

**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**

**July 21, 2020  
6:45 pm**

**Remotely over Zoom**



**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, July 21, 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 – June 16, 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. Budget Hearing Notice
- 7:35 Discussion Items**  
1. Staff In-Service  
2. 2021 Budget Draft
- 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, June 16, 2020 6:45 pm  
Meeting Location: Remote, Using Zoom**

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

**Trustees Absent:** A. Merkel

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

**Guests:** None

**Welcome and Call to Order**

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

**Agenda Review, Additions, and Approval**

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

All Ayes: 6-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by TJ Helfferich, SECONDED by G. Munce to approve the minutes of the May 19, 2020 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by C. Taylor to approve the minutes of the Special June 4, 2020 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by TJ Helfferich to accept the General Fund Operational checks for May, 2020. Discussion: None

All Ayes 6-0

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

All Ayes: 6-0

**Director's Report Update:**

**L. Coryell update:**

- Lori reported that Head of Marketing Elaine Medrow wanted her to mention to the board how hard Marketing Assistant Virginia Krueger has been working and what a great job she's been doing during the lockdown and reopening plan.
- Lori shared the attorney clarification of Policy 443: Library Reopening, section IV, part D. The attorney interpretation is that the board can act after the 14-day period to reopen if not initiated by the director, but can also move to shorten that original length if something changes.
- On June 11, Gov. Whitmer announced that she hopes to move the rest of the state to Phase 5 (Containment) by July 4, 2020.
- The HR Playbook is working really well in terms of checking employees for symptoms and keeping them up to date on the latest Covid-19 news and library policies and plans. Lori mentioned that this was a great find by Linda and acknowledged her hard work in getting the site up and running.
- Charlie stated that when we move to the next phase, he would like a sign posted at the door that shares that the library staff have been fully trained on Covid-19 safety and how that training pertains to the building and patrons.
- The library started curbside pick-up on Monday and the dropbox has been overflowing with returns.
- There is a Finance Committee meeting scheduled for tomorrow, in which the 2021 budget will be the main focus.
- The library has had 20 virtual programs with well over 600 attendees. All electronic data use is up.
- Music in the Air was a huge success with over 300 views and lots of positive feedback.
- The library has begun using Instagram in an effort to connect with a younger crowd.
- Susan stated that she would like to express the board's appreciation to all the library's staff for their work over this unprecedented time. Lori suggested that an email would be the best way to show thanks and Susan agreed to craft one for the board.

**Friend's Report:**

- Met last week and will meet again tomorrow about the future of the book sales. The library and the Friends are both planning for reduced revenue assistance in 2021.

- There is a new Friends secretary: Dayle Wright. She has lots of library experience.
- Jan shared that she attended a webinar which should help with Wednesday's meeting and how to move forward with the Friends.

Other Reports Notes: None

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve and acknowledge the presented May 2020 donations of \$2,000.00.

Discussion: None

All Ayes: 6-0

**Action Item #2: Approval of 2019 Audit**

MOTION made by E. Sensoli, SECONDED by J. Carr to approve the findings of the library's 2019 Audit that was conducted by Maner Costerisan and presented by Bill Tucker at the May meeting. Discussion: None

All Ayes: 6-0

**Discussion Item #1: 2021 Budget Hearing Notice**

The board discussed that the budget hearing will once again be part of the August 18 board meeting and that the notice will be published in July, following the approval of the hearing notice as an Action Item.

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –**

**Public and Board Comment:** None

**Other Items:** None

**Adjourn:**

MOTION made by C. Taylor, SECONDED by J. Carr to adjourn the meeting at 7:25 p.m.

All Ayes, 6-0

\_\_\_\_\_  
Janice L. Carr, Board Secretary

\_\_\_\_\_  
Date

# **FINANCE REPORTS**



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**Chelsea District Library**  
**List of Checks for Board Approval**  
**June 2020**

Date	Num	Name	Memo	Split	Amount	Paid Date
<b>701 - Personnel Expenses</b>						
<b>701.100 Wages</b>						
<b>701.120 Retirement Pick up ER</b>						
06/01/2020	20200518	Alerus Financial	06/05/2020 PR FLEX TO 457(b)	202 001 Accounts Payable	1 249 83	
06/05/2020	PR 20200605		RETIREMENT	701 100 Wages	1 249 83	
06/15/2020	20200821	Alerus Financial	06/19/2020 PR FLEX TO 457(b)	202 001 Accounts Payable	1 249 83	
06/15/2020	PR 20200819		RETIREMENT	701 100 Wages	1 249 83	
Total 701.120 Retirement Pick up ER					0 00	
<b>701.100 Wages - Other</b>						
06/05/2020	PR 20200605		WAGES	- SPLIT	38 005 32	
06/15/2020	PR 20200819		WAGES	- SPLIT	37 358 22	
Total 701.100 Wages - Other					75 363 54	
Total 701.100 Wages					75 363 54	
<b>701.110 Retirement-Contributions - EE</b>						
06/01/2020	20200518	Alerus Financial	06/05/2020 PR EE PERSONAL CONT	202 001 Accounts Payable	2 554 95	
06/05/2020	PR 20200605		RETIREMENT PICK UP	701 100 Wages	2 554 95	
06/15/2020	20200821	Alerus Financial	06/19/2020 PR EE PERSONAL CONT	202 001 Accounts Payable	2 554 95	
06/15/2020	PR 20200819		RETIREMENT PICK UP	701 100 Wages	2 554 95	
Total 701.110 Retirement-Contributions - EE					0 00	
<b>701.115 401A Retirement Matching</b>						
06/05/2020	PR 20200605		401 A MATCHING	701 100 Wages	1 330 31	
06/15/2020	PR 20200819		401 A MATCHING	701 100 Wages	1 330 31	
Total 701.115 401A Retirement Matching					2 660 62	
<b>701.200 FICA</b>						
06/05/2020	PR 20200605		FICA EMPLOYER	701 100 Wages	2 847 38	
06/15/2020	PR 20200819		FICA EMPLOYER	701 100 Wages	2 712 24	
Total 701.200 FICA					5 559 62	
<b>701.300 Flex Benefits</b>						
06/05/2020	PR 20200605		Dep Life (CA & DL & HI)	701 100 Wages	40 48	
06/05/2020	PR 20200605		Health Insurance	701 100 Wages	1 358 74	
06/12/2020	2018007207	Blue Care Network of Michigan	AUG 2020 MED INS	202 001 Accounts Payable	2 895 37	
06/15/2020	PR 20200819		Dep Life (CA & DL & HI)	701 100 Wages	40 48	
06/15/2020	PR 20200819		Health Insurance	701 100 Wages	1 358 74	
06/17/2020	20200819	Unum Life Insurance Co	2020 Premium JULY	202 001 Accounts Payable	741 84	
06/17/2020	210610089318	Blue Care Network of Michigan	JULY 2020 MED INS	202 001 Accounts Payable	1 807 80	
Total 701.300 Flex Benefits					7 838 51	
Total 701 - Personnel Expenses					64 220 29	
<b>727 - Supplies</b>						
<b>727.200 General Operations</b>						
06/12/2020	1798315	Arbor Springs Water Co Inc	2020 07/01 BOTTLED WATER	202 001 Accounts Payable	37 50	
06/15/2020	1792355	Arbor Springs Water Co Inc	2020 08/03 BOTTLED WATER - EXCHANGE COOLER	202 001 Accounts Payable	18 00	
06/17/2020	1791899	Arbor Springs Water Co Inc	2020 05/01 BOTTLED WATER - COOLER RENTAL	202 001 Accounts Payable	12 00	
06/27/2020	WVO-78272	SMART BUSINESS SOURCE	GENERAL SUPPLIES	202 001 Accounts Payable	181 87	
06/27/2020	20200824	Zoran, Amy	5 Cards	202 001 Accounts Payable	24 00	
06/27/2020	1793923	Arbor Springs Water Co Inc	2020 05/01 BOTTLED WATER - COOLER RENTAL	202 001 Accounts Payable	12 50	
Total 727.200 General Operations					265 87	
<b>727.300 Material Processing</b>						
06/27/2020	8804727	Demco Inc	2020 MAILING SUPPLIES	202 001 Accounts Payable	271 90	
Total 727.300 Mail Processing Other					271 90	
<b>727.340 Repairs</b>						
06/27/2020	8804727	Demco Inc	2020 REPAIR SUPPLIES	202 001 Accounts Payable	588 51	
Total 727.340 Repairs					588 51	
Total 727.300 Material Processing					858 41	
<b>727.500 Cleaning</b>						
<b>727.520 Cleaning Supplies</b>						
06/15/2020	10138154	Great Lakes Ace Hardware	COVID 19 - COVERED TRASH CANS	202 001 Accounts Payable	37 99	
06/17/2020	20-0274	Ballard, Linda P	6 TRASH CANS WITH LIDS - COVID-19 - LOWES	202 001 Accounts Payable	95 34	
06/29/2020	28739245	Ballard, Linda P	TRASH CANS WITH LIDS - COVID-19 - LOWES	202 001 Accounts Payable	155 83	
Total 727.520 Cleaning Supplies					288 95	
Total 727.500 Cleaning					288 95	
<b>727.700 Postage</b>						
06/27/2020	1015658103	Pitney Bowes	INK FOR PITNEY BOWES METER	202 001 Accounts Payable	113 02	
Total 727.720 Postage-Operating Postage					113 02	
Total 727.700 Postage					113 02	
<b>727.800 Maintenance</b>						
<b>727.830 Maintenance General</b>						
06/01/2020	10088154	Great Lakes Ace Hardware	PAINTING SUPPLIES - STUDY ROOMS	202 001 Accounts Payable	23 72	
Total 727.830 Maintenance General					23 72	
Total 727.800 Maintenance					23 72	
Total 727 - Supplies					1,548 97	
<b>801 - Professional Services</b>						
<b>801.010 Attorney</b>						
06/15/2020	787882	Foster Smith Collins & Smith	LEGAL - COVID-19 - PREPAREDNESS RESPONSE PLAN	202 001 Accounts Payable	188 00	
06/27/2020	787889	Foster Smith Collins & Smith	LEGAL - COVID-19	202 001 Accounts Payable	357 00	
Total 801.010 Attorney					525 00	
<b>801.040 Bookkeeper</b>						
06/01/2020	20200605	Ballard, Kerry	BOOKKEEPING THROUGH 06/03/2020	202 001 Accounts Payable	350 00	
06/17/2020	20200817	Ballard, Kerry	BOOKKEEPING THROUGH 06/17/2020	202 001 Accounts Payable	350 00	
Total 801.040 Bookkeeper					700 00	
<b>801.041 Payroll Services</b>						
06/05/2020	PR 20200605		PAYROLL PREPARATION	701 100 Wages	1 50	

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**Chelsea District Library**  
**List of Checks for Board Approval**  
**June 2020**

Date	Num	Name	Memo	Split	Amount	Paid Date
06/15/2020	PR 20200619		PAYROLL PREP	701 100 Wages	1 50	
	Total 801 041 Payroll Services				5 00	
	801 300 - Banking Fees					
	801 310 - Bank Fees					
06/30/2020			Service Charge	001 001 CSB/Operations Checking	4 40	
	Total 801 310 Bank Fees				4 40	
	801 320 - Safe Deposit Box					
06/01/2020	SAFE DEP20		SAFETY DEPOSIT BOX ANNUAL	001 001 CSB/Operations Checking	20 00	
	Total 801 320 Safe Deposit Box				20 00	
	801 340 - Credit Card Fees					
06/08/2020	CC FEE 2008		CC FEES FOR MAY, MAXIMUM SINCE THERE WAS NO A	001 001 CSB/Operations Checking	37 50	
	Total 801 340 Credit Card Fees				37 50	
	Total 801 300 Banking Fees				81 90	
	Total 801 - Professional Services				1,289 90	
	803 - Maintenance Service Contracts					
	803.010 - Maint Svc Contingency					
06/03/2020	1591	Jaco Electric LLC	ELECTRICAL REPAIRS	202 001 Accounts Payable	835 45	
06/15/2020	21308	Ken Cook's Plumbing and Heating Inc.	NEW VALVE FRONT SPIGOT	202 001 Accounts Payable	191 00	
06/15/2020	56848	R D Kleinschmidt Inc.	INSPECT ROOF LEAK AND PATCH	202 001 Accounts Payable	145 00	
06/17/2020	23370	Ken Cook's Plumbing and Heating Inc.	NEW FRONT SPIGOT	202 001 Accounts Payable	418 50	
06/27/2020	21382	Ken Cook's Plumbing and Heating Inc.	SUMP PUMP ALARM	202 001 Accounts Payable	164 00	
	Total 803 010 Maint Svc Contingency				1 533 85	
	803.100 Copier					
	803.101 Public Copier					
06/01/2020	5010454702	Wells Fargo Bank, NA	2020 05/14 - 06/13/2020 Copier Printer Maintenance - APR	202 001 Accounts Payable	229 44	
	Total 803 101 Public Copier				229 44	
	803.102 Staff Copier					
06/01/2020	5010454702	Wells Fargo Bank, NA	2202 05/14 - 06/13/2020 Copier Printer Maintenance - APR	202 001 Accounts Payable	604 54	
	Total 803 102 Staff Copier				604 54	
	803.103 Small Printer Maintenance					
06/01/2020	5010454702	Wells Fargo Bank, NA	2020 05/14 - 06/13/2020 Copier Printer Maintenance - APR	202 001 Accounts Payable	153 34	
	Total 803 103 Small Printer Maintenance				153 34	
	Total 803 100 Copier				987 32	
	803 200 HVAC					
	803.220 HVAC Temp Controls					
06-15/2020	1-98731528332	Johnson Controls	HVAC TEMP CONTROLS	202 001 Accounts Payable	2,483 32	
	Total 803 220 HVAC Temp Controls				2,483 32	
	Total 803 200 HVAC				2,483 32	
	803.300 Technology					
	803.395 Website Hosting & Service					
06/15/2020	11874	Demco Software	06/01/2020 - 07/31/2021 Evanced Renewal	202 001 Accounts Payable	968 89	
	Total 803 395 Website Hosting & Service				968 89	
	Total 803 300 Technology				968 89	
	803 600 Building Maintenance					
	803.605 Janitorial					
06/01/2020	12571	A Production Cleaning Company Inc.	CLEANING 05/17 - 05/20/2020	202 001 Accounts Payable	1 500 85	
06/01/2020	12586	A Production Cleaning Company Inc.	CARPET CLEANING WALL TO WALL 05/20	202 001 Accounts Payable	1 300 00	
06/15/2020	12589	A Production Cleaning Company Inc.	INV 12589 - BATHROOM GROUT TILE CLEANING	202 001 Accounts Payable	500 00	
06/17/2020	12586	A Production Cleaning Company Inc.	CONTRACTED CLEANING 5/31 - 06/13	202 001 Accounts Payable	1 500 85	
06/17/2020	12587	A Production Cleaning Company Inc.	INV 12587 - CLEANING OF WINDOWS	202 001 Accounts Payable	1 300 00	
06/29/2020	12623	A Production Cleaning Company Inc.	CLEANING 06/14-27/2020	202 001 Accounts Payable	1 500 85	
	Total 803 605 Janitorial				7,602 55	
	803.610 Lawn/Snow Service					
	803.611 Lawn Service					
06/02/2020	11808	Association Maintenance Corp	SPRING CLEANUP	202 001 Accounts Payable	373 00	
	Total 803 611 Lawn Service				373 00	
	803.613 Sprinkler					
06/02/2020	11808	Association Maintenance Corp	OPEN AND REPAIRS	202 001 Accounts Payable	207 50	
	Total 803 613 Sprinkler				207 50	
	Total 803 610 Lawn/Snow Service				580 50	
	803.620 Trash					
06/15/2020	150	City of Chelsea	MAY TRASH - ONE WEEK	202 001 Accounts Payable	10 00	
06/15/2020	15618	WESTERN WASHTENAW RECYCLING AUTH.	ANNUAL BIN FEE	202 001 Accounts Payable	200 00	
	Total 803 620 Trash				210 00	
	803.630 Elevator					
06/29/2020	8103371670	Schindler Elevator Corp	ANNUAL MA - 07/01/2020 - 06/30-2021	202 001 Accounts Payable	2,811 00	
	Total 803 630 Elevator				2,811 00	
	803.640 Doors					
06/01/2020	8CJ00059057	ASSA ABLOY Entrance Systems	8CJ00059057 - ANNUAL CONTRACT 06/01/2020 - 05/31/22	202 001 Accounts Payable	573 90	
	Total 803 640 Doors				573 90	
	Total 803 600 Building Maintenance				11,781 95	
	Total 803 Maintenance Service Contracts				17,773 73	
	850 Telecommunications					
	850.100 Local & Long Distance Charges					
	850.120 Telephone					
06/01/2020	20200615	Navitas Credit Corp	2020 JUN PHONE SERVICE	202 001 Accounts Payable	212 51	
06/01/2020	734433880405-1	A T & T	2020 - 05/24/2020 - 06/24/2020 PHONE SERVICE	202 001 Accounts Payable	177 00	
06/15/2020	20200510	Keybank	STAR2START - PHONE SYS LEASE	202 001 Accounts Payable	376 00	

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Date	Num	Name	Memo	Split	Amount	Paid Date
Total 850 120 - Telephone					785 87	
06/17/2020	850.121 - IT Cell Phone	Verizon Wireless	2020 MAY IT - SCOTT's phone	202 001 - Accounts Payable	51 85	
Total 850 121 - IT Cell Phone					51 85	
Total 850 100 - Local & Long Distance Charges					817 72	
850.300 - TLN Internet Service						
06/15/2020	850.310 - Internet	The Library Network	2020 APR - JUN INTERNET	202 001 - Accounts Payable	2 047 88	
Total 850 310 - Internet					2 047 88	
850.311 - WiFi Hotspots						
06/15/2020	X06142020	A T&T Mobility	JUN ACCT 287240231198 - W/V X06142020 - WIRELESS H	202 001 - Accounts Payable	217 44	
06/17/2020	9855448203	Verizon Wireless	2020 MAY Library Hotspots	202 001 - Accounts Payable	575 84	
06/17/2020	261402854-058	Sprint	2020 HOTSPOTS 05/11 - 6/10/2020	202 001 - Accounts Payable	455 89	
Total 850 311 - WiFi Hotspots					1 249 26	
Total 850 300 - TLN Internet Service					3 297 14	
Total 850 - Telecommunications					4 114 88	
880 - Promotional Materials						
880.100 - Advertising						
880.110 - Media Buy						
06/01/2020	2821	Chelsea Guardian	2020 MAY 15 2" X 8" AD	202 001 - Accounts Payable	50 00	
06/01/2020	0080-R	The Sun Times	BLANKET PO 29-072	202 001 - Accounts Payable	100 00	
06/01/2020	2922	Chelsea Guardian	2020 MAY 28 2" X 8" AD	202 001 - Accounts Payable	50 00	
06/15/2020	20200510	Keybank	FACEBOOK	202 001 - Accounts Payable	5 00	
06/15/2020	20200510	Keybank	FACEBOOK	202 001 - Accounts Payable	7 00	
06/17/2020	9890-R	The Sun Times	SAP - BLANKET PO 29-072	202 001 - Accounts Payable	60 00	
Total 880 110 - Media Buy					272 00	
Total 880 100 - Advertising					272 00	
880.200 - Publications						
880.240 - Newsletter						
06/01/2020	254998	Print Tech Inc.	2020 SUMMER NEWSLETTER	202 001 - Accounts Payable	2 188 90	
06/01/2020	254998	Print Tech Inc.	NEWSLETTER MAILING SERVICE	202 001 - Accounts Payable	423 27	
Total 880 240 - Newsletter					2 612 17	
Total 880 200 - Publications					2 612 17	
880.400 - Program Promotion						
880.430 - Library Program Promotion						
880.434 - Music in the Air						
06/01/2020	00-70498-R/V	Dollar Bill Copying	2020 MIA 11x17 POSTER3 - 15	202 001 - Accounts Payable	25 97	
06/15/2020	20200510	Keybank	SIGNS-IN-DAY - MIA	202 001 - Accounts Payable	461 06	
06/15/2020	20200510	Keybank	FEDEX - AUTOGRAPHED POSTERS - MIA	202 001 - Accounts Payable	21 00	
06/15/2020	20200510	Keybank	FEDEX - AUTOGRAPHED POSTERS	202 001 - Accounts Payable	40 74	
Total 880 434 - Music in the Air					548 71	
Total 880 430 - Library Program Promotion					548 71	
Total 880 400 - Program Promotion					548 71	
880.500 - Purchased Services						
880.510 - General Purchased Services						
06/15/2020	20200510	Keybank	ADOBE - STOCK PHOTOS LICENSE	202 001 - Accounts Payable	29 99	
Total 880 510 - General Purchased Services					29 99	
880.520 - Professional Services						
880.521 - Graphic Design Services						
06/15/2020	0448	MC creative design & photography LLC	2020 SUMMER NEWSLETTER GRAPHIC DESIGN	202 001 - Accounts Payable	1 500 00	
Total 880 521 - Graphic Design Services					1 500 00	
Total 880 520 - Professional Services					1 500 00	
Total 880 500 - Purchased Services					1 529 99	
Total 880 - Promotional Materials					4 982 87	
884 - Programming						
884.110 - Adult Speakers						
06/01/2020	20200610	Wawrzaszek Jeff	06/20/2020 MAGIC SHOW PRESENTER	202 001 - Accounts Payable	350 00	
Total 884 114 - Comedy Showcase					350 00	
884.119 - General Adult Events						
06/01/2020	20200615	DIANNA KAUSE LLC	2020/06/15 VIRTUAL MEDITATION - ZOOM	202 001 - Accounts Payable	200 00	
06/02/2020	20200617	SOOD KATE	06/17/2020 - TIDYING UP THE KONMARI METHOD	202 001 - Accounts Payable	150 00	
Total 884 119 - General Adult Events					350 00	
Total 884 110 - Adult Speakers					700 00	
884.120 - Adult Supplies						
06/28/2020	50101035723	Brown, Laura	MAKERCHelsea FALL 2020	202 001 - Accounts Payable	48 73	
Total 884 122 - Craft Supplies					48 73	
884.125 - General Adult Programs						
06/28/2020	14ND-VCPV-VT4Y	Amazon Capital Services Inc	MAKERCHelsea - LEAVES AND R-BBOW FALL WOOD	202 001 - Accounts Payable	19 88	
06/29/2020	1XG-L41D-JDYP	Amazon Capital Services Inc	10 COPIES HIDDEN LIFE OF TREES	202 001 - Accounts Payable	90 93	
Total 884 125 - General Adult Programs					110 81	
Total 884 120 - Adult Supplies					157 64	
884.210 - Youth Speakers						
884.212 - General Youth Programs						
06/02/2020	20-0555SP	TREHARY, MEGAN EDWYN	06/03 10 - 6/7/2020 BREASTFEEDING WORKSHOP	202 001 - Accounts Payable	250 00	
06/17/2020	20200615	Breath Yoga LLC	15 JUNE 2020 Yoga ZOOM Meeting	202 001 - Accounts Payable	200 00	
Total 884 212 - General Youth Programs					450 00	
884.215 - Early Literacy						

07/11/20

# Chelsea District Library List of Checks for Board Approval June 2020

Date	Num	Name	Memo	Split	Amount	Paid Date
06/29/2020	20200818	Bailey, Beth	06/18/2020 DANCE ALONG SING ALONG - VIRTUAL	202 001 Accounts Payable	180 00	
	Total 884 213 Early Literacy				180 00	
	Total 884 210 Youth Speakers				833 00	
	884.220 Youth Supplies					
06/15/2020	884.222 General Youth Programs	Keybank	WASHABLE SIDEWALK CHALK	202 001 Accounts Payable	58 78	
	Total 884 222 General Youth Programs				58 78	
	884.228 - Summer Reading					
06/27/2020	10006	COLLABORATIVE SUMMER LIBRARY PROG	SUMMER READING - IMAGINE YOUR STORY TEEN DEI	202 001 Accounts Payable	136 00	
06/27/2020	1857	SPADY'S TWISTERS SOFT-SERVE ICE CREAM	SUMMER READING PRIZES - 1000 GIFT CERTIFICATES	202 001 Accounts Payable	800 00	
06/27/2020	5484	COLLABORATIVE SUMMER LIBRARY PROG	TEMP TATTOOS AND PAINTING SHEETS	202 001 Accounts Payable	112 50	
06/29/2020	703362A25-01	FUN EXPRESS	ASSORTED CRAFTS	202 001 Accounts Payable	3,373 84	
06/29/2020	703368181-01	FUN EXPRESS	BANANA PRINT TOTE BAG	202 001 Accounts Payable	223 78	
06/29/2020	1JYL-FPJ3-D3V4H	Amazon Capital Services Inc	144 PACK CHALK	202 001 Accounts Payable	139 80	
	Total 884 228 Summer Reading				4,786 02	
	Total 884 220 Youth Supplies				4,844 81	
	884.250 Story Book Trail					
06/02/2020	884.251 - Story Book Trail	Amazon Capital Services Inc	STORYBOOK TRAIL	202 001 Accounts Payable	43 70	
06/17/2020	1G6T-7X33-M16J	Baker & Taylor - Program Account	STORY BOOK TRAIL	202 001 Accounts Payable	28 88	
06/26/2020	1GMI-1PXQJ-D4NC	Amazon Capital Services Inc	LAMINATING POUCHES	202 001 Accounts Payable	15 38	
	Total 884 251 Story Book Trail				88 08	
	Total 884 250 Story Book Trail				88 08	
	884.260 Teen Speakers					
06/01/2020	884.261 - Teen Summer Reading	Thomas, Alexander	20200622 VIRTUAL ANIMATION	202 001 Accounts Payable	200 00	
	Total 884 261 Teen Summer Reading				200 00	
	Total 884 260 Teen Speakers				200 00	
	884.270 Teen Supplies					
06/15/2020	884.272 Teen General Programs	Keybank	STEAMGAMES - VIRTUAL THAT THURSDAY THING TRIV	202 001 Accounts Payable	37 08	
	Total 884 272 Teen General Programs				37 08	
	884.277 Teen Summer Reading					
06/03/2020	SRP	UGLY DOG DISTILLERY	480 HAND SANITIZERS - CO-BRANDED	202 001 Accounts Payable	500 00	
06/26/2020	703588161-01	FUN EXPRESS	BLOW POPS/SQUEEZE BALL PKG	202 001 Accounts Payable	184 47	
	Total 884 277 Teen Summer Reading				684 47	
	Total 884 270 Teen Supplies				701 53	
	884.400 Music Focus					
06/15/2020	884.962 Music In the Air - Restricted	Glacopuzzi, Jacopo	Music In the Air Artist final payment 2020/06/06	202 001 Accounts Payable	800 00	
	Total 884 962 Music In the Air - Restricted				800 00	
	Total 884 400 Music Focus				800 00	
	884.918 - Adult Programming Restricted					
06/01/2020	884.912 Adult Prog Rest Gifts General	SESSUWS, KEVIN	WRITING WORKSHOP VIRTUAL EVENT	202 001 Accounts Payable	1,250 00	
06/15/2020	202008-VIRTUAL	Keybank	THOMPSONS PIZZA GIFT CERTS \$20-\$30 - TRIVA PRIZ	202 001 Accounts Payable	50 00	
06/15/2020	20200510	Keybank	MIKES DELI - BX323 GIFT CARDS	202 001 Accounts Payable	200 00	
06/15/2020	20200510	Keybank	CHELSEA ALEHOUSE - BX316 GIFT CARDS	202 001 Accounts Payable	200 00	
	Total 884 912 Adult Prog Rest Gifts General				1,700 00	
	Total 884 918 Adult Programming Restricted				1,700 00	
	884.928 Youth Programming Restricted					
06/17/2020	884.923 Youth Prog Rest Gifts SRP	Absolutely Baffling Magic	Balance for SRP 2020 VIRTUAL Performance	202 001 Accounts Payable	375 00	
06/29/2020	20200729	Breathe Yoga LLC	25 JUNE 2020 Yoga Storytime	202 001 Accounts Payable	120 00	
	Total 884 923 Youth Prog Rest Gifts SRP				695 00	
	Total 884 928 Youth Programming Restricted				695 00	
	Total 884 Programming				10,515 06	
	828 Utilities					
06/15/2020	828.110 City of Chelsea Water	City of Chelsea-Elect & Water	MAY 04/30 - 05/26/20 WATER	202 001 Accounts Payable	33 91	
	Total 828 110 City of Chelsea Water				33 91	
06/15/2020	828.128 City of Chelsea Sewer	City of Chelsea-Elect & Water	MAY 04/30 - 05/26/20 SEWER	202 001 Accounts Payable	107 82	
	Total 828 128 City of Chelsea Sewer				107 82	
06/15/2020	828.138 City of Chelsea Electric	City of Chelsea-Elect & Water	MAY 04/30 - 05/26/20 ELECTRICITY	202 001 Accounts Payable	1,568 23	
	Total 828 138 City of Chelsea Electric				1,568 23	
06/15/2020	828.148 Storm Sewers	City of Chelsea	2020 STORMWATER	202 001 Accounts Payable	39 47	
	Total 828 148 Storm Sewers				39 47	
06/15/2020	828.158 City of Chelsea Sprinkler	City of Chelsea-Elect & Water	MAY 04/30 - 05/26/20 SPRINKLER	202 001 Accounts Payable	104 75	
	Total 828 158 City of Chelsea Sprinkler				104 75	
06/17/2020	828.200 McKune Gas	Constellation NewEnergy-Gas Division LLC	2020 MAY GAS SERVICE - COVID-19 - 04/24 - 05/21	202 001 Accounts Payable	125 58	
	Total 828 200 McKune Gas				125 58	
	Total 828 Utilities				1,979 86	

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**Chelsea District Library**  
**List of Checks for Board Approval**  
**June 2020**

Date	Num	Name	Memo	Split	Amount	Paid Date
<b>947 - Equipment</b>						
<b>947.100 - Equipment Hardware</b>						
<b>947.120 - Computers</b>						
06/27/2020	1XDR-WFDK-K1WQ	Amazon Capital Services Inc	WEBCAMS W/ MIC X 10	202 001 - Accounts Payable	375.20	
06/27/2020	1XDR-WFDK-K1WQ	Amazon Capital Services Inc	TOWER POWER @TRIPS X 10	202 001 - Accounts Payable	259.80	
Total 947.120 - Computers					635.00	
Total 947.100 - Equipment Hardware					635.00	
<b>947.200 - Equipment Software</b>						
06/15/2020	20200510	Keybank	HR COLLABORATIVE - HR PLAYBOOK	202 001 - Accounts Payable	170.00	
06/15/2020	20200510	Keybank	BISPECT - MANECRAFT SERVER	202 001 - Accounts Payable	12.48	
06/15/2020	20200510	Keybank	NYNTE - SOFTWARE UPDATING	202 001 - Accounts Payable	20.00	
Total 947.200 - Equipment Software					202.48	
<b>947.300 - Equipment Furniture &amp; Fixtures</b>						
<b>947.310 - Makerspace Furnishings</b>						
06/17/2020	1WQD-7D1W-TTYL	Amazon Capital Services Inc	MAKERSPACE IMAGING EQUIPMENT PERIPHERALS	202 001 - Accounts Payable	478.97	
06/17/2020	1000000890	(MADE)D LLC	3D Printer Supplies	202 001 - Accounts Payable	172.42	
Total 947.310 - Makerspace Furnishings					651.39	
<b>947.330 - Equipment - non-Computer</b>						
06/03/2020	1C6V-KGL-641C	Amazon Capital Services Inc	ELECTRONIC AIR FILTERS	202 001 - Accounts Payable	117.90	
Total 947.330 - Equipment - non-Computer					117.90	
Total 947.300 - Equipment Furniture & Fixtures					769.29	
Total 947 - Equipment					1,606.75	
<b>949 - Continuing Education Expenses</b>						
<b>949.300 - Memberships</b>						
06/01/2020	7796089	BOSSI CATHERINE A	REIMBURSEMENT - ALA ANNUAL MEMBERSHIP 06/01/20	202 001 - Accounts Payable	74.00	
Total 949.300 - Information Services					74.00	
<b>949.500 - Institutional Membership</b>						
06/15/2020	3151222	Midwest Collaborative for Library Service	ACLS Annual Membership Fee 7/1/20 to 6/30/2021	202 001 - Accounts Payable	125.00	
Total 949.500 - Institutional MCLB					125.00	
Total 949.500 - Institutional Membership					125.00	
Total 949.300 - Memberships					109.00	
<b>949.600 - Staff Training</b>						
06/15/2020	7391	Michigan Library Association	WEBINAR - BIG DISRUPTIONS	202 001 - Accounts Payable	25.00	
06/29/2020	2150510010238133	COMFORT, STACEY	GEN Z PATRON WEBINAR	202 001 - Accounts Payable	45.00	
Total 949.600 - Staff Training					70.00	
Total 949 - Continuing Education Expenses					209.00	
<b>940 - Capital Expense</b>						
<b>940.300 - Computer Upgrades</b>						
06/02/2020	15295	KNIGHT TECHNOLOGY GROUP	15295 - Data Server Hardware _ Server Backup Project	202 001 - Accounts Payable	2,400.00	
Total 940.300 - Servers & Storage					2,400.00	
Total 940.300 - Hardware Upgrades					2,400.00	
Total 940.300 - Computer Upgrades					2,400.00	
Total 940 - Capital Expense					2,400.00	
<b>942 - Collection Expense</b>						
<b>942.100 - Audio Books</b>						
06/29/2020	98732992	Midwest Tape	BOCD ORDER	202 001 - Accounts Payable	84.98	
Total 942.100 - Youth Books on Disc					84.98	
Total 942.100 - Audio Books					84.98	
<b>942.400 - Non Print</b>						
<b>942.410 - Electronic Products/Subs</b>						
06/01/2020	1877	8-BioLab LLC	8-BioLab Creator Service 7/1/20 to 6/30/21 Renewal	202 001 - Accounts Payable	1,950.00	
06/01/2020	23063558	Scholastic Library Publishing	2020 SCHOLASTIC TEACHABLES	202 001 - Accounts Payable	950.00	
06/15/2020	20200510	Keybank	TRUSTFORTE - BRAINFUSE - RENEWAL HELP NOW	202 001 - Accounts Payable	2,500.00	
06/15/2020	20200510	Keybank	TRUSTFORTE - BRAINFUSE - START JOBS NOW	202 001 - Accounts Payable	500.00	
06/27/2020	10110971927	LINKEDIN CORP	LYNCA LIBRARY - 5 USERS	202 001 - Accounts Payable	2,325.00	
Total 942.410 - Electronic Products/Subs					6,225.00	
<b>942.460 - DVD Feature</b>						
06/27/2020	98732137	Midwest Tape	MARCH - DVD FEATURE ADULT TV FOREIGN	202 001 - Accounts Payable	135.89	
Total 942.460 - DVD Feature					135.89	
Total 942.400 - Non Print					6,360.89	
<b>942.600 - Periodical &amp; Newspapers</b>						
<b>942.610 - Annual Reference</b>						
06/29/2020	3079207	W T. Cos Subscriptions	NY TIMES - 65/20/20 - 06/18/21	202 001 - Accounts Payable	78.93	
Total 942.610 - Annual Reference					78.93	
Total 942.600 - Periodical & Newspapers					78.93	
<b>942.700 - Print</b>						
<b>942.705 - Adult Print</b>						
06/17/2020	2035183588	Baker & Taylor - Adult Large Print	2020 ADULT ACCT	202 001 - Accounts Payable	63.40	
Total 942.705 - Adult Large Print					63.40	
<b>942.720 - Adult Print General</b>						
06/17/2020	2035176714	Baker & Taylor - Adult	2020 ADULT ACCT	202 001 - Accounts Payable	412.71	

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**Chelsea District Library**  
**List of Checks for Board Approval**  
**June 2020**

Date	Num	Name	Memo	Split	Amount	Paid Date
06/17/2020	2035159983	Baker & Taylor - Adult	2020 ADULT ACCT	202 001 Accounts Payable	325 57	
06/17/2020	2035145396	Baker & Taylor - Adult	2020 ADULT ACCT	202 001 Accounts Payable	805 16	
06/17/2020	2035189032	Baker & Taylor - Adult	2020 ADULT ACCT	202 001 Accounts Payable	254 27	
06/17/2020	2035167918	Baker & Taylor - Adult	2020 ADULT ACCT	202 001 Accounts Payable	338 85	
06/17/2020	2035182373	Baker & Taylor - Adult	2020 ADULT ACCT	202 001 Accounts Payable	282 42	
Total 882.720 Adult Print General					2,228 86	
882.740 Multiple Book Copies						
06/17/2020	2035148383	Baker & Taylor - Adult Multiples	ADULT MULTIPLES	202 001 Accounts Payable	45 70	
06/17/2020	2035163924	Baker & Taylor - Adult Multiples	ADULT MULTIPLES	202 001 Accounts Payable	31 76	
Total 882.740 Multiple Book Copies					87 46	
Total 982.785 Adult Print					2,386 84	
982.755 Youth Print						
982.755 Youth Print General						
06/17/2020	2035176668	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	202 001 Accounts Payable	215 42	
06/17/2020	2035184547	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	202 001 Accounts Payable	39 28	
06/17/2020	2035187306	Baker & Taylor - Young Adult	2019 YOUNG ADULT	202 001 Accounts Payable	19 10	
06/17/2020	2035176351	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	202 001 Accounts Payable	10 38	
06/17/2020	2035149747	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	202 001 Accounts Payable	107 74	
06/17/2020	2035185007	Baker & Taylor - Young Adult	2019 YOUNG ADULT	202 001 Accounts Payable	18 85	
06/17/2020	2035138586	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	202 001 Accounts Payable	356 89	
06/17/2020	2035159787	Baker & Taylor - Juvenile	2020 JUVENILE ACCOUNT	202 001 Accounts Payable	0 77	
06/17/2020	2035151335	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	202 001 Accounts Payable	511 85	
06/26/2020	2035157843	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	202 001 Accounts Payable	12 78	
06/26/2020	2035137052	Baker & Taylor - Juvenile	2020 JUVENILE ACCOUNT	202 001 Accounts Payable	32 08	
06/26/2020	2035140203	Baker & Taylor - Young Adult	2020 YOUNG ADULT	202 001 Accounts Payable	328 80	
Total 982.755 Youth Print General					1,855 12	
Total 982.755 Youth Print					1,855 12	
Total 982.700 Print					4,044 96	
982.800 Collection Enhancement						
06/26/2020	0163	Serendipity Books	READ AGAINST RACISM	202 001 Accounts Payable	309 89	
Total 982.810 Adult Enhancement					309 89	
982.820 Youth Enhancement						
06/26/2020	0163	Serendipity Books	READ AGAINST RACISM	202 001 Accounts Payable	309 89	
Total 982.820 Youth Enhancement					309 89	
Total 982.800 Collection Enhancement					619 78	
Total 982 Collection Expense					13,196 34	
TOTAL					142,886.83	

**Chelsea District Library**  
**Donation and Restricted**  
January through June 2020

	<u>Jan - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>674 · Contribution &amp; Donation</b>			
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	3,000	4,000	(1,000)
674.120 · Undesignated Donation	525	525	0
674.141 · Designated Technology	3,000	3,000	0
674.150 · Continuing Education Restricted	600	600	0
674.400 · Community Read Donations	1,500		
<b>Total 674 · Contribution &amp; Donation</b>	<u>12,875</u>	<u>21,875</u>	<u>(9,000)</u>
<b>675 · Private Grant Sources</b>			
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)		
<b>Total 675 · Private Grant Sources</b>	<u>14,625</u>	<u>3,000</u>	<u>11,625</u>
<b>Total Income</b>	<u>27,500</u>	<u>24,875</u>	<u>2,625</u>
<b>Gross Profit</b>	27,500	24,875	2,625
<b>Expense</b>			
<b>850 · Telecommunications</b>			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	0	3,000	(3,000)
<b>Total 850.300 · TLN Internet Service</b>	<u>0</u>	<u>3,000</u>	<u>(3,000)</u>
<b>Total 850 · Telecommunications</b>	<u>0</u>	<u>3,000</u>	<u>(3,000)</u>
<b>884 · Programming</b>			
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)
<b>Total 884.211 · Authors in Chelsea</b>	<u>437</u>	<u>4,000</u>	<u>(3,563)</u>
<b>Total 884.210 · Youth Speakers</b>	<u>437</u>	<u>4,000</u>	<u>(3,563)</u>
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	1,762	3,000	(1,238)
<b>Total 884.400 · Music Focus</b>	<u>1,762</u>	<u>4,000</u>	<u>(2,238)</u>
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	0	1,000	(1,000)
<b>Total 884.500 · Artist In Residence</b>	<u>0</u>	<u>1,000</u>	<u>(1,000)</u>
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	0	1,500	(1,500)
884.912 · Adult Prog Rest Gifts General	1,700		
884.913 · Adult Prog Rest Gifts SRP	0	750	(750)

**Chelsea District Library**  
**Donation and Restricted**  
January through June 2020

	<u>Jan - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
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)
<b>Total 884.910 • Adult Programming Restricted</b>	<b>4,407</b>	<b>8,250</b>	<b>(3,843)</b>
884.920 • Youth Programming Restricted			
884.921 • Youth Prog Rest Gifts Genl	0	1,000	(1,000)
884.923 • Youth Prog Rest Gifts SRP	845	2,500	(1,655)
<b>Total 884.920 • Youth Programming Restricted</b>	<b>845</b>	<b>3,500</b>	<b>(2,655)</b>
<b>Total 884 • Programming</b>	<b>7,451</b>	<b>20,750</b>	<b>(13,299)</b>
967 • Equipment			
967.900 • Equipment Restricted Gifts			
967.910 • Equipment Rest Gifts	0	205	(205)
<b>Total 967.900 • Equipment Restricted Gifts</b>	<b>0</b>	<b>205</b>	<b>(205)</b>
<b>Total 967 • Equipment</b>	<b>0</b>	<b>205</b>	<b>(205)</b>
969 • Continuing Education Expenses			
969.600 • Staff Training			
969.940 • Staff Apprec - Restr/Covid-19	416	1,100	(684)
<b>Total 969.600 • Staff Training</b>	<b>416</b>	<b>1,100</b>	<b>(684)</b>
<b>Total 969 • Continuing Education Expenses</b>	<b>416</b>	<b>1,100</b>	<b>(684)</b>
982 • Collection Expense			
982.910 • Adult Collection Restricted	500	600	(100)
<b>Total 982 • Collection Expense</b>	<b>500</b>	<b>600</b>	<b>(100)</b>
<b>Total Expense</b>	<b>8,367</b>	<b>25,655</b>	<b>(17,288)</b>
<b>Net Ordinary Income</b>	<b>19,133</b>	<b>(780)</b>	<b>19,913</b>
<b>Net Income</b>	<b>19,133</b>	<b>(780)</b>	<b>19,913</b>

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

	TOTAL									
	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jan - Jun 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
402 • District Revenue	921,217	745,124	72,416	8,913	13,260	75,203	1,836,133	1,824,026	12,107	101%
540.100 • State Aid	0	60,640	0	0	5,957	0	66,597	38,000	28,597	175%
574.100 • Penal Fines	0	0	0	0	0	0	0	17,000	(17,000)	0%
607.100 • Non-Resident Fees	500	438	250	0	0	0	1,188	6,000	(4,812)	20%
645.100 • Copiers & Printers	523	576	164	0	0	0	1,263	7,500	(6,237)	17%
855.100 • Circulation Fines	1,559	1,593	614	0	0	0	3,766	11,000	(7,234)	34%
665.100 • Interest	45	78	95	50	48	43	359	0	359	100%
666.100 • Investment Earnings	0	14	4,711	0	0	0	4,725	50,000	(45,275)	9%
886.500 • Investment Change In Value	0	10,619	12,769	11,708	0	0	35,096			
674 • Contribution & Donation	2,025	7,850	0	0	0	3,000	12,875	21,875	(9,000)	59%
675 • Private Grant Sources	0	0	0	(375)	15,000	0	14,625	3,000	11,625	488%
<b>Total Income</b>	<b>925,869</b>	<b>826,932</b>	<b>91,019</b>	<b>20,296</b>	<b>34,265</b>	<b>78,246</b>	<b>1,976,627</b>	<b>1,978,401</b>	<b>(1,774)</b>	<b>100%</b>
<b>Gross Profit</b>	<b>925,869</b>	<b>826,932</b>	<b>91,019</b>	<b>20,296</b>	<b>34,265</b>	<b>78,246</b>	<b>1,976,627</b>	<b>1,978,401</b>	<b>(1,774)</b>	<b>100%</b>
<b>Expense</b>										
701 • Personnel Expenses	78,655	86,234	82,576	83,330	87,276	84,220	502,291	1,168,519	(666,228)	43%
727 • Supplies	2,294	936	1,287	84	690	1,550	6,841	19,150	(12,309)	38%
801 • Professional Services	3,419	4,785	5,871	8,878	1,419	1,290	25,662	77,027	(51,365)	33%
803 • Maintenance Service Contracts	4,123	7,988	9,666	13,529	7,376	17,776	60,458	163,375	(102,917)	37%
850 • Telecommunications	1,413	1,903	1,581	2,077	2,071	4,115	13,160	38,320	(25,160)	34%
880 • Promotional Materials	6,265	6,498	2,566	724	142	4,963	21,178	67,935	(46,757)	31%
884 • Programming	4,206	5,623	1,146	933	1,247	10,515	23,670	110,920	(87,250)	21%
885 • Volunteer	63	0	0	288	0	0	351	2,400	(2,049)	15%
920 • Utilities	0	4,088	3,968	3,641	2,447	1,980	16,124	61,715	(45,591)	26%
960 • Board & Director Expense	75	136	0	171	0	0	382	3,500	(3,118)	11%
965 • Automation Services	12,313	0	0	0	8,818	0	21,131	43,020	(21,889)	49%
967 • Equipment	1,452	1,626	1,697	452	627	1,607	7,461	46,105	(38,644)	16%
969 • Continuing Education Expenses	1,330	868	6,282	2,291	445	269	11,485	27,610	(16,125)	42%
980 • Capital Expense	775	0	0	0	200	2,400	3,375	74,775	(71,400)	5%
982 • Collection Expense	5,133	29,378	7,040	7,369	5,503	13,196	67,619	172,370	(104,751)	39%
<b>Total Expense</b>	<b>121,516</b>	<b>150,063</b>	<b>123,700</b>	<b>123,767</b>	<b>118,261</b>	<b>143,881</b>	<b>781,188</b>	<b>2,076,741</b>	<b>(1,295,553)</b>	<b>38%</b>
<b>Net Ordinary Income</b>	<b>804,353</b>	<b>676,869</b>	<b>(32,681)</b>	<b>(103,471)</b>	<b>(83,996)</b>	<b>(65,635)</b>	<b>1,195,439</b>	<b>(98,340)</b>	<b>1,293,779</b>	<b>(1,216%)</b>
<b>Other Income/Expense</b>										
<b>Other Expense</b>										
999.001 • Transfer to Capital Improvement	0	0	0	0	0	0	0	(21,500)	21,500	0%
999.002 • Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	2,400	(2,400)	0%
<b>Total Other Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(19,100)</b>	<b>19,100</b>	<b>0%</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,100</b>	<b>(19,100)</b>	<b>0%</b>
<b>Total</b>	<b>804,353</b>	<b>676,869</b>	<b>(32,681)</b>	<b>(103,471)</b>	<b>(83,996)</b>	<b>(65,635)</b>	<b>1,195,439</b>	<b>(79,240)</b>	<b>1,274,579</b>	

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

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
Income				
402 · District Revenue	1,835,683.20	1,728,501.72	107,181.48	6.2%
540.100 · State Aid	72,656.71	41,515.50	31,141.21	75.01%
574.100 · Penal Fines	0.00	20,151.30	-20,151.30	-100.0%
607.100 · Non-Resident Fees	1,187.50	5,229.19	-4,041.69	-77.29%
645.100 · Copiers & Printers	1,263.70	6,829.61	-5,565.91	-81.5%
655.100 · Circulation Fines	3,766.06	21,810.93	-18,044.87	-82.73%
665.100 · Interest	359.34	300.23	59.11	19.69%
666.100 · Investment Earnings	4,724.76	43,534.83	-38,810.07	-89.15%
666.500 · Investment Change in Value	35,096.20	37,775.95	-2,679.75	-7.09%
674 · Contribution & Donation	12,875.00	30,895.00	-18,020.00	-58.33%
675 · Private Grant Sources	14,625.00	16,400.00	-1,775.00	-10.82%
<b>Total Income</b>	<b>1,982,237.47</b>	<b>1,952,944.26</b>	<b>29,293.21</b>	<b>1.5%</b>
<b>Gross Profit</b>	<b>1,982,237.47</b>	<b>1,952,944.26</b>	<b>29,293.21</b>	<b>1.5%</b>
Expense				
701 · Personnel Expenses	555,041.61	1,095,609.92	-540,568.31	-49.34%
727 · Supplies	7,010.45	20,734.30	-13,723.85	-66.19%
801 · Professional Services	26,013.26	61,265.03	-35,251.77	-57.54%
803 · Maintenance Service Contracts	63,039.41	124,360.81	-61,321.40	-49.31%
850 · Telecommunications	13,551.15	33,058.61	-19,507.46	-59.01%
880 · Promotional Materials	22,374.92	54,509.52	-32,134.60	-58.95%
884 · Programming	24,626.44	109,363.85	-84,737.41	-77.48%
885 · Volunteer	351.08	2,291.10	-1,940.02	-84.68%
920 · Utilities	16,124.06	56,124.71	-40,000.65	-71.27%
960 · Board & Director Expense	382.37	2,113.25	-1,730.88	-81.91%
965 · Automation Services	21,131.98	41,133.14	-20,001.16	-48.63%
967 · Equipment	7,460.76	22,715.01	-15,254.25	-67.16%
969 · Continuing Education Expenses	11,484.39	20,933.65	-9,449.26	-45.14%
980 · Capital Expense	3,375.00	139,190.79	-135,815.79	-97.58%
982 · Collection Expense	69,818.23	163,690.79	-93,872.56	-57.35%
<b>Total Expense</b>	<b>841,785.11</b>	<b>1,947,094.48</b>	<b>-1,105,309.37</b>	<b>-56.77%</b>
<b>Net Ordinary Income</b>	<b>1,140,452.36</b>	<b>5,849.78</b>	<b>1,134,602.58</b>	<b>19,395.65%</b>
<b>Net Income</b>	<b>1,140,452.36</b>	<b>5,849.78</b>	<b>1,134,602.58</b>	<b>19,395.65%</b>

\\seuss\staffolders\imbudjinski\Documents\Bookkeeper CDL\Finance 2020\2020 1.0 BOARD REPORTS\2020 8.0 INVESTMENT ANALYSIS\2020 INVESTMENT BALANCE

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## June 30, 2020

## Cash on Hand

003.002

	Beginning Balance	Net Change	Ending Balance
<b>General Fund</b>			
<b>LOCAL BANKS BALANCES</b>			
Checking Account/ Chelsea State Bank	001.001 \$1,078,264.23	- \$40,959.19	\$1,037,305.04      should match CSB
Paypal Account	003.002 \$96.80	\$0.00	\$96.80
Cash on Hand	<u>\$1,078,361.03</u>	<u>- \$40,959.19</u>	<u>\$1,037,401.84</u>
<b>Ameriprise Account</b>			
Fixed Income Fund	017.003 \$1,517,551.24	\$4,575.27	\$1,522,126.51
Money Market Fund	017.004 \$0.00	\$0.00	\$0.00
<b>Investment Partners Total</b>	<u>\$1,517,551.24</u>	<u>\$4,575.27</u>	<u>\$1,522,126.51</u> should match Ameriprise
<b>Total General Fund</b>	<u>\$2,595,912.27</u>	<u>- \$36,383.92</u>	<u>\$2,559,528.35</u> Should match below \$2,559,528.35
<b>Debt Service Fund</b>			
Bond Debt Retirement Fund Checking	003.008 \$305,275.00	\$332.12	\$305,607.12      should match CSB



# **DIRECTOR'S REPORT**



## **Library Director's Report**

### **Respectfully submitted for July 2020 Board Meeting**

#### **CDL Responses to COVID-19**

CDL continues to operate at Stage 3 (curbside delivery and virtual and remote offerings) of its Reopening Plan. We are doing a robust business with curbside delivery. The circulation staff has been very busy yet continue to perform their jobs with accuracy, grace, and good humor.

While we do not know when the governor will move our region to Phase 5 (as of this writing, our region is back to Phase 3), we are putting the wheels in motion to be ready to begin CDL Stage 4 by Appointment when this occurs. There are lots of moving pieces to this stage, and we want to be prepared to continue to deliver the best possible service to our community.

#### **Financial Matters**

PFM filed the Board-approved FY2019 audit with the State of Michigan.

#### **CDL Annual In-Service Day**

We have proposed Friday, August 21 as our annual staff in-service day. We are working with Torrance Learning to create a training/enrichment module around equity, diversity, and inclusion. The planning includes both virtual and in-person components.

#### **SportPort Summer Giveaways**

5 Healthy Towns Foundation (5HF) has partnered with Ralph Wilson Foundation, Project Play, the Community Foundation for Southeast Michigan, and Chelsea District Library to bring Project Play SportPort Kits to the Chelsea community. SportPort is an effort to distribute sporting goods kits that kids can use while at home or in a local park. The kits do not return to the library. Kits can be picked up on Wednesdays under the southwest portico of the library facing Main Street beginning July 22. CDL will have 100 weekly themed kits to distribute each Wednesday through August 19 as follows:

- Week 1: Soccer ball and accessories
- Week 2: Playground ball and accessories
- Week 3: Jump rope set
- Week 4: Basketball and accessories
- Week 5: Frisbee and accessories

#### **Strategic Plan 2020-22 Progress Update**

##### **Initiative 1: Expand Awareness of Service**

###### **1.1 Brand strategy refresh**

###### **1.2 Welcome kits**

- Drafted and beta-tested welcome email to new cardholders

###### **1.3 Physical and virtual library space orientations**

###### **1.4 Increase board visibility/participation in services**

- Program introductions now include acknowledgement of board members in attendance

## **Initiative 2: Strengthen Intentional Approach to Inclusion**

### **2.1 Fine free?**

- Board adopted fine free at April 2020 meeting
- Announcement to public begins

### **2.2 Simplify card registration and renewal**

- Card registration allowed via email due to COVID-19
- Online form created for new card applicants

### **2.3 Service gap analysis to better understand community needs and address service gaps**

### **2.4 Increase browsability of collections**

### **2.5 Explore alternate hours**

- Curbside service piloted due to COVID-19

## **Initiative 3: Address Geographic and Mobility Challenges**

### **3.1 Mobile library services**

### **3.2 Mobile card drives**

- Card registration allowed via email due to COVID-19

### **3.3 Promote online tools for expanding digital literacy**

- Started Lynda.com promotion via weekly eNews and social media posts

## **Initiative 4: Close the Gap in Digital Literacy and Access to Technology**

### **4.1 Develop digital literacy strategy**

### **4.2 Develop a digital tools promotion strategy**

- Digital tools featured in eNews, print press releases, and social media posts
- 

### **4.3 Continue to advocate to expanded high-speed internet access throughout service area**

- Promotion of CDL WiFi accesspoints during COVID closure via website, press release, eNews, and social media
- Participating in Connected Nation Michigan survey of free WiFi hotspots for map of service throughout state
- Staff attended Library of Michigan's Digital Inclusion Zoom informational session
- Participated in conversation to host Lyndon Township fiber box on CDL grounds

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

**Facility update:**

Early June was spent preparing the facility for the safe return of our staff. The cleaners resumed the regular cleaning schedule, windows were cleaned inside and out, a full carpet cleaning was done, the family, 2<sup>nd</sup> floor public, and staff bath floors were steam cleaned, and the bottle water dispenser was replaced with a new one. Trash and recycling services were also resumed.

I spent time reviewing a digital training and health screening software package called HR Playbook developed for staff onboarding and training but adapted to COVID-19 training/screening by a Michigan company called The HR Collaborative. Lori and I worked through the training and screening modules and felt it served our needs very well. We customized it to fit our library and required all staff and board to take the training and pass a short assessment and the health screening before returning to the building. Staff, board trustees, and vendors/contractors are required to complete the health screening each time before they enter the building. Staff and trustees are monitored digitally; vendors/contractors on paper. We can use this playbook for onboarding new staff and other types of staff communication, all of which can be customized and scheduled for group or individual deployment.

The sneeze guards for all public desks were delivered and look great. Unfortunately, the guard for the adult ref desk was too large and had to be reordered, and the pass-through holes were in the wrong places and will need to be re-cut.

**Meetings:**

Lori and I met with Jan Carr to discuss how and when to welcome book sale volunteers back into the building. Our plan allows online sales when the state moves to Level 5 (our Stage 4) and in-person sales once all restrictions are lifted (state Level 6; CDL Stage 5). Jan had attended a webinar about library book sales and she felt what she learned supported our timeline.

**Continuing Ed:**

I attended webinars on de-escalation, dismantling racism, turning big problems into big opportunities, and a legal Q&A by Anne Seurnynck this month. Weekly management Zoom meetings continued, as well as regular meetings with Lori, where we discussed the State EOs, CDC and Washtenaw County Health Department updates, and ALA/MLS news.

**Budget:**

The 2021 budget was finalized and the first draft was sent to the finance committee, who met and approved sending it on to the full board.

And finally, the real highlights of the month- I watched Music in the Air with my family and we enjoyed it immensely! Then two weeks later I listened to Michele Tuplin interview author Kevin Sessums- another great program and much needed distraction from all things COVID!

Respectfully submitted- Linda Ballard, Assistant Director



**Information Services Report: June 2020**  
**Shannon Powers, Head of Information Services**

June was another month for adapting and adjusting to library services in the time of COVID-19.

- Perhaps due to the start of curbside service, our reference interactions soared. We assisted 15 times as many people in June as in May, with 357 emails and phone calls.
- Virtual programming remains strong. We offered 28 virtual events for various ages, and had a total of 539 attendees.
- June was also the launch of our first ever entirely virtual summer reading program! While summer reading participation has been low across the industry, we've been pleased with the software and happy to have a fun offering for over 700 participants so far.

**Program Highlights:**

- Sounds and Sights was cancelled this year, but CDL was still able to offer a touch of magic with a virtual magic show from previous Korner Stage performer Jeff Wawarszek. This event was hosted live, and was attended by about 50 people.
- For patrons missing the Midwest Literary Walk last spring, Write Your Story, a virtual interview with bestselling author Kevin Sessums was moving and inspiring. The pre-recorded video was viewed over 70 times.
- After low attendance for our Chapter Book Read-Aloud, we reimagined book recommendations for elementary school patrons and launched Book Talk Tuesdays with Miss Jessica. Our first video had 23 viewers.
- Rec It Tuesday went no contact this year, and the library was able to distribute over 190 sidewalk chalk kits to Chelsea area youth, and over 32 families participated in the sidewalk chalk facebook photo contest.
- We continued to work on creating a fantastic no contact Summer Reading Program, including creating 700 Summer Fun to Go kits in lieu of an in-person Summer Kickoff event. Librarians also began assembling the completion prizes for the Summer Reading Challenges.

While the reopening phases remain in flux, we worked hard beginning preparations for moving to Stage 4, By Appointment.

- A draft of procedures was written and discussed by management.
- A draft of a script for scheduling appointments, was created and reviewed, as well as drafts of appropriate language for staff to use when answering difficult questions.

June moved the library into Phase 4 of the Governor's reopening plan, which allowed librarians to enter the building for special projects, and to begin ordering for print collections again.

- Librarians followed a book ordering schedule to begin to get our print collection spending back on track.
- Librarians began weeding collections in preparation for arriving items.



## Technology

### Summary of June 2020



**From: Ron Andrews – Head of Technology**

**Brief Monthly Summary**

A brief update of what has been going on.

#### Technology

- Electronic usage is still going 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
- Worked with management team discussion staff re-entering building and Plan
- Reset, cleaned and checked Hotspots to re-circulate

<b>DATA SERVICES</b>		<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>
<b>19545.01</b>	<b>Hotspots: Total GB Used</b>	<b>1112.76</b>	<b>2989.04</b>	<b>2783.47</b>	<b>4922.05</b>	<b>3981.61</b>	<b>3756.08</b>
<b>21.62</b>	– Lima Township (GB)	0.63	0.87	9.6	Problem	Problem	10.52
<b>46.65</b>	– Sylvan Township (GB)	2.28	10.09	10.3	Problem	Problem	23.98
<b>8653.07</b>	– Mobile Beacon (GB)	689.45	1469.18	1127.47	3134.89	1253.28	978.8
<b>10823.67</b>	– Library Circulating Hotspots (GB)	420.4	1508.9	1636.1	1787.16	2728.33	2742.78
<b>65</b>	<b>Hotspot Devices Circulated</b>	<b>33</b>	<b>32</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>
<b>2083</b>	<b>Public Internet - Computer Sessions</b>	<b>861</b>	<b>921</b>	<b>301</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>
<b>24050</b>	<b>Public Internet - Wireless Logins</b>	<b>6079</b>	<b>5847</b>	<b>4398</b>	<b>2718</b>	<b>2462</b>	<b>2546</b>

<b>ONLINE SERVICES</b>		<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>
<b>39572</b>	<b>Website Sessions</b>	<b>8886</b>	<b>8249</b>	<b>8407</b>	<b>3524</b>	<b>3141</b>	<b>7365</b>
<b>21582</b>	<b>Website Users</b>	<b>4704</b>	<b>4394</b>	<b>4995</b>	<b>2043</b>	<b>1855</b>	<b>3591</b>
<b>8503</b>	<b>AUDIO Downloads Total</b>	<b>1352</b>	<b>1248</b>	<b>1281</b>	<b>1475</b>	<b>1610</b>	<b>1537</b>
<b>6884</b>	– Audio: Overdrive	1181	1096	1078	1118	1206	1205
<b>1619</b>	– Audio: Hoopla	171	152	203	357	404	332
<b>579</b>	<b>VIDEO Downloads Total</b>	<b>38</b>	<b>35</b>	<b>65</b>	<b>139</b>	<b>114</b>	<b>188</b>
<b>43</b>	– Video: Overdrive (streaming only)	5	0	4	8	22	4
<b>536</b>	– Video: Hoopla	33	35	61	131	92	184
<b>13190</b>	<b>EBook Downloads Total</b>	<b>1491</b>	<b>1426</b>	<b>1941</b>	<b>2822</b>	<b>2926</b>	<b>2584</b>
<b>12232</b>	– eBook: Overdrive	1423	1363	1839	2616	2636	2355
<b>958</b>	– eBook: Hoopla	68	63	102	206	290	229
<b>22272</b>	<b>TOTAL Downloads</b>	<b>2881</b>	<b>2709</b>	<b>3287</b>	<b>4436</b>	<b>4650</b>	<b>4309</b>

## **Network Report**

### **June 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 Board Report (June 1–30, 2020):

During the month of June Marketing created the supporting graphics for a variety of video projects, and promoted the Summer Reading Program virtual events, Kevin Sessums interview, and the Music in the Air online concert, using both digital and print channels. Advertisements were created and displayed in local newspapers, banners installed, and digital resources utilized. Marketing also developed an information graphic illustrating the reopening stages of the library and it was distributed throughout the CDL district. As part of Stage 3 reopening, the new Curbside to Go service was established and Marketing created new graphic and digital communications to explain the curbside steps to the public.

Due to a shortage of workers at the Detroit post office the mailing of the summer newsletter was unfortunately delayed. In response to the delay newsletters were offered on the table outside the library during curbside service. The library also offered free hand sanitizers manufactured by Ugly Dog Distillery which were co-branded by marketing with both Ugly Dog and CDL logos.

Work began on the fall newsletter, which will be eight pages, an increase from the six-page summer newsletter. Even though the library will offer fewer programs than in the past, two signature programs will still be included in the fall newsletter: Song Fest and an art exhibit. The marketing branded elements were created for both and will be included in the newsletter. The artwork of a local artist will be featured on the cover of the fall newsletter. New strategic steps have been established to make sure the fall newsletter will be delivered directly to the township post offices (along with the necessary paperwork) to avoid delays that unexpectedly hampered the delivery of the summer newsletter.

Marketing continued to post new videos produced and created by CDL staff, including the CDL Insider book recommendations from the librarians that are posted on Facebook. Marketing also continued to boost specific Facebook event programs at a minimal cost, which increased participation by casting a wider net to more Facebook users in the physical geographic area including Chelsea, Dexter, and the surrounding townships.

Research to evaluate the wear and tear on the large, east-side banners revealed that although the banners will need to be replaced after three years of use, they have outlived their expected life by two years. To increase the longevity of the banners would require a new fabrication method at double the price, so the same method of production of the banners will continue to be used to replace the aging banners.

#### Marketing Assistant Monthly Board Report (June 1–30, 2020):

As the building remained closed in June, the digital marketing channels continued to be a good way of communicating with our community. Some updates for June include:

##### Website:

- Updated COVID-19 page to include documentation of the library's ongoing response to COVID-19 crisis and Governor's orders.
- Updated How do I Borrow page to include Curbside Pickup
- Updated Pay Fines and Loans Sections to reflect Fine-free lending model
- Communicated CDL Reopening Plan on Home page and COVID-19 page
- Added Leveled Readers to Non-traditional Collection page

**Social Media:**

- Created posts to communicate Reopening Plan.
- Created Facebook events for July programs.

**E-newsletters:**

In June we returned to our pre-pandemic layout for the eNews, which allows for greater program promotion to compensate for the limited programming details in the summer newsletter.

**Miscellaneous**

- Wrote & distributed press release to communicate reopening plan, curbside pickup, and fine-free lending model.
- Developed branding for Book Talk Tuesdays
- Wrote CDL Song Fest article for the Fall newsletter
- Uploaded Kevin Sessums program to YouTube and scheduled premiere on website, Facebook, and YouTube.

Humbly submitted,  
Elaine Medrow  
Head of Marketing

## **Circulation Supervisor's Report**

**JUNE 2020**

June 2020 was a month of change for circulation. With some refining we have a schedule that is working pretty well, making sure staff are safe and not tripping over each other with the shortened hours. We did a soft opening of the drop, hoping that patrons would start returning items before the big announcement.

- June 9<sup>th</sup>: TLN started delivering items to libraries on June 8<sup>th</sup>, but our first delivery was June 9<sup>th</sup>.
- June 10<sup>th</sup>: Staff allowed back into the building after COVID training.
- June 11<sup>th</sup>: Soft opening of the drop, hoping that patrons would start returning items before the big announcement.
- June 15<sup>th</sup>: Curbside started & drop officially opened. We chose to continue from March how we are managing curbside pickup. We stage the items for the next day (or later in the week) and then put all of the holds out for the day at 10:00 am the next morning. We have made exceptions when patrons are in need of their items right away, but the timing on this depends on how busy we are.  
**\*\*Fun Fact on Curbside:** Thursday, July 9<sup>th</sup> we had holds ready for 74 patrons to pick up on Friday, 20 more patrons picked up holds on short notice and we add to 10 patrons who had items come in from the run. Circ has been very busy, especially between 10:00 am to noon, with 3 staff members answering phone calls for hold pickups.
- Patrons have enjoyed the special items on the pickup tables and are looking forward to the next surprise. We had hand sanitizer, chalk bags for Rec It Tuesday and now the SRP craft bags.
- Attended weekly management meetings via Zoom
- Attended two SASUG meetings via RingCentral. June 11<sup>th</sup> we voted to delay the decision on starting patron notifications and June 25<sup>th</sup> we voted to start the start just the Hold notifications. Coming due & overdue notices will not start yet.
- Patrons continued to call & send emails asking for renewal of their cards.

- **We had 20 new cards in June all by our online registration, which Scott has updated with all of the needed information from patrons.**

Chelsea District Library  
2020

\*\* CDL closed 3/20/20 Reopened for Curbside 6/15/2020.

Average Daily Circulation									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2020 Total	%Diff.
Jan.	649	692	394	763	695	659	359	23335	-12%
Feb.	719	771	677	471	628	569	372	22040	-1%
March	784	826	556	655	1209	724	408	11607	-53%
April	0	0	0	0	0	0	0	0	-100%
May	0	0	0	0	0	0	0	0	-100%
June	288	181	162	178	184	126	0	2846	-89%
July								26786	
August								24141	
Sept.								21707	
Oct.								22622	
Nov.								21788	
Dec.								20107	
<b>Total</b>								<b>59828</b>	<b>281030</b>
<b>Mnth Avg</b>								<b>9,971</b>	<b>23,419</b>
<b>Avg. % Inc.</b>									<b>-59%</b>

with OD & RB, & deposit collection ckouts.

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

SifChk/ Check-outs only				
2019 Totals	2020 Total	Days	Per Day	% ChkOuts
2270	2368	29	82	10%
1945	1886	27.5	61	9%
2582	N/A	13	N/A	
1931	0	0	0	
2091	0	0	0	
2866	0	0	0	
3146				
2271				
2424				
2517				
2394				
1966				
<b>28413</b>	<b>4834</b>			<b>3%</b>

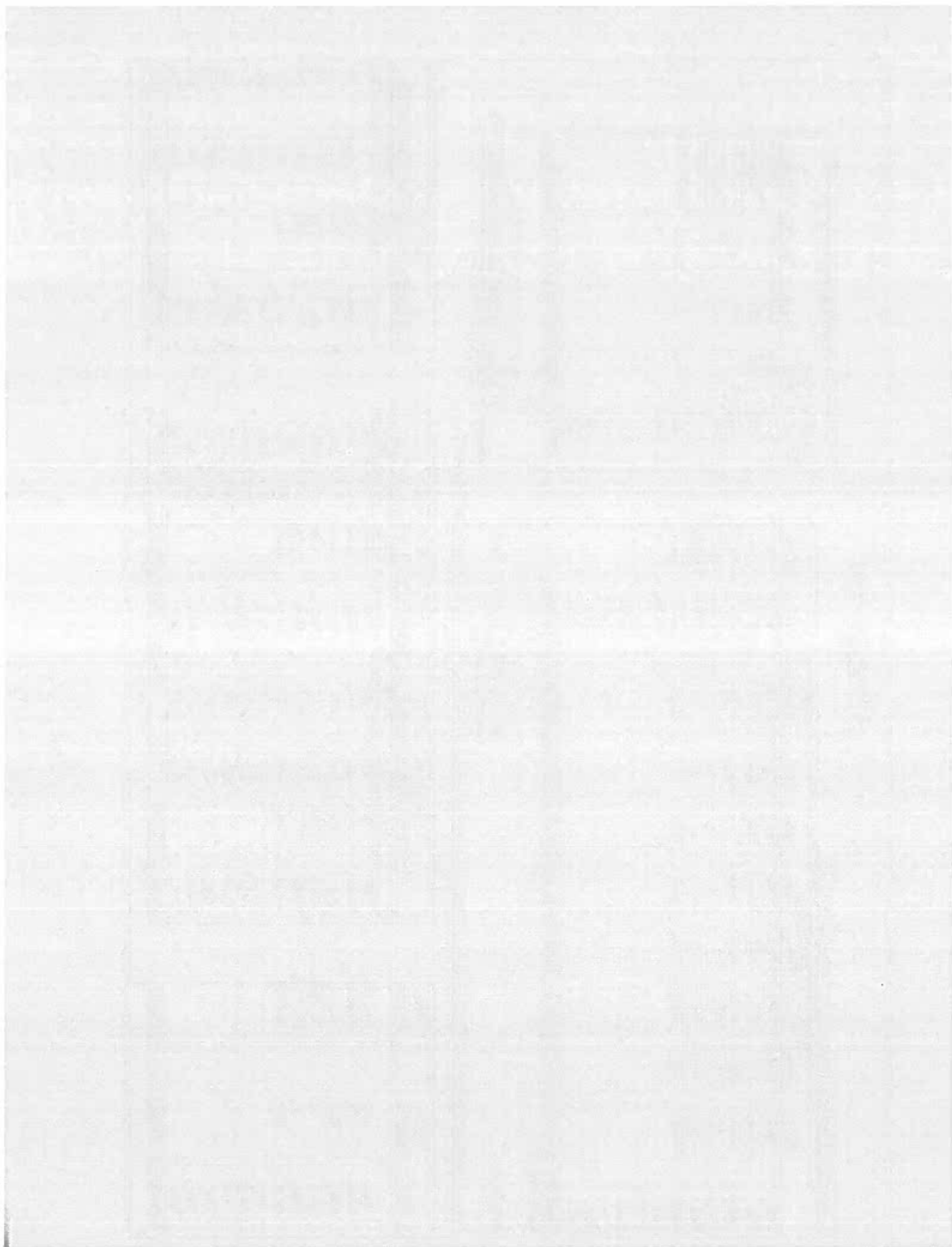
This is based on actual checkouts, Overdrive, RBDigital & Hoopla are done online.

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

2020	Items Added	Total Items
Jan	968	70,572
Feb	713	69,654
Mar	423	70,572
April	0	70,066
May	0	70,066
June	800	70,866
July		
Aug		
Sept		
Oct		
Nov		
Dec		
<b>Total/Avg</b>	<b>2,902</b>	<b>70,289</b>

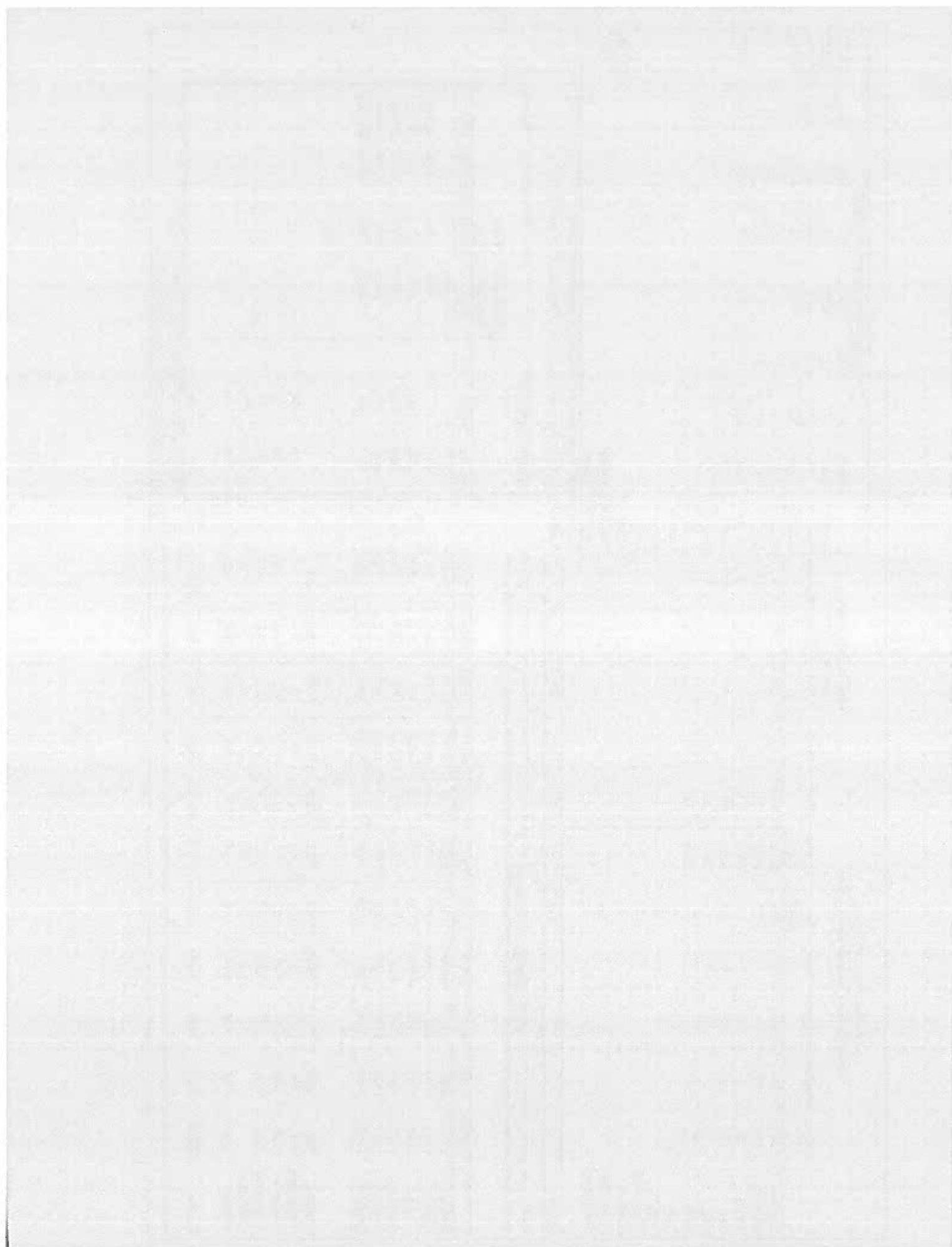
RB Digital Circ 2020 (downloadable e-magazines)				
	2020	2019	2018	2017
Jan	267	401	180	1882
Feb	543	327	144	1696
Mar	407	385	291	2068
April	449	364	170	2057
May	527	345	170	1813
June	545	361	215	1908
July		303	174	2034
Aug		421	192	2489
Sept		409	152	2444
Oct		409	198	2347
Nov		487	467	2267
Dec		289	340	2176
<b>Total</b>	<b>2738</b>	<b>4481</b>	<b>2693</b>	<b>27414</b>
				<b>18984</b>
				<b>23715</b>

Hoopla 2018 (e-books, audiobooks.music,movies)				
	2020	2019	2018	2017
Jan	334	64	43	
Feb	319	238	38	
Mar	509	287	42	
April	979	272	78	
May	1086	267	79	
June	864	301	121	
July		282	146	
Aug		283	160	
Sept		245	148	
Oct		278	167	
Nov		267	174	
Dec		256	204	
<b>Total</b>	<b>4891</b>	<b>3040</b>	<b>1400</b>	



Chelsea District Library																			
Monthly New Registration 2020																			
New Registrations by Municipality											Average Daily Door Count 2020								
District	NonRes	School	Other	Total Month	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	
January	74	7	0	0	81	6918	28	12	6	12	16	482	471	418	479	426	471	224	12,235
February	58	10	1	1	70	6880	23	8	6	9	13	535	504	405	442	418	402	283	11,719
March	36	4	0	1	41	6918	13	5	3	6	8	575	560	424	470	552	412	341	6,716
April	13	0	0	0	13	6936	10	1	1	1	0	0	0	0	0	0	0	0	-
May	14	0	0	0	14	6946	3	3	4	2	2	0	0	0	0	0	0	0	-
June	20	0	0	0	20	6967	15	1	3	0	1	142	185	112	119	178	165	0	2,108
July				0	0														
August				0	0														
September				0	0														
October				0	0														
November				0	0														
December				0	0														
Totals				239		92	30	23	30	40		Monthly average							32,778
												Avg. % Increase							5463
Replacement People counter went live on January 2018																			
Total door count includes outdoor programming at CDL																			
Registered Card Holders																			
Trans												% of		SEMCOG		% of Entity Pop.			
% Tot												Pop		Dec2010		Regist			
Jun-20												Trans		Pop.		% of Entity Pop.			
District	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2,533	15010	2804	47%	42%	Dexter		
Dexter	1258	1197	1222	1206	1211	1215	1230	1087	1101	884	895	275	11%	269	11%	54%	Lima		
Lima	1176	1169	1174	1156	1133	1109	1109	996	965	802	808	269	11%	332	13%	100%	Lyndon		
Lyndon	1673	1567	1579	1538	1539	1546	1522	1302	1255	1005	995	332	13%	485	18%	100%	Sylvan		
Sylvan	1822	1800	1786	1693	1662	1667	1641	1412	1426	1192	1198	485	18%	987	39%	72%	CityChel		
CityChel	3184	3165	3386	3409	3538	3572	3562	3040	3006	2478	2508					59%			
NonRes	960	902	744	640	649	655	625	575	609	562	563								
Freedom	58	18	7	6	6	6	7	0	1	0	3	30	1%						
Sharon	150	149	141	118	122	118	110	107	112	104	103	26	1%						
Waterloo	423	411	365	336	348	352	333	249	268	252	251	61	2%						
GrassLk			15	26	29	28	25	37	36	22	22	0	0%						
Other	329	324	216	154	144	151	150	182	192	184	184	88	3%						
Totals	10073	9800	9891	9642	9732	9764	9689	8412	8362	6923	6967		100%						
These are actual checkout #'s, there is no way to get the breakdown to add download #'s.																			

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

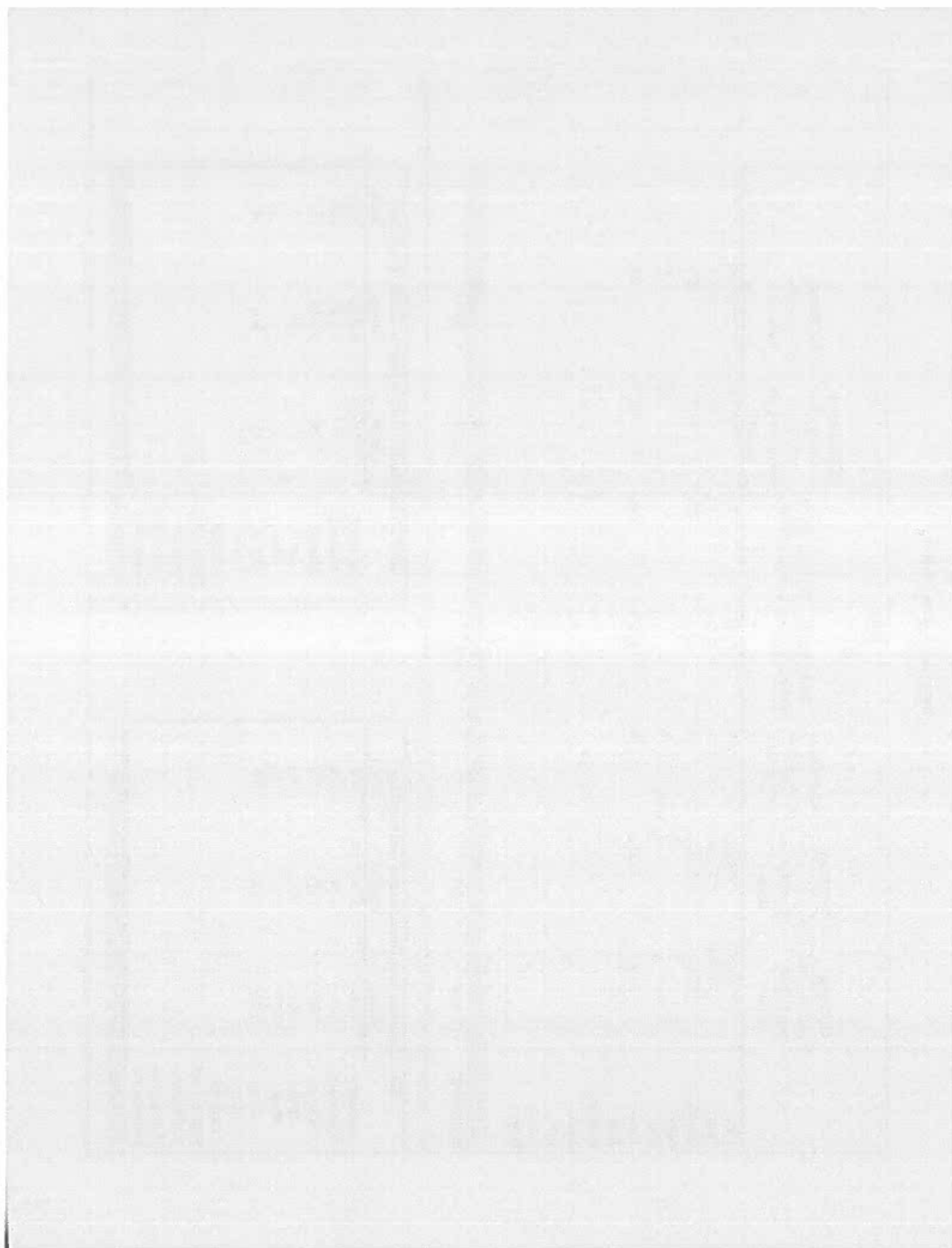


**Item Circulation 2019**

2020							
	All Items circled at Chel Inc: OD & Zinio	Chel Items circled at Chel Inc: OD & Zinio	% of Chel items circled at Chel	Other Items circled at Chel	% other items circled at Chel	Chel Items charged/ renewed anywhere in system	Chel items circled other libraries
Jan.	23,335	18,832	81%	4,503	19%	15,794	1,254
Feb.	22,040	17,584	80%	4,456	20%	14,917	1,064
March	16,007	11,461	72%	4,546	28%	11,723	565
April	0	0		0		0	0
May	0	0		0		0	0
June	7,672	2,802	37%	4,870	63%	6,939	99
July				0			
August				0			
Sept.				0			
Oct.				0			
Nov.				0			
Dec.				0			
Totals	69,064	50,679	45%	18,375	22%	49,373	2,982
Mnth Avg	11,509	8,447		3,063		8,229	497

2020 Circulation by Department - Percentage			
	Adult	Youth	Teen
January	59%	37%	4%
February	59%	37%	4%
March	54%	41%	5%
April	0%	0%	0%
May	0%	0%	0%
June	57%	37%	6%
July			
August			
September			
October			
November			
December			
Yearly Avg.	38%	25%	3%

2020 Circulation by Department - Total Checkouts			
	Adult	Youth	Teen
January	9,419	5,831	583
February	8,471	5,342	566
March	5,041	3,825	477
April	0	0	0
May	0	0	0
June	1,451	940	142
July			
August			
September			
October			
November			
December			
Yearly Total	24,382	15,938	1,768



# **ACTION ITEMS**

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- Ward, R. D., & Schmitt, J. A. (2009). The effects of the 1997-1998 El Niño on the distribution of the Pacific halibut, *Hoplunnichthys pacificus*, in the Bering Sea. *Journal of the North American Benthological Society*, 28, 100-110.

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# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet July 21, 2020 Board Packet

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

### Accept June donations and changes to the 2020 FY Budget.

		Income Line	-	Expense Line	
Amy Tarshis	Music in the Air	674.112		884.962	\$50.00
					<u>Sub Total: \$50.00</u>

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

Friends of CDL	Music in the Air	674.112	884.962	\$1,000.00
				<u>Sub Total: \$1,000.00</u>

### Total General Donations: \$1,050.00

### Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary

Date



## **Action Item #2**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** July 21, 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 Chelsea Guardian and/or Chelsea Update prior to the August 18, 2020 hearing.

\_\_\_\_\_  
Jan L. Carr, Board Secretary

\_\_\_\_\_  
Date



**NOTICE OF PUBLIC HEARING**  
**Chelsea District Library**  
**2021 PROPOSED BUDGET**

A PUBLIC HEARING WILL BE HELD ON August 18, 2020 at approximately 6:45 p.m. at the Chelsea District Library, 221 S. Main Street, Chelsea, Michigan on the following proposed 2021 budget:

<b>Expense</b>	<b>Fiscal Year 2021 Budget</b>
Personnel Expenses	1,177,863
Supplies	20,575
Professional Services	54,425
Maintenance Services Contracts	178,338
Telecommunications	39,000
Promotional Materials	64,330
Programming Expenses	94,625
Volunteer Services	2,500
Utilities	60,000
Board Expenses	3,500
Automation Services	41,925
Equipment	35,740
Staff Development & Travel	23,888
Capital Expenses	25,625
Collection Expenses	182,650
Capital Reserve Fund	22,700
<b>TOTAL</b>	<b>2,027,684</b>

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

<u>Operating</u>	Rate
Operating Total	1.9100
Bond Debt	0.6000
	<hr/> 2.5100

The proposed 2021 budget documents are available at the Chelsea District Library for public examination.

Lori Kunkel-Coryell, Library Director  
Chelsea District Library

Individuals with disabilities requiring auxiliary aids or services should contact Lori Kunkel-Coryell Director, Chelsea District Library, 221 S. Main Street, Chelsea, MI 48118, (734) 475-8732 x 206

PUBLISHED: July 29, 2020



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 Chelsea Guardian & Chelsea Update* for their July 29<sup>th</sup> 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

# DISCUSSION ITEMS



# **Discussion Item #1**

**Chelsea District Library  
Board of Trustees**

## **Library Board Fact Sheet July 21, 2020 Meeting**

### **2020 Staff In-Service**

#### **Background:**

The library would like the board's permission to hold the annual staff in-service on Friday, August 21. The in-service date requires the library to remain closed that day. The library would like the board to move this to an action item this month, so there is sufficient notice of the library's closing on August 21.



## **Discussion Item #2**

Chelsea District Library  
Board of Trustees

**Library Board Fact Sheet**  
**July 21, 2020 Board Meeting**

### **2021 Budget Draft**

**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.

The hearing for the 2021 Budget is Tuesday, August 18, 2020.



# **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
<b>TJ Helfferich</b>			<b>X</b>		<b>Chair</b>
<b>Anne Merkel</b>	<b>Chair</b>	<b>X</b>			
<b>Gary Munce</b>	<b>X</b>		<b>Chair</b>		
<b>Elizabeth Sensoli</b>	<b>X</b>	<b>Chair</b>		<b>X</b>	
<b>Charlie Taylor</b>				<b>X</b>	<b>X</b>
<b>Susan Lackey</b>			<b>X</b>		<b>X</b>
<b>Jan Carr</b>		<b>X</b>		<b>Chair</b>	

Janice L. Carr

1-21-20

Jan Carr, Board Secretary

Date

