

**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



CHELSEA DISTRICT LIBRARY
BEST SMALL LIBRARY IN AMERICA

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

**June 16, 2020
6:45 pm**

Remotely over Zoom

the 'information' and 'communication' fields, and the 'information science' field.

It is important to note that the 'information science' field is not a sub-field of the 'information' field.

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CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, June 16, 2020—6:45 p.m.

Remotely over Zoom

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda Review, Additions, and Approval

6:50 Compulsory Segments

Board Meeting Minutes Approval – May 19, 2020

Special Board Meeting Minutes Approval – June 4, 2020

Approval of the May Operational Checks

Approval of May Financial Reports

Director's and Friends Reports

7:20 Public Comment

7:25 Action Items

1. Donations
2. 2019 Audit

7:35 Discussion Items

1. 2020 Budget Hearing Notice

7:45 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

7:50 Public Comment

7:55 Other Items

8:00 Adjournment

Public Participation

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

Public Participation at Open Meetings

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

There are two ways to participate in a Board meeting:

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

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

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

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

Tuesday, May 19, 2020 6:45 pm
Meeting Location: Remote, Using Zoom

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

Trustees Absent: None

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

Guests: Bill Tucker from Maner Costerisan

Welcome and Call to Order

S. Lackey called the meeting to order at 6:49 p.m.

Agenda Review, Additions, and Approval

MOTION made by C. Taylor, SECONDED by J. Carr to approve the agenda, as amended. Discussion: Susan suggested amending the agenda to move the audit presentation to the beginning of the meeting, ahead of the compulsory segments and reports.

All Ayes: 7-0

Presentation: Bill Tucker, presenting Maner Costerisan's 2019 Audit of CDL

- Maner Costerisan is issuing a Clean Opinion, which is the best type of audit opinion, for Chelsea District Library for 2019.
- Bill walked the board through the Independent Audit Report, which breaks down the firm's opinion of the library finances, examining its governing activities and funds. He also shared the Funds Balance Sheet, which showed the library in good standing.
- He answered a few questions from board members and the library's bookkeeper, Kerry Ballard, also chimed in.
- The 2019 library audit will be voted on for approval at the June board meeting.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve the minutes of the April 21, 2020 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by J. Carr, SECONDED by C. Taylor to accept the General Fund Operational checks for April, 2020. Discussion: None

All Ayes 7-0

MOTION made by A. Merkel, SECONDED by TJ Helfferich to accept Financial Reports for April, 2020. Discussion: None

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- Lori and the management team, particularly Linda, are working on a plan to re-open the library in some capacity in June.
- Two big virtual events coming up in June:
 - Music in the Air with Jacopo Giacomuzzi
 - Memoir writing with Kevin Sessums
- There have been 18 virtual events hosted by CDL with mostly excellent attendance.
- Stacey is still manufacturing mask parts for the U-M hospital with the library's 3-D printers.
- EBook downloads have doubled during the lockdown.
- The Summer Reading Program (SRP) will be kicking off soon virtually and emails about the program should be hitting email boxes shortly.
- Susan commented that she hopes there is some silver lining in all of this in that the library is learning some new things that we can use going forward in terms of reaching populations that have difficulty getting into the physical library.

Friend's Report:

- The Friends met last Tuesday and are eager to get back, but understand the difficulties and that it's not realistic anytime soon.
- Are still supporting Music in the Air and SRP, despite not being able to conduct book sales.
- Have a speculative secretary candidate lined up to fill that open office.
- Jan said that extra precautions will be put in place once the book sales return.

Other Reports Notes: None

Public Comment: None

Discussion Item #1: COVID-19 Response

- Lori is working with Linda and the library attorneys on the anticipated re-opening. Three pieces of new policy must be in place in order to re-open and the attorneys are current working on the policies language. The policies are:
 - The Re-opening Policy
 - A Reopening Plan
 - COVID-19 Preparedness and Response Plan
- It is a State requirement to have these policies in place before a library may re-open.
- Will need to schedule a special board meeting once we have those documents in hand to approve them.
- Marketing is working on the re-opening on the public info side of things.
- The 1st phase of reopening will feature curbside pickup only.
- The 2nd phase will involve limited appointment only visits with mandatory mask use.

Committee Reports

Policy Committee –

Finance Committee – Gary pointed out that the committee minutes were shared and also gave bookkeeper Kerry Ballard a glowing review and thanked him for his hard work and ability to explain the details of the library's finances.

Personnel Committee –

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 7:49 p.m.

All Ayes, 7-0

Janice L. Carr, Board Secretary

Date

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

Thursday, June 4, 2020 9:30 am
Meeting Location: Remote, Using Zoom

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

Trustees Absent: None

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

Guests: Terri Lancaster, Head of Circulation

Welcome and Call to Order

S. Lackey called the meeting to order at 9:31 a.m.

Agenda Review, Additions, and Approval

MOTION made by C. Taylor, SECONDED by A. Merkel to approve the agenda.

Discussion: None

All Ayes: 7-0

Public Comment: Terri shared that she is ready to get back to work!

Discussion Item #1 & #2: CDL Reopening Policy & Plan

- Lori walked the board through the CDL Reopening Policy and the CDL Reopening Plan. She pointed out that all 3 pieces of library policy were drafted by the library's attorneys with the Reopening Executive Order and CDC protocol in mind.
- Reopening will involve some staff training and daily screenings. We need to prepare the building, too.
- Should take about a week before the library is up and running at Stage 3 (curb-side pickup).
- Linda shared that plexi-glass is going up at the checkout counter, but that we won't need to move much furniture, at least for the initial stages of reopening.
- Gary pointed out that the language in Section IV, part D, is confusing, but the Board discussed it thoroughly and came to an agreed understanding of its intent.
- Gary asked if Section V (Enforcement) and Section VI (Right of Appeal) were different than our regular policies on enforcement and appeals. Lori answered

that they were not and Gary suggested adding a line stating that these parts of the policy are consistent with current policies.

MOTION made by J. Carr, SECONDED by A. Merkel to add an amending line to Sections 5 & 6, stating that these enforcement and appeal processes are consistent with those specific policies already on the books. Discussion: None

All Ayes: 7-0

- Several more questions are bantered about and Gary announced that he needs to leave the meeting for a prior engagement.

MOTION made by A. Merkel, SECONDED by TJ Helfferich to move Discussion Items 1 & 2 to Action Item #1. Discussion: None

All Ayes: 6-0

Discussion Item #3: COVID-19 Preparedness & Response Plan

- A brief discussion of the COVID-19 Preparedness & Response Plan was held, but most questions had already been answered in the previous discussion.

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to move Discussion Item #3 to Action Item #2. Discussion: None

All Ayes: 6-0

Action Item #1: CDL Reopening Policy & Plan

MOTION made by J. Carr, SECONDED by A. Merkel to approve the CDL Reopening Policy and the CDL Reopening Plan.

Discussion: None

All Ayes: 6-0

Action Item #2: COVID-19 Preparedness & Response Plan

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the COVID-19 Preparedness & Response Plan.

Discussion: None

All Ayes: 6-0

Public and Board Comment: None

Other Items: Anne left the meeting due to a prior engagement. Jan asked Lori to differentiate between the library reopening and the Friends returning, so there wouldn't be any confusion.

Adjourn:

MOTION made by TJ Helfferich, SECONDED by J. Carr to adjourn the meeting at 10:39 a.m.

All Ayes, 5-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

06/10/20

Chelsea District Library

List of Checks for Board Approval

May 2020

| Date | Num | Name | Memo | Amount |
|--|----------------|-------------------------------|---|-----------|
| 701 - Personnel Expenses | | | | |
| 701.100 - Wages | | | | |
| 701.120 - Retirement Pick up ER | | | | |
| 05/05/2020 | PR20200508 | | RETIREMENT | -1,249.63 |
| 05/05/2020 | 20200420 | Alerus Financial | 05/08/2020 PR FLEX TO 457(b) | 1,249.63 |
| 05/20/2020 | PR 20200522 | | RETIREMENT | -1,249.63 |
| 05/20/2020 | 20200504 | Alerus Financial | 05/22/2020 PR FLEX TO 457(b) | 1,249.63 |
| Total 701.120 - Retirement Pick up ER | | | | 0.00 |
| 701.100 - Wages - Other | | | | |
| 05/05/2020 | PR20200508 | | WAGES | 37,769.36 |
| 05/20/2020 | PR 20200522 | | WAGES | 39,515.02 |
| Total 701.100 - Wages - Other | | | | 77,284.38 |
| Total 701.100 - Wages | | | | 77,284.38 |
| 701.110 - Retirement-Contributions - EE | | | | |
| 05/05/2020 | PR20200508 | | RETIREMENT PICK UP | -2,554.18 |
| 05/05/2020 | 20200420 | Alerus Financial | 05/08/2020 PR EE PERSONAL CONT | 2,554.18 |
| 05/20/2020 | PR 20200522 | | RETIREMENT PICK UP | -2,554.18 |
| 05/20/2020 | 20200504 | Alerus Financial | 05/22/2020 PR EE PERSONAL CONT | 2,554.18 |
| Total 701.110 - Retirement-Contributions - EE | | | | 0.00 |
| 701.115 - 401A Retirement Matching | | | | |
| 05/05/2020 | PR20200508 | | 401 A MATCHING | 1,322.88 |
| 05/20/2020 | PR 20200522 | | 401 A MATCHING | 1,329.54 |
| Total 701.115 - 401A Retirement Matching | | | | 2,652.42 |
| 701.200 - FICA | | | | |
| 05/05/2020 | PR20200508 | | FICA EMPLOYER | 2,782.35 |
| 05/20/2020 | PR 20200522 | | FICA EMPLOYER | 2,915.91 |
| Total 701.200 - FICA | | | | 5,698.26 |
| 701.300 - Flex Benefits | | | | |
| 05/04/2020 | 20200501 | Unum Life Insurance Co. | 2020 Premium MAY | 741.98 |
| 05/05/2020 | PR20200508 | | Dep Life (CA & DL & HI) | -40.48 |
| 05/05/2020 | PR20200508 | | Health Insurance | -1,358.74 |
| 05/20/2020 | PR 20200522 | | Dep Life (CA & DL & HI) | -40.48 |
| 05/20/2020 | PR 20200522 | | Health Insurance | -1,358.74 |
| 05/20/2020 | 20200511 | Unum Life Insurance Co. | 2020 Premium JUNE | 741.98 |
| 05/20/2020 | 201290089209 | Blue Care Network of Michigan | JUN 2020 MED INS | 2,955.37 |
| Total 701.300 - Flex Benefits | | | | 1,640.89 |
| Total 701 - Personnel Expenses | | | | 87,275.95 |
| 727 - Supplies | | | | |
| 727.200 - General Operations | | | | |
| 05/04/2020 | 1788596 | Arbor Springs Water Co. Inc. | 2020 APRIL Bottled Water - RENTAL WATER DISP... | 12.00 |
| 05/08/2020 | 66148 | The Library Network | COVID-19 MASKS | 297.00 |
| 05/20/2020 | 1F1P-3QVJ-YDYH | Amazon Capital Services Inc | FOR COVID-19 TOUCHLESS THERMOMETER | 61.98 |
| Total 727.200 - General Operations | | | | 370.98 |
| 727.500 - Cleaning | | | | |
| 727.520 - Cleaning Supplies | | | | |
| 05/04/2020 | 1PRW-MRDM-79TN | Amazon Capital Services Inc | NITRIL DISPOSABLE GLOVES | 119.14 |
| 05/20/2020 | 20200606 | Keybank | UGLY DOG - COVID-19 HAND SANITIZER 5 GALL... | 200.00 |
| Total 727.520 - Cleaning Supplies | | | | 319.14 |
| Total 727.500 - Cleaning | | | | 319.14 |
| Total 727 - Supplies | | | | 690.12 |
| 801 - Professional Services | | | | |
| 801.020 - Auditor | | | | |
| 05/20/2020 | 6544 | Maner Costerisan | 2019 Audit | 700.00 |
| Total 801.020 - Auditor | | | | 700.00 |
| 801.040 - Bookkeeper | | | | |
| 05/01/2020 | 20200505 | Ballard, Kerry | BOOKKEEPING THROUGH 05/05/2020 | 350.00 |
| 05/20/2020 | 20200521 | Ballard, Kerry | BOOKKEEPING THROUGH 05/21/2020 | 350.00 |
| Total 801.040 - Bookkeeper | | | | 700.00 |

06/10/20

Chelsea District Library

List of Checks for Board Approval

May 2020

| Date | Num | Name | Memo | Amount |
|--|---------------|------------------------------------|--|----------|
| 801.041 - Payroll Services | | | | |
| 05/05/2020 | PR20200508 | | PAYROLL PREPARATION *** | 1.50 |
| 05/20/2020 | PR 20200522 | | PAYROLL PREPARATION | 1.50 |
| Total 801.041 - Payroll Services | | | | 3.00 |
| 801.300 - Banking Fees | | | | |
| 801.310 - Bank Fees | | | | |
| 05/31/2020 | | | Service Charge | 3.20 |
| Total 801.310 - Bank Fees | | | | 3.20 |
| 801.350 - Credit Card Fee Circ | | | | |
| 05/08/2020 | CC FEE 2005 | | APR CC Discount | 12.54 |
| Total 801.350 - Credit Card Fee Circ | | | | 12.54 |
| Total 801.300 - Banking Fees | | | | 15.74 |
| Total 801 - Professional Services | | | | 1,418.74 |
| 803 - Maintenance Service Contracts | | | | |
| 803.010 - Maint Svc Contingency | | | | |
| 05/20/2020 | 1-96384851482 | Johnson Controls | ZONES 209 & 210 | 3,085.00 |
| Total 803.010 - Maint Svc Contingency | | | | 3,085.00 |
| 803.100 - Copier | | | | |
| 803.101 - Public Copier | | | | |
| 05/04/2020 | 510055474 | Wells Fargo Bank, NA | 2020 04/14 - 05/13/2020 Copier Printer Maintenance ... | 229.44 |
| Total 803.101 - Public Copier | | | | 229.44 |
| 803.102 - Staff Copier | | | | |
| 05/04/2020 | 510055474 | Wells Fargo Bank, NA | 2020 04/14 - 05/13/2020 Copier Printer Maintenance ... | 604.54 |
| Total 803.102 - Staff Copier | | | | 604.54 |
| 803.103 - Small Printer Maintenance | | | | |
| 05/04/2020 | 510055474 | Wells Fargo Bank, NA | 2020 04/14 - 05/13/2020 Copier Printer Maintenance ... | 153.34 |
| Total 803.103 - Small Printer Maintenance | | | | 153.34 |
| Total 803.100 - Copier | | | | 987.32 |
| 803.300 - Technology | | | | |
| 803.390 - Computers | | | | |
| 05/05/2020 | 44222 | SenSource | People Counter Annual Maintenance 6/30/19 - 6/30/20 | 260.00 |
| Total 803.390 - Computers | | | | 260.00 |
| 803.395 - Website Hosting & Service | | | | |
| 05/20/2020 | 20200606 | Keybank | GODADDY - MLW DOMAIN REGS | 42.34 |
| Total 803.395 - Website Hosting & Service | | | | 42.34 |
| Total 803.300 - Technology | | | | 302.34 |
| 803.600 - Building Maintenance | | | | |
| 803.605 - Janitorial | | | | |
| 05/04/2020 | 12526 | A Production Cleaning Company Inc. | CLEANING 04/19 - 05/02/2020 | 1,500.85 |
| 05/20/2020 | 12551 | A Production Cleaning Company Inc. | CLEANING 05/03 - 05/16/2020 | 1,500.85 |
| Total 803.605 - Janitorial | | | | 3,001.70 |
| Total 803.600 - Building Maintenance | | | | 3,001.70 |
| Total 803 - Maintenance Service Contracts | | | | 7,376.36 |
| 850 - Telecommunications | | | | |
| 850.100 - Local & Long Distance Charges | | | | |
| 850.120 - Telephone | | | | |
| 05/01/2020 | 734433980404 | A T & T | 2020 - 03/26/2020 - 04/25/2020 PHONE SERVICE | 176.52 |
| 05/20/2020 | 20200606 | Keybank | STAR2STAR - PHONE SYSTEM | 376.00 |
| Total 850.120 - Telephone | | | | 552.52 |
| 850.121 - IT Cell Phone | | | | |
| 05/05/2020 | 9853496437 | Verizon Wireless | 2020 IT - SCOTT's phone MAY | 51.82 |
| Total 850.121 - IT Cell Phone | | | | 51.82 |
| Total 850.100 - Local & Long Distance Charges | | | | 604.34 |

06/10/20

Chelsea District Library List of Checks for Board Approval May 2020

| Date | Num | Name | Memo | Amount |
|--|----------------|-------------------------------|--|----------|
| 850.300 - TLN Internet Service | | | | |
| 850.311 - WiFi Hotspots | | | | |
| 05/04/2020 | X04142020 | A T&T Mobility | 2020 HOTSPOTS - APR 04/07 - 05/06/2020 | 217.84 |
| 05/05/2020 | 9853496437 | Verizon Wireless | 2020 MAY Library Hotspots | 575.96 |
| 05/20/2020 | 264102854-065 | Sprint | 2020 MAY HOTSPOTS 04/11 - 5/10/2020 | 455.88 |
| 05/20/2020 | X05142020 | A T&T Mobility | ACCT 287286231198 - INV X05142020 - WIRELESS | 217.44 |
| Total 850 311 - WiFi Hotspots | | | | 1,467.12 |
| Total 850 300 - TLN Internet Service | | | | 1,467.12 |
| Total 850 - Telecommunications | | | | 2,071.46 |
| 880 - Promotional Materials | | | | |
| 880.100 - Advertising | | | | |
| 880.110 - Media Buy | | | | |
| 05/20/2020 | 20200606 | Keybank | CHELSEA GUARDIAN | 100.00 |
| 05/20/2020 | 20200606 | Keybank | FACEBOOK | 12.00 |
| Total 880 110 - Media Buy | | | | 112.00 |
| Total 880.100 - Advertising | | | | 112.00 |
| 880.500 - Purchased Services | | | | |
| 880.510 - General Purchased Services | | | | |
| 05/20/2020 | 20200606 | Keybank | ADOBE STOCK PHOTOS LICENSE | 29.99 |
| Total 880 510 - General Purchased Services | | | | 29.99 |
| Total 880 500 - Purchased Services | | | | 29.99 |
| Total 880 - Promotional Materials | | | | 141.99 |
| 884 - Programming | | | | |
| 884.110 - Adult Speakers | | | | |
| 884.111 - Midwest Literary Walk | | | | |
| 05/20/2020 | 20200606 | Keybank | SERENDIPTY - ONLINE TRIVIA WINNER | 30.00 |
| 05/20/2020 | 20200606 | Keybank | SERENDIPTY - ONLINE TRIVIA WINNER | 20.00 |
| 05/20/2020 | 20200606 | Keybank | BOOKSENSE INC. - SP | 50.00 |
| Total 884 111 - Midwest Literary Walk | | | | 100.00 |
| 884.119 - General Adult Events | | | | |
| 05/20/2020 | 20200513 | ZVARA, CAMERON | 05/13/2020 VIRTUAL MAGIC SHOW | 425.00 |
| 05/20/2020 | 20200606 | Keybank | CROWDPURR.COM - TRIVIA SOFTWARE | 49.99 |
| Total 884 119 - General Adult Events | | | | 474.99 |
| Total 884.110 - Adult Speakers | | | | 574.99 |
| 884.210 - Youth Speakers | | | | |
| 884.211 - Authors in Chelsea | | | | |
| 884.922 - Youth Prog Rest Gifts Authors | | | | |
| 05/01/2020 | 20-0549Sp | KIRBY LARSON LLC | REIMBURSEMENT FOR CANCELED FLIGHT | 436.81 |
| Total 884.922 - Youth Prog Rest Gifts Authors | | | | 436.81 |
| Total 884.211 - Authors in Chelsea | | | | 436.81 |
| Total 884 210 - Youth Speakers | | | | 436.81 |
| 884.270 - Teen Supplies | | | | |
| 884.272 - Teen General Programs | | | | |
| 05/01/2020 | 1VTR-RNQ6-CRNM | Amazon Capital Services Inc | DIY T-SHIRT CRAFTS | 72.71 |
| Total 884 272 - Teen General Programs | | | | 72.71 |
| Total 884 270 - Teen Supplies | | | | 72.71 |
| 884.400 - Music Focus | | | | |
| 884.962 - Music in the Air - Restricted | | | | |
| 05/20/2020 | 20200518 | Chelsea House Victorian Inn | SONGFEST 2019 - GRANT-LEE PHILLIPS Accom... | 162.24 |
| Total 884 962 - Music in the Air - Restricted | | | | 162.24 |
| Total 884 400 - Music Focus | | | | 162.24 |
| Total 884 - Programming | | | | 1,246.75 |
| 920 - Utilities | | | | |
| 920.110 - City of Chelsea Water | | | | |
| 05/20/2020 | 20200507 | City of Chelsea-Elect & Water | APR WATER | 46.79 |

06/10/20

Chelsea District Library

List of Checks for Board Approval

May 2020

| Date | Num | Name | Memo | Amount |
|--|----------------|--|---|----------|
| Total 920.110 - City of Chelsea Water | | | | 46.79 |
| 920.120 - City of Chelsea Sewer | | | | |
| 05/20/2020 | 20200507 | City of Chelsea-Elect & Water | APR SEWER | 122.80 |
| Total 920.120 - City of Chelsea Sewer | | | | 122.80 |
| 920.130 - City of Chelsea Electric | | | | |
| 05/20/2020 | 20200507 | City of Chelsea-Elect & Water | APR ELECTRICITY | 1,864.44 |
| Total 920.130 - City of Chelsea Electric | | | | 1,864.44 |
| 920.150 - City of Chelsea Sprinkler | | | | |
| 05/20/2020 | 20200507 | City of Chelsea-Elect & Water | APR SPRINKLER | 27.47 |
| Total 920.150 - City of Chelsea Sprinkler | | | | 27.47 |
| 920.200 - McKune Gas | | | | |
| 05/20/2020 | 2892861 | Constellation NewEnergy-Gas Division LLC | 2020 APR GAS SERVICE 11/19 - 12/20/2019 | 385.49 |
| Total 920.200 - McKune Gas | | | | 385.49 |
| Total 920 - Utilities | | | | 2,446.99 |
| 965 - Automation Services | | | | |
| 965.100 - Bibliographic Database | | | | |
| 05/05/2020 | 65966 | The Library Network | 1ST QTR, CIRCULATION FEE | 2,256.65 |
| Total 965.100 - Bibliographic Database | | | | 2,256.65 |
| 965.200 - Shared Automation System | | | | |
| 965.210 - Online Catalog/Circulation | | | | |
| 05/05/2020 | 65966 | The Library Network | ON-LINE CATALOG | 6,561.84 |
| Total 965.210 - Online Catalog/Circulation | | | | 6,561.84 |
| Total 965.200 - Shared Automation System | | | | 6,561.84 |
| Total 965 - Automation Services | | | | 8,818.49 |
| 967 - Equipment | | | | |
| 967.200 - Equipment Software | | | | |
| 05/20/2020 | 659097 | ALLEN & ASSOCIATES | TEAMVIEWER | 502.80 |
| 05/20/2020 | 20200606 | Keybank | BISECT HOST - MINECRAFT | 12.46 |
| 05/20/2020 | 20200606 | Keybank | NINITE.COM - SECURE BY DESIGN | 20.00 |
| Total 967.200 - Equipment Software | | | | 535.26 |
| 967.300 - Equipment Furniture & Fixtures | | | | |
| 967.310 - Makerspace Furnishings | | | | |
| 05/04/2020 | 14DT-HNMJ-PDQD | Amazon Capital Services Inc | FOR COVID-19 FACESHIELDS | 91.96 |
| Total 967.310 - Makerspace Furnishings | | | | 91.96 |
| Total 967.300 - Equipment Furniture & Fixtures | | | | 91.96 |
| Total 967 - Equipment | | | | 627.22 |
| 969 - Continuing Education Expenses | | | | |
| 969.300 - Memberships | | | | |
| 969.500 - Institutional Membership | | | | |
| 969.510 - Institutional Member Rotary | | | | |
| 05/20/2020 | 0620883 | Rotary Club of Chelsea | 2020 ROTARY INV # 0620883 | 146.00 |
| Total 969.510 - Institutional Member Rotary | | | | 146.00 |
| 969.530 - Institutional Member MML | | | | |
| 05/20/2020 | 36186-520 | Michigan Municipal League | 7/1/2020 -6/30/2021 Membership | 200.00 |
| Total 969.530 - Institutional Member MML | | | | 200.00 |
| Total 969.500 - Institutional Membership | | | | 346.00 |
| Total 969.300 - Memberships | | | | 346.00 |
| 969.600 - Staff Training | | | | |
| 969.610 - Workshops | | | | |
| 05/20/2020 | 20200606 | Keybank | LIBRARYWORKS.COM - SP | 50.00 |
| 05/20/2020 | 20200606 | Keybank | LIBRARYWORKS.COM - LC | 49.00 |
| Total 969.610 - Workshops | | | | 99.00 |
| Total 969.600 - Staff Training | | | | 99.00 |

06/10/20

Chelsea District Library
List of Checks for Board Approval
May 2020

| Date | Num | Name | Memo | Amount |
|--|----------|-----------------------|--|-------------------|
| Total 969 - Continuing Education Expenses | | | | 445.00 |
| 980 - Capital Expense | | | | |
| 980.300 - Computer Upgrades | | | | |
| 980.320 - Hardware Upgrades | | | | |
| 980.322 - Network Equipment | | | | |
| 05/05/2020 | CDL-001 | Bell, Melanie | OPEN PORTS ON FIREWALL FOR HVAC CONTRO... | 200.00 |
| Total 980.322 - Network Equipment | | | | 200.00 |
| Total 980.320 - Hardware Upgrades | | | | 200.00 |
| Total 980.300 - Computer Upgrades | | | | 200.00 |
| Total 980 - Capital Expense | | | | 200.00 |
| 982 - Collection Expense | | | | |
| 982.400 - Non Print | | | | |
| 982.410 - Electronic Products/Subs | | | | |
| 05/20/2020 | 98872447 | Midwest Tape - Hoopla | DOC# 98872447 - ADVANCE DIGITAL PAYMENT | 2,000.00 |
| 05/20/2020 | 20200606 | Keybank | TECHSOUP.COM | 99.00 |
| 05/20/2020 | 20200606 | Keybank | ZOOM US - MEETING SOFTWARE | 238.34 |
| Total 982.410 - Electronic Products/Subs | | | | 2,337.34 |
| 982.413 - Emags | | | | |
| 05/05/2020 | 66018 | The Library Network | DIGITAL MAGAZINE PLATFORM AND CONTENT F... | 3,091.90 |
| Total 982.413 - Emags | | | | 3,091.90 |
| Total 982.400 - Non Print | | | | 5,429.24 |
| 982.500 - Local History Preservation | | | | |
| 982.510 - Local History Preservation | | | | |
| 05/20/2020 | 20200606 | Keybank | JOSTEN'S - CHS YEARBOOK | 74.20 |
| Total 982.510 - Local History Preservation | | | | 74.20 |
| Total 982.500 - Local History Preservation | | | | 74.20 |
| Total 982 - Collection Expense | | | | 5,503.44 |
| TOTAL | | | | 118,262.51 |

Chelsea District Library

Donation and Restricted

January through May 2020

| | Jan - May 20 | Budget | \$ Over Budget |
|---|---------------|---------------|-----------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 674 · Contribution & Donation-Public | | | |
| 674.110 · Designated Adult Programming | 1,000 | 7,250 | (6,250) |
| 674.111 · Designated Youth Programming | 3,250 | 6,500 | (3,250) |
| 674.112 · Designated Music Focus Programs | 2,000 | 4,000 | (2,000) |
| 674.120 · Undesignated Donation | 25 | 25 | 0 |
| 674.141 · Designated Technology | 3,000 | 3,000 | 0 |
| 674.150 · Continuing Education Restricted | 600 | 600 | 0 |
| Total 674 · Contribution & Donation-Public | 9,875 | 21,375 | (11,500) |
| 675 · Donations Private | | | |
| 675.100 · Community Found Southeast MI | 15,000 | 2,000 | 13,000 |
| 675.400 · Chelsea Ed Foundation | 0 | 1,000 | (1,000) |
| 675 · Private Grant Sources - Other | (375) | | |
| Total 675 · Donations Private | 14,625 | 3,000 | 11,625 |
| Total Income | 24,500 | 24,375 | 125 |
| Gross Profit | 24,500 | 24,375 | 125 |
| Expense | | | |
| 850 · Telecommunications | | | |
| 850.300 · TLN Internet Service | | | |
| 850.910 · WiFi Hot Spots - Restricted | 0 | 3,000 | (3,000) |
| Total 850.300 · TLN Internet Service | 0 | 3,000 | (3,000) |
| Total 850 · Telecommunications | 0 | 3,000 | (3,000) |
| 884 · Programming | | | |
| 884.210 · Youth Speakers | | | |
| 884.211 · Authors in Chelsea | | | |
| 884.922 · Youth Prog Rest Gifts Authors | 437 | 3,000 | (2,563) |
| 884.953 · Youth Prog Rest Chelsea Ed Foun | 0 | 1,000 | (1,000) |
| Total 884.211 · Authors in Chelsea | 437 | 4,000 | (3,563) |
| Total 884.210 · Youth Speakers | 437 | 4,000 | (3,563) |
| 884.400 · Music Focus | | | |
| 884.960 · Sonic Sundays Restricted Gift | 0 | 0 | 0 |
| 884.961 · Songfest - Restricted Gift | 0 | 1,000 | (1,000) |
| 884.962 · Music in the Air - Restricted | 962 | 3,000 | (2,038) |
| Total 884.400 · Music Focus | 962 | 4,000 | (3,038) |
| 884.500 · Artist In Residence | | | |
| 884.970 · Artist In Residence Restricted | 0 | 1,000 | (1,000) |
| Total 884.500 · Artist In Residence | 0 | 1,000 | (1,000) |
| 884.910 · Adult Programming Restricted | | | |
| 884.911 · Adult Prog Rest Gifts Comedy Sh | 0 | 1,500 | (1,500) |
| 884.913 · Adult Prog Rest Gifts SRP | 0 | 750 | (750) |
| 884.914 · Adult Prog Rest Gifts MWest LW | 2,707 | 5,000 | (2,293) |
| 884.915 · Aud Prg. Rst. Gifts Purple Rose | 0 | 1,000 | (1,000) |
| Total 884.910 · Adult Programming Restricted | 2,707 | 8,250 | (5,543) |

Chelsea District Library
Donation and Restricted
January through May 2020

| | <u>Jan - May 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|---|---------------------|---------------|-----------------------|
| 884.920 · Youth Programming Restricted | | | |
| 884.921 · Youth Prog Rest Gifts Genl | 0 | 1,000 | (1,000) |
| 884.923 · Youth Prog Rest Gifts SRP | 150 | 2,500 | (2,350) |
| Total 884.920 · Youth Programming Restricted | 150 | 3,500 | (3,350) |
| Total 884 · Programming | 4,256 | 20,750 | (16,494) |
| 969 · Continuing Education Expenses | | | |
| 969.600 · Staff Training | | | |
| 969.940 · Staff Appreciation - Restricted | 416 | 600 | (184) |
| Total 969.600 · Staff Training | 416 | 600 | (184) |
| Total 969 · Continuing Education Expenses | 416 | 600 | (184) |
| 982 · Collection Expense | | | |
| 982.910 · Adult Collection Restricted | 500 | | |
| Total 982 · Collection Expense | 500 | | |
| Total Expense | 5,172 | 24,350 | (19,178) |
| Net Ordinary Income | 19,328 | 25 | 19,303 |
| Net Income | 19,328 | 25 | 19,303 |

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

| | TOTAL | | | | | | | | | |
|---|---------|---------|----------|-----------|----------|--------------|-----------|----------------|-------------|--|
| | Jan 20 | Feb 20 | Mar 20 | Apr 20 | May 20 | Jan - May 20 | Budget | \$ Over Budget | % of Budget | |
| Ordinary Income/Expense | | | | | | | | | | |
| Income | | | | | | | | | | |
| 402 - District Revenue | 921,217 | 745,124 | 72,416 | 8,913 | 13,260 | 1,760,930 | 1,824,026 | (63,096) | 97% | |
| 540.100 - State Aid | 0 | 60,640 | 0 | 0 | 5,957 | 66,597 | 38,000 | 28,597 | 175% | |
| 574.100 - Penal Fines | 0 | 0 | 0 | 0 | 0 | 0 | 17,000 | (17,000) | 0% | |
| 607.100 - Non-Resident Fees | 500 | 438 | 250 | 0 | 0 | 1,188 | 6,000 | (4,812) | 20% | |
| 645.100 - Copiers & Printers | 523 | 576 | 164 | 0 | 0 | 1,263 | 7,500 | (6,237) | 17% | |
| 655.100 - Circulation Fines | 1,559 | 1,593 | 614 | 0 | 0 | 3,766 | 11,000 | (7,234) | 34% | |
| 665.100 - Interest | 45 | 78 | 95 | 50 | 48 | 316 | 0 | 316 | 100% | |
| 666.100 - Investment Earnings | 0 | 14 | 4,711 | 0 | 0 | 4,725 | 50,000 | (45,275) | 9% | |
| 666.500 - Investment Change in Value | 0 | 10,619 | 12,769 | 11,708 | 0 | 35,096 | | | | |
| 674 - Contribution & Donation | 2,025 | 7,850 | 0 | 0 | 0 | 9,875 | 21,375 | (11,500) | 46% | |
| 675 - Private Grant Sources | 0 | 0 | 0 | (375) | 15,000 | 14,625 | 3,000 | 11,625 | | |
| Total Income | 925,869 | 826,932 | 91,019 | 20,296 | 34,265 | 1,898,381 | 1,977,901 | (79,520) | 96% | |
| Gross Profit | 925,869 | 826,932 | 91,019 | 20,296 | 34,265 | 1,898,381 | 1,977,901 | (79,520) | 96% | |
| Expense | | | | | | | | | | |
| 701 - Personnel Expenses | 78,655 | 86,234 | 82,576 | 83,330 | 87,276 | 418,071 | 1,168,519 | (750,448) | 36% | |
| 727 - Supplies | 2,294 | 936 | 1,287 | 84 | 690 | 5,291 | 19,150 | (13,859) | 28% | |
| 801 - Professional Services | 3,419 | 4,785 | 5,871 | 8,878 | 1,419 | 24,372 | 63,027 | (38,655) | 39% | |
| 803 - Maintenance Service Contracts | 4,123 | 7,988 | 9,666 | 13,529 | 7,376 | 42,682 | 139,050 | (96,368) | 31% | |
| 850 - Telecommunications | 1,413 | 1,903 | 1,581 | 2,077 | 2,071 | 9,045 | 38,320 | (29,275) | 24% | |
| 880 - Promotional Materials | 6,265 | 6,498 | 2,586 | 724 | 142 | 16,215 | 64,335 | (48,120) | 25% | |
| 884 - Programming | 4,206 | 5,623 | 1,146 | 933 | 1,247 | 13,155 | 101,810 | (88,655) | 13% | |
| 885 - Volunteer | 63 | 0 | 0 | 288 | 0 | 351 | 2,400 | (2,049) | 15% | |
| 920 - Utilities | 0 | 4,088 | 3,968 | 3,641 | 2,447 | 14,144 | 61,715 | (47,571) | 23% | |
| 921.015 - TLN Automation & Co-op | 0 | 0 | 0 | 0 | 0 | 0 | | | | |
| 960 - Board & Director Expense | 75 | 136 | 0 | 171 | 0 | 382 | 3,500 | (3,118) | 11% | |
| 965 - Automation Services | 12,313 | 0 | 0 | 0 | 8,818 | 21,131 | 43,020 | (21,889) | 49% | |
| 967 - Equipment | 1,452 | 1,626 | 1,697 | 452 | 627 | 5,854 | 28,900 | (23,046) | 20% | |
| 969 - Continuing Education Expenses | 1,330 | 868 | 6,282 | 2,291 | 445 | 11,216 | 23,985 | (12,769) | 47% | |
| 980 - Capital Expense | 775 | 0 | 0 | 0 | 200 | 975 | 68,500 | (67,525) | 1% | |
| 982 - Collection Expense | 5,133 | 29,378 | 7,040 | 7,369 | 5,503 | 54,423 | 170,770 | (116,347) | 32% | |
| Total Expense | 121,516 | 150,063 | 123,700 | 123,767 | 118,261 | 637,307 | 1,997,001 | (1,359,694) | 32% | |
| Net Ordinary Income | 804,353 | 676,869 | (32,681) | (103,471) | (83,996) | 1,261,074 | (19,100) | 1,280,174 | | |
| Other Income/Expense | | | | | | | | | | |
| Other Expense | | | | | | | | | | |
| 999.001 - Transfer to Capital Improvement | 0 | 0 | 0 | 0 | 0 | 0 | (21,500) | 21,500 | 0% | |
| 999.002 - Transfer to Capital Reserve Fun | 0 | 0 | 0 | 0 | 0 | 0 | 2,400 | (2,400) | 0% | |
| Total Other Expense | 0 | 0 | 0 | 0 | 0 | 0 | (19,100) | 19,100 | 0% | |
| Net Other Income | 804,353 | 676,869 | (32,681) | (103,471) | (83,996) | 1,261,074 | 0 | 1,261,074 | 100% | |

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

| Ordinary Income/Expense | Jan - May 20 | Jan - May 19 | \$ Change | % Change |
|--------------------------------------|--------------|--------------|-------------|----------|
| Income | | | | |
| 402 · District Revenue | 1,760,929.29 | 1,659,860.86 | 101,068.43 | 6.09% |
| 540.100 · State Aid | 66,597.19 | 35,441.92 | 31,155.27 | 87.91% |
| 607.100 · Non-Resident Fees | 1,187.50 | 2,854.73 | -1,667.23 | -58.4% |
| 645.100 · Copiers & Printers | 1,263.70 | 2,914.25 | -1,650.55 | -56.64% |
| 655.100 · Circulation Fines | 3,766.06 | 8,373.47 | -4,607.41 | -55.02% |
| 665.100 · Interest | 316.60 | 209.45 | 107.15 | 51.16% |
| 666.100 · Investment Earnings | 4,724.76 | 3,215.49 | 1,509.27 | 46.94% |
| 666.500 · Investment Change in Value | 35,096.20 | 38,389.86 | -3,293.66 | -8.58% |
| 674 · Contribution & Donation | 9,875.00 | 19,365.00 | -9,490.00 | -49.01% |
| 675 · Private Grant Sources | 14,625.00 | 11,000.00 | 3,625.00 | 32.96% |
| Total Income | 1,898,381.30 | 1,781,625.03 | 116,756.27 | 6.55% |
| Expense | | | | |
| 701 · Personnel Expenses | 418,071.25 | 411,256.11 | 6,815.14 | 1.66% |
| 727 · Supplies | 5,290.69 | 6,923.90 | -1,633.21 | -23.59% |
| 801 · Professional Services | 24,371.86 | 30,342.12 | -5,970.26 | -19.68% |
| 803 · Maintenance Service Contracts | 42,682.76 | 48,713.89 | -6,031.13 | -12.38% |
| 850 · Telecommunications | 9,046.42 | 8,476.37 | 570.05 | 6.73% |
| 880 · Promotional Materials | 16,215.52 | 18,462.43 | -2,246.91 | -12.17% |
| 884 · Programming | 13,154.23 | 55,193.08 | -42,038.85 | -76.17% |
| 885 · Volunteer | 351.08 | 857.11 | -506.03 | -59.04% |
| 920 · Utilities | 14,144.20 | 19,123.81 | -4,979.61 | -26.04% |
| 921.015 · TLN Automation & Co -op | 0.00 | 0.00 | 0.00 | 0.0% |
| 960 · Board & Director Expense | 382.37 | 718.12 | -335.75 | -46.75% |
| 965 · Automation Services | 21,131.98 | 21,862.42 | -730.44 | -3.34% |
| 967 · Equipment | 5,854.01 | 13,923.81 | -8,069.80 | -57.96% |
| 969 · Continuing Education Expenses | 11,215.39 | 9,899.60 | 1,315.79 | 13.29% |
| 980 · Capital Expense | 975.00 | 90,076.47 | -89,101.47 | -98.92% |
| 982 · Collection Expense | 54,422.42 | 62,353.63 | -7,931.21 | -12.72% |
| Total Expense | 637,309.18 | 798,182.87 | -160,873.69 | -20.16% |
| Net Ordinary Income | 1,261,072.12 | 983,442.16 | 277,629.96 | 28.23% |
| Net Income | 1,261,072.12 | 983,442.16 | 277,629.96 | 28.23% |

CHELSEA DISTRICT LIBRARY

Fund Balances

May 31, 2020

General Fund

LOCAL BANKS BALANCES

| | |
|--------------------------------------|---------|
| Checking Account/ Chelsea State Bank | 001.001 |
| Paypal Account | 003.002 |
| Cash on Hand | |

| Beginning Balance | Net Change | Ending Balance |
|-----------------------|---------------------|-----------------------|
| \$1,153,898.59 | -\$75,634.36 | \$1,078,264.23 |
| \$96.80 | \$0.00 | \$96.80 |
| <u>\$1,153,995.39</u> | <u>-\$75,634.36</u> | <u>\$1,078,361.03</u> |

should match CSB

Ameriprise Account

| | |
|-------------------|---------|
| Fixed Income Fund | 017.003 |
| Money Market Fund | 017.004 |

Investment Partners Total

| | | |
|-----------------------|-----------------|-----------------------|
| \$1,517,132.71 | \$418.53 | \$1,517,551.24 |
| \$0.00 | \$0.00 | \$0.00 |
| <u>\$1,517,132.71</u> | <u>\$418.53</u> | <u>\$1,517,551.24</u> |

should match Ameriprise

Total General Fund

| | | |
|-----------------------|---------------------|-----------------------|
| <u>\$2,671,128.10</u> | <u>-\$75,215.83</u> | <u>\$2,595,912.27</u> |
|-----------------------|---------------------|-----------------------|

Should match below

\$2,595,912.27

Debt Service Fund

| | |
|------------------------------------|---------|
| Bond Debt Retirement Fund Checking | 003.008 |
|------------------------------------|---------|

| | | |
|---------------------|-------------------|---------------------|
| <u>\$301,090.48</u> | <u>\$4,184.52</u> | <u>\$305,275.00</u> |
|---------------------|-------------------|---------------------|

should match CSB

\\seuss\staff\lders\mbudzinski\Documents\Bookkeeper CDL\Finance 2020\2020 1.0 BOARD REPORTS\2020 8.0 INVESTMENT ANALYSIS\2020 INVESTMENT BALANCE

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DIRECTOR'S REPORT

Library Director's Report

Respectfully submitted for June 2020 Board Meeting

CDL Responses to COVID-19

Governor Whitmer's Executive 2020-110 allows libraries to begin reopening beginning June 8. At a special meeting of this body, a Reopening Policy, a Reopening Plan, and a COVID-19 Preparedness and Response Plan were adopted. These documents comply with Governor Whitmer's executive orders, including EO 2020-110. They are also informed by guidelines from the Washtenaw County Health Department, MIOSHA, and the CDC and with guidance from the American Library Association, the Library of Michigan, and the Michigan Library Association. The library's legal counsel advised on these documents as well.

Collectively, Assistant Director Linda Ballard and have attended countless webinars and Zoom meetings on reopening policies, plans, and practices. I am particularly grateful to the Library of Michigan whose staff have kept us informed throughout the pandemic, updating us on EOs, and sharing advice on planning from legal and practical perspectives. They have collected invaluable resources for our use that are easily accessible, too.

Staff began reentering the facility on June 10 (per Stage 2 of the Reopening Plan), and the library will move to Stage 3: Curbside Pickup on June 15. In order to return to the library facility, each staff person needs to complete the *Safe Return to Work COVID-19 Employee Training*. Every day before coming to the building, each staff person will also have to complete the *Pre-Shift Health Screening*. A HUGE thanks to Linda Ballard for facilitating this training and screening. She worked tirelessly to meet deadlines and ensure adherence to state orders and state and federal regulations in these tools. Brava, Linda!

Our crackerjack marketing team created three pieces to inform our community of our reopening plan:

Chelsea District Library Announces Reopening Plan press release
CDL COVID-19 FAQ on Reopening
CDL COVID-19 Reopening Stages Graphic

These documents were sent to media outlets as well as community stakeholders and will be useful tools for staff when engaging with the public on the reopening.

Staff Updates

Several staff members celebrated work anniversaries during Stay Home, Stay Safe. Please join me in congratulating the following:

- Head of Technology Ron Andrews, 18 years on May 8
- Adult Librarian Laura Brown, three years on May 13
- Library Assistant Beth Easterwood, 16 years on April 26
- Library Assistant Heidi Glaubitz, four years on May 9
- Library Aide Beth Goodgall, two years on April 5
- Library Assistant Kathy Kahler, six years on May 19
- Head of Information Services Shannon Powers, four years on April 18

Strategic Plan 2020-22

Linda and I are working on assigning the goals of the CDL Strategic Plan 2020-22 to budget years. This will help us with the planning and implementation of these goals.

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

In May I worked with the management team to finalize:

- Preparedness and Response policy and Reopening Plan
- Preparedness and Response Plan matrix- for internal, admin use- keep updated

Facility update:

- sneeze guards- for all public desks- ordered from Library Design Associates
- roof- Kleinschmidt re-inspected leak above study room B, no further repair needed
- electrician- repaired light sensor in study room B once leak was addressed, and no problem with the light in IS office that is humming when on
- water testing- City utility department responds to my inquiry that *do not* need water testing.
- the outside water was turned on this month and the sprinklers were started near the end of the month.

I continue to enter the building six days a week to flush toilets and run water in our sinks. Once a week I am pouring about one quart of water in the floor drains to keep sewer gases from backing up. I also walk the entire building once a week in an attempt to catch any issues before they become problems, and collect the mail once or twice per week. *Once the cleaners start back in June I will not need to do the flushing/water running anymore.*

The annual City rate hearing was held this month and I am happy to report no utility rates hikes are expected.

I will have attended a few more webinars on various facility/HR/collection issues this month, weekly management Zoom meetings, as well as a weekly meeting with Lori since our last board meeting. Lori and I continue to monitoring the State Eos, CDC and Washtenaw County Health Department updates, and ALA/MLS news. Work on the 2021 budget continues also.

Respectfully submitted-
Linda Ballard, Assistant Director

Information Services Report: May 2020
Shannon Powers, Head of Information Services

For the month of May, we continued to operate from our homes as we strove to provide excellent service whilst prioritizing staff and community health and safety:

- We continued virtual reference services and had 26 phone and email interactions.
- We offered a variety of virtual programs via Facebook Live and Zoom; altogether we offered 20 virtual events with 691 attendees.
- We readied for the launch of the Summer Reading Program, including finalizing the new site, creating a video tutorial, reaching out to the schools, Senior Center, and UMRC, crafting a press release, and purchasing a slew of supplies for children's summer craft kits to release in July.

While the timeline for reopening our library remains uncertain, planning in the IS department has been full force:

- We spent the month of May continuing to revamp programming for July and August, contacting presenters for all ages to create exciting workshops, presentations, and take home kits to keep our community engaged all summer long.
- We continued prepping for CDL's Rec It Tuesday event, approving a press release from Melissa Johnson, purchasing materials, and compiling the kits.
- We met with Terri Lancaster to discuss the use of curbside services for the distribution of summer take home kits and Summer Reading Prizes.

We continued to improve our print and virtual collections as well:

- We continued to purchase additional advantage titles for our Overdrive collection, and were thrilled to hear that circulation of overdrive ebook titles once again doubled, with downloads for May 2020 twice what they were in May 2019.
- We've continued virtual book clubs for youth and adults, and use book talks and read alouds to help promote our collections.
- Librarians are refining carts in Baker and Taylor, our main book vendor, and we've created an ordering schedule in conjunction with tech services to ensure a smooth (as much as possible) workflow when we are able to resume ordering.

Technology

Summary of May 2020



From: Ron Andrews – Head of Technology

Brief Monthly Summary

A brief update of what has been going on.

Technology

- Electronic usage is obviously up from last month – Please note: no April or May usage stats for Lima, Sylvan and
- Continuing online and phone support for CRC, SM and other library users
- Monitoring OverDrive support for TLN consortium
- Renewed several DB's and moved Digital Resources Matrix to Google drive for staff to have access.
- Worked with management team discussion staff re-entering building and Plan
- Managed resolution of phone issued with Star2Star and Comcast. Comcast replace modem in server room.

| DATA SERVICES | | JAN | FEB | MAR | APR | MAY |
|-----------------|--------------------------------------|---------|---------|---------|---------|--------------|
| 14535.65 | Hotspots: Total GB Used | 1112.76 | 2989.04 | 2783.47 | 4922.05 | 2728.33 |
| 11.1 | -- Lima Township (GB) | 0.63 | 0.87 | 9.6 | Problem | Problem |
| 22.67 | -- Sylvan Township (GB) | 2.28 | 10.09 | 10.3 | Problem | Problem |
| 6420.99 | -- Mobile Beacon (GB) | 689.45 | 1469.18 | 1127.47 | 3134.89 | NA till 15th |
| 8080.89 | -- Library Circulating Hotspots (GB) | 420.4 | 1508.9 | 1636.1 | 1787.16 | 2728.33 |
| 65 | Hotspot Devices Circulated | 33 | 32 | NA | NA | NA |
| 2083 | Public Internet - Computer Sessions | 861 | 921 | 301 | NA | NA |
| 21504 | Public Internet - Wireless Logins | 6079 | 5847 | 4398 | 2718 | 2462 |
| ONLINE SERVICES | | JAN | FEB | MAR | APR | MAY |
| 32207 | Website Sessions | 8886 | 8249 | 8407 | 3524 | 3141 |
| 17991 | Website Users | 4704 | 4394 | 4995 | 2043 | 1855 |
| 6966 | AUDIO Downloads Total | 1352 | 1248 | 1281 | 1475 | 1610 |
| 5679 | -- Audio: Overdrive | 1181 | 1096 | 1078 | 1118 | 1206 |
| 1287 | -- Audio: Hoopla | 171 | 152 | 203 | 357 | 404 |
| 391 | VIDEO Downloads Total | 38 | 35 | 65 | 139 | 114 |
| 39 | -- Video: Overdrive (streaming only) | 5 | 0 | 4 | 8 | 22 |
| 352 | -- Video: Hoopla | 33 | 35 | 61 | 131 | 92 |
| 10606 | EBook Downloads Total | 1491 | 1426 | 1941 | 2822 | 2926 |
| 9877 | -- eBook: Overdrive | 1423 | 1363 | 1839 | 2616 | 2636 |
| 729 | -- eBook: Hoopla | 68 | 63 | 102 | 206 | 290 |
| 17963 | TOTAL Downloads | 2881 | 2709 | 3287 | 4436 | 4650 |

Ron Andrews

Network Report

May 2020

From: Scott Rakestraw – Network Administrator
Monthly Summary



Project/Task List

- Daily support to remote work force as needed
- Continue to produce CDL Insider Webcast, now featuring book reviews!
- Providing production support to Music in the Air team
 - -- submitted 2 promotional videos
 - -- created supporting project files for performance
- Sign contract for Cloud Backup install and service
- Set up Online registration form for library card applicants
- Updates/Support to web site as needed

Scott Rakestraw

Marketing Monthly Board Report (May 1–31, 2020):

With the Spring came many new firsts for the Marketing Department. The first six-page newsletter was published and distributed to the district. Pulling together information to create a new format with a focus on new virtual programming half way through the creation of the newsletter was challenging, but proved to be successful. We also coordinated the promotion for the first online virtual concert for the library as well. Rethinking previous tactics, staying nimble and implementing new ways to connect with CDL's patrons was key. The marketing department used a newly revised coordinated strategy to promote events through new banners, new videos, posters, print and digital ads and our standard digital marketing channels enhanced by a new channel by implementing the use of Instagram. Some updates for May include:

Advertisements:

- For the first time CDL promoted virtual programs and events to the community through print and digital advertisements.
- For the first time Marketing used Facebook paid promotion for a virtual event which more than doubled the participation from the community compared to previous years' in-person events.

Website:

- Updated How to Get Library Card section of website to include online application
- Updated COVID-19 page to include documentation of the library's ongoing response to COVID-19 crisis and Governor's orders.
- Coordinated with IS to create the new virtual program page (www.chelseadistrictlibrary.org/virtual_programs) as a user-friendly place to promote and house CDL's new virtual programming.
- Created an instruction sheet for IS to upload their video program content to the virtual program page.

Social Media:

As the number of virtual programs CDL offers increases, our social media messaging has been focused on promotion of those programs, as well as our downloadable resources.

Added Facebook events for all virtual programs and shared to local Facebook groups as a means of promotion.

E-newsletters:

We currently have 2865 subscribers to the weekly eNewsletter. I drafted a new welcome email to send to new cardholders to give them an introduction to what the library offers (even during the building closure) and to encourage subscribing to the eNews as a means of staying in touch with their library. The Circulation Department anticipates using the new welcome email beginning the week of June 15.

Miscellaneous

Coordinated with library staff to write, edit, and distribute press releases for Community Foundation grant, Summer Reading Program, MITA, & YSG Award winner.

Circulation Supervisor's Report

MAY 2020

May 2020 was another work at home month for circulation. The circulation department kept in touch with Messenger and emails. Everyone is doing well, and managing to stay in touch with their families.

- Attended weekly management meetings via Zoom
- Attended two SASUG meetings via RingCentral. The first of these meetings had to do with patron coming due notifications, delivery startup & holds notifications. They delayed these decisions until the June 25 SASUG meeting, but since we were able to get into our buildings sooner they have added a meeting on June 11th to vote on these. TLN has also temporarily added patrons phone numbers to the hold slips so that we can call patrons until the hold notifications start up again.
- Attended the TLN Circulation meeting on 21st.
- Heidi celebrated her 4th anniversary with CDL on May 9th and Kathy celebrated her 6th anniversary with CDL on May 19th.
- Continued to work on the 2021 budget
- Continued to work on reopening tasks and procedures for the circulation department.
- Continued to work on updating the curbside procedures.
- Attended a Zoom meeting on May 28th with Shannon & Leslie to discuss decisions on the SRP prizes & Rec it Tuesday curbside pickup.

May with Updates:

- Patrons continued to receive phone calls & emails asking for renewal of their cards, or new ones has kept me busy.
- We had 14 new cards total, TLN renewed 341 cards that were due to expire during the closure.
- Twelve patrons have contacted me about PIN's, how do I return my items, how do I get items, how does curbside work (they didn't know we had stopped this), donations, etc.

- Amy and Leslie continued to make phone calls to patrons who normally receive home delivery of books, and Amy sent out cards to some of our older patrons.

Fine Free:

- **TLN made the changes and both were completed in May. Chelsea patrons with fines from other TLN libraries will have to have these removed from their accounts when the library reopens. TLN will not remove other libraries fines.**

ACTION ITEMS

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Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 16, 2020 Board Packet

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

Accept May donations and changes to the 2020 FY Budget.

| | <u>Income Line</u> | - | <u>Expense Line</u> | |
|------------------------|--------------------|---|---------------------|----------|
| Fred & Sally Dickinson | 674.120 | | 969.940 | \$500.00 |

Sub Total: \$500.00

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

| | | | | |
|--------------------------------|--------------------|---------|---------|------------|
| Chelsea Educational Foundation | Authors in Chelsea | 675.400 | 884.922 | \$1,500.00 |
|--------------------------------|--------------------|---------|---------|------------|

Sub Total: \$1,500.00

Total General Donations: \$2,000.00

Acknowledge the donations below toward the CDL Endowment.

| | | | |
|--------------------------|-----------------|---------|----------|
| Jerry & Chris Wilczynski | CFSEM Endowment | 257.003 | \$250.00 |
|--------------------------|-----------------|---------|----------|

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 16, 2020 Meeting

2019 Audit Approval

Discussion:

The Chelsea District Library Board of Trustees must approve the presented 2019 Audit performed by Maner Costerisan, which was presented by Bill Tucker at the May meeting.

Action:

The Chelsea District Library Board of Trustees votes to approve the 2019 audit, as presented.

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 16, 2020 Meeting

2021 Budget Hearing Notice

Background:

Every August the library must present a balanced budget for the next fiscal year to the board and have an open hearing for the public. This is the resolution that the board will approve in July for the publication of the Hearing Notice in the Sun Times and Chelsea Update prior to the August 18, 2020 hearing.

BOARD OF TRUSTEES OF THE
CHELSEA DISTRICT LIBRARY
RESOLUTION NO. 2020-07-21

RESOLUTION APPROVING BUDGET HEARING AND NOTIFICATION

Minutes of a regular meeting of the Board of Trustees of the Chelsea District Library, County of Washtenaw, State of Michigan, held in the McKune Meeting Room at the Library on the 21st day of July, 2020 at Six forty-five, p.m., prevailing Eastern Time.

PRESENT: Susan Lackey, TJ Helfferich, Gary Munce, Jan Carr, Charlie Taylor, Anne Merkel, & Elizabeth Sensoli.

ABSENT:

The following preamble and resolution were offered by Trustee _____ and supported by Trustee _____ :

WHEREAS, in accordance with the Truth in Budgeting Act, there will be presented to the Board of Trustees of the Chelsea District Library (the "Library") on August 18, 2020 the proposed budget for fiscal year 2021; and

WHEREAS, the notice of hearing on the budget is to include the following statement printed in 11-point bold-faced type:

The property tax millage rate proposed to be levied to support the proposed budget is the subject of this hearing.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library Board hereby directs its Library Director to schedule the 2021 Budget Hearing for Tuesday, August 18, 2020; and
2. The Library Board hereby directs its Library Director to arrange for publication of Notice of Hearing in the *The Sun Times News & Chelsea Update* for their July 29th publication

date.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Trustees: Susan Lackey, TJ Helfferich, Gary Munce, Jan Carr, Charlie Taylor, Anne Merkel, & Elizabeth Sensoli.

NAYS: Trustees:

RESOLUTION DECLARED ADOPTED.

Janice L. Carr, Secretary, Board of Trustees
Chelsea District Library
County of Washtenaw
State of Michigan

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Chelsea District Library, County of Washtenaw, Michigan, at a regular meeting held on the 21st day of July, 2020, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Janice L. Carr, Secretary, Board of Trustees
Chelsea District Library
County of Washtenaw
State of Michigan

COMMITTEE INFO & MINUTES

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

Governance
Appendix #3

Approved: January 21, 2020

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

Janice L. Carr

1-21-20

Jan Carr, Board Secretary

Date

