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

September 15, 2020
6:45 pm

Remotely over Zoom

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, September 15, 2020—6:45 p.m.
Remotely via Zoom

AGENDA

6:45 Board Meeting
Welcome and Call to Order
Agenda Review, Additions, and Approval

6:50 Compulsory Segments
Budget Hearing Minutes Approval – August 18, 2020
Board Meeting Minutes Approval – August 18, 2020
Approval of the August Operational Checks
Approval of August Financial Reports
Director's Report & Friends Report

7:15 Public Comment

7:20 Action Items
1. 2021 CDL Budget Approval

7:30 Reports
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

7:35 Public Comment

7:40 Other Items

7:45 Adjournment

Public Participation

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

Public Participation at Open Meetings

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

There are two ways to participate in a Board meeting:

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

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

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

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

Chelsea District Library Board of Trustees
Budget Hearing

Tuesday, August 18, 2020 6:45 p.m.
Meeting Location: Remotely via Zoom

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

Trustees Absent: C. Taylor & E. Sensoli

Staff: Director L. Coryell, Assistant Director L. Ballard, T. Lancaster, R. Andrews, S. Rakestraw, S. Powers, E. Medrow, & C. Berggren.

Guests: Jennifer Kundak & Suzanne Murray

Budget Hearing:
S. Lackey called the budget hearing to order at 6:47 p.m. and stated that the Board is grateful to the hard work that Lori, Linda, and the other contributors put into the 2021 budget draft.

Board Review of 2021 Budget:

Lori walked the board through the budget section by section, highlighting the areas of fluctuation from the previous year. Key components:

- The breakdowns for Personnel, Collection, and Other Expenses are consistent with 2020.
- Total expenses up 0.9%, as is revenue.
- Circulation Fines are eliminated due to the library's decision to go fine-free and State Aid is predicted to drop, as well.

Public Comment: None

Adjournment:
MOTION made by J. Carr, SECONDED by A. Merkel to adjourn the budget hearing at 7:22 p.m.

All Ayes: 5-0

Jan L. Carr, Board Secretary

Date

Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, August 18, 2020: Following Budget Hearing
Meeting Location: Remotely via Zoom

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

Trustees Absent: C. Taylor & E. Sensoli

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

Guests: Jennifer Kundak & Suzanne Murray

Welcome and Call to Order
S. Lackey called the meeting to order at 7:23 p.m.

Agenda Review, Additions, and Approval
MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the agenda, as presented.

All Ayes: 5-0

Compulsory Segments:
Minutes and Approval of Checks
MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the minutes of the July 21, 2020 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by A. Merkel, SECONDED by TJ Helfferich to accept the General Fund Operational checks for July, 2020. Discussion: None

All Ayes 5-0

MOTION made by J. Carr, SECONDED by A. Merkel to accept Financial Reports for July, 2020. Discussion: None

All Ayes: 5-0

Director's Report Update:
L. Coryell update:

- Lori clarified several questions from last month's meeting and went over the two recent Executive Orders and what they mean for the library.
    - No in-person library events through November.
- Young at Art exhibition going ahead.
    - Setting up in McKune and can be viewed by appointment only: single person or single household at a time.
    - Have received video clearance, too, so will put the exhibit on the website in some capacity.
- Staff In-Service is Friday and will be remote.
    - Jan asked if the board could participate, as the videos look interesting. Lori answered that the service has just been purchased for the staff, but that maybe the board can customize a similar program for their own retreat.
- Sport Port giveaway has been wildly successful and 5 Healthy Towns has extended it for three weeks, adding whiffle ball bats, hockey sticks, and football and pom-poms.
- The library will be passing out fliers for the Chelsea Pop Project, which will highlight crosswalks, bike lanes, and sharrows with colorful paint jobs.
- Lori announced, hot off the presses, the two finalists for the next Washtenaw Reads book.

Friends Report Update:

- Met last week and survey showed they are very receptive to coming back and working on book sorting and cleaning in the basement. Jan and several other volunteers have already reengaged in the basement projects, though there is no plan to resume accepting donations or to restart the book sales, yet.

Public Comment: Jennifer Kundak shared that she'd picked up her copy of Community Reads book, *Stamped: Racism, Antiracism, and You*, and that she is excited to read it and complimented the timeliness of this reading project.

Discussion Item #1: Auditor Extension
Because of the library's energy being focused on Covid-19 instead for searching for a new audit firm for the audits covering 2020-2022, Lori asked that the board extend the contract with Maner Costerisan for one additional year. She shared that she had discussed this with both bookkeeper Kerry Ballard and Chris Berggren and they both

were very receptive to this plan. It was also discussed, informally, with the finance committee, which likewise, supported this solution.

MOTION made by TJ Helfferich, SECONDED by A. Merkel to move Discussion Item #1 to Action Item #1.

All Ayes: 5-0

Action Item #1: Auditor Extension
MOTION made by J. Carr, SECONDED by A. Merkel to extend the contract between the library and Maner Costerisan for an additional year to cover the library's audit for the calendar year of 2020. Discussion: None

All Ayes: 5-0

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 J. Carr, SECONDED by A. Merkel to adjourn the meeting at 7:48 p.m.

All Ayes: 5-0

_____ _____
Jan L. Carr, Board Secretary Date

FINANCE REPORTS

Chelsea District Library
List of Checks for Board Approval
August 2020

Date	Num	Name	Memo	Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up ER				
08/12/2020	20200727	Alerus Financial	08/14/2020 PR FLEX TO 457(b)	1,449.63
08/12/2020	PR 20200814		RETIREMENT	-1,449.63
08/24/2020	202008/10	Alerus Financial	08/28/2020 PR FLEX TO 457(b)	1,349.63
08/26/2020	PR20200828		RETIREMENT	-1,349.63
Total 701.120 · Retirement Pick up ER				0.00
701.100 · Wages - Other				
08/12/2020	PR 20200814		WAGES	39,167.55
08/26/2020	PR20200828		WAGES	38,115.91
Total 701.100 · Wages - Other				77,283.46
Total 701.100 · Wages				77,283.46
701.110 · Retirement-Contributions - EE				
08/12/2020	20200727	Alerus Financial	08/14/2020 PR EE PERSONAL CONT	2,556.84
08/12/2020	PR 20200814		RETIREMENT PICK UP	-2,556.84
08/24/2020	202008/10	Alerus Financial	08/28/2020 PR EE PERSONAL CONT	2,538.09
08/26/2020	PR20200828		RETIREMENT PICK UP	-2,538.09
Total 701.110 · Retirement-Contributions - EE				0.00
701.115 · 401A Retirement Matching				
08/12/2020	PR 20200814		401 A MATCHING	1,335.79
08/26/2020	PR20200828		401 A MATCHING	1,317.04
Total 701.115 · 401A Retirement Matching				2,652.83
701.200 · FICA				
08/12/2020	PR 20200814		FICA EMPLOYER	2,884.76
08/26/2020	PR20200828		FICA EMPLOYER	2,804.21
Total 701.200 · FICA				5,688.97
701.300 · Flex Benefits				
08/10/2020	20200710	Unum Life Insurance Co.	2020 Premium JULY	902.94
08/12/2020	PR 20200814		Dep Life (CA & DL & HI)	-48.76
08/12/2020	PR 20200814		Health Insurance	-1,358.74
08/24/2020	2022000850...	Blue Care Network of Michigan	SEPT 2020 MED INS	2,915.37
08/24/2020	20200810	Unum Life Insurance Co.	2020 Premium SEPT (w/Krueger adj)	683.17
08/26/2020	PR20200828		Dep Life (CA & DL & HI)	-48.76
08/26/2020	PR20200828		Health Insurance	-1,358.74
Total 701.300 · Flex Benefits				1,686.48
Total 701 · Personnel Expenses				87,311.74

Chelsea District Library
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August 2020

Date	Num	Name	Memo	Amount
727 · Supplies				
727.200 · General Operations				
08/12/2020	1799422	Arbor Springs Water Co. Inc.	2020 05/01 BOTTLED WATER - COOLER RENT...	50.00
08/12/2020	WO-79684-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	212.18
08/24/2020	20200818	Zoran, Amy	9 HANDMADE CARDS	36.00
08/24/2020	42205	Michigan Chamber Services, Inc.	State & Federal Labor Law Posters	37.50
08/24/2020	WO-81456-1	SMART BUSINESS SOURCE	GENERAL SUPPLIES	49.07
Total 727.200 · General Operations				384.75
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
08/24/2020	WO-81456-1	SMART BUSINESS SOURCE	TOILET SEAT COVERS	40.22
Total 727.510 · Cleaning Paper Products				40.22
Total 727.500 · Cleaning				40.22
727.800 · Maintenance				
727.830 · Maintenance General				
08/24/2020	16QX-KXK3-...	Amazon Capital Services Inc	EXIT LIGHT BATTERIES	17.96
Total 727.830 · Maintenance General				17.96
Total 727.800 · Maintenance				17.96
727.900 · Supplies Restricted Gifts				
08/12/2020	20-0331	COMFORT, STACEY	COTTON LOGO MASKS	61.00
08/24/2020	16QX-KXK3-...	Amazon Capital Services Inc	FACE MASKS COVID	49.99
Total 727.900 · Supplies Restricted Gifts				110.99
Total 727 · Supplies				553.92
801 · Professional Services				
801.040 · Bookkeeper				
08/10/2020	20200812	Ballard, Kerry	BOOKKEEPING THROUGH 08/12/2020	350.00
08/24/2020		Ballard, Kerry	BOOKKEEPING THROUGH 08/26/2020	350.00
08/26/2020	20200826	Ballard, Kerry	BOOKKEEPING THROUGH 08/26/2020	340.00
Total 801.040 · Bookkeeper				1,040.00
801.041 · Payroll Services				
08/12/2020	PR 20200814		PAYROLL PREPARATION	1.50
08/26/2020	PR20200828		PAYROLL PREPARATION	1.50
Total 801.041 · Payroll Services				3.00
801.300 · Banking Fees				
801.310 · Bank Fees				
08/31/2020			Service Charge	5.40

Chelsea District Library
List of Checks for Board Approval
August 2020

Date	Num	Name	Memo	Amount
Total 801.310 · Bank Fees				5.40
801.315 · Investment Fees				
08/31/2020	INV 202008		investment fees	
Total 801.315 · Investment Fees				0.00
801.350 · Credit Card Fee Circ				
08/11/2020	CC FEE JULY		CC Discount JULY	37.50
Total 801.350 · Credit Card Fee Circ				37.50
Total 801.300 · Banking Fees				42.90
Total 801 · Professional Services				1,085.90
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
08/10/2020	1-97762372...	Johnson Controls	MAINTENANCE CONTRACT - CHILLER, ACTUA...	950.00
08/10/2020	1-97761555...	Johnson Controls	MAINTENANCE CONTRACT - METASYS ISSUE	829.00
08/12/2020	SEI / 01365...	ASSA ABLOY Entrance Systems	INNER FRONT DOOR ROLLER TRACK	800.30
Total 803.010 · Maint Svc Contingency				2,579.30
803.600 · Building Maintenance				
803.605 · Janitorial				
08/12/2020	12681	A Production Cleaning Company Inc.	CLEANING 07/26 - 08/08/2020	1,500.85
08/28/2020	12714	A Production Cleaning Company Inc.	CLEANING 08/09 - 08/22/2020	1,500.85
Total 803.605 · Janitorial				3,001.70
803.610 · Lawn/Snow Service				
803.611 · Lawn Service				
08/10/2020	11715	Association Maintenance Corp	JULY - MOW, WEEDING	170.00
Total 803.611 · Lawn Service				170.00
Total 803.610 · Lawn/Snow Service				170.00
803.620 · Trash				
08/12/2020	19425	City of Chelsea	2020 JUNE - 3 WEEKS - TRASH	40.00
Total 803.620 · Trash				40.00
803.760 · Fire Ext/Emerg Lights				
08/10/2020	0D26586352	Cintas Fire Protection	ANNUAL INSPECTION	485.22
Total 803.760 · Fire Ext/Emerg Lights				485.22
Total 803.600 · Building Maintenance				3,696.92

Chelsea District Library
List of Checks for Board Approval
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Date	Num	Name	Memo	Amount
Total 803 · Maintenance Service Contracts				6,276.22
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
08/10/2020	7344339804...	A T & T	AT&T 06/24 - 07/25/20 PHONE SERVICE	185.20
08/12/2020	200809	Keybank	STAR2STAR PHONE SERVICE 07/26 - 08/25	395.13
Total 850.120 · Telephone				580.33
850.121 · IT Cell Phone				
08/10/2020	9859643554	Verizon Wireless	IT PHONE 06/29 - 07/28/20	52.28
Total 850.121 · IT Cell Phone				52.28
Total 850.100 · Local & Long Distance Charges				632.61
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
08/10/2020	9859643554	Verizon Wireless	06/29 - 07/28/2020 JUN Library Hotspots	576.00
08/24/2020	X08142020	A T&T Mobility	AUG 7 - SEPT 6 - WIRELESS HOTSPOTS	218.64
08/24/2020	261402854-...	Sprint	7/11 - 8/10 2020 HOTSPOTS	455.88
Total 850.311 · WiFi Hotspots				1,250.52
Total 850.300 · TLN Internet Service				1,250.52
Total 850 · Telecommunications				1,883.13
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
08/26/2020	20200805	Chelsea Update	3RD QTR	465.00
Total 880.110 · Media Buy				465.00
880.130 · Signs/Banners/Posters				
08/10/2020	255153	Print-tech Inc.	REPLACEMENT BANNER	266.50
Total 880.130 · Signs/Banners/Posters				266.50
Total 880.100 · Advertising				731.50
880.200 · Publications				
880.240 · Newletter				
08/24/2020	255638	Print-tech Inc.	FALL NEWSLETTER	4,369.93
Total 880.240 · Newletter				4,369.93
Total 880.200 · Publications				4,369.93
880.300 · Marketing Supplies				

Chelsea District Library
List of Checks for Board Approval
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Date	Num	Name	Memo	Amount
880.311 · Exhibits				
08/24/2020	10481/154	Great Lakes Ace Hardware	EXHIBIT WALLS PAINT AND SUPPLIES	152.11
Total 880.311 · Exhibits				152.11
Total 880.300 · Marketing Supplies				152.11
880.400 · Program Promotion				
880.410 · Adult Program Promotion				
880.411 · General Adult Promotion				
08/12/2020	200809	Keybank	FB - MEDIA BUY	15.00
08/12/2020	200809	Keybank	FB - MEDIA BUY	1.54
Total 880.411 · General Adult Promotion				16.54
Total 880.410 · Adult Program Promotion				16.54
880.420 · Youth / Teen Promotion				
880.421 · General Youth/Teen Promotion				
08/12/2020	200809	Keybank	CLIP ART	13.00
Total 880.421 · General Youth/Teen Promotion				13.00
Total 880.420 · Youth / Teen Promotion				13.00
880.430 · Library Program Promotion				
880.434 · Music in the Air				
08/12/2020	200809	Keybank	DOLLAR - WRAP FOR PRIZES	5.30
Total 880.434 · Music in the Air				5.30
Total 880.430 · Library Program Promotion				5.30
Total 880.400 · Program Promotion				34.84
880.500 · Purchased Services				
880.510 · General Purchased Services				
08/12/2020	200809	Keybank	ADOBE - STOCK PHOTO	29.99
Total 880.510 · General Purchased Services				29.99
880.520 · Professional Services				
880.521 · Graphic Design Services				
08/11/2020	0461	MC creative design & photography LLC	2020 FALL NEWSLETTER GRAPHIC DESIGN	1,900.00
Total 880.521 · Graphic Design Services				1,900.00
Total 880.520 · Professional Services				1,900.00
Total 880.500 · Purchased Services				1,929.99

Chelsea District Library
List of Checks for Board Approval
August 2020

Date	Num	Name	Memo	Amount
Total 880 · Promotional Materials				7,218.37
884 · Programming				
884.100 · Speakers				
08/10/2020	529083	Brown, Laura	CAT CASTLE CREATION PROJECT PRIZE	25.00
Total 884.100 · Speakers				25.00
884.110 · Adult Speakers				
884.119 · General Adult Events				
08/10/2020	20200812	JONES, CLIFFORD E.	PROGRAM PRESENTER - 08/12/2020 SKY TEL...	150.00
08/10/2020	20200718	BORNEMEIER, KENT	HIDDEN LIFE OF TREES - OUTDOOR BOOK C...	200.00
08/12/2020	20-0054	BACKYARD BIRDS AND BEYOND	PROGRAM, 10/19/2020, BIRDWATCHING VS BI...	275.00
Total 884.119 · General Adult Events				625.00
Total 884.110 · Adult Speakers				625.00
884.120 · Adult Supplies				
884.127 · SRP Supplies				
08/10/2020	11XK-H63C-...	Amazon Capital Services Inc	ADULT SUMMER READING	425.28
08/12/2020	200809	Keybank	GARDEN MILL - SRP PRIZE	80.00
08/12/2020	200809	Keybank	ZOU ZOUS - SRP PRIZE	797.25
Total 884.127 · SRP Supplies				1,302.53
Total 884.120 · Adult Supplies				1,302.53
884.220 · Youth Supplies				
884.226 · Summer Reading				
08/10/2020	1YFW-DPF...	Amazon Capital Services Inc	SUMMER READING	44.76
08/10/2020	16GW-1MN...	Amazon Capital Services Inc	SUMMER READING	51.98
08/10/2020	1GMY-4KM...	Amazon Capital Services Inc	SUMMER READING	23.98
08/10/2020	1GMY-4KM...	Amazon Capital Services Inc	ADULT SUMMER READING	47.80
Total 884.226 · Summer Reading				168.52
Total 884.220 · Youth Supplies				168.52
884.270 · Teen Supplies				
884.277 · Teen Summer Reading				
08/10/2020	1GMY-4KM...	Amazon Capital Services Inc	TEEN SUMMER READING	20.75
08/12/2020	16QX-KXK3-...	Amazon Capital Services Inc	TEEN SUMMER READING	336.80
Total 884.277 · Teen Summer Reading				357.55
Total 884.270 · Teen Supplies				357.55
Total 884 · Programming				2,478.60
920 · Utilities				
920.110 · City of Chelsea Water				

Chelsea District Library
List of Checks for Board Approval
August 2020

Date	Num	Name	Memo	Amount
08/12/2020	20200805	City of Chelsea-Elect & Water	JULY 06/30 - 07/31/20 WATER	46.79
Total 920.110 · City of Chelsea Water				46.79
920.120 · City of Chelsea Sewer				
08/12/2020	20200805	City of Chelsea-Elect & Water	JULY 06/30 - 07/31/20SEWER	122.80
Total 920.120 · City of Chelsea Sewer				122.80
920.130 · City of Chelsea Electric				
08/12/2020	20200805	City of Chelsea-Elect & Water	JULY 06/30 - 07/31/20 ELECTRICITY	4,649.69
Total 920.130 · City of Chelsea Electric				4,649.69
920.150 · City of Chelsea Sprinkler				
08/12/2020	20200805	City of Chelsea-Elect & Water	JULY 06/30 - 07/31/20 SPRINKLER	246.43
Total 920.150 · City of Chelsea Sprinkler				246.43
920.200 · McKune Gas				
08/24/2020	2968070	Constellation NewEnergy-Gas Division LLC	2020 JULY GAS SERVICE - 06/19 - 07/22/20	53.96
Total 920.200 · McKune Gas				53.96
Total 920 · Utilities				5,119.67
967 · Equipment				
967.200 · Equipment Software				
08/12/2020	200809	Keybank	HR COLLABORATIVE - HR PLAYBOOK	170.00
08/12/2020	200809	Keybank	NINITE CO. - SOFTWARE SUPPORT	20.00
Total 967.200 · Equipment Software				190.00
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
08/10/2020	1NFV-N76T-...	Amazon Capital Services Inc	WIRELESS MIC SET & CASE	314.00
08/24/2020	AC38747690	APPLE INC	MACBOOK PRO SN C02D75C2MD6R	3,559.00
Total 967.310 · Makerspace Furnishings				3,873.00
Total 967.300 · Equipment Furniture & Fixtures				3,873.00
Total 967 · Equipment				4,063.00
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.120 · Information Services				
08/24/2020	1240260	COMFORT, STACEY	ALA VIRTUAL CONFERENCE	60.00
Total 969.120 · Information Services				60.00

Chelsea District Library
List of Checks for Board Approval
August 2020

Date	Num	Name	Memo	Amount
Total 969.100 · Staff Travel				60.00
Total 969.001 · Travel				60.00
969.300 · Memberships				
969.400 · Trustees Memberships				
08/12/2020	5207	Michigan Library Association	TRUSTEE MEMBERSHIP #10531, CHARLIE TA...	50.00
Total 969.400 · Trustees Memberships				50.00
Total 969.300 · Memberships				50.00
969.600 · Staff Training				
969.620 · Staff In-Service & Appreciation				
08/26/2020	4221	TORRANCE LEARNING	INSERVICE AUGUST 21, 2020	1,900.00
Total 969.620 · Staff In-Service & Appreciation				1,900.00
Total 969.600 · Staff Training				1,900.00
Total 969 · Continuing Education Expenses				2,010.00
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
08/10/2020	99085537	Midwest Tape	FEB ADULT BOC	44.99
08/10/2020	99138422	Midwest Tape	MAR ADULT BOC	38.99
08/10/2020	99169444	Midwest Tape	JUN ADULT BOC	650.85
08/10/2020	99195109	Midwest Tape	MAY ADULT BOC	124.97
08/10/2020	99195520	Midwest Tape	JULY ADULT BOC	237.93
08/24/2020	99224582	Midwest Tape	JULY ADULT BOC	54.98
08/26/2020	99249457	Midwest Tape	AUG BOC	299.92
Total 982.120 · Adult Books on Disc				1,452.63
Total 982.100 · Audio Books				1,452.63
982.400 · Non Print				
982.410 · Electronic Products/Subs				
08/12/2020	200809	Keybank	MINECRAFT HOSTING	12.46
08/24/2020	66465	The Library Network	RENEWAL PRONUNCIATOR 07/01/20 - 06/30/2...	850.00
Total 982.410 · Electronic Products/Subs				862.46
982.416 · eContent/Kindle				
08/12/2020	200809	Keybank	KINDLE - TEENS	860.13
08/12/2020	200809	Keybank	KINDLE - ADULTS	330.77
Total 982.416 · eContent/Kindle				1,190.90
982.420 · Adult Music on CD				
08/10/2020	99195521	Midwest Tape	APRIL/MAY ADULT CD	79.94

Chelsea District Library
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August 2020

Date	Num	Name	Memo	Amount
08/24/2020	99224580	Midwest Tape	APRIL/MAY ADULT CD	47.96
08/26/2020	99249456	Midwest Tape	AUG/SEPT ADULT CD	53.16
08/26/2020	99249458	Midwest Tape	JUNE/JULY ADULT CD	180.86
Total 982.420 · Adult Music on CD				361.92
982.460 · DVD Feature				
08/10/2020	99114915	Midwest Tape	APR FEATURE DVD	33.73
08/10/2020	99114916	Midwest Tape	MAY/JUNE ADULT FEATURE DVD	230.85
08/24/2020	1QTV-PLW3...	Amazon Capital Services Inc	DVD FEATURE	25.99
08/24/2020	99169440	Midwest Tape	APRIL FEATURE DVD	11.24
08/24/2020	99138424	Midwest Tape	JULY ADULT FEATURE DVD	292.38
08/24/2020	99169441	Midwest Tape	MAY/JUNE DVD ADULT FEATURE	173.16
08/24/2020	99169442	Midwest Tape	JULY ADULT FEATURE DVD	130.43
08/24/2020	99195107	Midwest Tape	JULY ADULT FEATURE DVD	56.22
Total 982.460 · DVD Feature				954.00
982.480 · Youth Video DVD				
08/10/2020	99134076	Midwest Tape	FAMILY AND ANIME DVD, 598817441	260.07
08/10/2020	99169443	Midwest Tape	FAMILY AND ANIME DVD, 598817441	125.17
Total 982.480 · Youth Video DVD				385.24
982.485 · Playaway Views				
08/10/2020	317754	Findaway World, LLC	FINDAWAY REPLACEMENT UNIT	69.99
08/10/2020	301283	Findaway World, LLC	FINDAWAY REPLACEMENT UNIT	157.35
Total 982.485 · Playaway Views				227.34
Total 982.400 · Non Print				3,981.86
982.600 · Periodical & Newspapers				
982.620 · Daily Newspapers				
08/10/2020	2020/06/24	Jackson Citizen Patriot	Subscription thru 06/24/2020	58.51
Total 982.620 · Daily Newspapers				58.51
Total 982.600 · Periodical & Newspapers				58.51
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
08/10/2020	2035350829	Baker & Taylor - Adult Large Print	2020 ADULT ACCT	15.18
08/10/2020	2035350832	Baker & Taylor - Adult Large Print	2020 ADULT ACCT	19.99
08/10/2020	2035350842	Baker & Taylor - Adult Large Print	2020 ADULT ACCT	39.38
08/10/2020	2035350849	Baker & Taylor - Adult Large Print	2020 ADULT ACCT	19.98
08/10/2020	2035350860	Baker & Taylor - Adult Large Print	2020 ADULT ACCT	15.18
08/10/2020	2035353368	Baker & Taylor - Adult Large Print	2020 ADULT ACCT	87.71
08/24/2020	2035379561	Baker & Taylor - Adult Large Print	2020 ADULT ACCT	235.29

Chelsea District Library
List of Checks for Board Approval
August 2020

Date	Num	Name	Memo	Amount
Total 982.710 · Adult Large Print				432.71
982.720 · Adult Print General				
08/10/2020	1JQY-PQD...	Amazon Capital Services Inc	PATRON REQUEST	19.98
08/10/2020	2035350827	Baker & Taylor - Unlabeled Adult	2020 ADULT ACCT	14.24
08/10/2020	2035366067	Baker & Taylor - Unlabeled Adult	2020 ADULT ACCT	31.77
08/24/2020	1QTV-PLW3...	Amazon Capital Services Inc	ADULT PRINT GENERAL	128.93
08/24/2020	2035349921	Baker & Taylor - Adult	2020 ADULT ACCT	1,779.37
08/24/2020	2035393029	Baker & Taylor - Adult	2020 ADULT ACCT	493.69
Total 982.720 · Adult Print General				2,467.98
982.740 · Multiple Book Copies				
08/24/2020	2035359098	Baker & Taylor - Adult Multiples	ADULT MULTIPLES	15.34
Total 982.740 · Multiple Book Copies				15.34
Total 982.705 · Adult Print				2,916.03
982.755 · Youth Print				
982.760 · Youth Print General				
08/10/2020	2035349195	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	56.44
08/10/2020	2035349207	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	51.28
08/10/2020	2035350816	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	10.98
08/10/2020	2035350854	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	26.17
08/10/2020	2035353345	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	7.01
08/10/2020	2035353358	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	43.88
08/10/2020	2035353363	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	17.39
08/10/2020	2035349196	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	62.69
08/10/2020	2035353346	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	18.99
08/10/2020	2035353347	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	25.27
08/10/2020	2035353357	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	24.96
08/10/2020	2035353366	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	9.79
08/12/2020	200809	Keybank	A KIDS ABOUT BOOKS	44.89
Total 982.760 · Youth Print General				399.74
Total 982.755 · Youth Print				399.74
Total 982.700 · Print				3,315.77
Total 982 · Collection Expense				8,808.77
TOTAL				**126,809.32**

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09/10/20
Accrual Basis

Chelsea District Library
Donation and Restricted
January through August 2020

	Jan - Aug 19	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	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		
Total 674 · Contribution & Donation-Public	12,875	21,875	(9,000)
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	27,500	24,875	2,625
Gross Profit	27,500	24,875	2,625
Expense			
727 · Supplies			
727.900 · Supplies Restricted Gifts	111		
Total 727 · Supplies	111		
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	1,762	3,000	(1,238)
Total 884.400 · Music Focus	1,762	4,000	(2,238)
884.500 · Artist in Residence			
884.970 · Artist in Resdience 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)

Chelsea District Library
Donation and Restricted
January through August 2020

	Jan - Aug 19	Budget	$ Over Budget
884.912 · Adult Prog Rest Gifts General	1,700		
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	4,407	8,250	(3,843)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	0	1,000	(1,000)
884.923 · Youth Prog Rest Gifts SRP	1,085	2,500	(1,415)
Total 884.920 · Youth Programming Restricted	1,085	3,500	(2,415)
Total 884 · Programming	7,691	20,750	(13,059)
967 · Equipment			
967.900 · Equipment Restricted Gifts			
967.910 · Equipment Rest Gifts	0	205	(205)
Total 967.900 · Equipment Restricted Gifts	0	205	(205)
Total 967 · Equipment	0	205	(205)
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Appreciation - Restricted	955	1,100	(145)
Total 969.600 · Staff Training	955	1,100	(145)
Total 969 · Continuing Education Expenses	955	1,100	(145)
982 · Collection Expense			
982.910 · Adult Collection Restricted	500	600	(100)
Total 982 · Collection Expense	500	600	(100)
Total Expense	9,257	25,655	(16,398)
Net Ordinary Income	18,243	(780)	19,023
Net Income	18,243	(780)	19,023

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09/10/20
Accrual Basis

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

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	TOTAL Jan - Aug 20	TOTAL Budget	TOTAL $ Over Budget	TOTAL % of Budget
Ordinary Income/Expense												
Income												
402 · District Revenue	921,217	745,124	72,416	8,913	13,260	75,203	(18,897)	0	1,817,236	1,824,026	(6,790)	100%
540.100 · State Aid	0	60,640	0	0	5,957	0	6,060	0	72,657	38,000	34,657	191%
574.100 · Penal Fines	0	0	0	0	0	0	0	15,282	15,282	17,000	(1,718)	90%
607.100 · Non-Resident Fees	500	438	250	0	0	0	0	0	1,188	6,000	(4,812)	20%
645.100 · Copiers & Printers	523	576	164	0	0	0	0	0	1,263	7,500	(6,237)	17%
655.100 · Circulation Fines	1,559	1,593	614	0	0	0	0	0	3,766	11,000	(7,234)	34%
665.100 · Interest	45	78	95	50	48	43	40	33	432	0	432	100%
666.100 · Investment Earnings	0	14	4,711	0	0	2,282	4	4	7,015	50,000	(42,985)	14%
666.500 · Investment Change in Value	0	10,619	12,769	11,708	419	2,294	4,224	(3,321)	38,712			
674 · Contribution & Donation	2,025	7,850	0	0	0	3,000	0	0	12,875	21,875	(9,000)	59%
675 · Private Grant Sources	0	0	0	(375)	15,000	0	0	0	14,625	3,000	11,625	488%
Total Income	925,869	826,932	91,019	20,296	34,684	82,822	(8,569)	11,998	1,985,051	1,978,401	6,650	100%
Gross Profit	925,869	826,932	91,019	20,296	34,684	82,822	(8,569)	11,998	1,985,051	1,978,401	6,650	100%
Expense												
701 · Personnel Expenses	78,655	86,234	82,576	83,330	87,276	81,225	140,447	87,312	727,055	1,168,519	(441,464)	62%
727 · Supplies	2,294	936	1,287	84	690	1,550	924	554	8,319	19,150	(10,831)	43%
801 · Professional Services	3,419	4,785	5,871	8,878	1,419	1,290	2,102	1,086	28,850	77,027	(48,177)	37%
803 · Maintenance Service Contracts	4,123	7,988	9,666	13,529	7,376	17,776	7,026	6,276	73,760	163,375	(89,615)	45%
850 · Telecommunications	1,413	1,903	1,581	2,077	2,071	4,115	2,287	1,883	17,330	38,320	(20,990)	45%
880 · Promotional Materials	6,265	6,498	2,586	724	142	4,963	3,124	7,218	31,520	67,935	(36,415)	46%
884 · Programming	4,206	5,623	1,146	933	1,247	10,315	1,472	2,479	27,421	103,920	(76,499)	26%
885 · Volunteer	63	0	0	288	0	0	0	0	351	2,400	(2,049)	15%
920 · Utilities	0	4,088	3,968	3,641	2,447	1,980	3,466	5,120	24,710	61,715	(37,005)	40%
960 · Board & Director Expense	75	136	0	171	0	0	86	0	468	3,500	(3,032)	13%
965 · Automation Services	12,313	0	0	0	8,818	0	8,818	0	29,949	43,020	(13,071)	70%
967 · Equipment	1,452	1,626	1,697	452	726	1,607	474	4,063	12,097	46,105	(34,008)	26%
969 · Continuing Education Expenses	1,330	868	6,282	2,291	445	269	633	2,010	14,128	27,610	(13,482)	51%
980 · Capital Expense	775	0	0	0	200	2,400	0	0	3,375	74,775	(71,400)	5%
982 · Collection Expense	5,133	29,378	7,040	7,369	5,404	13,196	12,116	8,809	88,445	179,370	(90,925)	49%
Total Expense	121,516	150,063	123,700	123,767	118,261	140,686	182,975	126,810	1,087,778	2,076,741	(988,963)	52%
Net Ordinary Income	804,353	676,869	(32,681)	(103,471)	(83,577)	(57,864)	(191,544)	(114,812)	897,273	(98,340)	995,613	
Other Income/Expense												
Other Expense												
999.001 · Transfer to Capital Improvement	0	0	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	0	0	2,400	(2,400)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	(19,100)	19,100	0%
Net Other Income	0	0	0	0	0	0	0	0	0	19,100	(19,100)	0%
	804,353	676,869	(32,681)	(103,471)	(83,577)	(57,864)	(191,544)	(114,812)	897,273	(79,240)	976,513	

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09/10/20
Accrual Basis

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

	Jan - Aug 20	Jan - Aug 19	$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,817,234.41	1,726,302.70	90,931.71	5.27%
540.100 · State Aid	72,656.71	41,515.50	31,141.21	75.01%
574.100 · Penal Fines	15,282.06	20,151.30	-4,869.24	-24.16%
607.100 · Non-Resident Fees	1,187.50	3,760.44	-2,572.94	-68.42%
645.100 · Copiers & Printers	1,263.70	4,369.21	-3,105.51	-71.08%
655.100 · Circulation Fines	3,766.06	13,550.28	-9,784.22	-72.21%
665.100 · Interest	432.28	253.66	178.62	70.42%
666.100 · Investment Earnings	7,013.62	6,324.59	689.03	10.89%
666.500 · Investment Change in Value	38,711.23	59,433.06	-20,721.83	-34.87%
674 · Contribution & Donation	12,875.00	27,950.00	-15,075.00	-53.94%
675 · Private Grant Sources	14,625.00	11,000.00	3,625.00	32.96%
Total Income	1,985,047.57	1,914,610.74	70,436.83	3.68%
Gross Profit	1,985,047.57	1,914,610.74	70,436.83	3.68%
Expense				
701 · Personnel Expenses	727,054.62	709,504.08	17,550.54	2.47%
727 · Supplies	8,318.15	15,153.30	-6,835.15	-45.11%
801 · Professional Services	28,850.06	34,791.72	-5,941.66	-17.08%
803 · Maintenance Service Contracts	73,760.93	79,892.01	-6,131.08	-7.67%
850 · Telecommunications	17,331.49	17,014.52	316.97	1.86%
880 · Promotional Materials	31,520.40	34,222.02	-2,701.62	-7.89%
884 · Programming	27,420.04	85,003.01	-57,582.97	-67.74%
885 · Volunteer	351.08	967.18	-616.10	-63.7%
920 · Utilities	24,709.96	35,330.96	-10,621.00	-30.06%
960 · Board & Director Expense	468.77	1,080.40	-611.63	-56.61%
965 · Automation Services	29,950.47	31,136.43	-1,185.96	-3.81%
967 · Equipment	12,097.08	17,602.04	-5,504.96	-31.28%
969 · Continuing Education Expenses	14,127.28	14,865.58	-738.30	-4.97%
980 · Capital Expense	3,375.00	107,915.47	-104,540.47	-96.87%
982 · Collection Expense	88,444.97	122,451.89	-34,006.92	-27.77%
Total Expense	1,087,780.30	1,306,930.61	-219,150.31	-16.77%
Net Ordinary Income	897,267.27	607,680.13	289,587.14	47.66%
Net Income	**897,267.27**	**607,680.13**	**289,587.14**	**47.66%**

CHELSEA DISTRICT LIBRARY
Fund Balances
August 31, 2020

		Beginning Balance	Net Change	Ending Balance	
General Fund					
LOCAL BANKS BALANCES					
Checking Account/ Chelsea State Bank	001.001	$842,690.00	-$113,665.66	$729,024.34	should match CSB
Paypal Account	003.002	$96.80	$0.00	$96.80	
Cash on Hand		**$842,786.80**	**-$113,665.66**	**$729,121.14**	
Ameriprise Account					
Fixed Income Fund	017.003	$1,526,354.38	$4,224.25	$1,523,036.60	
Money Market Fund	017.004	$0.00	$0.00	$0.00	
Investment Partners Total		**$1,526,354.38**	**-$3,317.78**	**$1,523,036.60**	should match Ameriprise
Total General Fund		**$2,369,141.18**	**-$116,983.44**	**$2,252,157.74**	Should match below
					$2,252,157.74
Debt Service Fund					
Bond Debt Retirement Fund Checking	003.008	**$324,593.61**	**$13.75**	324607.36	should match CSB

iprise Financial

Your Ameriprise statement

for August 1, 2020 to August 31, 2020

PREPARED FOR CHELSEA DISTRICT LIBRARY

Your personal advisor

Robert Arteaga
Ameriprise Financial Institutions Group
A financial advisory practice of Ameriprise Financial Services, Inc.
10001 Reunion Pl Ste 422
San Antonio, TX 78216-4127
210.483.5090
Robert.Arteaga@ampf.com
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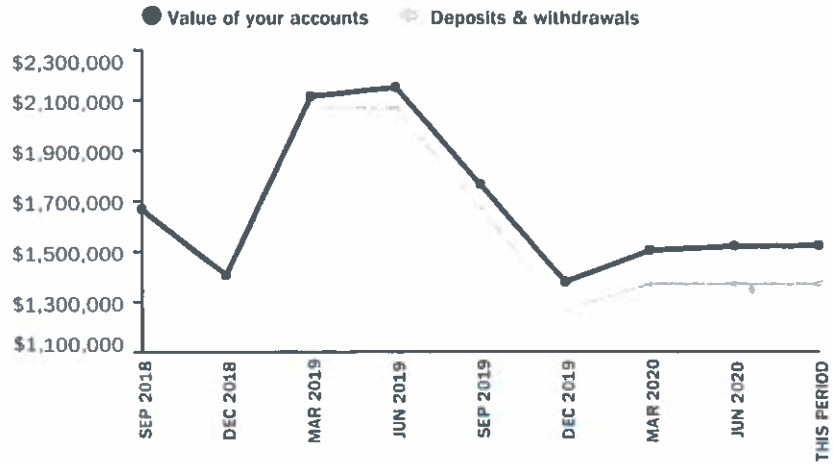
Value of your investment accounts

	This month	This year
Beginning value	$1,526,354.38	$1,377,311.75
Net deposits & withdrawals	$0.00	$100,000.00
Dividends, interest & income	$3.62	$22,024.65
Change in value	-$3,321.40	$23,700.20
Ending value	**$1,523,036.60**	**$1,523,036.60**

Value of your investment accounts over time



This chart provides a five-year view of your account values. The black line shows the value of your accounts, while the gray line shows your net contributions (deposits less withdrawals).

Get all the details online at ameriprise.com. Click the Portfolio tab to find your latest account value, activity and asset allocation. Your Ameriprise financial advisor can help you understand how the stated account value shown here may differ from the amount you'd receive if you sold your assets (after any tax withholding, outstanding loans, pending transactions and potential fees).

Your asset allocation

Asset class	Value on Aug 31, 2020	Percent of assets
Cash & cash investments*	$425,920.85	28.0%
Fixed income	$1,097,115.75	72.0%
Total assets	**$1,523,036.60**	**100%**

*Cash investments includes cash held inside pooled investments (e.g. mutual funds), as part of a manager's investment strategy, and is not directly accessible unless you sell some of that investment. For details visit ameriprise.com/allocation.

KB 9/10 — JE made for 8/31 Aug.

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Ameriprise Brokerage Account

CHELSEA DISTRICT LIBRARY

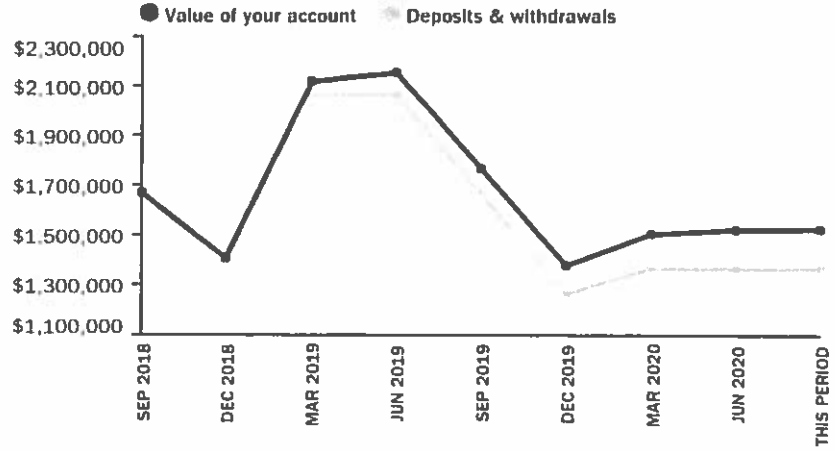
Account #: 0000 4823 9221 4 133

Investment time frame: 4-7 years; **Risk tolerance:** Conservative; **Investment objective:** Income; **Liquidity needs:** 7+ Years
See the Disclosures at the end of your statement for definitions of these suitability terms.

Value of your account

	This period	This year
Beginning value	**$1,526,354.38**	**$1,377,311.75**
Deposits		
Cash deposits	$0.00	$100,000.00
Income		
Interest	$3.62	$22,024.65
Change in value	**-$3,321.40**	**$23,700.20**
Ending value	**$1,523,036.60**	**$1,523,036.60**

Value of your account over time



Summary of your holdings

Asset	Value of assets	Percent of account
Cash and equivalents	$425,920.85	28.0%
Bonds, CDs and structured products	$1,097,115.75	72.0%
Ending value	**$1,523,036.60**	**100.0%**

Your holdings

Description	Ending value this period[7]	Ending value last period	Net change this period	Estimated Annual income	Estimated Yield
Cash and equivalents					
Ameriprise Insured Money Market (AIMMA)[2]	$425,920.85			$42.59	0.01%
Associated Bank NA Green Bay WI	*$179,418.76*				
EagleBank Bethesda MD	*$246,502.09*				
Total Cash and equivalents[5]	**$425,920.85**	**$425,917.23**	**$3.62**	**$42.59**	

8.1

Ameriprise 08/31/2020

Account no. 0000-4823-9221-4

GL 017.004

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance
Dec-19	1,477,311.75						
Jan-20	1,477,311.75		13.86			10,619.00	1,487,944.61
Feb-20	1,487,944.61		8.69			31,105.10	1,519,058.40
Mar-20	1,519,058.40		4,702.21			-18,336.10	1,505,424.51
Apr-20	1,505,424.51		6,983.44			4,724.76	1,517,132.71
May-20	1,517,132.71		3,302.83			-2,884.30	1,517,551.24
Jun-20	1,517,551.24		2,281.62			2,293.65	1,522,126.51
Jul-20	1,522,126.51		3.62			4,224.25	1,526,354.38
Aug-20	1,526,354.38		3.62			-3,321.40	1,523,036.60
Sep-20	1,523,036.60		0.00			0.00	1,523,036.60
Oct-20	1,523,036.60		0.00			0.00	1,523,036.60
Nov-20	1,523,036.60		0.00			0.00	1,523,036.60
Dec-20	1,523,036.60		0.00			0.00	1,523,036.60
Balance		0.00	17,299.89	0.00	0.00	28,424.96	

Ameriprise Money Market GL 017.003	08/31/2020						
	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance
Dec-19							-100,000.00
Jan-20	-100,000.00		0.00	0.00	0.00	0.00	-100,000.00
Feb-20	-100,000.00		0.00	0.00	0.00	0.00	-100,000.00
Mar-20	-100,000.00	100,000.00	0.00	0.00	0.00	0.00	0.00
Apr-20	0.00		0.00	0.00	0.00	0.00	0.00
May-20	0.00		0.00	0.00	0.00	0.00	0.00
Jun-20	0.00		0.00	0.00	0.00	0.00	0.00
Jul-20	0.00		0.00	0.00	0.00	0.00	0.00
Aug-20	0.00		0.00	0.00	0.00	0.00	0.00
Sep-20	0.00		0.00	0.00	0.00	0.00	0.00
Oct-20	0.00		0.00	0.00	0.00	0.00	0.00
Nov-20	0.00		0.00	0.00	0.00	0.00	0.00
Dec-20	0.00		0.00	0.00	0.00	0.00	0.00
Balance	0.00		0.00	0.00	0.00	0.00	0.00
GL							

DIRECTOR'S REPORT

Library Director's Report
Respectfully submitted for September 2020 Board Meeting

Staff Announcements

Congratulations to Marketing Assistant Virginia Krueger, who celebrated two years at CDL on August 17!

CDL Responds to COVID-19

Latest Executive Orders from Governor Whitmer impacting CDL:

- EO 2020-175: Safeguards to protect Michigan's workers from COVID-19 (Rescission of EO 2020-161). The EO reiterates workplace safeguards for all businesses. CDL is currently exploring more ways to use library space to crate more distancing between staff.

- EO 2020-177: Declaration of state of emergency and state of disaster related to the COID-19 pandemic (Rescission of EP 2020-165) extends the state of emergency through October 1. This extension is due to the erosion in progress in the suppression of the pandemic in the state and slows the reopening of the economy.

CDL continues to operate at Stage 3 (curbside delivery and virtual and remote offerings) of its Reopening Plan based on the continued state of emergency and progress (or lack thereof) in the Safe Start plan to reengage the economy. We continue to limit the number of staff in the building daily and implement daily health screenings. Most of our programming will continue as virtual or remote through the end of the year. **Beginning the week of October 5 we will add laptops for checkout and extend Saturday hours from a 3 PM closing to a 5 PM closing.**

Financial Matters

Auditing Services

With last month's board approval, CDL extended its contract with Maner Costerisan to provide auditing services for the year ending December 31, 2020. The fee will be $8,500.

President's Deferral of Payroll Tax Obligations in Light of the Ongoing COVID-19 Disaster

CDL is opting out of participation in the President's deferral of payroll taxes for employees (specifically 6.25% Social Security payroll tax) from September 1 through December 31, 2020. These deferred taxes would have to be collected in the first quarter of 2021. Logistical challenges, unanswered questions and lack of clarity of the directive, and assessed lack of true benefit to employees all informed this decision. A link to the directive may be found here. And here's a good analysis of it.

CDL Classification and Compensation Study

Linda Ballard and I are meeting with a representative from Michigan Municipal League later this month to kick off the CDL Classification and Compensation Study. This is an intensive process that involves staff completing job analysis questionnaires and collection and analysis of CDL data and data from comparable organizations. We look forward to ensuring that staff compensation and benefits are in line with comparable libraries and positions and that they are reflective of the value our staff brings to CDL and the community we serve.

CDL Annual In-Service Day

While we had to change the format of our annual in-service day and go completely virtual, we had a thoughtful and enlightening "Creating an Open & Welcoming Environment at CDL" session led by TorranceLearning. We discussed points of pride, barriers to access, how our

identities create privilege and barriers, and what barriers might exist at CDL. We also examined implicit bias and how it may manifest as microaggressions in our daily lives. As a follow-up, we will further discuss the concepts from the morning at our all-staff meeting September 18 conducted via Zoom.

We have compiled the evaluations from the day, and here's what we learned:

- 21 staffers completed the evaluation.
- The average rating for the session was a 4 on a scale of 1 to 5 with 5 outstanding.
- The average rating for conducting the meeting via Zoom was a 3.5 on the same scale.
- Responses to the prompt of listing one idea that might help us deliver excellent service to our patrons included:
    - Self-monitoring for biases in interactions
    - Greeting everyone
    - Take more time listening to patrons
    - Being mindful of a person's life experiences outside of the interaction that can influence their responses
    - Communicating with each other
- Responses to the prompt of how the morning might have been improved centered on the deficiencies of meeting via Zoom.
- There were some good suggestions for future in services as well. Hopefully, next year we will have more staff involved in the planning of the program.

Young at Art Exhibit

Young at Art will be on display at CDL Sept. 1-30 in the McKune Room. The public may view it by appointment, and all safety and health protocols will be followed. The rest of the library building will not be open to the public.

We are currently taking appoints for 30-minute viewing times Mondays and Saturdays between 10 AM – 2 PM and Wednesdays and Fridays between 2-6 PM.

Washtenaw Reads 2021 Finalists

The Washtenaw Reads program is a community initiative to promote reading and civic dialogue through the shared experience of reading and discussing a common book. Participating libraries include Ann Arbor, Chelsea, Dexter, Milan, Northfield Township, Saline, and Ypsilanti.

The Reads Screening Committee had an even tougher job this summer reading, remotely discussing, and whittling down a list of 28 proposed fiction titles to two to send to the Selection Committee. Catherine Sossi expertly represented the Chelsea community on the Screening Committee, and high school teacher Shawn Sinacola-Rodriguez will join the Selection Committee this year for Chelsea. The two titles she will be reading follow:

> *All American Boys*, by Jason Reynolds and Brendan Kiely
> *All American Boys* addresses systemic racism and the need for action. The story is told through alternating points of view: a Black teen who is assaulted by a White police officer, and the White teen who witnesses the event and is also a family friend of the police officer. The characters and their relationships are complex and believable, and the paired perspectives provide especially strong opportunities for community discussion. Committee members were struck by the realism, currency, and relevance of this story.

The Poet X, by Elizabeth Acevedo.
Written in the form of poems in the main character's voice, *The Poet X* presents a beautiful, moving story of Xiomara coming of age as an artist and a young woman. She navigates the challenges being a second-generation Dominican American, while discovering her passion for slam poetry. It will appeal to both younger readers and everyone who remembers the difficulties and excitement of adolescence.

The selection of the 2021 Read title will be announced the first week of October.

Strategic Plan 2020-22 Progress Update

Initiative 1: Expand Awareness of Service

1.1 Brand strategy refresh
1.2 Welcome kits
1.3 Physical and virtual library space orientations
1.4 Increase board visibility/participation in services

Initiative 2: Strengthen Intentional Approach to Inclusion

2.1 Fine free?
2.2 Simplify card registration and renewal
- *Card registration allowed via email due to COVID-19*
- *Preparing for Library Card Sign up Month with promotion of online card application*

2.3 Service gap analysis to better understand community needs and address service gaps
2.4 Increase browsability of collections
- *Added CDL Librarian Recommendation form to CDL website and began promoting via eNews and social media*

2.5 Explore alternate hours
- *Curbside service continues 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
- *Online video training for Lynda.com and JobNow begins*

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
4.3 Continue to advocate to expanded high-speed internet access throughout service area
- *Entered into agreement to host fiber box for Lyndon Township broadband*

Chelsea District Library
Assistant Director's Report
August 2020

Facility update:
Big facility news this month is that our custom sneeze guards in now attached to the desks and won't fall off- whew! Unfortunately all of the pass-through holes were cut in the wrong places so they were recut before final install. We now have to plug the wrong holes with the cutouts from the new ones but I am sure we will find some creative way to cover the ugly patch job.

We had another scheduled perimeter pest spraying this month and expect the last in September, weather permitting. Cintas was out to do the fire extinguisher/exit light inspection. Fall/winter inspections still outstanding include fire alarm/suppression, roofs/gutters, and plumbing.

Continuing Ed/meetings:
Webinars attended this month include these topics: How COVID impacts benefits, especially leave time; how small businesses are being impacted (sponsored by AARP and turned out to be mostly to advertise services to the attendees); results of the third REALM (Reopening Archives, Libraries, and Museums) study on how long the virus can live on materials specific to these entities. We are setting and adjusting our material quarantine times according to these findings. (https://www.webjunction.org/explore-topics/COVID-19-research-project.html)

Torrence Learning presented our first-ever Zoom all-staff meeting and we felt it went pretty well. Staff feedback was generally positive, with only a few not happy with the Zoom experience and/or the topic. Diversity training can be very hard for most people, especially if they are not familiar with or don't agree with the concepts of privilege and implicit bias. We kept the meeting to three hours (with three breaks) due to the nature of Zooming but the topic really needed longer attention so we will follow up at our second all-staff Zoom meeting in September.

COVID:
And this if from last month's report but bears repeating:
We continue to monitor CDC, WCHD, and state executive orders for guidance on making our way through this pandemic. Staff is holding up pretty well but we are all feeling the strain of long-term uncertainty about the future. We continue to encourage and support them and they continue to bring the best service possible to our community under very stressful conditions. We couldn't have more dedicated, creative and loyal people to go through this with, so I have no doubt we will come out of it with our great team spirit in tact!

Respectfully submitted-
Linda Ballard
Assistant Director

Program Information

August traditionally is a lighter month for programming, as families gear up for school and fall activities and librarians plan for the colder months. The second week of August was devoted to distributing Summer Reading Prizes on the library lawn. In addition to this, we offered 16 virtual programs, with 218 attendees, and 4 awareness events, with 1,054 attendees.

Date	Event	Attendance (Live)	Attendance (Recorded)
Adult Programming (Programs 3, Attendees 34)			
8/5	Reading Glasses	11	
8/12	Skytellers: Native American Sky Stories	17	
8/21	Adult World Scramble Contest		6
Early Literacy (Programs 6, Attendees 107)			
8/5, 8/12, 8/19, 8/26	Live Storytime	6, 12, 6, 10	0*, 16, 14, 19
8/6	Dance Along Sing Along	10	
8/13	Yoga Storytime	14	
Youth Programming (Programs 3, Attendees 60)			
8/4, 8/18	Book Talk Tuesdays	9, 15	9, 7
8/11	Fairy Godmother of Music	20	
Teen Programming (Programs 4, Attendees 17)			
8/6, 8/13, 8/20, 8/27	Virtual That Thursday Thing	5, 4, 3, 5	
Outreach/Awareness (Programs 4, Attendees 1,054)			
8/5, 8/12, 8/19, 8/26	SportPort Giveaways	245, 229, 250, 330	
***Denotes technological issues with retrieving attendee information**			

Program Planning

- We devoted much of August to planning and installing the Young at Art Exhibit, coordinating auxiliary programs and developing safe guards for allowing in-person viewings.
- We filmed and edited footage for the virtual tour of Sculpture Walk Chelsea, in partnership with Chelsea Area Festivals and Events.
- We began planning for winter programming, meeting to choose virtual and socially distanced programs to offer, including Hot Reads for Cold Nights, our popular winter reading program.
- We met with Michelle Tuplin and representatives from the Chelsea Human Rights Commission to modify the Chelsea Community Reads event, and we crafted a website to serve as the landing page for the virtual event.
-

Reference, Collections, and Deliveries

Services	Aug. 2020
Reference Questions	436
Homebound & Deposit Book Deliveries	30
OCLC Interlibrary Loan	2

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

Technology
Summary of August 2020

From: Ron Andrews – Head of Technology
Brief Monthly Summary

Technology

- Troubleshoot Lima Township Hotspot x 2
- Order more equipment for IE; HP laptops for memory devices and MacBook for use with digital software
- Prepped for and attended Budget Hearing
- Help setup and troubleshoot Zoom for Staff In-service
- Daily user support for Downloadables and staff support
- Apologies – the Public Internet Wireless numbers since March were not correct --- they are now.

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
24435.39	Hotspots: Total GB Used	1112.76	2989.04	2783.47	4922.05	3981.61	3756.08	3385.36	1505.02
56.88	*-- Lima Township (GB)*	*0.63*	*0.87*	*9.6*	*Problem*	*Problem*	*10.52*	*26.13*	*9.13*
103.78	*-- Sylvan Township (GB)*	*2.28*	*10.09*	*10.3*	*Problem*	*Problem*	*23.98*	*24.64*	*32.49*
9473.97	*-- Mobile Beacon (GB) (17th)*	*689.45*	*1469.18*	*1127.47*	*3134.89*	*1253.28*	*978.8*	*820.9*	*17th*
14800.76	*-- Library Circulating Hotspots (GB)*	*420.4*	*1508.9*	*1636.1*	*1787.16*	*2728.33*	*2742.78*	*2513.69*	*1463.4*
122	Hotspot Devices Circulated	33	32	NA	NA	NA	NA	29	28
2083	Public Internet - Computer Sessions	861	921	301	NA	NA	NA	NA	NA
5162	Public Internet - Wireless Logins	1341	1277	934	244	213	347	425	381

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
53421	Website Sessions	8886	8249	8407	3524	3141	7365	7171	6678
27732	Website Users	4704	4394	4995	2043	1855	3591	3207	2943
11518	AUDIO Downloads Total	1352	1248	1281	1475	1610	1537	1527	1488
9250	*-- Audio: Overdrive*	*1181*	*1096*	*1078*	*1118*	*1206*	*1205*	*1200*	*1166*
2268	*-- Audio: Hoopla*	*171*	*152*	*203*	*357*	*404*	*332*	*327*	*322*
995	VIDEO Downloads Total	38	35	65	139	114	188	213	203
47	*-- Video: Overdrive (streaming only)*	*5*	*0*	*4*	*8*	*22*	*4*	*0*	*4*
948	*-- Video: Hoopla*	*33*	*35*	*61*	*131*	*92*	*184*	*213*	*199*
18215	EBook Downloads Total	1491	1426	1941	2822	2926	2584	2542	2483
16898	*-- eBook: Overdrive*	*1423*	*1363*	*1839*	*2616*	*2636*	*2355*	*2354*	*2312*
1317	*-- eBook: Hoopla*	*68*	*63*	*102*	*206*	*290*	*229*	*188*	*171*
30728	TOTAL Downloads	2881	2709	3287	4436	4650	4309	4282	4174

Network Report
August 2020

From: Scott Rakestraw – Network Administrator
Monthly Summary

Project/Task List

- Daily support to remote work force as needed.
- DS Duties as scheduled.
- Review budgets and procurement.
- Provision system for enhanced service levels.
- Outreach support with Friends and Patrons.
- Web site support, review and advice.
- Exhibit support.

Scott Rakestraw

Marketing Board Report (August 1–31, 2020):

August brought the distribution of the first full, 12-page printed CDL newsletter promoting library programming while the library remains closed to the public. Bulk-rate newsletters were hand-delivered to five post offices to make sure they promptly reached the public instead of mailing them through the Detroit post office hub.

The library received the Young at Art exhibit and the marketing department helped with the installation. I drew a layout to scale for placement of the exhibit walls, mocked up ways to display the art on the walls, and helped to hang the artwork. Working together with the librarians, headings were created to match the design elements in the Young at Art logo to provide an organized and cohesive flow as people view the art. A gift basket was created to encourage the completion of a survey to measure how an art show was received by the public during a pandemic.

To engage the public and support local talent a regional artist created a time-lapse video painting a watercolor, and both the video and the painting are on display in the show. Pulling out a vintage drawing table to use as a prop, examples of her sketches and art are also on display to show visitors what an artist's studio might contain, helping to demystify the creative process.

Some of the tools that artists use to make art are also on display. The librarians worked with an art teacher from the Chelsea School District and marketing worked with the local artist to collect and feature the items.

At the end of the art show, a six-foot-tall "selfie" sign asks visitors to take their picture in front of it and share their experience on social media.

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

The marketing department remains busy while the library is in the Curbside Pickup Phase of reopening. Digital marketing has proven an agile channel to communicate program changes, additions, and general library information.

Website:

Built Website Landing Pages for Kids Read Comics, Young at Art, and assisted with creation of Read Against Racism page

Social Media:

Continued to use platforms of Facebook, Twitter, and Instagram to promote library programs and news.

Researched additional Facebook Groups as potential avenues for targeted program promotion.

E-newsletters:

Continued to write weekly eNewsletters to communicate library services, programs, and collections. Open rates continue to exceed industry averages.

Miscellaneous

Coordinated with Head of Marketing and Circulation to promote National Library Card Sign Up Month:

Coordinated with Chelsea School District to hang banner promoting Sign-up month on corner of Freer Rd and Old US 12

Wrote Press Release for National Library Card Sign Up Month

Created poster with QR codes to allow community members to scan QR code to access online library card applications while the building is closed.

Assisted Library Director with article for 5 Healthy Towns publication about community connections in 2020.

Coordinated with Youth Services and Head of Marketing to develop marketing plan for Kids Read Comics event in October.

Circulation Supervisor's Report
AUGUST 2020

- Circulation – 7,309 in August;

- Patron Count- 4,282 for August; Updated count for July 4,181 (I didn't have the Sport Port numbers to add in at the time of the report)

- Circulation by township- for August
  - Dexter = 11% of total transactions
  - Lima = 9% of transactions
  - Lyndon =14% of transactions
  - Sylvan = 15% of transactions
  - Chelsea = 40% of transactions

- August Circulation: 55% were items from Chelsea and 45% were inter-loaned items.

- Automated phone renewals in AUGUST– 2; Overdrive = 3482 in AUGUST; RBDigital = 589 in AUGUST; Hoopla = 765 in AUGUST.

- Registrations for AUGUST– 24 new cards; 6907 total card holders
  *Dexter = 889 cards; Lima = 801 cards; Lyndon = 982 cards
  *Sylvan = 1185 cards; Chelsea = 2498 cards; Nonresident = 552 cards

August has continued to be busy for circulation with patrons learning the new way for picking up library items.

- Holds continue to increase.
- Fun Fact on Curbside: We are putting out anywhere from 80 to 110 bundles for pickup each day. Patron pickups on short notice are still happening, but it's more for ones who have not done curbside yet. Phone calls between 10:00 am to 1:00 are still the order for the morning.
- Attended weekly management meetings via Zoom
- Patrons continued to call & send emails asking for renewal of their cards.
- We had 24 new cards in August all by our online registration.
- We received 158 tubs from TLN in August, with 7.5 being the daily average.
- Our door count was a little more in July & August with the Sport Port Wednesday numbers added in.

August Update:

- **As of 9/9 there are 48 libraries sending out items for holds. The last 2 libraries are closed for all service. TLN sent trucks to these 2 libraries and picked up 36 tubs to process items back to their home library.**

Respectfully submitted, Terri Lancaster Head of Circulation

Item Circulation 2019

2020	All items circed at Chel inc: OD & Zinio	Chel items circed at Chel inc: OD & Zinio	% of Chel items circed at Chel	Other items circed at Chel	% other items circed at Chel	Chel items charged/ renewed anywhere in system	Chel items circed other libaries
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	12,712	6,966	55%	5,746	45%	7,624	889
August	13,193	7,309	55%	5,884	45%	7,352	1,045
Sept.				0			
Oct.				0			
Nov.				0			
Dec.				0			
Totals	**94,959**	**64,954**	**47%**	**30,005**	**28%**	**64,349**	**4,916**
Mnth Avg	*11,870*	*8,119*		*3,751*		*8,044*	*615*

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	64%	31%	5%
August	63%	32%	5%
September			
October			
November			
December			
Yearly Avg.	45%	27%	4%

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	3,832	1,902	287
August	3,888	1,972	292
September			
October			
November			
December			
Yearly Total	32,102	19,812	2,347

Chelsea District Library
Monthly New Registration 2020

	District	NonRes	School	Other	Total Month	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan
							New Regisitrations by Municipality				
January	74	7	0	0	81	6918	28	12	6	12	16
February	58	10	1	1	70	6880	23	8	6	9	13
March	36	4	0	1	41	6918	13	5	3	6	8
April	13	0	0	0	13	6936	10	1	1	1	0
May	14	0	0	0	14	6946	3	3	4	2	2
June	20	0	0	0	20	6967	15	1	3	0	1
July	22	2	0	1	25	6886	11	5	3	3	1
August	23	1	0	0	24	6907	13	2	2	3	3
September					0						
October					0						
November					0						
December					0						
Totals					288		116	37	28	36	44

Average Daily Door Count 2020

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	462	471	418	479	426	471	224	12,235
Feb.	535	504	405	442	418	402	283	11,719
March	575	560	424	470	552	412	341	6,716
April	0	0	0	0	0	0	0	-
May	0	0	0	0	0	0	0	-
June	142	185	112	119	178	165	0	2,108
July	117	127	159	135	156	108	29	4,181
August	141	143	149	129	166	108	36	4,282
Sept.								
Oct.								
Nov.								
Dec.								
Total								41,241
Monthly average								5155
Avg. % increase								

Replacement People counter went live on January 2018

Total door count includes outdoor programming at CDL.

Registered Card Holders

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
District	9113	8898	9147	9002	9083	9109	9064	7837	7753	6361	6355
Dexter	1258	1197	1222	1206	1211	1215	1230	1087	1101	884	889
Lima	1176	1169	1174	1156	1133	1109	1109	996	965	802	801
Lyndon	1673	1567	1579	1538	1539	1546	1522	1302	1255	1005	982
Sylvan	1822	1800	1786	1693	1662	1667	1641	1412	1426	1192	1185
CityChel	3184	3165	3386	3409	3538	3572	3562	3040	3006	2478	2498
NonRes	960	902	744	640	649	655	625	575	609	562	552
Freedom	58	18	7	6	6	6	7	0	1	0	3
Sharon	150	149	141	118	122	118	110	107	112	104	103
Waterloo	423	411	365	336	348	352	333	249	268	252	246
GrassLk			15	26	29	28	25	37	36	22	21
Other	329	324	216	154	144	151	150	182	192	184	179
Totals	10073	9800	9891	9642	9732	9764	9689	8412	8362	6923	6907

Aug-20	Trans % Tot Trans	SEMCOG Dec2010 Pop.	% of Pop Regist	% of Entity Pop.	
6,145		15010			
684	11%	2604	47%	42%	Dexter
527	9%	1909	59%	54%	Lima
875	14%	2720	57%	100%	Lyndon
906	15%	2833	59%	100%	Sylvan
2486	40%	4944	72%	100%	CityChel
			59%		
67	1%				
123	2%				
200	3%				
0	0%				
277	5%				
	100%				

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

Chelsea District Library
2020

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

	Average Daily Circulation							2020		
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	*2019*	%Diff.
Jan.	649	692	394	763	695	659	359	23335	26483	-12%
Feb.	719	771	677	471	628	569	372	22040	22244	-1%
March	784	826	556	655	1209	724	408	11607	24554	-53%
April	0	0	0	0	0	0	0	0	22384	-100%
May	0	0	0	0	0	0	0	0	22887	-100%
June	288	181	162	178	184	126	0	2846	25327	-89%
July	286	277	258	291	300	122	27	6967	26786	-74%
August	347	318	255	295	404	148	31	7309	24141	-70%
Sept.									21707	
Oct.									22622	
Nov.									21788	
Dec.									20107	
Total								74104	281030	
Mnth Avg								*9,263*	*23,419*	
Avg.% Inc.								with OD & RB, & deposit collection ckouts.		-62%

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

	SlfChk/ Check-outs only			
2019 Totals	2020 Total	Days	Per Day	% ChkOuts
2270	2368	29	82	10%
1945	1666	27.5	61	9%
2582	N/A	13	N/A	
1951	0	0	0	
2091	0	0	0	
2866	0	0	0	
3146	0	0	0	
2271	0	0	0	
2424				
2517				
2384				
1966				
28413	**4034**			**2%**

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	966	70,572
Feb	713	69,654
Mar	423	70,572
April	0	70,066
May	0	70,066
June	800	70,866
July	1,081	70,651
Aug	509	71,157
Sept		
Oct		
Nov		
Dec		
Total/Avg	4,492	70,451

RB Digital Circ 2020 (downloadable e-magazines)			
	2020	*2019*	*2018*
Jan	267	401	*180*
Feb	543	327	*144*
Mar	407	385	*291*
April	449	364	*170*
May	527	345	*170*
June	545	361	*215*
July	455	303	*174*
Aug	589	421	*192*
Sept		409	*152*
Oct		409	*198*
Nov		487	*467*
Dec		269	*340*
Total	3782	*4481*	*2693*

Overdrive Circ 2020 (e-books, audio books & music)			
	2020	*2019*	*2018*
Jan	2609	*2248*	*1882*
Feb	2459	*2129*	*1696*
Mar	2922	*2216*	*2068*
April	3564	*2120*	*2057*
May	3846	*2270*	*1813*
June	3564	*2201*	*1908*
July	3560	*2517*	*2034*
Aug	3482	*2489*	*1990*
Sept		*2444*	*2011*
Oct		*2347*	*2041*
Nov		*2257*	*2077*
Dec		*2176*	*2138*
Total	26006	27414	23715

Hoopla 2018 (e-books, audiobooks.music,movies)			
	2020	*2019*	*2018*
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	842	*282*	*146*
Aug	765	*283*	*160*
Sept		*245*	*148*
Oct		*278*	*167*
Nov		*267*	*174*
Dec		*256*	*204*
Total	5698	*3040*	*1400*

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 15, 2020 Meeting

Approval of 2021 Budget for the Chelsea District Library

Background:
On August 18, 2020, the Chelsea District Library board held a budget hearing on the 2021 FY Budget. The budget is ready for approval by the CDL board.

Action:
The Chelsea District Library board of trustees hereby approves the presented 2021 FY budget for the Chelsea District Library.

_____ _____
Janice L. Carr, Board Secretary Date

Resolution No. 2020-9-15 @ 1.910
Chelsea District Library
2021 Budget

WHEREAS, The Library Director has prepared and submitted to the Library Board the proposed budgets for calendar year 2021; and

WHEREAS, the Library Board has advertised the proposed millage rates in the The Sun Times News and Chelsea Guardian on **Wednesday, July 29, 2020** and held the public hearing on the budget and the proposed millage rates pursuant to Section 16 of the Uniform Budgeting and Accounting Act (Truth in Budgeting) on **Tuesday, August 18, 2020**; and

WHEREAS, the Library Board has reviewed the proposed tax rates and budgets.

NOW THEREFORE BE IT RESOLVED, the Chelsea District Library Board of Trustees adopts the 2021 budget as follows:

General Fund

Expenses	**FY 2021 Budget**
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	2,500
Utilities	60,000
Board Expenses	3,500
Automation Services	41,925
Equipment	35,740
Staff Dev. & Travel	23,888
Capital Expenses	25,625
Collection Expenses	182,650
Capital Reserve Fund	22,700
Total Operating Expenses:	**$ 2,027,684**

Be it further resolved that the revenues, other incomes, debits and fees are estimates as follows:

General Fund		2021
District Revenue		1,897,234
Other Government Income		40,000
Fees		13,600
Interest and Dividends		40,000
Contributions, Donations & Grants		5,100
Sub-Total	**$**	**1,995,934**
DDA TIFA Tax Capture	**$**	**20,000**
PPT Reimbursement	**$**	**18,750**
Total Income	**$**	**1,994,684**
From Capital Improvement Fund	**$**	**33,000**
Total Income including Capital Improve. Fund	**$**	**2,027,684**

Be it further resolved, that the Library Director is authorized to approve transfers of budgetary funds within an expense line, but any increases to the expense lines must be authorized by the Library board.

Be it further resolved, the following property tax revenues and tax rates be authorized and that the City of Chelsea, Dexter, Lima, Lyndon and Sylvan Township Treasurers are ordered to levy such funds on behalf of the Chelsea District Library.

	Rate	Estimated Revenue
Operating Millage	1.9100	1,897,234
Bond Debt	0.6000	595,990
Total Millage	**2.5100**	**2,493,224**

I, Janice L. Carr, hereby certify the above Resolution No. 2020-9-15 was duly approved by the Chelsea District Library Board of Trustees assembled at a regular meeting held **September 15, 2020**

Janice L. Carr, Secretary
Chelsea District Library Board

Michigan Department of Treasury
614 (Rev. 01-20)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

2020 Tax Rate Request (This form must be completed and submitted on or before September 30, 2020)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes	2020 Taxable Value of ALL Properties in the Unit as of 5-26-2020
Washtenaw	984,443,653
Local Government Unit Requesting Millage Levy	**For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.**
Chelsea District Library	

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2020 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2019 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2020 Current Year "Headlee" Millage Reduction Fraction	(7) 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Voted	Debt	5/2004	Unlimited	n/a	n/a	n/a	n/a	Unlimited	0.0000	0.6000	12/2023
Voted	Operate	8/2019	1.9231	1.9231	0.9955	1.9144	0.9769	1.9144	0.0000	1.9144	12-2029

Prepared by	Telephone Number	Title of Preparer	Date
Lori Coryell	475-8732	Director	09/15/2020

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

	Signature	Print Name	Date
☐ Clerk ☒ Secretary		Janice L. Carr	09/15/2020
☐ Chairperson ☒ President		Susan Lackey	09/15/2020

** Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Instructions For Completing
Form 614 (L-4029) *2020 Tax Rate Request,*
Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2020 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2019 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2019 permanently reduced rate can be found in column 7 of the 2019 Form L-4029. For operating millage approved by the voters after April 30, 2019, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2020 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2020 and future years. This prevents any increase or "roll up" of millage rates. Use 1.0000 for new millage approved by the voters after April 30, 2020. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2020 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2020 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth In Equalization). List the millage rollback fraction for 2020 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calulated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2020. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2020 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2020. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004 regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

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	
Charlie Taylor				X	X
Susan Lackey			X		X
Jan Carr		X		Chair	

Janice L. Carr

Jan Carr, Board Secretary

1-21-20

Date