1P6F-6LTD-...	Amazon Capital Services Inc	HATCHBOX GLOW-IN-THE-DARK FILAMENTS	25.56
09/10/2019	1P6F-6LTD-...	Amazon Capital Services Inc	SANDISK 16GB SD CARDS	25.91
09/10/2019	20190905	COMFORT, STACEY	TTT SUSHI SUPPLIES	63.07
09/16/2019	3195	Keybank	HARRY POTTER ESCAPE ROOM SUPPLIES	7.59
09/23/2019	19P3-93PP-...	Amazon Capital Services Inc	TOOL SETS, MUGS	109.63
Total 884.272 · Teen General Programs				271.55
Total 884.270 · Teen Supplies				271.55
884.400 · Music Focus				
884.411 · Songfest				
09/09/2019	20190914	First Congregational United Church Christ	SONG FEST 2019 GRANT LEE PHILLIPS	100.00
09/10/2019	20190914	BAIRLEY, PAUL	PLAY WITH BAND AT CDL SONGFEST	100.00
09/16/2019	09162019	Coryell, Lori	CHELSEA SONGFEST	67.73
09/16/2019	06152019	Chelsea House Victorian Inn	SONGFEST 2019 - GRANT-LEE PHILLIPS Acco...	202.80
Total 884.411 · Songfest				470.53

10/11/19

Chelsea District Library

List of Checks for Board Approval

September 2019

Date	Num	Name	Memo	Amount
Total 884.400 · Music Focus				470.53
884.800 · Exhibits				
884.801 · Exhibits				
09/09/2019	8831/154	Great Lakes Ace Hardware	APRON STRINGS EXHIBIT SUPPLIES	29.20
09/09/2019	20190912	Lancaster, Terri	APRON STRINGS EXHIBIT GIVEAWAY	25.00
09/09/2019	BK-060101	Mid-America Arts Alliance	FOURTH GRADE PROJECT EXHIBIT 2023	1,425.00
09/16/2019	3195	Keybank	IRON FOR APRON STRINGS EXHIBIT	29.67
09/16/2019	3195	Keybank	FABRIC FOR APRON STRINGS EXHIBIT	42.29
09/16/2019	3195	Keybank	IRONING BOARD FOR APRON STRINGS EXHI...	18.02
09/16/2019	3195	Keybank	APRON STRINGS SUPPLIES	91.14
09/16/2019	3195	Keybank	APRON STRINGS SUPPLIES	179.94
09/16/2019	3195	Keybank	APRON STRING SUPPLIES	49.01
09/16/2019	3195	Keybank	EXHIBIT SUPPLIES - RECEPTION	6.97
09/16/2019	3195	Keybank	EXHIBIT SUPPLIES - RECEPTION	30.32
09/16/2019	3195	Keybank	EXHIBIT SUPPLIES - RECEPTION	44.15
09/20/2019	SEPT STMNT	Costco Anywhere Visa	SUPPLIES FOR STAFFOLD RECEPTION 9/6/19...	143.30
09/23/2019	1QJQ-HJDL...	Amazon Capital Services Inc	STENCILS - ANIMALS	23.79
09/23/2019	1QJQ-HJDL...	Amazon Capital Services Inc	STENCILS - ALPHA	8.79
09/23/2019	1QJQ-HJDL...	Amazon Capital Services Inc	APRONS - KIDS - 12 PK	23.99
09/23/2019	1QJQ-HJDL...	Amazon Capital Services Inc	APRON - CHEF - 3 PK	16.99
09/23/2019	1QJQ-HJDL...	Amazon Capital Services Inc	APRON - BIB - 12 PK	25.99
Total 884.801 · Exhibits				2,213.56
Total 884.800 · Exhibits				2,213.56
Total 884 · Programming				4,964.72
920 · Utilities				
920.110 · City of Chelsea Water				
09/13/2019	09062019	City of Chelsea-Elect & Water	SVC AUG- 7/30-08/30/2019	72.55
09/30/2019	10032019	City of Chelsea-Elect & Water	SEPT WATER	72.55
Total 920.110 · City of Chelsea Water				145.10
920.120 · City of Chelsea Sewer				
09/13/2019	09062019	City of Chelsea-Elect & Water	SVC AUG- 7/30-08/30/2019	152.56
09/30/2019	10032019	City of Chelsea-Elect & Water	SEPT SEWER	152.56
Total 920.120 · City of Chelsea Sewer				305.12
920.130 · City of Chelsea Electric				
09/13/2019	09062019	City of Chelsea-Elect & Water	SVC AUG- 7/30-08/30/2019	4,263.64
09/30/2019	10032019	City of Chelsea-Elect & Water	SEPT ELECTRICITY	3,530.12
Total 920.130 · City of Chelsea Electric				7,793.76
920.150 · City of Chelsea Sprinkler				
09/13/2019	09062019	City of Chelsea-Elect & Water	SVC AUG- 7/30-08/30/2019	259.31
09/30/2019	10032019	City of Chelsea-Elect & Water	SEPT SPRINKLER	220.67
Total 920.150 · City of Chelsea Sprinkler				479.98
920.200 · McKune Gas				
09/16/2019	2695104	Constellation NewEnergy-Gas Division LLC	AUG GAS SERVICE 07/20 - 08/22/2019	112.38
Total 920.200 · McKune Gas				112.38
Total 920 · Utilities				8,836.34
960 · Board & Director Expense				
960.200 · Director Expense				
09/16/2019	3195	Keybank	LUNCH W/DAPHNE HODDER	46.16
09/16/2019	3195	Keybank	MEETING W/MOLLY EVANS - GRAD STUDENT...	61.35
Total 960.200 · Director Expense				107.51
Total 960 · Board & Director Expense				107.51
967 · Equipment				
967.100 · Equipment Hardware				

10/11/19

Chelsea District Library

List of Checks for Board Approval

September 2019

Date	Num	Name	Memo	Amount
967.130 · Mobile Lab				
09/20/2019	1N4K-GPW...	Amazon Capital Services Inc	HEADPHONES - 12 PACK	129.95
Total 967.130 · Mobile Lab				129.95
967.135 · WIFI Hotspots				
09/20/2019	1N4K-GPW...	Amazon Capital Services Inc	BATTERY - MOBILE HOTSPOT	149.70
09/24/2019	1H3G-FYHM...	Amazon Capital Services Inc	BATTERIES FOR HOTSPOTS	53.85
Total 967.135 · WIFI Hotspots				203.55
Total 967.100 · Equipment Hardware				333.50
967.200 · Equipment Software				
09/16/2019	3195	Keybank	BISECT HOSTING FOR MINECRAFT SERVER	12.46
09/16/2019	3195	Keybank	2019 SEPT LICENSE NINITE PRO	20.00
Total 967.200 · Equipment Software				32.46
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
09/05/2019			CIRC Deposit 08/31	-5.90
09/18/2019			CIRC DEP 09/18	-3.30
Total 967.310 · Makerspace Furnishings				-9.20
Total 967.300 · Equipment Furniture & Fixtures				-9.20
Total 967 · Equipment				356.76
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.110 · Director Travel				
09/16/2019	3195	Keybank	FLT TO ST LOUIS - LIBRARY MARKETING CONF	368.60
Total 969.110 · Director Travel				368.60
969.123 · Circulation Services Travel				
09/09/2019	4662	Michigan Library Association	MLA CONFERENCE, NOVI, MI	275.00
Total 969.123 · Circulation Services Travel				275.00
969.143 · Other Staff Travel				
09/16/2019	3195	Keybank	FLT TO ST LOUIS - LIBRARY MARKETING CONF	368.60
Total 969.143 · Other Staff Travel				368.60
969.144 · Committee Meetings				
09/20/2019	20190912	Lancaster, Terri	TLN CIRC MEETING - CANTON PUBLIC LIBRARY	36.65
Total 969.144 · Committee Meetings				36.65
Total 969.100 · Staff Travel				1,048.85
Total 969.001 · Travel				1,048.85
969.600 · Staff Training				
969.620 · Staff in Service				
09/16/2019	3195	Keybank	IN-SERVICE LUNCH	278.52
09/16/2019	3195	Keybank	STAFF IN-SERVICE LUNCHEON	373.30
09/16/2019	3195	Keybank	IN-SERVICE SUPPLIES	81.66
09/16/2019	3195	Keybank	IN-SERVICE SUPPLIES	30.00
Total 969.620 · Staff in Service				763.48
969.940 · Staff Appreciation - Restricted				
09/16/2019	3195	Keybank	STAFF ANNIVERSARY - VIRGINIA KRUEGER	25.00
09/16/2019	3195	Keybank	STAFF ANNIVERSARY - EDITH DONNELL	25.00
09/16/2019	3195	Keybank	STAFF ANNIVERSARY - LESLIE ABCOUWER	25.00
Total 969.940 · Staff Appreciation - Restricted				75.00

10/11/19

Chelsea District Library

List of Checks for Board Approval

September 2019

Date	Num	Name	Memo	Amount
Total 969.600 · Staff Training				838.48
Total 969 · Continuing Education Expenses				1,887.33
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
09/05/2019			CIRC Deposit 08/31	-10.00
09/10/2019	97851145	Midwest Tape	SEPT BOCD ADULT	119.97
09/10/2019	97851147	Midwest Tape	JULY ADULT BOCDs	84.98
09/13/2019	295083	Findaway World, LLC	295083 - REPLACEMENT PLAYAWAYS	39.98
09/13/2019	97888582	Midwest Tape	SEPT BOCD ADULT	174.96
09/13/2019	97888581	Midwest Tape	AUG BOCD ADULT	39.99
09/18/2019			CIRC DEP 09/18	-18.99
09/24/2019	97914334	Midwest Tape	SEPT BOCD ADULT	236.95
09/24/2019	97944751	Midwest Tape	SEPT ADULT BOCD	69.98
09/25/2019	97914351	Midwest Tape	JUNE MULTIPLES BOCD	39.99
Total 982.120 · Adult Books on Disc				777.81
982.140 · Youth Books on Disc				
09/05/2019			CIRC Deposit 08/31	-10.00
09/13/2019	97851403	Midwest Tape	NEW YOUTH AUDIOBOOKS	59.98
09/13/2019	97888584	Midwest Tape	NEW YOUTH AUDIOBOOKS	24.99
09/18/2019			CIRC DEP 09/18	10.00
09/23/2019	19972053	Weston Woods Studios	6 BAKE - POTATO PANTS	28.45
09/24/2019	97914335	Midwest Tape	YOUTH AUDIOBOOKS	286.91
09/24/2019	1080631770	Penguin Random House LLC-New	AUDIOBOOKS -	33.75
Total 982.140 · Youth Books on Disc				434.08
Total 982.100 · Audio Books				1,211.89
982.400 · Non Print				
982.410 · Electronic Products/Subs				
09/20/2019	64764	The Library Network	RENEWAL CONSUMER REPORTS	830.00
Total 982.410 · Electronic Products/Subs				830.00
982.420 · Adult Music on CD				
09/10/2019	97851400	Midwest Tape	JULY ADULT MUSIC CDs	11.99
Total 982.420 · Adult Music on CD				11.99
982.450 · Youth Music CD				
09/10/2019	97851402	Midwest Tape	AUGUST ADULT MUSIC CDs	13.99
Total 982.450 · Youth Music CD				13.99
982.460 · DVD Feature				
09/05/2019			CIRC Deposit 08/31	-19.99
09/10/2019	97785877	Midwest Tape	DVD ADULT FEATURE	206.90
09/10/2019	97851146	Midwest Tape	SEPT DVD ADULT FEATURE	258.64
09/13/2019	97887879	Midwest Tape	SEPT DVD ADULT FEATURE	271.40
09/13/2019	97888585	Midwest Tape	OCT DVD ADULT FEATURE	173.19
09/24/2019	97914338	Midwest Tape	OCT ADULT FEATURE DVD	160.43
09/24/2019	97943739	Midwest Tape	DVD ADULT FEATURE	20.24
09/24/2019	97914353	Midwest Tape	UNPLANNED DVD	22.49
09/24/2019	97914337	Midwest Tape	SEPT ADULT FEATURE DVD	159.67
09/24/2019	97944753	Midwest Tape	OCT ADULT FEATURE DVD	172.41
Total 982.460 · DVD Feature				1,425.38
982.470 · DVD Non-Fiction				
09/10/2019	97851404	Midwest Tape	SEPT ADULT NF DVD	18.74
09/24/2019	97914352	Midwest Tape	OCT ADULT NF DVD	14.99
09/24/2019	97914350	Midwest Tape	SEPT ADULT NF DVD	29.98
09/24/2019	97944750	Midwest Tape	OCT ADULT NF DVD	11.24
Total 982.470 · DVD Non-Fiction				74.95

10/11/19

Chelsea District Library

List of Checks for Board Approval

September 2019

Date	Num	Name	Memo	Amount
982.480 · Youth Video DVD				
09/09/2019	97720134	Midwest Tape	FAMILY AND ANIME DVDs	140.17
09/09/2019	97851148	Midwest Tape	FAMILY AND ANIME DVDs	44.98
09/09/2019	97888580	Midwest Tape	FAMILY AND ANIME DVDs	16.48
09/13/2019	97820023	Midwest Tape	FAMILY AND ANIME DVDs	93.70
09/13/2019	97851149	Midwest Tape	FAMILY AND ANIME DVD	11.24
09/23/2019	97914339	Midwest Tape	FAMILY AND ANIME DVD	11.24
09/23/2019	97944754	Midwest Tape	DVD	11.24
Total 982.480 · Youth Video DVD				329.05
Total 982.400 · Non Print				2,685.36
982.500 · Local History Preservation				
982.510 · Local History Preservation				
09/13/2019	0150128-IN	Graphic Sciences, Inc.	DIGITIZATION - SUN (2018), GUARDIAN (2018)	271.31
Total 982.510 · Local History Preservation				271.31
Total 982.500 · Local History Preservation				271.31
982.600 · Periodical & Newspapers				
982.620 · Daily Newspapers				
09/13/2019			SUBSCRIPTION NOT DELIVERED	-315.39
Total 982.620 · Daily Newspapers				-315.39
982.630 · Magazines				
09/05/2019			CIRC Deposit 08/31	-10.00
09/18/2019			CIRC DEP 09/18	-5.00
Total 982.630 · Magazines				-15.00
Total 982.600 · Periodical & Newspapers				-330.39
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
09/09/2019	2034750169	Baker & Taylor - Adult Large Print	2034750169	78.76
09/24/2019	2034770464	Baker & Taylor - Adult Large Print	2034770464 -	148.59
Total 982.710 · Adult Large Print				227.35
982.720 · Adult Print General				
09/05/2019			CIRC Deposit 08/31	-112.97
09/09/2019	2034741756	Baker & Taylor - Adult	ADULT ACCT	377.89
09/13/2019	2034751682	Baker & Taylor - Adult	ADULT ACCT	444.86
09/18/2019			CIRC DEP 09/18	-42.99
09/23/2019	19P3-93PP-...	Amazon Capital Services Inc	CAIRO	20.89
09/24/2019	2034758283	Baker & Taylor - Adult	ADULT ACCT	321.04
09/24/2019	2034779990	Baker & Taylor - Adult	ADULT ACCT	337.57
09/24/2019	2034767080	Baker & Taylor - Adult	ADULT ACCT	474.76
09/24/2019	1FNL-NVGK...	Amazon Capital Services Inc	FIC TITLES	24.18
Total 982.720 · Adult Print General				1,845.23
982.740 · Multiple Book Copies				
09/09/2019	2034737685	Baker & Taylor - Adult Multiples	MULTIPLES	31.77
Total 982.740 · Multiple Book Copies				31.77
Total 982.705 · Adult Print				2,104.35
982.755 · Youth Print				
982.760 · Youth Print General				
09/05/2019			CIRC Deposit 08/31	-49.96
09/09/2019	2034737833	Baker & Taylor - Juvenile	JUVENILE ACCT	125.35
09/09/2019	2034742212	Baker & Taylor - Youth Memorial	YOUTH MEMORIAL	9.94
09/09/2019	2034742617	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	211.36
09/09/2019	2034744894	Baker & Taylor - Young Adult	YOUNG ADULT	363.12
09/09/2019	2034745720	Baker & Taylor - Auto Yours Cats	AUTO YOURS CATS	99.25

10/11/19

Chelsea District Library
List of Checks for Board Approval
September 2019

Date	Num	Name	Memo	Amount
09/18/2019			CIRC DEP 09/18	-41.89
09/24/2019	2034766839	Baker & Taylor - Youth Memorial	YOUTH MEMORIAL	20.42
09/24/2019	2034771643	Baker & Taylor - Young Adult	YOUNG ADULT	56.68
09/24/2019	2034760988	Baker & Taylor - Juvenile	JUVENILE ACCT	173.25
09/24/2019	2034775515	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	111.61
09/24/2019	2034767593	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	235.14
09/24/2019	2034767173	Baker & Taylor - Juvenile	JUVENILE ACCT	63.84
Total 982.760 - Youth Print General				1,378.11
Total 982.755 - Youth Print				1,378.11
Total 982.700 - Print				3,482.46
Total 982 - Collection Expense				7,320.63
TOTAL				130,210.31

Chelsea District Library
Donation and Restricted
January through September 2019

	Jan - Sep 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation			
674.100 · Designated Adult Collection	50	50	0
674.101 · Designated Youth Collection	90	90	0
674.110 · Designated Adult Programming	7,250	6,250	1,000
674.111 · Designated Youth Programming	7,850	7,850	0
674.112 · Designated Music Focus Programs	6,300	6,300	0
674.120 · Undesignated Donation	3,570	3,565	5
674.141 · Designated Technology	3,000	3,000	0
674.200 · Friends of the Library Donation	840	840	0
Total 674 · Contribution & Donation	28,950	27,945	1,005
675 · Private Grant Sources			
675.100 · Community Found Southeast MI	10,000	10,000	0
675.300 · Chelsea Wellness Foundation	5,400		
675.400 · Chelsea Ed Foundation	1,000	1,000	0
Total 675 · Private Grant Sources	16,400	11,000	5,400
Total Income	45,350	38,945	6,405
Gross Profit	45,350	38,945	6,405
Expense			
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	0	3,000	(3,000)
Total 850.300 · TLN Internet Service	0	3,000	(3,000)
Total 850 · Telecommunications	0	3,000	(3,000)
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	3,000	3,000	0
884.953 · Youth Prog Rest Chelsea Ed Foun	593	1,000	(407)
Total 884.211 · Authors in Chelsea	3,593	4,000	(407)
Total 884.210 · Youth Speakers	3,593	4,000	(407)
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	1,177	1,150	27
884.962 · Music in the Air - Restricted	4,637	5,150	(513)
Total 884.400 · Music Focus	5,814	6,300	(486)
884.500 · Artist In Residence			
884.970 · Artist in Resdience Restricted	11,000	12,000	(1,000)
Total 884.500 · Artist In Residence	11,000	12,000	(1,000)
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	1,500	1,500	0
884.912 · Adult Prog Rest Gifts General	0	520	(520)
884.913 · Adult Prog Rest Gifts SRP	750	850	(100)
884.914 · Adult Prog Rest Gifts MWest LW	3,000	3,000	0

Chelsea District Library
Donation and Restricted
January through September 2019

	<u>Jan - Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
Total 884.910 · Adult Programming Restricted	5,250	6,870	(1,620)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	370	1,000	(630)
884.923 · Youth Prog Rest Gifts SRP	3,850	3,850	0
Total 884.920 · Youth Programming Restricted	4,220	4,850	(630)
Total 884 · Programming	29,877	34,020	(4,143)
967 · Equipment			
967.900 · Equipment Restricted Gifts			
967.910 · Equipment Rest Gifts	0	1,765	(1,765)
Total 967.900 · Equipment Restricted Gifts	0	1,765	(1,765)
Total 967 · Equipment	0	1,765	(1,765)
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Appreciation - Restricted	1,107	1,540	(433)
Total 969.600 · Staff Training	1,107	1,540	(433)
Total 969 · Continuing Education Expenses	1,107	1,540	(433)
982 · Collection Expense			
982.910 · Adult Collection Restricted	0	50	(50)
982.920 · Youth Collection Restricted	59	90	(31)
Total 982 · Collection Expense	59	140	(81)
Total Expense	31,043	40,465	(9,422)
Net Ordinary Income	14,307	(1,520)	15,827
Net Income	14,307	(1,520)	15,827

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

	TOTAL											
	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Jan - Sep 19	Budget	% of Budget
Ordinary Income/Expense												
Income												
402 - District Revenue	594,401	816,483	219,041	44,006	(15,867)	66,754	67	0	1,311	1,726,196	1,752,176	99%
540-100 - State Aid	0	29,485	0	5,957	0	0	6,074	0	0	41,516	52,043	80%
574-100 - Penal Fines	0	0	0	0	0	0	0	20,151	0	20,151	20,000	101%
607-100 - Non-Resident Fees	564	749	563	219	761	312	500	94	188	3,950	6,000	66%
645-100 - Copiers & Printers	65	960	667	481	742	240	711	503	716	5,085	7,000	73%
655-100 - Circulation Fines	1,772	1,584	1,630	1,718	1,669	1,688	1,682	1,759	1,433	14,935	22,000	68%
665-100 - Interest	30	68	48	39	24	14	16	14	13	266	45,000	7%
666-100 - Investment Earnings	61	55	2,487	293	320	0	0	0	0	3,216	41,764	7%
666-500 - Investment Change in Value	12,063	1,598	(3,343)	17,178	10,893	0	0	0	0	38,389	27,945	104%
674 - Contribution & Donation	7,740	500	4,465	1,100	5,560	2,890	140	5,555	1,000	28,950	11,000	149%
675 - Private Grant Sources	10,000	0	1,000	0	0	0	0	0	5,400	16,400	5,400	98%
Total Income	626,696	851,482	226,558	70,991	4,102	71,898	9,190	28,076	10,061	1,899,054	1,943,164	98%
Gross Profit	626,696	851,482	226,558	70,991	4,102	71,898	9,190	28,076	10,061	1,899,054	1,943,164	98%
Expense												
701 - Personnel Expenses	43,209	77,748	123,383	83,096	83,820	81,294	87,923	129,030	83,476	792,979	1,141,773	69%
727 - Supplies	1,347	585	481	2,265	2,246	1,072	6,345	813	876	16,030	22,050	73%
801 - Professional Services	11,856	8,706	1,746	6,795	1,238	2,107	1,939	1,236	4,180	39,803	100,306	40%
803 - Maintenance Service Contracts	12,334	7,092	8,264	12,649	8,375	8,689	18,279	4,211	7,723	87,618	129,929	67%
850 - Telecommunications	(1,775)	2,125	2,077	3,979	2,070	3,695	2,923	1,920	1,866	18,880	37,400	50%
880 - Promotional Materials	2,863	6,360	2,421	2,469	4,350	6,871	4,218	3,838	8,616	42,006	62,851	67%
884 - Programming	1,937	15,217	17,803	7,865	12,371	5,045	10,959	12,805	4,965	89,967	124,545	72%
885 - Volunteer	0	30	284	475	69	0	158	(46)	0	968	2,400	40%
920 - Utilities	0	4,738	5,079	4,637	4,669	4,617	5,187	6,403	8,836	44,166	56,550	78%
960 - Board & Director Expense	13,163	0	0	8,699	0	0	8,699	575	0	1,094	3,200	34%
965 - Automation Services	735	3,083	6,662	2,068	1,375	564	1,172	1,942	357	31,136	42,795	73%
967 - Equipment	2,554	1,931	1,078	476	3,905	486	4,237	293	1,887	17,958	26,765	67%
969 - Continuing Education Expenses	1,500	5,699	25,180	57,697	0	17,839	0	0	0	16,847	25,700	66%
980 - Capital Expense	6,151	27,925	9,595	8,124	10,559	13,098	28,140	18,813	7,321	107,915	174,966	62%
982 - Collection Expense	95,874	161,239	204,140	201,356	135,572	146,397	180,400	181,902	130,211	129,726	175,009	74%
Total Expense	530,822	690,243	22,418	(130,365)	(131,470)	(74,499)	(171,210)	(153,826)	(120,150)	1,437,091	2,126,239	68%
Net Ordinary Income										461,963	(183,075)	
Other Income/Expense												
Other Expense												
999.001 - Transfer to Capital Improvement	0	0	0	0	0	0	0	0	0	0	(57,057)	0%
999.002 - Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	0	0	0	(2,900)	0%
999.025 - Carry from General Fund	0	0	0	0	0	0	0	0	0	0	(123,118)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	(183,075)	0%
Net Other Income												
Net Income	530,822	690,243	22,418	(130,365)	(131,470)	(74,499)	(171,210)	(153,826)	(120,150)	461,963	0	100%

Chelsea District Library
Profit & Loss Prev Year Comparison
January through September 2019

	Jan - Sep 19	Jan - Sep 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 • District Revenue	1,726,194.43	1,738,199.63	-12,005.20	-0.69%
501.001 • Grants	0.00	300.00	-300.00	-100.0%
540.100 • State Aid	41,515.50	11,007.16	30,508.34	277.17%
574.100 • Penal Fines	20,151.30	20,999.62	-848.32	-4.04%
607.100 • Non-Resident Fees	3,947.94	4,166.66	-218.72	-5.25%
645.100 • Copiers & Printers	5,084.86	5,685.48	-600.62	-10.56%
655.100 • Circulation Fines	14,934.85	15,773.65	-838.80	-5.32%
665.100 • Interest	266.83	170.64	96.19	56.37%
666.100 • Investment Earnings	3,215.49	31,633.21	-28,417.72	-89.84%
666.500 • Investment Change in Value	38,389.86	-35,641.09	74,030.95	207.71%
674 • Contribution & Donation	28,950.00	38,260.00	-9,310.00	-24.33%
675 • Private Grant Sources	16,400.00	0.00	16,400.00	100.0%
Total Income	1,899,051.06	1,830,554.96	68,496.10	3.74%
Gross Profit	1,899,051.06	1,830,554.96	68,496.10	3.74%
Expense				
701 • Personnel Expenses	792,980.57	779,318.84	13,661.73	1.75%
727 • Supplies	16,029.23	12,112.36	3,916.87	32.34%
801 • Professional Services	39,804.11	58,749.76	-18,945.65	-32.25%
803 • Maintenance Service Contracts	87,614.66	99,196.06	-11,581.40	-11.68%
850 • Telecommunications	18,880.74	19,075.61	-194.87	-1.02%
880 • Promotional Materials	42,005.36	43,712.72	-1,707.36	-3.91%
884 • Programming	89,967.73	83,692.99	6,274.74	7.5%
885 • Volunteer	967.18	851.34	115.84	13.61%
920 • Utilities	44,167.30	38,586.97	5,580.33	14.46%
960 • Board & Director Expense	1,093.87	1,376.13	-282.26	-20.51%
965 • Automation Services	31,136.43	35,462.78	-4,326.35	-12.2%
967 • Equipment	17,958.80	19,913.17	-1,954.37	-9.81%
969 • Continuing Education Expenses	16,846.95	17,379.73	-532.78	-3.07%
980 • Capital Expense	107,915.47	68,958.56	38,956.91	56.49%
982 • Collection Expense	129,724.59	108,743.56	20,981.03	19.29%
Total Expense	1,437,092.99	1,387,130.58	49,962.41	3.6%
Net Ordinary Income	461,958.07	443,424.38	18,533.69	4.18%
Net Income	461,958.07	443,424.38	18,533.69	4.18%

CHELSEA DISTRICT LIBRARY

Fund Balances

September-19

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank

Paypal Account

Cash on Hand

Beginning Balance	Net Change	Ending Balance
\$218,189.22	-\$123,266.12	\$94,923.10
\$0.00	\$0.00	\$0.00
<u>\$218,189.22</u>	<u>-\$123,266.12</u>	<u>\$94,923.10</u>

Ameriprise Account

Fixed Income Fund

Money Market Fund

Investment Partners Total

1471061.62	-\$5,224.97	\$1,465,836.65
\$300,000.00	\$0.00	\$300,000.00
<u>\$1,771,061.62</u>	<u>-\$5,224.97</u>	<u>\$1,765,836.65</u>

Total General Fund

<u>\$1,989,250.84</u>	<u>-\$128,491.09</u>	<u>\$1,860,759.75</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$339,350.28</u>	<u>\$27.89</u>	<u>\$339,378.17</u>
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Original Investment

Date	Source	Amount
6/26/2009	General Fund	600,000
12/31/2009	General Fund	254,646
12/31/2010	General Fund	66,000
3/31/2012	General Fund	300
3/31/2012	Cap Improvement Fund	155,274
3/31/2015	Infinex Money Market Fund	1,737
	Total Investment	1,077,957

Investment Activity

Date	Value
9/30/2019	1,465,837
Invested	1,077,957
Increase 6/2009 – 12/31/2018	327,347
2019 Change (Current Year)	60,533
Withdrawal / Deposit	0

Investment Distribution

Fund	Value
Capital Reserve Fund	867,700
Capital Improvement Fund	42,943
General Fund from Investment	167,314
Investment Services Fund	387,880
(Interest - Fees + Change in Value)	1,465,837

Report for 09/30/2019

Note: 2019 Budget moves
 \$57,057 from Capital
 Improvement Fd to General Fd
 Note: 2019 Budget moves
 \$22,100 from General Fund to
 Capital Reserve Fund

Note: Fund Adjusts entered 2/12/2019

Note: 2019 Budget moves
 \$25,000 from Capital Reserve
 Fund to General Fund

\\seuss\stafffolders\mbudzinski\Documents\Bookkeeper MSB\Finance 2019\Investments full year reconciliation 2019

Ameriprise**Account no. 0000-4823-9221-4**

GL 017.004

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawal	Change in Value	Ending balance
Dec-18	1,405,303.97						
Jan-19	1,405,303.97		60.60			12,063.28	1,417,427.85
Feb-19	1,417,427.85		54.74			1,597.69	1,419,080.28
Mar-19	1,419,080.28		2,487.24			-3,342.77	1,418,224.75
Apr-19	1,418,224.75		292.70			17,178.31	1,435,695.76
May-19	1,435,695.76		320.21			10,893.35	1,446,909.32
Jun-19	1,446,909.32		2,599.71			5,281.00	1,454,790.03
Jul-19	1,454,790.03		286.44			-2,873.35	1,452,203.12
Aug-19	1,452,203.12		222.95			18,635.55	1,471,061.62
Sep-19	1,471,061.62		2,369.48			-7,594.45	1,465,836.65
Oct-19	1,465,836.65						1,465,836.65
Nov-19	1,465,836.65						1,465,836.65
Dec-19	1,465,836.65						1,465,836.65
Balance	1,405,303.97	0.00	8,694.07	0.00	0.00	51,838.61	1,465,836.65
GL							1,446,909.32

DIRECTOR'S REPORT

Library Director's Report on September 2019

Respectfully submitted for October 2019 Board Meeting

Staffing Updates

Work Anniversary

We celebrated four work anniversaries this month. Congratulations to all!

- Library Aide Julie Pecka, four years on September 15
- Library Assistant Deb Pilarz, thirteen years on September 8
- Library Assistant Amy Zoran, seven years on September 27
- Assistant Director Linda Ballard, 24 years on September 18

New Adult Services Librarian

I am pleased to announce that we have a new Adult Services Librarian! Catherine Sossi is a utility player with a background in both Youth and Adult Services. She has worked at Southfield Public Library, Salem-South Lyon Library, and Detroit Public Library. Her start date is Monday, October 21. Welcome, Catherine!

Word of Mouth Marketing

Kids Read Comics

Kids can meet local comic book artists, participate in hands-on workshops, collect raffle tickets for prizes, discover new comic books, and take home free comics on Saturday, October 26 from 10am – 5pm.

Library Card Sign Up Month

September's efforts to encourage new library card registrations was a success! More than 130 adults and children got their first Chelsea Library Card during September.

Out and About – September 2019

- Facilitated Rotary Search Committee meetings – September 5 & 24
- Hosted Dottie Staffeld Memorial event – September 5
- Led CRC tour of Apron Strings – September 9
- Guested on Martin Bandyke's (107one) program to promote Song Fest – September 10
- Song Fest – September 14
- Attended Rotary meeting—September 17
- Escorted schoolkids for Walk to School Wednesday – September 11 & 25
- Assisted with virtual reality program at St. Louis Center – September 19
- Helped with Rotary valet parking at St. Louis Center donor event – September 19
- Facilitated Shared Automated System Users' Group meeting – September 26

Looking Ahead to October 2019

- Rotary meetings – October 1, 8, 15, and 22
- Walk to School Wednesdays – October 2, 9, 16, 23, 30
- Lunch at CRC – October 3
- Direct Dialoguing program at CSC – October 6
- Friends meeting – October 10
- Friends Tea Party – October 19
- Meet with AADL Director Josie Parker – October 24
- Citizen of the Year & Lifetime Achievement Banquet – October 24

Strategic Plan 2017-19 Update

Goal progress from September 2019 is shared below.

Goal 1.1 Realize the highest potential of the Library facility, fully utilizing all existing space to support optimal patron usage and experience.

Goal 1.2 Continue to diversify the Library's revenue sources.

Goal 1.3 Continue to advocate for and support high-speed Internet access throughout the Library service area.

Goal 2.1 Increase awareness/visibility of the Library throughout the community.

- Article in 5 Healthy Towns Connected publication on Storybook trail

Goal 2.2 Conduct regular, meaningful outreach and engagement with residents and representatives of the rural areas of the Library's service district.

- Held library card sign ups at each township hall

Goal 2.3 Strengthen and sustain relationships with schools in the district.

Goal 3.1 Enhance the Library's programs, collections, and services to address the needs and interests of teenage patrons.

Goal 3.2 Provide leadership around issues of diversity, equity, and inclusion through our programs, collections, and services.

- Grant-Lee Phillips as featured songwriter for Song Fest

Goal 3.3 Expand the Library's collection of non-traditional items.

Goal 3.4 Collaborate with our community's senior population to create deliberately designed intergenerational programming opportunities.

- Apron Strings exhibit offering all generations opportunities to share personal/family stories

**Chelsea District Library
Assistant Director's Report
Sep 2019**

Facility

Design Think update: We have a plan to finish the furniture upholstery by the end of the year. The teen benches and the youth lounge chairs will be done in mid-October, then the four lounge chairs that sit near the New Books upstairs, and last but not least, the four tall-back lime green chairs in the periodical reading area. Stop by and see the teen benches- they look great and the vinyl seats will serve up much better than the old fabric ones did.

Sept/Oct are our usual months for doing the HVAC fall maintenance, getting the system ready for heating season. That was done this month and I had the tech look at the Info Services offices to see if we could determine why they don't seem to be getting the proper air flow up there. He found bad actuators on both of the boxes that serve those areas and ordered replacement parts. I am also waiting for quotes on the phase monitors and the refrigerant monitor. Looks like we are going to use up all of our maintenance contingency after all.

The facility news I am most excited about this month is that the window well finally received a much needed new coat of paint! Meg Gower and I have been trying to get this done for about three years but have been foiled by the weather each time. This fall finally cooperated and it looks so much better now. We still need to put the animals back out (once we weather proof them) and we are working on a way to display a communication piece that explains the quotes and animals. Meg will work with Patty on that part and we hope to roll it out in the spring.

Programs/meetings/outreach/HR

With the promotion of Shannon Powers to Head of Info Services, we needed to replace her with another full-time adult services librarian. We held interviews this month and had two candidates we were very excited about. We hired Catherine Sossi (pronounced "saucy") and she starts on Oct. 21st.

Our monthly all-staff meeting focused on first aid, including training on how to use Narcan. This medication is administered via nose spray and is used whenever we suspect a person may be experiencing an opioid overdose. It is simple to use and will not harm the person if they aren't actually experiencing an overdose. We will have a two-dose box at the Check Out desk and the 2nd floor reference desk.

Volunteers

We had 172.5 book sale hours this month and 167.5 non-book sale hours, for a total of 340 hours.

Respectfully submitted-
Linda Ballard
Assistant Director

Volunteer Area	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Booksale	200.50	206.00	160.00	273.00	179.00	186.50	220.00	155.00	172.50	0.00	0.00	0.00	1752.50
CPU	8.00	3.00	0.00	1.50	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	14.50
Local History	27.00	27.25	23.00	33.50	35.75	29.25	20.00	11.25	39.50	0.00	0.00	0.00	246.50
Program	9.25	26.25	7.50	10.00	3.50	32.00	1.50	9.50	11.00	1.50	0.00	1.50	113.50
Workroom	20.25	20.25	27.00	28.00	26.50	35.50	25.25	30.00	75.50	0.00	0.00	0.00	288.25
Friends	20.00	6.50	23.00	18.25	17.75	12.50	6.25	22.00	24.50	0.00	0.00	0.00	150.75
YSG	40.00	54.00	29.50	48.50	47.50	378.50	407.50	26.00	11.00	0.00	0.00	0.00	1042.50
Board Trustees incl.comm mtgs	6.00	6.00	8.50	7.50	6.00	3.00	7.00	7.5	6.00	0.00	0.00	0.00	57.50
Monthly Totals	331.00	349.25	278.50	420.25	317.00	678.25	687.50	261.25	340.00	1.50	0.00	1.50	3666.00
Non Book sale	130.50	143.25	118.50	147.25	138.00	491.75	467.50	106.25	167.50	1.50	0.00	1.50	1913.50

September Program Information

Date	Event	Attendance
Adult Programming (7 Programs, 118 Attendees)		
9/4	Reading Glasses	14
9/8	Sculpture Walk	14
9/10	Apron Embellishment Presentation	38
9/11	Place That Face	15
9/17	Busy People Book Club	8
9/23	Adult/Senior VR	8
9/28	Downton Abbey Party	21
Youth Programming (20 Programs, 331 Attendees)		
9/3, 9/10, 9/17, 9/24	Babytime	26,28,14,19
9/4, 9/11, 9/18, 9/25	Preschool Storytime	10, 11, 2, 4
9/5, 9/12, 9/19, 9/26	Toddler time	15, 31, 28, 27
9/9	Minecraft Monday	13
9/17	Tween Book Club	9
9/19	READ to Library Dogs	8
9/7	Sensory Open Play	13
9/10	Truth or Lie Dinosaur Book Club	11
9/13	Homeschool Meet-up	10
9/21	Kinderconcert	23
9/24	Kids Banana Bread Making Workshop	29
General Programming (4 Programs, 205 Attendees)		
9/9, 9/22	Apron Strings Tours	14
9/5	Staffeld Dedication and Reception	15
9/14	Songfest	176
Teen Programming (3 Programs, 8 Attendees)		
9/5, 9/19	That Thursday Thing	1, 3
9/6	Teen VR	4
Outreach (Adult 4/62 , Teen 0/0, Youth 1/18 , Awareness 2/29)		
9/12 (A)	Book Clubs (Pines, Silver Maples)	8, 14
9/13 (A)	Spelling Bee at Glazier	14
9/3, 5,12 (A)	Chelsea Retirement Com.: Ipad, Computer Training	2,4,0,
9/11, 9/18 (Awar)	Walk to School Wednesdays	15, 14
9/13, 9/23 (A)	VR at St. Louis Center	13, 7
9/13 (Y)	Storytime at Mudpies and Lullabies Daycare	18
*Denoted Strategic Plan Initiative		
(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach (Awar) Denotes Awareness Events		

Information Services Report: September 2019
Shannon Powers, Head of Information Services

Services	Sep. 2019	Sep. 2018
Reference Questions	2443	2334
Homebound & Deposit Book Deliveries	20	18
OCLC Interlibrary Loan	9	10

Shannon Powers, Head of Information Services

September I began my new position as Head of Information Services, and hit the ground running with a series of programs, outreach events, and exhibit tours. I hosted the Sculpture Walk guided tour with Crystal Scott, helped run Songfest, assisted with the Downton Abbey Party, and planned a tour of the Apron Strings exhibit for a group of residents from the Chelsea Retirement Community, prepping docent cards and soliciting tour guides. I also led a tour of the exhibit for St. Louis Center residents, including a fun apron making craft. This was the first step for me in furthering this important partnership with the St. Louis Center.

Much of this month was devoted to learning the new responsibilities of the job, including meeting with the youth and adult librarians to plan programming and re-assign responsibilities and collections. We made progress planning future events, including the Veteran's Day event coming up in November, and the programming for the winter quarter. The Washtenaw Reads book was also announced, and I was able to reach out to CHS and confirm that they wanted to include the book in their AP English Lit curriculum.

I was able to sit-in on a babytime session this month, and plan to continue to observe more of our youth programs to familiarize myself with the teen and youth services we do and can provide. I also worked with Margaret to transition the book delivery service to her, and to continue to train her on her new responsibilities as a full-time adult librarian.

I had my first newsletter submission and met with Patty and Lori to go over the layout and discuss winter programs and exhibits. I also met with Ron and Terri to discuss department collaborations and our return to a former model for staffing the reference desks. Lori and I also met with staff at the Senior Center to prep for the October Speed Repping program.

On top of these normal duties, Lori, Linda and I interviewed candidates for the Adult Services Librarian position and were successful in securing a fantastic new librarian for the team!

Laura Brown, Adult Information Services Librarian

September was a busy month full of fun programming. Reading Glasses met for the first time on its new date/time: first Wednesdays at 6:30pm at Ugly Dog. We had a nice discussion of *The Immortalists* by Chloe Benjamin. Silver Maples book club also met this month where we read *The Death of Mrs. Westaway* by Ruth Ware. I held a Downton Abbey Tea Party at the Chelsea Depot where we did crossword puzzles, had a scavenger hunt, made quote coasters, raffled off prizes, gave away candles set in tea cups I made, and, of course, drank tea and ate treats.

CDL's varied displays continued with one I created for the Nutrition Month Instapot drawing we are having with our St. Joseph Mercy Chelsea hospital partnership. I also created the book display in the lobby for Apron Strings, as well as a new Biography display for NF DVDs.

The winter newsletter deadline was mid-month. I wrote text about the suffrage movement for the back page. I also organized programming for our upcoming Washtenaw Reads book, *Dear America*, as well as other adult winter quarter programming.

With our upcoming Veteran's Day presentation with the city in November, I've been working with Jim Alford, who will be our main speaker, as well as Tom Zatkovich, who is the honored veteran this year.

I'm always busy ordering something for the adult collection. With Shannon taking on Keegan's responsibilities, I've had a lot on my plate as I inherited CDL's adult fiction and large print collections, as well as our Overdrive Advantage collection of e-books. In preparation for displaying our large holiday collections, I also weeded holiday music CDs and holiday DVDs.

We had some major newspaper delivery issues over the last few months with the *Detroit Free Press*, but I believe they are finally solved. Jessica and I also spent significant time organizing our outer office as we anticipate the arrival of our new adult librarian in October.

Margaret Loebe, Adult Information Services Librarian

As a part time librarian who has become full time, this month, I have a lot of learning to do. I have taken on CDL Delivers and local and family history as foci, so I have spent quite a bit of time learning about CDL Delivers and working with patrons and volunteers. I look forward to growing the CDL Delivers program, as I think it's essential for access in our community.

I had a couple of high engagement reference interviews:

A patron had a short term tech need. She had already created the memorial PowerPoint for a loved one, but she needed help getting music to play in the background. I helped her rip the CD onto her machine and create a playlist so one song would play on loop. I assisted her in embedding the presentation and we found a file sharing service that she could use to send the file to friends.

A patron is a sponsor of a Filipino student's schooling in the Philippines. They discuss the student's coursework, which has lately included English lit. The patron is going to read a translated classic of Filipino literature so they can discuss it. The patron brought in the title and author, and we searched for it. And searched and searched and searched. TLN doesn't have the title. Finally, I found the translated title (a very pretty illustrated version with both Tagalog and English) in 2017 in WorldShare. There are 24 libraries in the world who have it, and only one is one we could request it from through ILL. However, I used that ISBN to find the item on Amazon, and the patron is going to purchase it.

In July, I began Library Recess, a self-directed program series. Every month, I set up an activity for patrons to engage with. This month, in conjunction with Apron Strings, I set up a table near the adult Ref desk with blank Recipe Cards and an assortment of rubber stamps, ink pads, and colored pencils. Patrons decorated 67 cards, and the activity generated several conversations about the exhibit. I look forward to continuing to grow this program series and to support the library's offerings with it.

I led the Book Club for Busy People this month, which was the first month for this program. We read *The Lightkeeper's Daughter*, a beautiful novel set on Lake Superior. The 8 participants had a lively discussion about the intricately plotted novel.

I have been purchasing materials for much of the non-fiction collection (particularly with the staffing changes, many of those responsibilities have come to me). A few of the titles that patrons have been interested include: *The Art of Statistics* by David Spiegelhalter, a clear and visually appealing explanation of statistics and *March Sisters* edited by Kate Bolick, which is a collection of essays about *Little Women*.

Stacey Comfort, Youth & Teen Information Services Librarian

The end of summer may mean the beginning of the school year for our teens, but it also means a return to That Thursday Thing programming for me. We had a great time playing Bears vs. Babies and Superfight at the Board Game Bonanza, and because of this, I plan to have board games available at future TTT nights as a way to wind down from the main activity. I reached out to Todd Dziobak, owner of the local comic shop, Secret Crisis Comics, to get some recommendations and learn the mechanics of popular games, too.

I also had several 3D Printing appointments, after Edith's dinosaur program used some of the 'dragon eggs' I had made for her scavenger hunt. I've also started working with Ron on the Adult VR nights, which are a lot of fun for both us and the patrons. My teen VR has been busier, as well, and I have several repeat visitors. We're discussing getting more games for the Playstation 4 and Lenovo units to keep interest up.

I began purchasing adult graphic novels this month, and started by making sure we had popular and important works like the Eisner-winning Saga series, and George Takei's telling of his time in a Japanese internment camp, *They Called Us Enemy*. I look forward to curating this collection, as well as my teen fiction and teen graphics, which were both weeded this month.

Edith Donnell, Youth & Teen Information Services Librarian

September was a month for fun and exploration. Highlights include a fun minecraft monday where kids built their own schools, a dino themed early reader book club where kids did a crazy scavenger hunt around the youth area before reading true and false dinosaur facts to one another, and homeschool families visited a biodynamic farm in Grass Lake.

I was also busy preparing promotional materials for Kids Read Comics, and finaling Winter programming. I purchased video games, dvds, weeded Playaway Views, and ordered Kirkus starred review items.

Jessica Zubik, Youth & Teen Information Services Librarian

September was an incredibly busy month as Shannon transitioned to the Head of our department and we jumped right into programming for the new quarter. I am now overseeing the StoryBook Trail, and had the opportunity to set up the September story pages at the beginning of the month, as well as prepare the October story from start to finish! It is a fun but highly-involved project, and I'll be spending some time in October looking for ways to streamline the process.

We're always looking for ways to connect with organizations and businesses in the Chelsea community, and this month I collaborated with Keegan Rogers, owner of the Lakehouse Bakery, for a banana bread baking workshop for kids and their families. It was a messy good time (mashing bananas with our hands!) and we are hoping to team up for programs in the spring and summer. I also presented an outreach storytime at Mudpies & Lullabies Daycare for the first time and created a take-home early literacy handout that went home with each child with coordinating activities families could do together

at home. Going forward, we'll be including these handouts at all outreach storytimes and other preschool events!

Two other programming successes included facilitating the very first Sensory Open Playtime and an inspiring discussion at Tween Book Club. Sensory Open Playtime was such an enjoyable, low-key time with several families who have children with special needs. I set up sensory stations in KidSpot, such as kinetic sand, water beads, a dino dig, and reading station with touch-and-feel books, and the kids responded well to this open environment where they could choose which activities they wanted to try while their parents had a chance to chat. And at book club, we read *The Westing Game* and our discussion led into several questions about banned and challenged books from the kids. We ultimately decided that some children's books are banned or challenged because adults are afraid of the ideas they represent. I was blown away by the maturity and thoughtfulness of their questions and conversation!

Finally, I set up some outreach opportunities at South Meadows Elementary School. Joy Jan Jones, who participated in Music in the Air at the library, will be coming back to Chelsea to set up and lead a short operatic performance with Mrs. Radomski's fourth grade class in November. I also set up a morning to do book talks later that month in all classrooms in the building.

Technology

Summary of September 2019



From: Ron Andrews – Head of Technology

Monthly Summary

As expected September was full of trial and error. I spend the majority of the month troubleshooting and thankfully resolving small tech problems. Additionally, I spent time on updating the training matrix for our new Network Administrator – Scott Rakestraw, and pulling together documents and procedures to show him our processes.

I am still working on updating the Hotspots inventory and primarily the Mobile Beacon devices. I have completed the ones from the Chelsea Senior Center and just finished the ones from the school system. All that remains is getting the devices back from Faith In Action and then finishing up with the rest of our public devices. Hopefully this updated inventory will help Scott and I to manage this service better.

Finally, I did manage to make system and phone changes for; Shannon promotion to Head of Information Services, Margaret's change to full time and she and Edith's desk and phone relocation. I also created Scott's new account

Technology

- Minor troubleshooting for staff primarily and a few public incidents
- Changed: email access, groups, phone accounts and locations, and setting up Active Directory, email and phone account for Scott.
- Changed phone system hours after Labor Day
- Xibo display system issue resolved with the help of the Information Services staff, but will be discussing with Scott
- Assisted Friends webmaster with some minor changes to their website

Outreach/Programming

- Maintaining all outreach programming at the CRC and St Louis Center. Looking for more volunteers to help at the SLC Virtual Reality sessions due to Melanie's departure
- Helped IS staff with setup for Minecraft program.
- Working with Broadband committee for meeting space and hosting

Other

- Meeting with AIM High folks as wrap up to our summer Intern project. Everyone left pleased and open to the possibility of having another intern.

Ron Andrews

From: Scott Rakestraw – Network Administrator

Although I have been on the job less than two weeks as of this writing, I am pleased to report that the current state of the network and computer systems is very good. I have spent a great deal of time getting to know staff and becoming familiar with the current procedures in place. I am working my through the computer network documentation and discovering Chelsea.

I am very happy to be here and look forward to serving our patrons.

Scott Rakestraw

MARKETING BOARD REPORT

September 2019

In addition to routine marketing tasks accomplished each month, below is an update on current marketing initiatives and media coverage for the month of September.

MARKETING PROJECTS

Apron Strings Exhibition

- Created in-library signage: wall title, directional, collection loans, self-guided tour cards,
- Worked with CDL team to set up Exhibition
- Determined feedback questions, created and printed eval forms
- Scheduled Photography session with Burrill Strong
- Compiled eval forms received to date

Library Card Sign Up Month

- Created ad artwork and submitted to Chelsea Update, Chelsea Guardian, and The Sun Times News

CDL Song Fest

- Determined feedback questions, create and printed eval form
- Scheduled event photography with Burrill Strong
- Reviewed event registrations and execute final promotional pushes
- Reviewed and assigned day of event marketing tasks
- Attended and helped facilitate Song Fest programs

Dottie Staffeld Memorial Dedication Event

- Arranged flower center pieces
- Set up, attend, and photograph event

Kids Read Comics

- Met with Edith Donnell to discuss campaign and timeline
- Created tabloid and large posters and send to print
- Designed brochure in new format, finalize, and send to print; created web versions
- Created Kids Read Comics LCD slides
- Wrote Kids Read Comics Press Release

CDL Winter Newsletter

- Created production timeline and share with team
- Met with Lori and Shannon to review programs, quarter theme, and special features
- Met with Stephen Kolokithas to discuss artwork for front cover, feature article, and in-library display
- Created layout for back cover page, edit Women's Suffrage article, create copy for 19th ammendment 100 yr anniversary, and work with League of Women's Voter of Ann Arbor Area to obtain art assets for cover
- Created newsletter layout and flow, formatted and organized content, submitted to graphic designer with instruction.

Westside Building Banner New Hardware

- Final review of project quote and place order

MISCELLANEOUS MARKETING ACTIVITIES

- Created/ordered branded employee materials for Scott Rakestraw, Shannon Powers, and Margaret Loebe
- Updated staff website profiles for Shannon Powers and Margaret Loebe
- Compiled Staff in-service feedback and submitted results to director
- Met with Chelsea Guardian reporter to disuss upcoming programs and iniatives

MEDIA COVERAGE (does not include social media)

- Chelsea Update (daily): 17 articles
- Chelsea Guardian(weekly): 4 articles
- Misc. publications (print & online): 2 articles

Respectfully submitted,
Patty Roberts
Head of Marketing

Circulation Supervisor's Report September 2019

- Circulation – 21,707 or 2% lower than last September;
216,513 or 1% higher than last year.
- Patron Count- 12,240 for September;
125,009 Year to Date.
** Does not include offsite programs.
- Circulation by township- for September –
 - Dexter = 10% of total transactions
 - Lima = 11% of transactions
 - Lyndon = 14% of transactions
 - Sylvan = 17% of transactions
 - Chelsea = 34% of transactions
- September Circulation: 85% were items from Chelsea and 15% were inter-loaned items.
- Automated phone renewals in September– 22, Self-check was 12% of items checked out in September; Overdrive = 2444 in September; RBDigital = 409 in September; Hoopla = 245 in September.
- Registrations for September– 133 new cards; 6987 total card holders
*Dexter = 893 cards; Lima = 802 cards; Lyndon = 1026 cards
*Sylvan = 1188 cards; Chelsea = 2510 cards; Nonresident = 568 cards

Circulation Activities:

- We received 4 to tubs in the run each day M-F with a total of 126 in September.
- Library Card Sign Up Month outreach: I visited the four townships during September. This gave patrons a chance to ask questions or get a library card. It was also a great opportunity to promote Song Fest and Apron Strings. Lyndon – 41 contacts (1 Lyndon & 1 Sylvan card), Sylvan – 30 contacts (2 Sylvan cards), Dexter – 27 contacts (2 Dexter cards), Lima – 21 contacts (8 Lima cards) for a total of *119 engagements with community members & 14 new cards.*
- The circulation department had 3 anniversaries in September: Deb - 13 years, Amy – 7 years and Julie – 4. Congratulations to all of them and we are glad they are part of our CDL team.
- Met with Shannon & Ron to review roaming/desk librarian changes.
- Attended the SASUG meeting remotely on September 26th.

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library
2019

Average Daily Circulation											
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2019 Total	2018	%Diff.		
Jan.	591	950	903	850	715	422	26483	24343	9%		
Feb.	771	965	754	779	731	398	22244	21896	2%		
March	764	828	691	703	735	399	24554	25332	-3%		
April	707	736	808	746	579	367	22384	23655	-5%		
May	815	780	743	684	618	344	22887	21069	9%		
June	932	850	901	867	713	398	25327	25615	-1%		
July	984	940	922	758	744	397	26786	26766	0%		
August	406	882	760	760	652	511	24141	24733	-2%		
Sept.	659	778	700	686	615	421	21707	22047	-2%		
Oct.					527			22823			
Nov.								22230			
Dec.								20805			
Total							216513	201314			
Month Avg							24,057	23,443			
Avg. % Inc.									1%		

with OD & RB, & deposit collection ckouts.

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

SifChk/ Check-outs only						
2018 Totals	2019 Total	Days	Per Day	ChkOuts %		
2273	2270	29	78	9%		
2061	1945	26.5	73	9%		
2399	2582	31	83	8%		
2095	1951	29	67	11%		
2225	2091	29	72	9%		
2805	2866	30	96	9%		
2934	3146	30	105	10%		
2595	2271	30	76	12%		
2032	2424	28	87	12%		
2296						
2017						
1849						
27381	21546			10%		

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

TLN Updated these numbers in April

2019	Items Added	Total Items
Jan	732	69,229
Feb	574	67,415
Mar	782	68,196
April	700	68,896
May	606	69,502
June	884	67,711
July	827	68,091
Aug	635	68,412
Sept	703	68,796
Oct		
Nov		
Dec		
Total/Avg	6,443	68,472

RB Digital Circ 2019 (downloadable e-magazines)				Overdrive Circ 2019 (e-books, audio books & music)			
2019	2018	2017	2019	2018	2017	2019	2018
Jan	401	180	292	2248	1882	1577	1577
Feb	327	144	271	2129	1696	1401	1401
Mar	385	291	383	2216	2068	1703	1703
April	364	170	331	2120	2057	1589	1589
May	345	170	238	2270	1813	1504	1504
June	361	215	240	2201	1908	1570	1570
July	303	174	239	2517	2034	1659	1659
Aug	421	192	230	2489	1990	1724	1724
Sept	409	152	264	2444	2011	1539	1539
Oct		198	220	2041	1644	1644	1644
Nov		467	172	2077	1602	1602	1602
Dec		340	191	2138	1639	1639	1639
Total	3315	2693	3,071	20634	19151	19151	19151

Hoopla 2018 (e-books, audiobooks, music, movies)			
2019	2018	2019	2018
Jan	64	43	43
Feb	238	38	38
Mar	287	42	42
April	272	78	78
May	267	79	79
June	301	121	121
July	282	146	146
Aug	283	160	160
Sept	245	148	148
Oct		167	167
Nov		174	174
Dec		204	204
Total	2239	1400	1400

Chelsea District Library													Average Daily Door Count 2019							Total	
Monthly New Registration 2019																					
by Municipality																					
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Item Circulation 2019

2019							
	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	Chel items circled other libraries
Jan.	26,483	15,888	60%	10,595	40%	16,197	1,342
Feb.	22,244	14,894	67%	7,350	33%	15,206	1,153
March	25,127	17,061	68%	8,066	32%	17,223	1,197
April	22,384	15,065	67%	7,319	33%	15,132	1,192
May	22,887	15,337	67%	7,550	33%	15,565	1,224
June	25,327	18,067	71%	7,260	29%	18,009	1,133
July	26,786	23,159	86%	3,627	14%	19,588	1,159
August	24,141	20,018	83%	4,123	17%	16,172	1,145
Sept.	21,707	18,377	85%	3,330	15%	14,625	1,042
Oct.				0			
Nov.				0			
Dec.				0			
Totals	217,986	157,866	73%	59,220	27%	147,717	10,587
Mnth Avg	24,121	17,541		6,580		16,413	1,176

TLN Updated these numbers in April			
2019 Circulation by Department - Percentage			
	Adult	Youth	Teen
January	60%	36%	5%
February	58%	38%	4%
March	57%	39%	4%
April	58%	38%	4%
May	59%	37%	4%
June	50%	45%	5%
July	50%	45%	5%
August	57%	39%	4%
September	57%	39%	4%
October			
November			
December			
Yearly Avg.	56%	40%	4%

2019 Circulation by Department - Total Checkouts			
	Adult	Youth	Teen
January	9,777	5,743	677
February	8,900	5,743	563
March	9,756	6,799	668
April	8,738	5,790	537
May	9,121	5,687	529
June	8,978	8,212	877
July	9,653	8,622	1,022
August	9,185	6,247	668
September	8,133	5,474	512
October			
November			
December			
Yearly Total	82,241	58,317	6,053

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

October 15, 2019 Board Packet

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

Accept September donations and changes to the 2019 FY Budget.

		Income Line -	Expense Line
5 Healthy Towns Grant	Storybook Trail	675.300	884.925
			\$5,400.00
		Sub Total: \$5,400.00	

Acknowledge the donations below that are already in the 2019 budget.

Friends of CDL	Song Fest	674.112	884.961	\$1,000.00
		Sub Total: \$1,000.00		

Total General Donations: \$6,400.00

Acknowledge the donations below toward the CDL Endowment.

Anne Merkel, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet October 15, 2019 Meeting

2019 Board Retreat

Background:

Discussed in-service date of November 19 at the September meeting.

Action:

The Chelsea District Library Board of Trustees approves the annual Board Retreat date of Tuesday, November 19, 2019. As this is the regularly scheduled board meeting day, the November Board Meeting will be moved to the morning and precede the retreat. The board meeting portion will begin at 9 a.m. and take place in the McKune Room. The board meeting is open to the public, though the remainder of the retreat is for trustees only.

Anne Merkel, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet October 15, 2019 Meeting

Bylaw Review

Background:

Discussion to amend the bylaws to coincide with the District Library Agreement.

COMMITTEE INFO & MINUTES

**Chelsea District Library
Board of Trustees
2019 Board Committees**

Governance

Appendix #3

Approved: January 15, 2019

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

Anne Merkel

1-15-19

Anne Merkel, Board Secretary

Date

