

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, November 19, 2019—9:00 a.m.

McKune Room

AGENDA

9:00 Board Meeting

Welcome and Call to Order

Agenda Review, Additions, and Approval

9:05 Compulsory Segments

Board Meeting Minutes Approval – October 15, 2019

Approval of the October Operational Checks

Approval of October Financial Reports

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

9:20 Public Comment

9:25 Action Items

1. Donations

2. Bylaws

9:30 Discussion Items

1. 2020 Calendar of Operations

2. 2020 Board Meeting Calendar

3. Director Evaluation

4. Capital Improvement Fund Commitment

5. Budget Adjustments/Carryovers for 2019/2020

9:40 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

9:45 Public Comment

9:45 Other Items

9:45 Adjournment

Public Participation

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

Public Participation at Open Meetings

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

There are two ways to participate in a Board meeting:

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

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

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

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

Tuesday, October 15, 2019 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: S. Lackey, E. Sensoli, C. Taylor, J. Carr, & G. Munce.

Trustees Absent: TJ Helfferich & A. Merkel.

Staff: Director L. Coryell, Assistant Director L. Ballard, Network Administrator S. Rakestraw, Head of Information Services S. Powers & C. Berggren.

Guests: None

Welcome and Call to Order

S. Lackey called the meeting to order at 6:45 p.m.

Lori introduced new Network Administrator Scott Rakestraw and Shannon Powers, in her new role as Head of Information Services, to the board. They each spoke for several minutes.

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by C. Taylor to approve the agenda, as presented. Discussion: None

All Ayes: 5-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by E. Sensoli, SECONDED by J. Carr to approve the board minutes of the September 17, 2019 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by E. Sensoli, SECONDED by C. Taylor to accept the General Fund Operational checks for September, 2019. Discussion: None

All Ayes 5-0

MOTION made by E. Sensoli, SECONDED by J. Carr to accept Financial Reports for September, 2019. Discussion: Elizabeth pointed out that going forward we need to include a cash-flow chart.

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Explained that there is no Dashboard this month because we are rethinking how we want to do the dash going forward and want to figure out the most pertinent information for the board.
- Celia from TLN visited and oriented staff to CARL-X, which offers an option for online off-site library card signups.
- The Apron Strings Exhibit ends on Sunday, but has been a huge success. Lori read some feedback that was left.
- Speed Repping (speed dating format with local and state officials) went very well. The politicians who attended really seemed to enjoy it and there was excellent feedback from patrons. We plan to do this event again in 2020.

Strategic Plan Update:

- Winding down on the current Strategic Plan, but Terri Lancaster did exceptionally well signing up new card holders at township halls during Library Card Signup Month (September).

Friends Report Update:

- Annual Tea party is Saturday, October 19 @ 3 p.m.
- Friends will be getting name badges, similar to library employee badges.
- Volunteer Appreciation Party is Dec. 7.

Other Reports Notes:

- Gary asked about Narcan, which the Chelsea Fire Department instructed staff on at the September All-Staff meeting.

Public Comment: None

Action Item #1: Donations

MOTION made by C. Taylor, SECONDED by G. Munce to approve and acknowledge the presented 2019 September donations of \$6,400.00.

Discussion: None

All Ayes: 5-0

Action Item #2: Board Retreat

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the November 19, 2019 date for the Board Retreat and to move the scheduled Board Meeting to 9 o'clock in the morning, which will cover the first action of the retreat. The board meeting portion of the meeting will take place in the McKune Room and is open to the public, as always.

Discussion: Board briefly discussed itinerary.

All Ayes: 5-0

Discussion Item #1: Bylaws Review

Susan's At-Large Board Appointment is up in December and the language of the library's Bylaws and the District Library Agreement are not in accord with each other about how to proceed. The District Library Agreement takes precedent over the Bylaws and this contradiction can be solved by simply changing the word "shall" in the Bylaws, Article II, Section III to "may." This fix will move to Action in November and at that time the board will also discuss the at-large board appointment.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee – Gary will soon be sending out evaluations for the director review.

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: None

Adjourn:

MOTION made by E. Sensoli, SECONDED by C. Taylor to adjourn the meeting at 7:57 p.m.

All Ayes: 5-0

Anne Merkel, Board Secretary

Date

FINANCE REPORTS

11/05/19

Chelsea District Library List of Checks for Board Approval

October 2019

Date	Num	Name	Memo	Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
10/08/2019	20191011	Alerus Financial	09/27/2019 PR	1,357.56
10/11/2019	PR 10112019		RETIREMENT	-1,357.56
10/23/2019	20191025	Alerus Financial	10/25/2019 PR	1,357.56
10/23/2019	PR 10/20/19		RETIREMENT	-1,357.56
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
10/11/2019	PR 10112019		WAGES	35,816.05
10/17/2019	2692 - 10/11/2019	RAKESTRAW, SCOTT W.	PAYROLL REPLACEMENT CHECK	976.58
10/23/2019	PR 10/20/19		WAGES	38,041.20
Total 701.100 - Wages - Other				74,833.83
Total 701.100 - Wages				74,833.83
701.110 - Retirement-Contributions				
10/08/2019	20191011	Alerus Financial	09/27/2019 PR	2,003.61
10/11/2019	PR 10112019		RETIREMENT PICK UP	-2,003.61
10/23/2019	20191025	Alerus Financial	10/25/2019 PR	2,003.61
10/23/2019	PR 10/20/19		RETIREMENT PICK UP	-2,003.61
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
10/11/2019	PR 10112019		401 A MATCHING	1,326.25
10/23/2019	PR 10/20/19		401 A MATCHING	1,327.78
Total 701.115 - 401A Retirement Matching				2,654.03
701.200 - FICA				
10/11/2019	PR 10112019		FICA EMPLOYER	2,682.02
10/23/2019	PR 10/20/19		FICA EMPLOYER	2,835.53
Total 701.200 - FICA				5,517.55
701.300 - Flex Benefits				
10/11/2019	PR 10112019		Dep Life (CA & DL & HI)	-40.02
10/11/2019	PR 10112019		Health Insurance	-717.43
10/15/2019	CID: 0101194	Transcend	NOV 2019 BCN/BCBS 11/01/2019 - 11/30/2019	1,554.42
10/23/2019	20191010	Unum Life Insurance Co.	2019 Premium NOV	660.61
10/23/2019	PR 10/20/19		Dep Life (CA & DL & HI)	-40.02
10/23/2019	PR 10/20/19		Health Insurance	-935.77
Total 701.300 - Flex Benefits				481.79
Total 701 - Personnel Expenses				83,487.20
727 - Supplies				
727.200 - General Operations				
10/07/2019	1765870	Arbor Springs Water Co. Inc.	Bottled Water	44.00
10/08/2019	WO-47652-1	Detroit Pencil Company	GENERAL SUPPLIES	91.04
10/21/2019	1767309	Arbor Springs Water Co. Inc.	Bottled Water	38.50
Total 727.200 - General Operations				173.54
727.300 - Material Processing				
727.320 - Matl Processing Cases				
10/01/2019	18207	Budget Library Supplies	Single CD & DVD Cases	588.00
10/01/2019	18226	Budget Library Supplies	Single CD & DVD Cases	192.96
10/21/2019			CIRC CC - L/D	-26.00
Total 727.320 - Matl Processing Cases				754.96
Total 727.300 - Material Processing				754.96
727.500 - Cleaning				
727.510 - Cleaning Paper Products				

11/05/19

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

October 2019

Date	Num	Name	Memo	Amount
10/21/2019	3253	Costco Anywhere Visa	SUPPLIES - PAPER TOWELS	16.49
Total 727.510 · Cleaning Paper Products				16.49
727.520 · Cleaning Supplies				
10/01/2019	4031215173	Cintas Corporation-300	Soap	18.43
10/21/2019	3253	Costco Anywhere Visa	SUPPLIES - CLEANING	20.98
Total 727.520 · Cleaning Supplies				39.41
727.530 · Cleaning Rugs				
10/01/2019	4031215173	Cintas Corporation-300	Rugs	148.36
Total 727.530 · Cleaning Rugs				148.36
Total 727.500 · Cleaning				204.26
727.700 · Postage				
727.710 · Postage- Circulation Notices				
10/15/2019	64977	The Library Network	3RD QTR LOST NOTICES	6.34
Total 727.710 · Postage- Circulation Notices				6.34
727.720 · Postage-Operating Postage				
10/08/2019	1014028034	Pitney Bowes	METER RENTAL 10/160-001/15/2020	71.25
10/09/2019	1014081003	Pitney Bowes	INK FOR PITNEY BOWES METER	113.02
Total 727.720 · Postage-Operating Postage				184.27
Total 727.700 · Postage				190.61
727.800 · Maintenance				
727.830 · Maintenance General				
10/01/2019	1737774	Chelsea Lumber Company	WINDOW WELL - PAINT SUPPLIES	43.58
10/01/2019	8961/154	Great Lakes Ace Hardware	WINDOW WELL PAINT SUPPLIES	25.62
10/21/2019	9108/154	Great Lakes Ace Hardware	BOLLARD REPAIR	13.46
Total 727.830 · Maintenance General				82.66
Total 727.800 · Maintenance				82.66
Total 727 · Supplies				1,406.03
801 · Professional Services				
801.010 · Attorney				
10/21/2019	771240	Foster Swift Collins & Smith	LEGAL ADVICE ON BOARD BYLAWS	40.00
Total 801.010 · Attorney				40.00
801.040 · Bookkeeper				
10/08/2019	21091007	Ballard, Kerry	THRU OCT 11, 2019	350.00
10/15/2019	21091022	Ballard, Kerry	THRU OCT 24, 2019	350.00
10/31/2019	20191107	Ballard, Kerry	THRU NOV 7, 2019	350.00
Total 801.040 · Bookkeeper				1,050.00
801.041 · Payroll Services				
10/08/2019	21743691	Payroll 1	SEPT 2019 - 9/17 - 09/30/2019	192.18
Total 801.041 · Payroll Services				192.18
801.079 · Library Strategic Plan				
10/06/2019	1614	Bridgeport Consulting, LLC	Strategic Planning 2020 - 2022	1,400.00
Total 801.079 · Library Strategic Plan				1,400.00
801.084 · Election Fees				
10/06/2019	632503	Washtenaw County Treasurer	AUGUST 2019 ELECTION	9,095.86
Total 801.084 · Election Fees				9,095.86
801.090 · Collection Fees				

11/05/19

Chelsea District Library
List of Checks for Board Approval
 October 2019

Date	Num	Name	Memo	Amount
10/08/2019	559603	Unique Management Services Inc	SEPT Collection Fees 10/01/2019	26.85
Total 801.090 · Collection Fees				26.85
801.300 · Banking Fees				
801.350 · Credit Card Fee Circ				
10/11/2019	CC FEES NPC		CC Discount - NPC 9/2019 STATEMENT	57.45
10/11/2019	AP_2014		CC Discount	
Total 801.350 · Credit Card Fee Circ				57.45
Total 801.300 · Banking Fees				57.45
Total 801 · Professional Services				11,862.34
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
10/01/2019	1-89490901765	Johnson Controls	7/9 POWER OUTAGE/VFD ISSUE	3,868.49
10/01/2019	1-89490647105	Johnson Controls	8/11 POWER OUTAGE	1,090.00
10/01/2019	1-89490803342	Johnson Controls	8/11 POWER OUTAGE	702.50
10/07/2019	16784805-00	MCNAUGHTON-MCKAY ELECTRIC C...	VESTIBULE HEATER REPAIR	314.55
10/07/2019	16766290-00	MCNAUGHTON-MCKAY ELECTRIC C...	CONTACTOR REBUILD KIT	273.51
10/15/2019	16766290-01	MCNAUGHTON-MCKAY ELECTRIC C...	COIL KIT	219.75
Total 803.010 · Maint Svc Contingency				6,468.80
803.100 · Copier				
803.103 · Small Printer Maintenance				
10/08/2019	IN1509942	Michigan Office Solutions	JULY - SEPT OVERAGE COSTS	129.88
Total 803.103 · Small Printer Maintenance				129.88
Total 803.100 · Copier				129.88
803.600 · Building Maintenance				
803.605 · Janitorial				
10/07/2019	12213	A Production Cleaning Company Inc.	FULL CARPETS CLEANING	1,300.00
10/07/2019	12215	A Production Cleaning Company Inc.	CLEANING 9/22-10/5/2019	1,440.85
10/21/2019	12248	A Production Cleaning Company Inc.	CLEANING 10/06 - 19/2019	1,440.85
Total 803.605 · Janitorial				4,181.70
803.610 · Lawn/Snow Service				
803.611 · Lawn Service				
10/15/2019	11459	Association Maintenance Corp	lawn service - 4 mow	260.00
Total 803.611 · Lawn Service				260.00
Total 803.610 · Lawn/Snow Service				260.00
803.620 · Trash				
10/07/2019	19017	City of Chelsea	SEPT - WASTE REMOVAL	40.00
Total 803.620 · Trash				40.00
803.750 · Fire Alarm Inspection				
10/23/2019	OD26578195	Cintas Fire Protection	Rugs	315.43
Total 803.750 · Fire Alarm Inspection				315.43
Total 803.600 · Building Maintenance				4,797.13
Total 803 · Maintenance Service Contracts				11,395.81
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
10/01/2019	09242019	Navitas Credit Corp	VOIP Lease - OCT LEASE PAYMENT	212.81
10/08/2019	734 433-9804 520 6	A T & T	OCT 09/25-10/24/2019	173.42
10/15/2019	20191009	Keybank	2019 PHONES (9/26 - 10/25/19) - STAR2STAR	383.51
Total 850.120 · Telephone				769.74

11/05/19

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

October 2019

Date	Num	Name	Memo	Amount
850.121 - Director's Cell Phone				
10/08/2019	9839019026	Verizon Wireless	2019 Directors phone 08/29 - 09/28/19	52.02
10/31/2019	9841056181	Verizon Wireless	2019 Directors phone 09/29 - 10/28/19	52.02
Total 850.121 - Director's Cell Phone				104.04
Total 850.100 - Local & Long Distance Charges				873.78
850.300 - TLN Internet Service				
850.310 - Internet				
10/01/2019	64841	The Library Network	INTERNET SVC 7/1 - 9/30/19	2,116.50
Total 850.310 - Internet				2,116.50
850.311 - WiFi Hotspots				
10/08/2019	9839019026	Verizon Wireless	SEPT 2019 Library Hotspots	575.96
10/21/2019	X10142019	A T&T Mobility	2019 HOTSPOTS - NOV 10/07 - 11/06/2019	217.44
10/21/2019	261402854-058	Sprint	2019 HOTSPOTS SEPT 11 - OCT 10	379.90
10/31/2019	9841056181	Verizon Wireless	OCT 2019 Library Hotspots	575.96
Total 850.311 - WiFi Hotspots				1,749.26
850.910 - WiFi Hot Spots - Restricted				
10/21/2019	ANNUAL CONTRACT	Mobile Beacon	1 year Unlimited Data 25 Hotspots 11/21/19 to 11/...	3,000.00
Total 850.910 - WiFi Hot Spots - Restricted				3,000.00
Total 850.300 - TLN Internet Service				6,865.76
Total 850 - Telecommunications				7,739.54
880 - Promotional Materials				
880.100 - Advertising				
880.110 - Media Buy				
10/08/2019	392-R	Chelsea Guardian	OCT 4/2019 2" X 6" AD	50.00
10/15/2019	513-R	Chelsea Guardian	OCT 11/2019, 2" X 6" AD	50.00
10/15/2019	20191014	Chelsea Update	OCT, NOV, DEC 2019 Ads	285.00
10/23/2019	514-R	Chelsea Guardian	OCT 18/2019, 2" X 6" AD	50.00
Total 880.110 - Media Buy				435.00
880.130 - Signs/Banners/Posters				
10/15/2019	20191009	Keybank	BANNER - BRITTEN	250.00
Total 880.130 - Signs/Banners/Posters				250.00
Total 880.100 - Advertising				685.00
880.200 - Publications				
880.230 - Newsletter Postage				
10/09/2019	PERMIT #28	Postmaster	WINTER NEWSLETTER POSTAGE 2019-2020	1,000.00
Total 880.230 - Newsletter Postage				1,000.00
Total 880.200 - Publications				1,000.00
880.300 - Marketing Supplies				
880.311 - Exhibits				
10/06/2019	8077-R	The Sun Times	APRON STRINGS 9/18	60.00
10/06/2019	8093-R	The Sun Times	APRON STRINGS 9/25	149.00
10/15/2019	20191009	Keybank	APRON STRINGS VINYL LETTERS - BENCHMA...	50.00
Total 880.311 - Exhibits				259.00
880.340 - Printed Items / Stationary				
10/23/2019	1924597	Namify	Name Badge CATHERINE SOSSI	25.24
Total 880.340 - Printed Items / Stationary				25.24
Total 880.300 - Marketing Supplies				284.24
880.400 - Program Promotion				
880.420 - Youth / Teen Promotion				

Chelsea District Library List of Checks for Board Approval

11/05/19

October 2019

Date	Num	Name	Memo	Amount
880.421 · General Youth/Teen Promotion				
10/06/2019	251937	Print-tech Inc.	KIDS READ COMICS BROCHURES	348.67
10/15/2019	DB-66589-INV	Dollar Bill Copying	KRC 2019 - LOBBY SCHEDULE POSTER	28.80
Total 880.421 · General Youth/Teen Promotion				377.47
Total 880.420 · Youth / Teen Promotion				377.47
880.440 · Service / Resource Promotion				
880.441 · General Service/Resource Promo				
10/09/2019	20191009	Lancaster, Terri	LCSUM PRIZES - \$50 ZOU ZOU, KITTY FACE	75.00
Total 880.441 · General Service/Resource Promo				75.00
Total 880.440 · Service / Resource Promotion				75.00
Total 880.400 · Program Promotion				452.47
880.500 · Purchased Services				
880.510 · General Purchased Services				
10/15/2019	20191009	Keybank	EMAIL NEWSLETTER SUBSCRIPTION - CONST...	546.00
10/15/2019	20191009	Keybank	Adobe Stock Monthly - Oct 2019	29.99
Total 880.510 · General Purchased Services				575.99
Total 880.500 · Purchased Services				575.99
Total 880 · Promotional Materials				2,997.70
884 · Programming				
884.110 · Adult Speakers				
884.113 · SRP Programs				
10/15/2019	20191108	McArthur, Judy	11/082019 Lock-In Childcare	50.00
Total 884.113 · SRP Programs				50.00
884.116 · Purple Rose Concert Readings				
10/23/2019	20191017	Purple Rose Theatre Company Inc	2019-20 PR Library Readings	3,000.00
Total 884.116 · Purple Rose Concert Readings				3,000.00
884.119 · General Adult Events				
10/01/2019	20191029	MORRISON, JEFF	GUARDIANS OF DETROIT CDL 10/29	100.00
10/15/2019	20191009	Keybank	DIRECT DIALOGING PROGRAM SUPPLIES - K...	66.82
10/23/2019	20191111	ALFORD, JAMES A., JR.	VETERAN'S DAY SPEAKER 11/11/2019	100.00
10/23/2019	20191111	PERCLE, CLINTON JOSEPH	VETERAN'S DAY SPEAKER 11/11/2019	100.00
10/23/2019	20191111	HIGHFILL, JOHN C.	VETERAN'S DAY SPEAKER 11/11/2019	100.00
10/23/2019	20191111	BAGNALL, BARBARA ANN	VETERAN'S DAY SPEAKER 11/11/2019	100.00
Total 884.119 · General Adult Events				566.82
Total 884.110 · Adult Speakers				3,616.82
884.120 · Adult Supplies				
884.121 · Refreshments				
10/15/2019	20191009	Keybank	BOOK CLUB FOR BUSY PEOPLE 09/2019 - POL...	23.51
10/15/2019	20191009	Keybank	- BUSCH'S	12.49
10/21/2019	20191007	Brown, Laura	IN-SERVICE GROUP FUN ITEMS REIMBURSE...	13.91
Total 884.121 · Refreshments				49.91
Total 884.120 · Adult Supplies				49.91
884.210 · Youth Speakers				
884.213 · Parenting Programs				
10/07/2019	20191004	WATERLOO AREA HISTORICAL SO...	HOMESCHOOL WATERLOO FARM VISIT 10/04/...	198.00
Total 884.213 · Parenting Programs				198.00
884.215 · Early Literacy				
10/08/2019	20191024	DeMea, Karla	10/24/2019 PRESCHOOL STORYTIME	0.00
10/08/2019	20191106	DeMea, Karla	11/06/2019 PRESCHOOL STORYTIME	0.00
10/09/2019	20191024	DeMea, Karla	10/24/2019 PRESCHOOL STORYTIME	50.00

11/05/19

Chelsea District Library List of Checks for Board Approval

October 2019

Date	Num	Name	Memo	Amount
10/09/2019	20191106	DeMea, Karla	11/06/2019 PRESCHOOL STORYTIME	50.00
Total 884.215 · Early Literacy				100.00
884.217 · Kids Read Comics				
10/08/2019	1TDX-1VCR-6MRC	Amazon Capital Services Inc	KIDS READ COMICS	140.80
Total 884.217 · Kids Read Comics				140.80
Total 884.210 · Youth Speakers				438.80
884.220 · Youth Supplies				
884.222 · General Youth Programs				
10/01/2019	09242019	Zubik, Jessica	BREAD WORKSHOP - JARS AND CREAM 09/24...	27.96
10/07/2019	1900680919	Lakeshore Learning	DINO EGG ACTIVITY	36.98
Total 884.222 · General Youth Programs				64.94
884.226 · Summer Reading				
10/01/2019	2034795480	Baker & Taylor - Program Account	PROGRAM ACCOUNT	5.99
Total 884.226 · Summer Reading				5.99
Total 884.220 · Youth Supplies				70.93
884.250 · Story Book Trail				
884.251 · Story Book Trail				
10/01/2019	2034799250	Baker & Taylor - Program Account	PROGRAM ACCOUNT	16.77
10/01/2019	2034795480	Baker & Taylor - Program Account	STORYBOOK TRAIL	45.26
Total 884.251 · Story Book Trail				62.03
884.925 · Story Book Trail - Restricted				
10/01/2019	40659	Chelsea Print & Graphics	OCT BACKING PAGES STORY BOOK TRAIL	102.00
Total 884.925 · Story Book Trail - Restricted				102.00
Total 884.250 · Story Book Trail				164.03
884.270 · Teen Supplies				
884.272 · Teen General Programs				
10/15/2019	20191009	Keybank	TTT SNGL SRV DESSERTS SUPPLIES - MEIJER	32.46
10/21/2019	1JNC-FD47-4LX6	Amazon Capital Services Inc	BOOK AND GLOVES	32.22
Total 884.272 · Teen General Programs				64.68
884.276 · Teen Refreshments				
10/15/2019	20191009	Keybank	BOOK CLUB 10/8 - COTTAGE INN	13.65
Total 884.276 · Teen Refreshments				13.65
Total 884.270 · Teen Supplies				78.33
884.400 · Music Focus				
884.411 · Songfest				
10/15/2019	20191009	Keybank	SONGFEST SUPPLIES - CVS	12.57
10/15/2019	20191009	Keybank	SONGFEST, GRANT LEE PHILLIPS, LUNCH - Z...	20.91
10/15/2019	20191009	Keybank	SONGFEST, GLP - DINNER, SOUND TECH & E...	128.06
10/15/2019	20191009	Keybank	SONGFEST LUNCH STAFF/PERFORMERS - JI...	103.03
10/15/2019	20191009	Keybank	SONGFEST GUEST GLP DINNER - COMMON G...	69.24
10/15/2019	20191009	Keybank	SONGFEST SUPPLIES - CLEARYS	50.00
Total 884.411 · Songfest				383.81
Total 884.400 · Music Focus				383.81
884.500 · Artist in Residence				
884.510 · Artist in Residence				
10/15/2019	1NXQ-CTM7-WNXU	Amazon Capital Services Inc	BOOK AND GLOVES	184.46
10/21/2019	20191102	Jones, Joy Jan	ARTIST RESIDENCY FEE	2,000.00
Total 884.510 · Artist in Residence				2,164.46

Chelsea District Library
List of Checks for Board Approval
October 2019

11/05/19

Date	Num	Name	Memo	Amount
884.970 · Artist in Residence Restricted				
10/15/2019	20191009	Keybank	PLANE FARE, JOY JAN JONES, 11/02/19 - TRA...	285.60
10/21/2019	20191102	Jones, Joy Jan	ARTIST RESIDENCY FEE	1,000.00
Total 884.970 · Artist in Residence Restricted				1,285.60
Total 884.500 · Artist In Residence				3,450.06
884.800 · Exhibits				
884.801 · Exhibits				
10/08/2019	1VQJ-1MJK-FH7V	Amazon Capital Services Inc	EXHIBITS - PUZZLE AND INK STAMP ITEMS	94.26
10/15/2019	21091022	Ballard, Kerry	APRON STRINGS WALLS SETUP, TAKE DOWN...	100.00
10/15/2019	20191009	Keybank	EXHIBIT SUPPLIES, APRON STRINGS - LOWES	24.08
10/15/2019	20191009	Keybank	EXHIBIT SUPPLIES, MILTISENSORY - JOANN	76.91
Total 884.801 · Exhibits				295.25
Total 884.800 · Exhibits				295.25
884.910 · Adult Programming Restricted				
884.915 · Aud Prg. Rst. Gifts Purple Rose				
10/23/2019	20191017	Purple Rose Theatre Company Inc	2019-20 PR Library Readings	1,000.00
Total 884.915 · Aud Prg. Rst. Gifts Purple Rose				1,000.00
Total 884.910 · Adult Programming Restricted				1,000.00
884.920 · Youth Programming Restricted				
884.921 · Youth Prog Rest Gifts Genl				
10/08/2019	20191026	Barshaw, Ruth McNally	KIDS READ COMICS AUTHOR 10/24/2019	200.00
10/09/2019	20191026	FEAZELL, MATTHEW	KIDS READ COMICS EVENT	150.00
Total 884.921 · Youth Prog Rest Gifts Genl				350.00
884.920 · Youth Programming Restricted - Other				
10/15/2019	20191014	Chelsea Update	KRC - TOP BANNER ADS	250.00
Total 884.920 · Youth Programming Restricted - Other				250.00
Total 884.920 · Youth Programming Restricted				600.00
Total 884 · Programming				10,147.94
920 · Utilities				
920.200 · McKune Gas				
10/10/2019	2717180	Constellation NewEnergy-Gas Division...	SEPT GAS SERVICE 08/23 - 09/20/2019	61.63
Total 920.200 · McKune Gas				61.63
Total 920 · Utilities				61.63
960 · Board & Director Expense				
960.200 · Director Expense				
10/09/2019	20191024	Chelsea Area Chamber of Commerce...	CITIZEN OF THE YEAR BANQUET	245.00
Total 960.200 · Director Expense				245.00
Total 960 · Board & Director Expense				245.00
965 · Automation Services				
965.100 · Bibliographic Database				
10/16/2019	65203	The Library Network	BDBS	2,256.52
Total 965.100 · Bibliographic Database				2,256.52
965.200 · Shared Automation System				
965.210 · Online Catalog/Circulation				
10/16/2019	65203	The Library Network	SAS & COPRESERVE	6,561.97
Total 965.210 · Online Catalog/Circulation				6,561.97
Total 965.200 · Shared Automation System				6,561.97

11/05/19

Chelsea District Library List of Checks for Board Approval

October 2019

Date	Num	Name	Memo	Amount
965.300 · Filtering and Printing System				
965.320 · Content Filter Clients				
10/08/2019	65044	The Library Network	OPEN DNS RENEWALS 10/2019 - 09/2020	225.00
Total 965.320 · Content Filter Clients				225.00
Total 965.300 · Filtering and Printing System				225.00
Total 965 · Automation Services				9,043.49
967 · Equipment				
967.200 · Equipment Software				
10/08/2019	65044	The Library Network	DEEP FREEZE RENEWALS 10/2019 - 09/2020	324.00
10/15/2019	20191009	Keybank	MINECRAFT (SRSLY) SERVER - BISECT HOSTI...	12.46
10/15/2019	20191009	Keybank	SUBSCRIPTION FOR NON-WINDOWS UPDATE...	20.00
Total 967.200 · Equipment Software				356.46
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
10/07/2019			CIRC 10/07/2019 - 3D MAT	-1.20
10/21/2019			CIRC CC - 3D PRINT MAT	-0.45
Total 967.310 · Makerspace Furnishings				-1.65
Total 967.300 · Equipment Furniture & Fixtures				-1.65
Total 967 · Equipment				354.81
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.110 · Director Travel				
10/15/2019	20191009	Keybank	2020 PREPAID - PLA REGISTRATION	365.00
Total 969.110 · Director Travel				365.00
969.111 · Asst Director				
10/01/2019	2020	Ballard, Linda P.	2020 PLA FLIGHT AND REGISTRATION	691.60
10/08/2019	5270	Michigan Library Association	MLA CONFERENCE, NOVI, MI 2019	215.00
10/21/2019	20191016	Ballard, Linda P.	TRAVEL - MLA CONFERENCE	66.20
Total 969.111 · Asst Director				972.80
969.120 · Information Services				
10/15/2019	20191009	Keybank	2020 PREPAID - HOTEL - PLA	305.00
Total 969.120 · Information Services				305.00
969.123 · Circulation Services Travel				
10/15/2019	20191018	Lancaster, Terri	TRAVEL TO MLA AND LUNCH	135.80
Total 969.123 · Circulation Services Travel				135.80
969.144 · Committee Meetings				
10/01/2019	20190926	Coryell, Lori	SASUG MEETING - SALEM-SOUTH LYON	32.48
Total 969.144 · Committee Meetings				32.48
969.145 · Workshops				
10/16/2019	20191011	Donnell, Edith	PERFORMANCE SHOWCASE	49.52
10/21/2019	20191015	RAKESTRAW, SCOTT W.	TRAVEL - TLN EVENTS 10/4 & 15/2019	66.62
Total 969.145 · Workshops				116.14
Total 969.100 · Staff Travel				1,927.22
Total 969.001 · Travel				1,927.22
969.600 · Staff Training				
969.940 · Staff Appreciation - Restricted				
10/15/2019	20191009	Keybank	STAFF APPRECIATION, AMY ZOVAL - MIKE'S ...	25.00
10/15/2019	20191009	Keybank	STAFF APPRECIATION, DEB PILARZ - SMOKE...	25.00

Chelsea District Library List of Checks for Board Approval

11/05/19

October 2019

Date	Num	Name	Memo	Amount
10/15/2019	20191009	Keybank	STAFF APPRECIATION, JULIE PECKA - CLEAR...	25.00
10/15/2019	20191009	Keybank	STAFF APPRECIATION. LINDA BALLARD - CO...	25.00
10/15/2019	20191009	Keybank	BALLARD REVIEW AND APPRECIATION LUNC...	51.40
10/15/2019	20191009	Keybank	RAKESTRAW LUNCH ORIENTATION - SMOKE...	67.71
10/15/2019	20191009	Keybank	ANDREWS, APPRECIATION DURING NETWORK...	100.00
Total 969.940 · Staff Appreciation - Restricted				319.11
Total 969.600 · Staff Training				319.11
969.920 · Cont Ed Restricted Gift				
10/15/2019	20191009	Keybank	STAFF IN-SERVICE SUPPLIES - THOMPSONS ...	50.00
Total 969.920 · Cont Ed Restricted Gift				50.00
Total 969 · Continuing Education Expenses				2,296.33
980 · Capital Expense				
975.100 · Building Improvement Additions				
10/15/2019	20191009	Keybank	BANNER FRAME - BRITTEN	1,020.00
10/15/2019	20191009	Keybank	BANNER FRAME INSTALL - BRITTEN	1,225.00
Total 975.100 · Building Improvement Additions				2,245.00
980.100 · Furniture and Equipment				
10/08/2019	LABOR 1/2	Waterloo Upholstery Shop	1/2 of remaining balance of DT upholster project	775.00
Total 980.100 · Furniture and Equipment				775.00
Total 980 · Capital Expense				3,020.00
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
10/09/2019	98014050	Midwest Tape	OCT ADULT BOCD	328.90
10/09/2019	97976043	Midwest Tape	SEPT BOCD ADULT	84.98
10/23/2019	98041545	Midwest Tape	OCT ADULT BOCD	234.94
Total 982.120 · Adult Books on Disc				648.82
982.140 · Youth Books on Disc				
10/01/2019	97943738	Midwest Tape	YOUTH AUDIOBOOKS	49.98
10/07/2019	97976042	Midwest Tape	YOUTH AUDIOBOOKS	24.99
10/21/2019	98041548	Midwest Tape	JUVENILE	54.99
10/21/2019	20106024	Weston Woods Studios	PIGEON SCHOOL	28.45
Total 982.140 · Youth Books on Disc				158.41
Total 982.100 · Audio Books				807.23
982.400 · Non Print				
982.410 · Electronic Products/Subs				
10/01/2019	70584169	Proquest LLC	Ancestry Library 10/01/19 to 09/30/2020	1,411.28
Total 982.410 · Electronic Products/Subs				1,411.28
982.420 · Adult Music on CD				
10/09/2019	98013778	Midwest Tape	SEPT/OCT ADULT CDs	44.76
10/21/2019			CIRC TLN - 10/18 - 09/19 - L/D	-42.00
10/23/2019	98041543	Midwest Tape	SEPT/OCT ADULT CD	81.94
Total 982.420 · Adult Music on CD				84.70
982.450 · Youth Music CD				
10/15/2019	20191009	Keybank	GEMINI -	47.40
Total 982.450 · Youth Music CD				47.40
982.460 · DVD Feature				
10/09/2019	98013774	Midwest Tape	OCT FEATURE MOVIE	13.49
10/09/2019	98013775	Midwest Tape	OCT ADULT FEATURE DVD	78.71
10/09/2019	97013777	Midwest Tape	AMERICAN WOMAN DVD	14.24

11/05/19

Chelsea District Library
List of Checks for Board Approval
 October 2019

Date	Num	Name	Memo	Amount
10/09/2019	97976041	Midwest Tape	OCT ADULT FEATURE DVD	178.41
10/09/2019	97976048	Midwest Tape	OCT FEATURE MOVIE	161.18
10/21/2019			CIRC TLN - 10/18 - 09/19 - L/D	-22.99
10/23/2019	98041541	Midwest Tape	OCT ADULT FEATURE DVD	29.23
10/23/2019	98041542	Midwest Tape	OCT FEATURE DVD	45.73
10/23/2019	98041547	Midwest Tape	JULY FEATURE ADULT CD	18.74
Total 982.460 · DVD Feature				516.74
982.470 · DVD Non-Fiction				
10/09/2019	97013776	Midwest Tape	OCT ADULT NF DVD	18.74
10/09/2019	97976045	Midwest Tape	OCT ADULT NF DVD	18.74
10/09/2019	97976047	Midwest Tape	SEPT ADULT NF DVD	13.49
Total 982.470 · DVD Non-Fiction				50.97
982.480 · Youth Video DVD				
10/07/2019			CIRC 10/07/2019 - L/D	-56.98
10/07/2019	97976046	Midwest Tape	FAMILY AND ANIME DVDs	67.47
10/21/2019	98041546	Midwest Tape	JUVENILE	505.98
10/21/2019			CIRC CC - L/D	-19.99
Total 982.480 · Youth Video DVD				496.48
982.490 · Videogames				
10/15/2019	20191009	Keybank	VIDEOGAMES - GAMESTOP	789.85
Total 982.490 · Videogames				789.85
Total 982.400 · Non Print				3,397.42
982.600 · Periodical & Newspapers				
982.620 · Daily Newspapers				
10/15/2019	20191009	Keybank	ANNUAL SUBSCRIPTION - ANN ARBOR NEWS/...	135.56
Total 982.620 · Daily Newspapers				135.56
982.630 · Magazines				
10/15/2019	20191009	Keybank	ANNUAL SUBSCRIPTION - BRAVERY MAGAZINE	72.00
Total 982.630 · Magazines				72.00
Total 982.600 · Periodical & Newspapers				207.56
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
10/08/2019	2034802565	Baker & Taylor - Adult Large Print	2034802565	33.96
Total 982.710 · Adult Large Print				33.96
982.720 · Adult Print General				
10/07/2019			CIRC 10/07/2019 - L/D	-24.00
10/08/2019	2034800392	Baker & Taylor - Adult	ADULT ACCT	648.27
10/09/2019	1KLJ-R16C-4FGN	Amazon Capital Services Inc	CHRIS B's BOOKS	35.94
10/09/2019	1NKQ-LYGP-3KWR	Amazon Capital Services Inc	ORDER113-95252880-4359413	32.97
10/15/2019	20191009	Keybank	LOCAL AUTHOR - SERENDIPITY BOOKS	16.96
10/17/2019			CIRC DEP 11/04 - L/D	-54.75
10/21/2019			CIRC TLN - 10/18 - 09/19 - L/D	-186.82
10/21/2019			CIRC CC - L/D	-96.89
Total 982.720 · Adult Print General				371.68
982.740 · Multiple Book Copies				
10/08/2019	2034822845	Baker & Taylor - Adult Multiples	MULTIPLES	48.75
Total 982.740 · Multiple Book Copies				48.75
Total 982.705 · Adult Print				454.39
982.755 · Youth Print				
982.760 · Youth Print General				

11/05/19

Chelsea District Library
List of Checks for Board Approval
 October 2019

Date	Num	Name	Memo	Amount
10/01/2019	2034778719	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	98.37
10/01/2019	2034787226	Baker & Taylor - Juvenile	JUVENILE ACCT	111.31
10/07/2019			CIRC 10/07/2019 - L/D	-36.93
10/08/2019	2034807390	Baker & Taylor - Auto Yours Cats	AUTO YOURS C ATS	50.79
10/08/2019	2034794540	Baker & Taylor - Auto Yours Cats	AUTO YOURS CATS	340.75
10/08/2019	2034797460	Baker & Taylor - Young Adult	YOUNG ADULT	20.96
10/08/2019	0003182302	Baker & Taylor - Young Adult	YOUNG ADULT	-22.04
10/08/2019	2034802268	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	189.07
10/21/2019	2034814660	Baker & Taylor - Juvenile	JUVENILE ACCT	51.61
10/21/2019			CIRC TLN - 10/18 - 09/19 - L/D	-203.95
10/21/2019			CIRC CC - L/D	-6.99
10/23/2019	2034818863	Baker & Taylor - Auto Yours Cats	AUTO YOURS CATS	105.00
10/23/2019	2034834337	Baker & Taylor - Auto Yours Cats	AUTO YOURS CATS	47.32
10/23/2019	2034832306	Baker & Taylor - Juvenile	JUVENILE ACCT	85.45
10/23/2019	2034835240	Baker & Taylor - Juvenile	JUVENILE ACCT	40.30
Total 982.760 · Youth Print General				871.02
982.765 · Youth/Teen Special Needs Coll				
10/21/2019	2062860919	Lakeshore Learning	DOLL HOUSE PEOPLE SET - POSE PLAY FAMI...	67.49
Total 982.765 · Youth/Teen Special Needs Coll				67.49
Total 982.755 · Youth Print				938.51
Total 982.700 · Print				1,392.90
Total 982 · Collection Expense				5,805.11
TOTAL				149,862.93

Chelsea District Library Donation and Restricted

January through October 2019

	Jan - Oct 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	5,400	0
675.400 · Chelsea Ed Foundation	1,000	1,000	0
Total 675 · Private Grant Sources	16,400	16,400	0
Total Income	45,350	44,345	1,005
Gross Profit	45,350	44,345	1,005
Expense			
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	3,000	3,000	0
Total 850.300 · TLN Internet Service	3,000	3,000	0
Total 850 · Telecommunications	3,000	3,000	0
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	12,286	12,000	286
Total 884.500 · Artist In Residence	12,286	12,000	286
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 October 2019

	Jan - Oct 19	Budget	\$ Over Budget
884.915 · Aud Prg. Rst. Gifts Purple Rose	1,000	1,000	0
Total 884.910 · Adult Programming Restricted	6,250	6,870	(620)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	720	1,000	(280)
884.923 · Youth Prog Rest Gifts SRP	3,850	3,850	0
884.920 · Youth Programming Restricted - Other	250		
Total 884.920 · Youth Programming Restricted	4,820	4,850	(30)
Total 884 · Programming	32,763	34,020	(1,257)
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	1,426	1,540	(114)
Total 969.600 · Staff Training	1,426	1,540	(114)
969.920 · Cont Ed Restricted Gift	50		
Total 969 · Continuing Education Expenses	1,476	1,540	(64)
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	37,298	40,465	(3,167)
Net Ordinary Income	8,052	3,880	4,172
Net Income	8,052	3,880	4,172

Chelsea 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	Oct 19	Jan - Oct 19	Budget	\$ Over 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	0	1,726,196	1,752,176	(25,980)	99%
540.100 - State Aid	0	29,485	0	5,957	0	0	6,074	0	0	0	41,516	52,043	(10,527)	80%
574.100 - Penal Fines	0	0	0	0	0	0	0	20,151	0	0	20,151	20,000	151	101%
607.100 - Non-Resident Fees	564	749	563	219	761	312	500	94	188	344	4,294	6,000	(1,706)	72%
645.100 - Copiers & Printers	65	960	667	481	742	240	711	503	716	495	5,580	7,000	(1,420)	80%
655.100 - Circulation Fines	1,772	1,584	1,630	1,718	1,669	1,688	1,707	1,782	1,433	4,264	19,247	22,000	(2,753)	87%
665.100 - Interest	30	68	48	39	24	14	16	14	13	0	266			
666.100 - Investment Earnings	61	55	2,487	293	320	2,600	286	223	2,369	0	8,694	45,000	(36,306)	19%
666.500 - Investment Change in Value	12,063	1,598	(3,343)	17,178	10,893	5,281	(2,873)	18,636	(7,594)	0	51,839			
674 - Contribution & Donation	7,740	500	4,465	1,100	5,560	2,890	140	5,555	1,000	0	28,950	27,945	1,005	104%
675 - Private Grant Sources	10,000	0	1,000	0	0	0	0	0	5,400	0	16,400	16,400	0	100%
Total Income	626,696	851,482	226,558	70,991	4,102	79,779	6,628	46,958	4,836	5,103	1,923,133	1,948,564	(25,431)	99%
Gross Profit	626,696	851,482	226,558	70,991	4,102	79,779	6,628	46,958	4,836	5,103	1,923,133	1,948,564	(25,431)	99%
Expense														
701 - Personnel Expenses	43,209	77,748	123,383	83,096	83,820	81,294	87,923	129,030	83,476	83,487	876,466	1,141,773	(265,307)	77%
727 - Supplies	1,347	585	481	2,265	2,246	1,072	6,345	813	876	1,406	17,436	22,050	(4,614)	79%
801 - Professional Services	11,856	8,706	1,746	6,795	1,238	2,107	1,939	1,236	4,180	11,862	51,665	100,306	(48,641)	52%
803 - Maintenance Service Contracts	12,334	7,092	8,264	12,649	8,375	8,689	18,279	4,211	7,723	11,396	99,012	129,929	(30,917)	76%
850 - Telecommunications	(1,775)	2,125	2,077	3,979	2,070	3,695	2,923	1,920	1,866	7,740	26,620	37,400	(10,780)	71%
880 - Promotional Materials	2,863	6,360	2,421	2,469	4,350	6,871	4,218	3,838	8,616	2,998	45,004	62,851	(17,847)	72%
884 - Programming	1,937	15,217	17,803	7,865	12,371	6,045	10,959	12,805	4,965	10,148	100,115	129,945	(29,830)	77%
885 - Volunteer	0	30	284	475	69	0	158	(48)	0	0	968	2,400	(1,432)	40%
920 - Utilities	0	4,738	5,079	4,637	4,669	4,617	5,187	6,403	8,836	62	44,228	56,550	(12,322)	78%
960 - Board & Director Expense	0	0	87	62	525	20	221	71	108	245	1,339	3,200	(1,861)	42%
965 - Automation Services	13,163	0	0	8,699	0	0	8,699	575	0	9,043	40,179	42,795	(2,616)	94%
967 - Equipment	735	3,083	6,662	2,068	1,375	564	1,172	1,942	357	355	18,313	26,765	(8,452)	68%
969 - Continuing Education Expenses	2,554	1,931	1,078	476	3,905	486	4,237	293	1,887	2,296	19,143	25,700	(6,557)	74%
980 - Capital Expense	1,500	5,699	25,180	57,697	0	17,839	0	0	0	3,020	110,935	174,966	(64,031)	63%
982 - Collection Expense	6,151	27,925	9,595	8,124	10,559	13,098	28,165	18,835	7,321	5,805	135,578	175,009	(39,431)	77%
Total Expense	95,874	161,239	204,140	201,356	135,572	146,397	180,425	181,924	130,211	149,863	1,587,001	2,131,639	(544,638)	74%
Net Ordinary Income	530,822	690,243	22,418	(130,365)	(131,470)	(66,618)	(173,797)	(134,966)	(125,375)	(144,760)	336,132	(183,075)	519,207	
Other Income/Expense														
Other Expense														
999.001 - Transfer to Capital Improvement	0	0	0	0	0	0	0	0	0	0	0	(57,057)	57,057	0%
999.002 - Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	0	0	0	0	(2,900)	2,900	0%
999.025 - Carry from General Fund	0	0	0	0	0	0	0	0	0	0	0	(123,118)	123,118	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	(183,075)	183,075	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	183,075	(183,075)	0%
Net Income	530,822	690,243	22,418	(130,365)	(131,470)	(66,618)	(173,797)	(134,966)	(125,375)	(144,760)	336,132	0	336,132	100%

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

	Jan - Oct 19	Jan - Oct 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	0.00	0.00	0.0%
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	4,291.69	4,572.91	-281.22	-6.15%
645.100 • Copiers & Printers	5,579.56	6,484.58	-905.02	-13.96%
655.100 • Circulation Fines	19,246.88	19,028.96	217.92	1.15%
665.100 • Interest	266.83	186.51	80.32	43.07%
666.100 • Investment Earnings	8,694.07	31,633.21	-22,939.14	-72.52%
666.500 • Investment Change in Value	51,838.61	-35,641.09	87,479.70	245.45%
674 • Contribution & Donation	28,950.00	38,425.00	-9,475.00	-24.66%
675 • Private Grant Sources	16,400.00	0.00	16,400.00	100.0%
Total Income	1,923,128.87	1,834,896.49	88,232.38	4.81%
Gross Profit	1,923,128.87	1,834,896.49	88,232.38	4.81%
Expense				
701 • Personnel Expenses	876,467.77	864,285.01	12,182.76	1.41%
727 • Supplies	17,435.26	13,500.62	3,934.64	29.14%
801 • Professional Services	51,666.45	60,085.29	-8,418.84	-14.01%
803 • Maintenance Service Contracts	99,010.47	105,817.81	-6,807.34	-6.43%
850 • Telecommunications	26,620.28	23,272.60	3,347.68	14.39%
880 • Promotional Materials	45,003.06	44,313.26	689.80	1.56%
884 • Programming	100,115.67	86,816.51	13,299.16	15.32%
885 • Volunteer	967.18	851.34	115.84	13.61%
920 • Utilities	44,228.93	44,357.47	-128.54	-0.29%
960 • Board & Director Expense	1,338.87	1,855.27	-516.40	-27.83%
965 • Automation Services	40,179.92	35,712.78	4,467.14	12.51%
967 • Equipment	18,313.61	25,866.75	-7,553.14	-29.2%
969 • Continuing Education Expenses	19,143.28	19,099.40	43.88	0.23%
980 • Capital Expense	110,935.47	68,958.56	41,976.91	60.87%
982 • Collection Expense	135,577.63	117,535.53	18,042.10	15.35%
Total Expense	1,587,003.85	1,512,328.20	74,675.65	4.94%
Net Ordinary Income	336,125.02	322,568.29	13,556.73	4.2%
Net Income	336,125.02	322,568.29	13,556.73	4.2%

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
10/31/2019	1,468,905
Invested	1,077,957
Increase 6/2009 – 12/31/2018	327,347
2019 Change (Current Year)	63,601
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	390,948
(Interest - Fees + Change in Value)	1,468,905

Note: 2019 Budget moves

\$57,057 from Capital

Improvement Fd to General

Fund

Note: 2019 Budget moves

\$22,100 from General Fund to

Capital Reserve Fund

Note: 2019 Budget moves

\$25,000 from Capital Reserve

Fund to General Fund

Note: Fund Adjusts entered 2/12/2019

Report for 10/31/2019

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

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

DIRECTOR'S REPORT

Library Director's Report on October 2019

Respectfully submitted for November 2019 Board Meeting

Staffing Updates

Work Anniversaries

- Tech Services Assistant Lucie Smith, 18 years on October 19
Congratulations, Lucie!

MLA Equity, Diversity and Inclusion Statement

Attached to this report is the Michigan Library Association's Equity, Diversity, and Inclusion Statement, adopted by MLA members on October 17. CDL's commitment to these values is apparent in our Strategic Plan 2017-2019, our programming, and staff training.

Legislative Update from MLA 11/7/19

Last week, State Senators Peter MacGregor (R-Rockford), Adam Hollier (D-Detroit) and Ruth Johnson (R-Holly) introduced Senate Bill 611. This bipartisan bill amends the Michigan Library Privacy Act, 1982 PA 455, enabling libraries, if they choose, to work with law enforcement when the library is a victim of a crime, or a crime occurs at the library. Currently, libraries cannot release library records to law enforcement without a court order. The bill has been referred to the Committee on Judiciary and Public Safety.

Before the bill was introduced, the MLA Legislative Committee reviewed a draft of the bill's proposed amendments and sent it to the MLA Board for consideration. The next board meeting is scheduled for Friday, December 13th. MLA has invited Lance Werner, Executive Director at Kent District Library and Anne Seurnyck, Attorney with Foster Swift Collins & Smith PC, to join the MLA Board Meeting to discuss how the changes proposed in this bill will affect libraries across Michigan. **While MLA has not taken a formal stance on this bill to date, we will notify the membership once a decision is made.** We want to make sure that all libraries who are impacted have had their voices heard.

Apron Strings Exhibit Wrap-Up

- Estimated attendance: 816
- Attendance at exhibit-related programs: 152
- Of the people who completed an evaluation after viewing exhibition:
 - 87% rated the presentation Excellent; 11% rated it Very Good
 - 82% rated its content Excellent; 15% very Good
 - 75% rated its relevance Excellent; 19% Very Good
 - 96% agreed that the exhibition helped them reflect on domestic traditions from their own family histories
 - 97% were planning to tell their friends about the exhibition

We captured some fantastic quotes from visitors as well. Here's a selectin of the more than 100 reflections and observations from the exhibition:

"My mom made a holiday apron for me when I was in my 20s. That was 35 years ago and I still make sure I'm wearing it when I make her special Hungarian Christmas cookies. That way my mom is always with me when I bake."

"My mom sewed an apron for me when I moved far away from home. It was a surprise in the mail and made me a little less homesick. I still wear it ten years later."

"Most unusual topic for an exhibit. Well done. Good display. I am 83 years old. Remember these aprons as some of mine, my mom's and grandmother's."

"Helps people recall their memories, appreciate family traditions and history. Causes people to appreciate women's work in the home and how things continue to change. Thanks."

"It takes me back to my youth!"

"I came multiple times because I loved it! I feel inspired to make an apron now."

"Apron art has been too long ignored. The craftsmanship and care is wonderful. The exhibit brings back memories of my childhood and early parenting. Thank you for such an elegant presentation."

"I'm glad I had Kleenex because seeing those aprons brought back memories and made me cry."

"My wife and I really love this vintage fashion stuff."

Word of Mouth Marketing

Volunteer Appreciation Parade Watching Party

December 17 @ 5:30 PM in the McKune Room

Past and present volunteers are invited to join us in celebrating another fantastic year of volunteer service with good food and company while we watch the Holiday Light Parade from McKune. At this event the Volunteer and Friend of the Year will be announced!

Out and About – October 2019

- Visited Chelsea Retirement Center for lunch and tour – October 3
- Facilitated Direct Dialoguing program at CSC – October 6
- Attended Rotary meetings – October 1 & 8
- Attended Rotary board meeting – October 17
- Walked students to South Elementary as part of Walk to School Wednesday initiative – October 2, 9, 16, 23, 30
- Attended friends board meeting – October 10
- Attended Chelsea 2030 luncheon convened by Howdy Holmes – October 14
- Attended Chelsea Education Fund board meeting – October 21
- Managing the Chelsea Education Fund's 2019-20 Grant Cycle applications – month of October
- Attended Chelsea Area Chamber of Commerce's Citizen of the Year and Lifetime Achievement Award banquet – October 24
- Attended CSD's District Wellness Committee meeting – October 30

Looking Ahead to November 2019

- Joy Jan Jones concert in McKune – November 3
- With Joy Jan Jones at South Elementary School with 4th graders – November 3, 4, & 5
- With Joy Jan Jones at Chelsea High School – November 5
- With Joy Jan Jones at Silver Maples – November 4
- With Joy Jan Jones at CRC – November 5
- Chelsea Education Foundation Grants Committee meeting – November 4
- Walk to School Wednesdays – November 6, 20, 27
- Library Marketing and Communications Conference in St. Louis – November 13 & 14
- Rotary meetings – November 5, 12, & 19
- Chelsea Education Foundation board meeting – November 18
- Meet with AADL Director Josie Parker – November 21

Strategic Plan Goal Progress Highlights will be shared at the Board Retreat this month.

MLA Equity, Diversity and Inclusion Statement

Adopted by the MLA Members on October 17, 2019

The Michigan Library Association (MLA) and its Board of Directors, staff, and volunteers are committed to recognizing, enhancing and promoting diversity, equity and inclusion in all forms. MLA is committed to create an equitable and inclusive environment that fully supports and promotes our commitment to modeling diversity and inclusion for the entire library community, and to maintaining an inclusive environment with equitable treatment for all. In order to do this, we will:

- Certify that all organizational leadership, staff and volunteers embrace the values of mutual respect and dignity for all persons when looking at our internal practices and policies with relation to governance, volunteer service, and employment, ensuring equality of opportunity that is free from unfair discrimination and harassment.
- Ensure open, responsive and respectful communication with staff, members, volunteers, and any/all statewide stakeholders.
- Create a strong collaboration and partnership with the community in any interactions regarding issues of diversity and equity, ensuring that we are reflective and responsive to the needs of the diverse state we serve.
- Continually monitor and evaluate our internal and external activities to ensure we are providing an environment that welcomes equality and diversity in all its forms, allowing us to set an example of best practices to create a culture of shared values and cross-cultural understanding.

MLA is committed to expanding diversity and inclusiveness across the State, including embracing and encouraging the rich socio-economic, physical, cultural, racial and ethnic differences that make-up the Michigan library community.

**Chelsea District Library
Assistant Director's Report
Oct. 2019**

Facility

Design Think update: The teen benches and the youth lounge chairs are done. Two of the four lounge chairs that sit near the New Books upstairs should be done and the other two out for reupholstering by the time you read this. That leaves the four tall-back lime green chairs in the periodical reading area to finish by year's end. I am really looking forward to seeing these last sets of chairs completed! We are also getting quotes to improve the Information Services office by removing the interior wall that currently separates it into two spaces. The inner office is particularly cramped and doesn't have room for all of the librarians, causing one to sit by themselves in the outer office. We hope to not only open up the space but also give them a work counter in the center to enable collaborative work on projects. If all goes well, this work will be done mid-December.

We start winding up yard work in October: sprinklers blown out and turned off; last of the plant spraying; leaf clean up. We are holding off a bit on the leaf clean up and the warmer weather has caused the trees to hold on to their leaves longer than usual. The goal will be to give them a few more weeks to drop but get them before the first snow falls.

We also had our annual fire suppression/emergency lights/fire extinguisher inspections this month, along with the backflow testing that is required every two years. This year an inspector for the City actually came out to make sure it was done- a first since I have been in charge of the facility! Our annual plumbing inspection and gutter check in November will complete our building maintenance annual services for the year.

Programs/meetings/outreach/HR/budget

Our monthly all-staff meeting was set aside for departments to meet with just their staff. They regularly need time to meet and discuss business that is pertinent to the services they provide and doesn't require the rest of the staff's input. We also invited CVS pharmacy to provide flu shots to staff who needed them.

October is when we start honing the budget and projecting where we hope to finish up for the year. I make the budget projection document and invite administrative staff to fill in their numbers. We meet at least twice to review and discuss before the November board meeting where we present our requests for current year adjustments and/or carry overs for the 2020 budget.

Lori and I met several times to discuss our 2020-22 strategic plan and met with Kerry and Anica from Bridgeport Consulting to review their condensation of the staff feedback from the staff retreat. That resulted in a first draft that we will take to management staff in November for their input.

Volunteers

We had 192.5 book sale hours this month and 178.25 non-book sale hours, for a total of 370.75 hours.

Respectfully submitted-
Linda Ballard, Assistant Director

Chelsea District Library
Volunteer Hours 2019

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	192.50	0.00	0.00	1945.00
CPU	8.00	3.00	0.00	1.50	1.00	1.00	0.00	0.00	0.00	1.00	0.00	0.00	15.50
Local History	27.00	27.25	23.00	33.50	35.75	29.25	20.00	11.25	39.50	48.00	0.00	0.00	294.50
Program	9.25	26.25	7.50	10.00	3.50	32.00	1.50	9.50	11.00	4.50	0.00	1.50	116.50
Workroom	20.25	20.25	27.00	28.00	26.50	35.50	25.25	30.00	75.50	35.75	0.00	0.00	324.00
Friends	20.00	6.50	23.00	18.25	17.75	12.50	6.25	22.00	24.50	34.75	0.00	0.00	185.50
YSG	40.00	54.00	29.50	48.50	47.50	378.50	407.50	26.00	11.00	48.00	0.00	0.00	1090.50
Board Trustees incl.comm mtgs	6.00	6.00	8.50	7.50	6.00	3.00	7.00	7.5	6.00	6.25	0.00	0.00	63.75
Monthly Totals	331.00	349.25	278.50	420.25	317.00	678.25	687.50	261.25	340.00	370.75	0.00	1.50	4035.25
Non Book sale	130.50	143.25	118.50	147.25	138.00	491.75	467.50	106.25	167.50	178.25	0.00	1.50	2090.25

October Program Information

Date	Event	Attendance
Adult Programming (8 Programs, 137 Attendees)		
10/2, 10/8	Book Clubs (Reading Glasses, Books Over Breakfast)	9,2
10/3	Desserts by Decade: the 1950s	22
10/5	Solar Tour	19
10/6	Direct Dialoguing (Speed Date Your Rep)	14
10/8	Adult Beginner Knitters	8
10/9	Place that Face	7
10/29	Guardians of Detroit	56
General Programming (1 Programs, 7 Attendees)		
10/14	Apron Strings Tour (Silver Meadows)	7
Youth Programming (21 Programs, 577 Attendees)		
10/1,10/16,10/22,10/29	Babytime	15,19,15,12
10/2,10/16,10/23,10/30	Preschool Storytime	8,8,5,8
10/3,10/17,10/24,10/31	Toddler time	24,19,25,25
10/4	Homeschool Meetup	33
10/5	Sensory Open Play	9
10/7	LEGO Club	13
10/10	Dance Along, Sing Along	16
10/13	Minecraft Mondays	13
10/18	READ to Library Dogs	4
10/21	UMMNH Dinosaur Petting Zoo	38
10/26	Kids Read Comics	200
10/28	Not Too Scary Storybook Trail	68
Teen Programming (4 Programs, 16 Attendees)		
10/8	Pizza and Paperbacks	3
10/3,10/17	That Thursday Thing	8,4
10/11	Teen VR Experience	1
Outreach (Adult 3/64 , Teen 0/0, Youth 2/65 , Awareness 7/337)		
10/18 (A)	Apron Strings Presentation at Glazier	14
10/17 (A)	Book Clubs (Pines)	10
10/30 (A)	Halloween Party at the Senior Center	40
10/7 (Y)	Storytime at ECC	48
10/9 (Awar.)	Presentation at SME staff meeting	25
10/11 (Y)	Storytime at Mudpies and Lullabies	17
10/24 (Awar.)	Fall Festival at ECC	254
10/2,10/9,10/16,10/23,10/30 (Awar.)	Walk to School Wednesdays	16,16,11,15
(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach (Awar) Denotes Awareness Events		

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

Services	Oct. 2019	Oct. 2018
Reference Questions	2155	2330
Homebound & Deposit Book Deliveries	24	31
OCLC Interlibrary Loan	7	38

Shannon Powers, Head of Information Services

For the month of October, I've continued to meet with my staff, assess assigned responsibilities for all librarians, and improve my understanding of our current youth services offerings. I was able to sit in on an excellent toddlers' time with Jessica, and rearrange some of the youth duties to best fit each librarians' strengths. We welcomed our newest adult services librarian, Catherine Sossi, to the team this month, and I spent time developing training matrixes, facilitating cross department meetings, and in general introducing Catherine to the Chelsea District Library. Catherine has a strong background in reference and took to the information desks quickly. She will be an asset to the library.

The librarians worked hard to host strong programs this month, and to plan for the future quarters. Lori, Patty, myself, and all of the librarians met to brainstorm summer and spring quarter themes and to ensure that our programming continues to work toward the library's mission and vision. The meeting was a nice opportunity to look at big-picture ideas and get marketing's input on possible program series and promotion. This month I also assisted Lori with the Direct Dialoguing (Speed Date your Rep) program, which turned out very well, helped prepare for Joy Jan Jones' visit, visited the Waterloo Farm Museum as prep for possible partnerships, and met with Lori and Michelle from Serendipity Books to discuss Open Mic night and a possible additional author visit in the late spring. With Veteran's Day fast approaching, I also spent time coordinating the days event with Mayor Melissa Johnson, and had enormous help from Laura Brown, who took the lead prepping and working with presenters, as well as organizing the tech needs with Ron Andrews.

Apron Strings wrapped up this month, with a wonderful opportunity for the library to visit Glazier Commons. Margaret Loebe and I brought aprons and photos for the residents, and I gave a short presentation on the history and symbolism of aprons that was very well received. Since Glazier residents are often unable to visit the library in person, we will follow this model in the future to make sure they still enjoy our wonderful traveling exhibits. Our final apron strings program, Desserts by Decade: the 1950s, was met with such a positive reaction that we've booked the presenter for a second program this spring—Dessert By Decades: the 1920s.

From a collection standpoint, the end of the fiscal year is near and I spent time reviewing our budgets and touching base with librarians to make sure our spending was on track. We had a healthy budget left for local history, so I met with Margaret (our newly designated local history librarian) and Toni Keim (one of our local history volunteers) to determine the best way to improve our local history collection storage and future digitization.

Laura Brown, Adult Information Services Librarian

This month we welcomed Catherine Sossi as our newest librarian in Information Services. Her past experience with ordering and CARL will be a great asset to our library. I, among other librarians, am training her on CDL's ordering procedures and will guide her through our programming process.

I had several meetings with our marketing department. Shannon and I met with them concerning CDL's Veteran's Day event, as well as editing the Veteran's Day event brochure and press release. I've been working with Vietnam helicopter pilot Jim Alford and three presenters the library is sponsoring for the Veteran's Day event at the Comfort Inn. Ron has also helped with getting the group's presentation ready to roll. I've also been coordinating with Victoria at the Comfort Inn on the A/V and Fallen Soldier Table, as well as working with Lori to coordinate with author John Kinzinger and his book *Sacrifices Not Forgotten* for a booktable at the event.

I wrote a press release and worked with marketing on CDL's upcoming Local Author Fair and have coordinated with all 10 authors to get their bio's and headshots. I also had a meeting with marketing and Shannon about promoting Washtenaw Reads, worked with Elizabeth from AADL to get CDL's events up on the WR web site, and coordinated a large bulk order of the books with Paul McCann.

Beyond planning, I led Reading Glasses Book Club at the beginning of the month where we read *How to Walk Away* by Katherine Center. A few days later, I subbed for Margaret to facilitate CDL's first offering of Books over Breakfast Book Club, where we read *Circe* by Madeline Miller.

I've been ordering up a storm to make sure all materials get in-house before the end of the year. This includes all adult feature and non-fiction DVDs, fiction, large print, audiobooks, Overdrive e-books and e-audio, and non-fiction material in the 600s and 700s.

We were busy on the local history front. Our local history volunteer Nancy caught up on our online obituaries, and I trained a new volunteer, Judy, to help as well. I worked with local history volunteer Toni to find historic photos of the Rockwell Building for a local architect who is looking to rehab the building.

Patty, Terry, and I coordinated the signage and display of winter holiday music CDs, and holiday DVDs. Terri and I added extra shelving to music CDs to accommodate the display of almost all winter holiday music. Patty is ordering more black wire DVD displays, as the winter holiday DVDs will be placed on the movie area's end caps this year. To allow this, we are moving the all new DVDs one row to the north. This will allow for three wire shelves on end caps for winter holiday DVDs, giving patrons plenty of room to browse. New non-fiction DVDs will move one bank south and the staff movie picks and non-fiction DVD display will go away during the holiday season to accommodate this.

Patty and I also coordinated the ordering of new sign and book holders for our slat wall end caps upstairs in the new book section, as this will be how we showcase our upstairs book displays going forward.

We extended our nutrition bingo program with St. Joseph Chelsea Hospital to the end of October and saw an increase in participation. I worked with Christian Calaguas, a hospital dietitian, on the program and in November we will announce the winner of the Instapot drawing.

At the end of the month, I attended the Halloween party at the Chelsea Senior Center, sponsored by the library. I made five prize bags containing Jack 'o lantern pins (Stacey created them on CDL's 3D printers and I colored them), Chelsea bakery coupons, and candy. We had a nice dinner then were entertained by Stevens Puppets, who came all the way from Indiana, and performed *The Legend of Sleepy Hollow*. The

company originated in the 1930s and seniors enjoyed going behind the scenes to learn more about the vintage marionettes!

Margaret Loebe, Adult Information Services Librarian

I have been getting to know the patrons and procedures of CDL Delivers. Our group of participants are happy with the service, and I have used a couple of outreach opportunities to get four more participants. I also have changed the delivery policy to once per week. This makes it consistent for the volunteer and patrons; it also will allow me to see when I need to add a volunteer to the schedule. Thus far, we are doing great with one weekly and one intermittent volunteers.

We have been providing topographical maps to Bob Benedict, a CDL Delivers patron who lives at the UMRC. He uses those maps to paint topographical maps, with wood dust as the medium that indicates elevation. I installed a display in the entrance of these maps. Because Mr. Benedict was a longtime principal at both North Creek and South Meadows Elementary Schools, I hope that our patrons will remember him from their and their childrens' school days. Many thanks to Kathy Kahler, library assistant, for help with the installation.

Continuing with Library Recess, the self-directed patron programming, I put a jigsaw puzzle on a table in front of the second floor reference desk. The puzzle is of four women wearing aprons, to support our Apron Strings exhibit. Many people have worked on the puzzle and it's nearly complete.

I was able to increase outreach through a reference interview. Cheryl Wells, who teaches a class on oceanography at the Chelsea Learning Institute, wanted a bibliography of books that CDL has on climate change and oceanography. I requested 25 books from the TLN for her to review and also assembled all of the books that CDL has, which, it turns out, is a decent number. I also used a couple of features in CARL to make her a bibliography of both the CDL books and the TLN books. She will distribute this bibliography to her class so they may check the materials out.

I analyzed the adult collection to see how the distribution of funds matches the size and circulation of each part of the collection. This report will be useful in examining the budget for 2020 and also for further analysis of each part of the collection.

Stacey Comfort, Youth & Teen Information Services Librarian

In October, I celebrated 8 months with the library. I added some new programs to my usual slate: the Homeschool Meetup, and Adult VR. The Homeschool Meetup involved 30 kids and parents visiting the Waterloo Farm in Grass Lake, which was both entertaining and interesting. During my first session of Adult VR, I ran the participants through the Playstation 4 VR system, while Ron set up half of the class with the Lenovo Mirage headsets. When I do VR for teen programming, my participants usually want to play Beat Saber or Playroom VR, and the adults were more interested in adventures like Virry Safari and VR Worlds: Shark Attack, which are both fun and realistic.

My storytimes were smaller this month, but we had a lot of fun learning about rainbows, building, and yummy fall foods, and my regulars have really enjoyed the dance break in between books and activities, especially when we do the Silly Dance Contest by Jim Gill. Also in programming, I had a record number of teens show up for my single-serve mug desserts - eight showed up and had a lot of fun cooking up brownies and cookies in the microwave. Finally, I experienced my very first Kids Read Comics with Edith at the helm, and it was a great event. We had a lot of participants, and some of the artists and other presenters, like the League of Enchantment Cosplayers, might be a good resource for further programming in the 2020 year.

Edith Donnell, Youth & Teen Information Services Librarian

October was a challenging month for many reasons, but mostly due to the repair of a tendon in my thumb. Burdened with a cast, I have been most grateful for the help and support offered by fellow staff and Youth Service Group volunteers. I have been able to continue my busy programming schedule, including babytime, outreach storytime and Fall Festival at the Early Childhood Center, a dinosaur event with UMMNH and Kids Read Comics, a small but mighty one day comics event which featured six artists this year. Events drew small crowds but about 200 people interacted with the artists and we had 35 at the evening pizza party. One participant was overheard telling his grandmother it was “the best day of his life.” I was also proud to read to all South Meadows students (in small groups for two hours) from my favorite creepy stories by Chris Van Allsburg.

Jessica Zubik, Youth & Teen Information Services Librarian

October was a busy month! I changed out the StoryBook Trail book with assistance from volunteer and storytime helper Karla DeMea, and trained her on how to switch out the pages herself. Karla’s family will be taking over this piece of the StoryBook Trail project and I’m very grateful for their help. I also hosted our first program at the StoryBook Trail, taking our annual Not-Too-Scary storytime outside for families to trick-or-treat along the trail. Nearly 70 guests visited the trail during the program. Special thanks to Allison Krueger, the Stewardship Manager for Washtenaw County, and our two volunteers, Nancy and Susan, for passing out treats along the way!

For outreach, I went to the staff meeting at South Meadows Elementary School and briefly chatted with the teaching staff, introducing myself and letting them know the services and resources them to support their students. And in preparation for opera singer Joy Jan Jones’ return to Chelsea, Lori and I spent some time with Mrs. Radamski’s fourth grade class learning about opera and the special mini-performance they would be doing with Joy in November— more on that next month.

A major project I undertook this month was applying for a Chelsea Education Grant for Authors in Chelsea. We use the CEF grant to purchase classroom sets of books for students to read prior to the author visits each spring. The work for this included updating previous years’ application and working with South Meadows Principal Stacie Battaglia to expand on how teachers use these books in their reading and writing curriculum as well as submitting the application.

Programming-wise, I did a lot of prep for future events. This included ordering books for next year’s Summer Reading program through the Scholastic Literacy Partnership; meeting with the programming committee to brainstorm spring and summer programs; and introducing Stacey to the Tween & Teen Homemade Gifts for the Holidays program and beginning to put together our ideas for this year.

Technology

Summary of October 2019



From: Ron Andrews – Head of Technology

Monthly Summary

October for the most part was not frightful! The majority of the month was spent training and acclimating Scott to CDL and all things network and technology. It has been a very smooth month having Scott on board – every day is something different. We covered much of the network, public technology, budget and outreach. Scott also met with all of the managers, Lucie and some of the circulation staff to get a better outlook on what they do and how technology affects their job.

Scott has reviewed much of our system and is starting to have some ideas where we can upgrade and streamline technology processes. He has been very helpful in assisting me with planning for the Ingenuity Engine room coming this spring since he worked with the staff at Novi with their iCube space. He helped bring some ideas and considerations that we had not thought of.

I continue to work on updating the Hotspots inventory and primarily the Mobile Beacon devices. I still need to recall the hotspots from Faith In Action and then finish up with the rest of our public devices. As many of these units are several years old we will start looking at upgrades or replacements for them.

Finally, after discussions with service providers at the St Louis Center we altered our schedule of VR session there. As of November we will be providing a children's session on Monday evenings from 6-8 on the Second Monday of the month and the adults and older teens on Thursday mornings from 9-11 on the third Thursday of the month. These sessions continue to be very well received and we are looking at updating our software collection to keep the programs fresh.

Technology

- Provided Scott with: training, and information regarding our technology systems, library policies and procedures and what staff jobs and technology needs are.
- Completed the inventory of the School Hotspots.
- Scott and I had a phone conversation with T-Mobile regarding the possibility of adding that provider to our Hotspots available for the public

Outreach/Programming

- Reset evening VR program at the St Louis Center to Monday evening
- Work closely with Lori and Jessica on the Opera program with Joy Jan Jones at South Meadows school. The end result was a huge success! The children, the parents, and the school principal all love the idea and outcome. We are looking at how to expand this program with inclusion of the high school and other community organizations.
- We continue to support the Broadband committee for meeting space and hosting times.
- Our proctor service has picked back up with 2 sessions this month and a few more schedule for November.
- Continue to get up and get moving every Wednesday morning at 7 to Walk to School with a very lively group of kids. We are averaging about 10-12 weekly.

Other

- Celebrated Lucie's 18th work anniversary and working on her review for the year.

Ron Andrews

Network Report

October 2019



From: Scott Rakestraw – Network Administrator
Monthly Summary

October was a busy month. I have reviewed a variety of systems and network documentation, including the library strategic and technology plans. I've met with each department manager and most of the staff to discuss their needs, desires and address any problems that might exist. We have resolved a few minor issues with performance and file management for the marketing and information services teams.

We are moving forward with the server/storage upgrade as planned. Due to changes in available technology (Solid State Drives) and wider vendor participation, the new, cloud ready system will be significantly faster, more efficient and cost less than originally planned. The server/storage upgrade project will be completed by December 31 and will be installed about \$1,000 under budget.

Tasks Completed

- Ron and I have installed a few network tools which should make supporting the staff and managing the public work stations easier.
- Attended Chamber of Commerce "Person of the Year" event.
- Pulled library videos from legacy YouTube accounts in under the current channel. Updated our channel settings and created playlists for various library features.
- Provided patron support for wireless users having difficulty getting past the wi-fi "Welcome Agreement" screen.
- Provided Computer Training 1:1 assisting residents at CRC.
- Reviewed hardware needs for various staff members and associated teams.
- Placed order for server/storage upgrade hardware and software.

Generally speaking, the network is operating efficiently. Proactive speed tests indicate some latency and minor performance bottlenecks. I expect to have these issues resolved quickly.

Scott Rakestraw

MARKETING BOARD REPORT

October 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 October.

Apron Strings Exhibition

- Captured final photos and testimonials
- Assisted with the tear down of exhibition
- Summarized Apron Strings Exhibition evaluation forms and shared results with Director

Friends of CDL Membership Drive library display

- Met with Jean Vargas to discuss display ideas
- Created and printed display graphics
- Worked with Jean Vargas to install display

Kids Read Comics

- Submitted press release to media
- Created print and web ads and submitted to media
- Created tabloid and lobby posters and submitted to printer

CDL Winter Newsletter

- Worked with graphic designer to finalize cover artwork
- Worked with graphic designer to resolve layout space constraints
- Proofed through three newsletter drafts and sent edits to graphic designer
- Approved color proof and approve for production

Westside Building Banner New Hardware

- Reviewed banner proofs and approved for printing
- Coordinated frame and banner installation

Opera at CDL

- Created LCD slide and postcard for Joy Jan Jones library program
- Coordinated photography at high school and South Meadows

Veterans Day Event

- Created Facebook cover image, Facebook event image, and LCD slide; deployed on channels
- Created and printed brochure, and distributed to community
- Created and submitted print and digital ads to local media

Volunteer Appreciation and Open House

- Coordinate and facilitate photo shoot for READ poster
- Create open House invitations, print, and create digital assets

- Created/ordered branded employee materials for Catherine Sossi
- Updated staff website profiles for Scott Rakestraw
- Onboarded Scott Rakestraw regarding marketing department
- Submitted and helped coordinate CDL programs for Hometown Holidays to Chelsea
- Coordinate UMRC Artful Aging exhibit for December
- Research ways to reduce cost of producing StoryBook Trail backing pages
- Attend Chamber Citizen of the Year/Lifetime Achievement Awards banquet
- Attend spring/summer programming meeting
- Review and project year-end budget expenditures and balances
- Dialogue with Kim Eder, Beach School art teacher about use of middle school students' artwork on summer 2020 print newsletter cover
- Work with librarians to identify slat wall accessory needs for end-rack collection displays, research, and order options

...more

- Chelsea Update (online): 17 articles

MARKETING BOARD REPORT

October 2019

- Chelsea Guardian(print): 2 articles
- Chelsea Sun Times (print & online): 4 articles
- Misc. publications (print & online): 1 article

Respectfully submitted,
Patty Roberts
Head of Marketing

Circulation Supervisor's Report October 2019

- Circulation – 22,622 or 1% lower than last October;
239,135 or break even with last year.
- Patron Count- 13,018 for October;
138,027 Year to Date.
** Does not include offsite programs.
- Circulation by township- for October –
 - Dexter = 10% of total transactions
 - Lima = 12% of transactions
 - Lyndon = 16% of transactions
 - Sylvan = 16% of transactions
 - Chelsea = 32% of transactions
- October Circulation: 87% were items from Chelsea and 13% were inter-loaned items.
- Automated phone renewals in October– 47, Self-check was 9% of items checked out in October;
Overdrive = 2347 in October; RBDigital = 409 in October; Hoopla = 278 in October.
- Registrations for October– 98 new cards; 7078 total card holders
 - *Dexter = 898 cards; Lima = 816 cards; Lyndon = 1033 cards
 - *Sylvan = 1214 cards; Chelsea = 2543 cards; Nonresident = 574 cards

Circulation Activities:

- We received 5 to 8 tubs in the run each day M-F with a total of 148.5 in October.
- Hotspot holds for October: Sprint = 3; Verizon = 6; AT&T = 3.
- Chelsea hosted a CARL Connect Circulation training class for Manchester, Dexter & Chelsea staff who wanted to learn about the Mobil circulation for outreach to our communities. This is the future of our catalog & patron database, being able to take it on the road!
- I attended the Michigan Library Association 2019 conference in Novi, on October 16th, 17th, & 18th. The focus was on “Open Doors” and the three keynote speakers all gave talks on how we perceive patrons and what should be in our collections – words that can hurt either verbally or in print. One of the most interesting was on the 2020 Census and the part that libraries will play in making sure we have an accurate census.
- I attended the Chelsea Citizen of the Year & Lifetime Achieve award dinner on October 24th.

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library
2019

	Average Daily Circulation							2019 Total	2018 Total	%Diff.
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.			
Jan.	591	950	903	850	715	548	422	26483	24343	9%
Feb.	771	965	754	779	731	618	398	22244	21896	2%
March	764	828	691	703	735	706	399	24554	25332	-3%
April	707	736	808	746	579	429	367	22384	23655	-5%
May	815	780	743	684	618	464	344	22887	21069	9%
June	932	850	901	867	713	441	398	25327	25615	-1%
July	984	940	922	758	744	522	397	26786	26766	0%
August	406	882	760	780	652	660	511	24141	24733	-2%
Sept.	659	778	700	686	615	527	421	21707	22047	-2%
Oct.	626	763	627	580	574	549	362	22622	22823	-1%
Nov.									22230	
Dec.									20805	
Total								239135	281314	
Mnth Avg								23,914	23,443	

Avg. % Inc.

with OD & RB, & deposit collection ckouts.

0%

SifChk/ Check-outs only					% ChkOuts
2019 Totals	Total	Days	Per Day		
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%
2605	2866	30	96		9%
2934	3146	30	105		10%
2595	2271	30	76		12%
2032	2424	28	87		12%
2296	2517	31	81		9%
2017 1849					
27381	24063				10%

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

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

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	675	69,472
Nov		
Dec		
Total/Avg	7,118	68,572

RB Digital Circ 2019 (downloadable e-magazines)				Overdrive Circ 2019 (e-books, audio books & music)			
2019	2018	2017		2019	2018	2017	
Jan	401	180	292	2248	1882	1577	
Feb	327	144	271	2129	1696	1401	
Mar	385	291	383	2216	2068	1703	
April	364	170	331	2120	2057	1589	
May	345	170	238	2270	1813	1504	
June	361	215	240	2201	1908	1570	
July	303	174	239	2517	2034	1659	
Aug	421	192	230	2489	1990	1724	
Sept	409	152	264	2444	2011	1539	
Oct	409	198	220	2347	2041	1644	
Nov		467	172		2077	1602	
Dec		340	191		2138	1639	
Total	3725	2693	3,071	22981	19151	19151	

Hoopla 2018 (e-books, audiobooks, music, movies)			
	2019	2018	
Jan	64	43	
Feb	238	38	
Mar	287	42	
April	272	78	
May	267	79	
June	301	121	
July	282	146	
Aug	283	160	
Sept	245	148	
Oct	278	167	
Nov		174	
Dec		204	
Total	2517	1400	

Chelsea District Library																																			
Monthly New Registration 2019																																			
				by Municipality				Average Daily Door Count 2019																											
District	NonRes	School	Other	Total	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total																	
January	65	9	0	5	79	8365	35	13	4	11	9																								
February	51	6	0	2	59	6923	22	4	7	11	7																								
March	66	12	0	3	81	6867	32	7	6	8	14																								
April	95	8	1	0	104	6959	36	8	13	17	19																								
May	71	5	0	2	78	7037	22	5	9	8	28																								
June	99	12	1	0	112	6958	37	15	11	12	26																								
July	119	9	0	0	128	6917	51	4	22	17	25																								
August	88	7	2	2	99	6863	36	9	2	23	18																								
September	124	8	1	0	133	6987	43	12	26	17	28																								
October	89	8	1	0	98	7078	36	8	14	7	25																								
November					0																														
December					0																														
Totals					971		350	85	114	131	199																								
Change in Card holder Grand Total due to Patron database clean up for new computer system.												Total door count includes outdoor programming at CDL.																							
Registered Card Holders																																			
District	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Trans		% Tot		SEMCOG Dec2010		% of Pop		Regist % of Entity Pop.															
8708	9113	8898	9147	9002	9083	9083	9109	9064	7837	7753	6504	15,238	10%	15010	47%	42%	Dexter																		
1216	1258	1197	1222	1206	1211	1211	1215	1230	1087	1101	898	1525	18%	2604	59%	54%	Lima																		
1124	1176	1169	1174	1156	1133	1133	1109	1109	996	965	816	1859	12%	1909	57%	100%	Lyndon																		
1605	1673	1567	1579	1538	1539	1539	1546	1522	1302	1255	1033	2397	16%	2720	59%	100%	Sylvan																		
1743	1822	1800	1786	1693	1662	1662	1667	1641	1412	1426	1214	2438	16%	2833	72%	100%	CityChel																		
3020	3184	3165	3386	3409	3538	3538	3572	3562	3040	3006	2543	4909	32%	4944																					
NonRes	977	960	902	744	640	649	655	625	575	609	574	379	2%		59%																				
Freedom	81	58	18	7	6	6	6	7	0	1	0	375	2%																						
Sharon	153	150	149	141	118	122	118	110	107	112	109	425	3%																						
Waterloo	421	423	411	365	336	348	352	333	249	268	256	3	0%																						
GrassLk				15	26	29	28	25	37	36	22	928	6%																						
Other	322	329	324	216	154	144	151	150	182	192	187																								
Totals	9685	10073	9800	9891	9642	9732	9764	9689	8412	8362	7078		100%																						
These are actual checkout #'s, there is no way to get the breakdown to add download #'s.																																			

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.	22,622	19,669	87%	2,953	13%	15,526	1,155	
Nov.				0	0			
Dec.				0	0			
Totals	239,708	177,535	74%	62,173	26%	163,243	11,742	
Mnth Avg	23,971	17,754		6,217		16,324	1,174	
TLN Updated these numbers in April								
2019 Circulation by Department - Percentage								
	Adult	Youth	Teen	2019 Circulation by Department - Total Checkouts				
January	60%	36%	5%	Adult	Youth	Teen		
February	58%	38%	4%	9,777	5,743	677		
March	57%	39%	4%	8,900	5,743	563		
April	58%	38%	4%	9,756	6,799	668		
May	59%	37%	4%	8,738	5,790	537		
June	50%	45%	5%	9,121	5,687	529		
July	50%	45%	5%	8,978	8,212	877		
August	57%	39%	4%	9,653	8,622	1,022		
September	57%	39%	4%	9,185	6,247	668		
October	56%	41%	3%	8,133	5,474	512		
November				8,565	6,217	486		
December								
Yearly Avg.	56%	40%	4%	Yearly Total	84,534	6,539		
				90,808				

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 19, 2019 Board Packet

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

Accept October donations and changes to the 2019 FY Budget.

	Income Line -	Expense Line
Becca Pilkerton	674.120	884.970
(In Honor of Tony & Elizabeth Sensoli/Memory of Robb Pilkerton)		\$400.00

Sub Total: \$400.00

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

Sub Total: \$

Total General Donations: \$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 November 19, 2019 Meeting

Bylaws

Background:

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

Action:

The Board approves changing the word “shall” to “may” in Bylaws, Article II, Section II, so that the bylaws language and that of the District Library Agreement coincide with one another.

Anne Merkel, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet November 19, 2019 Meeting

2020 Calendar of Library Operations and Holidays

Background:

Discussion on the 2020 calendar of library operations and holidays. No staff in-service date has been decided and can be added at a later time.

This will move to Action in December.

11/6/2019

Chelsea District Library Board
2020 Chelsea District Library
Calendar of Library Operations and Holidays

Governance
Appendix #1
Adopted: December 17, 2019

Regular Library Hours (Labor Day to Memorial Day):
10:00 AM to 9:00 PM Monday through Thursday
10:00 AM to 6:00 PM Friday
10:00 AM to 5:00 PM Saturday
1:00 PM to 5:00 PM Sunday

Summer Library Hours (Memorial Day to Labor Day):
10:00 AM to 8:00 PM Monday through Thursday
10:00 AM to 6:00 PM Friday
10:00 AM to 3:00 PM Saturday
1:00 PM to 5:00 PM Sunday

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

Wednesday, January 1	[New Year's Day]
Monday, February 17	[President's Day]
Sunday, April 12	[Easter Sunday]
Sunday, May 24	[Shared System Not Available]
Monday, May 25	[Memorial Day]
Friday, July 3	[Close at 5:00 PM]
Saturday, July 4	[Independence Day]
Sunday, September 6	[Shared System Not Available]
Monday, September 7	[Labor Day]
Wednesday, November 25	[Close at 5:00 PM]
Thursday, November 26	[Thanksgiving Day]
Thursday, December 24	[Christmas Eve]
Friday, December 25	[Christmas Day]
Thursday, December 31	[New Year's Eve]
TBD	[Closed for Staff In-Service]

Anne Merkel, Board Secretary

Date

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet November 19, 2019 Meeting

2020 Library Board Meeting Calendar

Background:

Discussion on the dates for the 2020 board meetings. No retreat date has been decided and can be added at a later time.

This will move to Action in December.

**Chelsea District Library
Board of Trustees
Board Meetings 2020**

Location: McKune Meeting Room unless otherwise indicated

Time: 6:45 pm, unless otherwise indicated

Governance

Appendix #2

Adopted: December 17, 2019

January 21, 2020

February 18, 2020

March 17, 2020

April 21, 2020

May 19, 2020

June 16, 2020

July 21, 2020

August 18, 2020

September 15, 2020

October 20, 2020

November 17, 2020

December 15, 2020

TBD Board Retreat

Anne Merkel, Secretary

Date

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
November 19, 2019 Board Meeting

Director Evaluation

Background:

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

Discussion Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet November 19, 2019 Meeting

Capital Improvement Fund Commitment

Background:

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

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

Discussion Item #5

Chelsea District Library
Board of Trustees

Library Board Fact Sheet November 19, 2019 Meeting

Budget Adjustments/Carryovers for 2019/20

Background:

The Board needs to approve the budget adjustments to the 2019 budget & the carryovers to the 2020 budget before the end of the fiscal year. The staff are still working on adjustments and what amounts will be moved. A detail explanation of the requested adjustments and carryovers will be presented at the board meeting.

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

Anne Merkel, Board Secretary

1-15-19

Date

