# 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

## October 20, 2020
## 6:45 pm

## Remotely over Zoom

**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**
**Tuesday, October 20, 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**
Board Meeting Minutes Approval – September 15, 2020
Approval of the September Operational Checks
Approval of September Financial Reports
Director's Report & Friends Report

**7:15 Public Comment**

**7:20 Action Items**
1. Donations

**7:25 Discussion Items**
1. At-Large Board Seat
2. DDA/TIFA
3. Board Retreat

**7:40 Reports**
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

**7:45 Public Comment**

**7:50 Other Items**

**7:55 Adjournment**

## Public Participation

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

## Public Participation at Open Meetings

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

There are two ways to participate in a Board meeting:

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

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

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

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

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

Tuesday, September 15, 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 & 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 J. Carr, SECONDED by C. Taylor 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 August 18, 2020 Budget Hearing Meeting. Discussion: None

All Ayes: 6-0

MOTION made by C. Taylor, SECONDED by G. Munce to approve the minutes of the August 18, 2020 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by TJ Helfferich, SECONDED by G. Munce to accept the General Fund Operational checks for August, 2020. Discussion: None

All Ayes 6-0

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

All Ayes: 6-0

**Director's Report Update:**

L. Coryell update:

- Two changes coming to our curb-side service, both starting October 5: we will start circulating laptops and Saturday hours will be extended until 5 p.m.
- Lori is currently working on a public Covid update for the library and that should be available in the next couple of weeks.

Friends Report:

- Jan reported that Books By Chance is eliminating it's online sales service, so we have lost them as a resource. The Friends will need to decide what to do with the 27 boxes that Books By Chance is returning and how to sell these more valuable books going forward.

- Gary asked how the Staff In-Service went with Torrance Learning and commended the library for using a local business. Lori shared that it went great and that she and Susan have discussed using them for a similar program for the Board Retreat.
- TJ suggested maybe using Abe's or Powell's for online book sales and asked about Young at Art and whether people were coming to the exhibit? Lori reported that people are coming, including Jan, and that the reception has been excellent.
- TJ was also wondering if the library could put pictures of books on shelves for browsing purposes onto the website, similar to what we do on Facebook, so that those not on Facebook have the same opportunity to browse parts of our collection? Lori thought that was a great suggestion.
- Gary asked how we're doing Training By Request as part of the Strategic Plan and mentioned that this is still a necessity for individuals at the Senior Center. Lori assured him that we are still offering this service and will work on getting the word out.

Other Reports Notes: None

**Public Comment:** None

**Action Item #1: 2021 Budget Approval**

MOTION made by C. Taylor, SECONDED by G. Munce to approve the library's proposed 2021 budget that was discussed at the August 18 Budget Hearing. Discussion: None

Roll-Call Vote:

| | |
|---|---|
| Elizabeth | Aye |
| Jan | Aye |
| Gary | Aye |
| TJ | Aye |
| Charlie | Aye |
| Susan | Aye |

All Ayes 6-0

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –**

**Public and Board Comment:** None

**Other Items:** Gary asked how far along board members were in their terms and whether anyone was up for reappointment? Lori answered that only TJ's term is up at the end of this year, and as an At-Large appointee, it's up to the board to reappoint her.

**Adjourn:**
MOTION made by C. Taylor, SECONDED by E. Sensoli to adjourn the meeting at 7:34 p.m.

All Ayes, 6-0

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Janice L. Carr, Board Secretary Date

# FINANCE REPORTS

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

| Date | Num | Name | Memo | Amount |
|---|---|---|---|---|
| **701 · Personnel Expenses** | | | | |
| **701.100 · Wages** | | | | |
| **701.120 · Retirement Pick up ER** | | | | |
| 09/09/2020 | 20200824 | Alerus Financial | 08/28/2020 PR FLEX TO 457(b) | 1,349.63 |
| 09/09/2020 | PR20200911 | | RETIREMENT | -1,349.63 |
| 09/21/2020 | PR20200925 | | RETIREMENT | -1,349.63 |
| 09/23/2020 | 20200907 | Alerus Financial | 09/25/2020 PR FLEX TO 457(b) | 1,349.63 |
| Total 701.120 · Retirement Pick up ER | | | | 0.00 |
| **701.100 · Wages - Other** | | | | |
| 09/09/2020 | PR20200911 | | WAGES | 38,767.98 |
| 09/21/2020 | PR20200925 | | WAGES | 40,824.91 |
| Total 701.100 · Wages - Other | | | | 79,592.89 |
| Total 701.100 · Wages | | | | 79,592.89 |
| **701.110 · Retirement-Contributions - EE** | | | | |
| 09/09/2020 | 20200824 | Alerus Financial | 08/28/2020 PR EE PERSONAL CONT | 2,538.09 |
| 09/09/2020 | PR20200911 | | RETIREMENT PICK UP | -2,538.09 |
| 09/21/2020 | PR20200925 | | RETIREMENT PICK UP | -2,539.92 |
| 09/23/2020 | 20200907 | Alerus Financial | 09/25/2020 PR EE PERSONAL CONT | 2,539.92 |
| Total 701.110 · Retirement-Contributions - EE | | | | 0.00 |
| **701.115 · 401A Retirement Matching** | | | | |
| 09/09/2020 | PR20200911 | | 401 A MATCHING | 1,317.04 |
| 09/21/2020 | PR20200925 | | 401 A MATCHING | 1,315.96 |
| Total 701.115 · 401A Retirement Matching | | | | 2,633.00 |
| **701.200 · FICA** | | | | |
| 09/09/2020 | PR20200911 | | FICA EMPLOYER | 2,854.17 |
| 09/21/2020 | PR20200925 | | FICA EMPLOYER | 3,011.54 |
| Total 701.200 · FICA | | | | 5,865.71 |
| **701.300 · Flex Benefits** | | | | |
| 09/09/2020 | PR20200911 | | Dep Life (CA & DL & HI) | -48.76 |
| 09/09/2020 | PR20200911 | | Health Insurance | -1,358.74 |
| 09/21/2020 | PR20200925 | | Dep Life (CA & DL & HI) | -48.76 |
| 09/21/2020 | PR20200925 | | Health Insurance | -1,358.74 |
| 09/21/2020 | 20200910 | Unum Life Insurance Co. | 2020 Premium OCT (add Hopkins) | 929.29 |
| Total 701.300 · Flex Benefits | | | | -1,885.71 |
| Total 701 · Personnel Expenses | | | | 86,205.89 |
| **727 · Supplies** | | | | |
| **727.200 · General Operations** | | | | |

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### September 2020

| Date | Num | Name | Memo | Amount |
|---|---|---|---|---|
| 09/07/2020 | 1802375 | Arbor Springs Water Co. Inc. | 2020 09/04 BOTTLED WATER - COOLER RENTAL | 31.00 |
| 09/09/2020 | WO-82339-1 | SMART BUSINESS SOURCE | GENERAL SUPPLIES | 397.54 |
| 09/23/2020 | WO-84070-1 | SMART BUSINESS SOURCE | GENERAL SUPPLIES | 118.27 |
| Total 727.200 · General Operations | | | | 546.81 |
| **727.300 · Material Processing** | | | | |
| **727.320 · Matl Processing Cases** | | | | |
| 09/09/2020 | SINV0004376 | Hawk Labeling Systems | PET TAPE WHITE ON BLUE/BLACKON RED | 99.40 |
| Total 727.320 · Matl Processing Cases | | | | 99.40 |
| **727.330 · Matl Processing Other** | | | | |
| 09/09/2020 | SINV0004376 | Hawk Labeling Systems | PET TAPE BLACK ON WHITE/BLACK ON YELLOW | 546.70 |
| Total 727.330 · Matl Processing Other | | | | 546.70 |
| Total 727.300 · Material Processing | | | | 646.10 |
| **727.500 · Cleaning** | | | | |
| **727.510 · Cleaning Paper Products** | | | | |
| 09/21/2020 | 20200916 | Costco Anywhere Visa | PAPER TOWELS | 16.99 |
| Total 727.510 · Cleaning Paper Products | | | | 16.99 |
| **727.520 · Cleaning Supplies** | | | | |
| 09/21/2020 | 20200916 | Costco Anywhere Visa | WIPES/HAND SANITIZER | 44.50 |
| Total 727.520 · Cleaning Supplies | | | | 44.50 |
| Total 727.500 · Cleaning | | | | 61.49 |
| **727.700 · Postage** | | | | |
| **727.720 · Postage-Operating Postage** | | | | |
| 09/21/2020 | 20-0388 | Pitney Bowes Reserve Account | RESERVE ACCOUNT #33616590 | 500.00 |
| Total 727.720 · Postage-Operating Postage | | | | 500.00 |
| Total 727.700 · Postage | | | | 500.00 |
| Total 727 · Supplies | | | | 1,754.40 |
| **801 · Professional Services** | | | | |
| **801.010 · Attorney** | | | | |
| 09/07/2020 | 791296 | Foster Swift Collins & Smith | LEGAL - EMPLOYEE MATTER | 882.00 |
| 09/23/2020 | 792960 | Foster Swift Collins & Smith | LEGAL - EMPLOYEE MATTER | 42.00 |
| Total 801.010 · Attorney | | | | 924.00 |
| **801.040 · Bookkeeper** | | | | |
| 09/09/2020 | 20200909 | Ballard, Kerry | BOOKKEEPING THROUGH 09/09/2020 | 350.00 |

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|---|---|---|---|---|
| 09/23/2020 | 20200923 | Ballard, Kerry | BOOKKEEPING THROUGH 09/23/2020 | 350.00 |
| Total 801.040 · Bookkeeper | | | | 700.00 |
| **801.041 · Payroll Services** | | | | |
| 09/09/2020 | PR20200911 | | PAYROLL SERVICE | 1.50 |
| 09/21/2020 | PR20200925 | | PAYROLL SERVICES | 1.50 |
| Total 801.041 · Payroll Services | | | | 3.00 |
| **801.042 · Financial Services** | | | | |
| 09/09/2020 | 5852467 | U S Bank | CDL 2012 Refunding Bond Fees | 300.00 |
| Total 801.042 · Financial Services | | | | 300.00 |
| **801.300 · Banking Fees** | | | | |
| **801.310 · Bank Fees** | | | | |
| 09/30/2020 | | | Service Charge | 9.80 |
| Total 801.310 · Bank Fees | | | | 9.80 |
| **801.315 · Investment Fees** | | | | |
| 09/30/2020 | INV 202009 | | investment fees | |
| Total 801.315 · Investment Fees | | | | 0.00 |
| **801.350 · Credit Card Fee Circ** | | | | |
| 09/08/2020 | CC FEE 2009 | | AUG 2020 CC Discount | 37.50 |
| Total 801.350 · Credit Card Fee Circ | | | | 37.50 |
| Total 801.300 · Banking Fees | | | | 47.30 |
| Total 801 · Professional Services | | | | 1,974.30 |
| **803 · Maintenance Service Contracts** | | | | |
| **803.010 · Maint Svc Contingency** | | | | |
| 09/21/2020 | 1-985555064451 | Johnson Controls | HVU/VFD DEFAULT | 493.00 |
| Total 803.010 · Maint Svc Contingency | | | | 493.00 |
| **803.100 · Copier** | | | | |
| **803.101 · Public Copier** | | | | |
| 09/07/2020 | 5011620768 | Wells Fargo Bank, NA | 08/14 - 09/13/2020 Copier Printer Maintenance - APR | 229.44 |
| Total 803.101 · Public Copier | | | | 229.44 |
| **803.102 · Staff Copier** | | | | |
| 09/07/2020 | 5011620768 | Wells Fargo Bank, NA | 08/14 - 09/13/2020 Copier Printer Maintenance - APR | 625.82 |
| Total 803.102 · Staff Copier | | | | 625.82 |

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|---|---|---|---|---|
| **803.103 · Small Printer Maintenance** | | | | |
| 09/07/2020 | 5011620768 | Wells Fargo Bank, NA | 08/14 - 09/13/2020 Copier Printer Maintenance - APR | 153.34 |
| Total 803.103 · Small Printer Maintenance | | | | 153.34 |
| Total 803.100 · Copier | | | | 1,008.60 |
| **803.600 · Building Maintenance** | | | | |
| **803.605 · Janitorial** | | | | |
| 09/09/2020 | 12731 | A Production Cleaning Company Inc. | CLEANING 08/23 - 09/05/2020 | 1,500.85 |
| 09/21/2020 | 12773 | A Production Cleaning Company Inc. | CLEANING 09/06 - 09/19/2020 | 1,500.85 |
| Total 803.605 · Janitorial | | | | 3,001.70 |
| **803.610 · Lawn/Snow Service** | | | | |
| **803.611 · Lawn Service** | | | | |
| 09/21/2020 | 11761 | Association Maintenance Corp | AUG - MOW, 8/5, 20 | 170.00 |
| Total 803.611 · Lawn Service | | | | 170.00 |
| Total 803.610 · Lawn/Snow Service | | | | 170.00 |
| **803.620 · Trash** | | | | |
| 09/21/2020 | 19478 | City of Chelsea | 2020 AUG - 4 WEEKS - TRASH | 40.00 |
| Total 803.620 · Trash | | | | 40.00 |
| Total 803.600 · Building Maintenance | | | | 3,211.70 |
| Total 803 · Maintenance Service Contracts | | | | 4,713.30 |
| **850 · Telecommunications** | | | | |
| **850.100 · Local & Long Distance Charges** | | | | |
| **850.120 · Telephone** | | | | |
| 09/07/2020 | 20200824 | Navitas Credit Corp | 2020 SEPT PHONE LEASE | 212.81 |
| 09/07/2020 | 734433980408 | A T & T | AT&T 07/24 - 08/25/20 PHONE SERVICE | 181.91 |
| 09/23/2020 | 20200909 | Keybank | 2020 PHONES - START2STAR | 393.87 |
| Total 850.120 · Telephone | | | | 788.59 |
| **850.121 · IT Cell Phone** | | | | |
| 09/09/2020 | 9861706395 | Verizon Wireless | IT PHONE 07/29 - 08/28/20 | 51.23 |
| Total 850.121 · IT Cell Phone | | | | 51.23 |
| Total 850.100 · Local & Long Distance Charges | | | | 839.82 |
| **850.300 · TLN Internet Service** | | | | |
| **850.311 · WiFi Hotspots** | | | | |
| 09/09/2020 | 9861706395 | Verizon Wireless | 07/29 - 08/28 | 576.00 |
| 09/21/2020 | x09142020 | A T&T Mobility | 09/07 - 10/06 - HOTSPOTS | 217.64 |

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| Date | Num | Name | Memo | Amount |
|---|---|---|---|---|
| 09/21/2020 | 261402854-069 | Sprint | 08/11 - 09/10 | 455.88 |
| Total 850.311 · WiFi Hotspots | | | | 1,249.52 |
| Total 850.300 · TLN Internet Service | | | | 1,249.52 |
| Total 850 · Telecommunications | | | | 2,089.34 |
| **880 · Promotional Materials** | | | | |
| **880.100 · Advertising** | | | | |
| **880.110 · Media Buy** | | | | |
| 09/07/2020 | 3003 | Chelsea Guardian | YOUNG AT ART | 50.00 |
| 09/21/2020 | 3041 | Chelsea Guardian | YOUNG AT ART | 50.00 |
| Total 880.110 · Media Buy | | | | 100.00 |
| Total 880.100 · Advertising | | | | 100.00 |
| **880.300 · Marketing Supplies** | | | | |
| **880.311 · Exhibits** | | | | |
| 09/07/2020 | 33764 | SIGNS IN 1 DAY | YOUNG AT ART SELFIE SIGN | 142.00 |
| 09/07/2020 | 255708 | Print-tech Inc. | AVENUE BANNERS - YAA | 834.00 |
| 09/07/2020 | 20-0605 | CARSON, JENNIFER | YOUNG ARTIST DEMOSTRATION/EVENT | 100.00 |
| 09/09/2020 | DB-71952-INV | Dollar Bill Copying | YOUNG ARTIST EXHIBIT POSTERS | 182.40 |
| 09/23/2020 | 20200909 | Keybank | GIFT BASKET AND WRAP - YOUNG AT ART EXHIBI... | 7.99 |
| 09/23/2020 | 20200909 | Keybank | YOUNG AT ART - ART SUPPLIES - BLICK ART SUP... | 175.60 |
| 09/23/2020 | 20200909 | Keybank | YOUNG AT ART - ART SUPPLIES - MICHAELS | 50.59 |
| 09/23/2020 | 20200909 | Keybank | GIFT BASKETS - YOUNG AT ART - MICHAELS | 101.29 |
| 09/23/2020 | 20200909 | Keybank | YOUNG AT ART - ACRYLIC BASKETS TO PROTECT... | 19.98 |
| 09/23/2020 | 20200909 | Keybank | LIVE EVENT ADVERTISING - FACEBOOK | 15.00 |
| 09/23/2020 | 20200909 | Keybank | YOUNG AT ART ADVERTISING - FACEBOOK | 15.00 |
| 09/23/2020 | 20200909 | Keybank | YOUNG AT ART POSTERS - POSTERS - STAPLES | 39.92 |
| Total 880.311 · Exhibits | | | | 1,683.77 |
| **880.340 · Printed Items / Stationary** | | | | |
| 09/23/2020 | 20200909 | Keybank | FORESIGHT GROUP - BUSINESS CARDS FOR GAB... | 31.00 |
| Total 880.340 · Printed Items / Stationary | | | | 31.00 |
| Total 880.300 · Marketing Supplies | | | | 1,714.77 |
| **880.400 · Program Promotion** | | | | |
| **880.440 · Service / Resource Promotion** | | | | |
| **880.441 · General Service/Resource Promo** | | | | |
| 09/07/2020 | 33771 | SIGNS IN 1 DAY | LCSUM - BANNER IN FRONT OF LIBRARY | 78.00 |
| 09/23/2020 | 20200909 | Keybank | LIBRARY CARD STICKERS - ALA STORE | 21.20 |
| Total 880.441 · General Service/Resource Promo | | | | 99.20 |

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| Date | Num | Name | Memo | Amount |
|---|---|---|---|---|
| Total 880.440 · Service / Resource Promotion | | | | 99.20 |
| Total 880.400 · Program Promotion | | | | 99.20 |
| **880.500 · Purchased Services** | | | | |
| **880.510 · General Purchased Services** | | | | |
| 09/23/2020 | 20200909 | Keybank | IMAGE STOCK SUBSCRIPTION - ADOBE | 29.99 |
| Total 880.510 · General Purchased Services | | | | 29.99 |
| Total 880.500 · Purchased Services | | | | 29.99 |
| Total 880 · Promotional Materials | | | | 1,943.96 |
| **884 · Programming** | | | | |
| **884.110 · Adult Speakers** | | | | |
| **884.119 · General Adult Events** | | | | |
| 09/09/2020 | 20-0441 | SCOTT, CRYSTAL | SCUPLTURE WALK VIRTUAL TOUR | 75.00 |
| 09/09/2020 | 20-0440 | HUNSCHER-YOUNG, JOSLYN SARLES | CCR BOOK DISCUSSION | 150.00 |
| Total 884.119 · General Adult Events | | | | 225.00 |
| Total 884.110 · Adult Speakers | | | | 225.00 |
| **884.120 · Adult Supplies** | | | | |
| **884.126 · General Adult Programs** | | | | |
| 09/09/2020 | 1LTQ-C164-NFR6 | Amazon Capital Services Inc | MAKER CHELSEA DECEMBER | 89.90 |
| 09/09/2020 | 110008171042 | Brown, Laura | MAKER CHELSEA CRAFT - DEC | 160.95 |
| Total 884.126 · General Adult Programs | | | | 250.85 |
| **884.127 · SRP Supplies** | | | | |
| 09/23/2020 | 20200909 | Keybank | SRP GIFT CARD - THE COMMON GRILL | 102.00 |
| 09/23/2020 | 20200909 | Keybank | SRP GIFT CARD - BUMBLE'S DRY GOODS | 100.00 |
| 09/23/2020 | 20200909 | Keybank | SRP GIFT CARD - GARDEN MILL | 100.00 |
| 09/23/2020 | 20200909 | Keybank | SRP GIFT CARD - THOMPSON'S PIZZERIA | 100.00 |
| 09/23/2020 | 20200909 | Keybank | SRP GIFT CARD - SMOKEHOUSE 52 - CHELSEA | 100.00 |
| 09/23/2020 | 20200909 | Keybank | SRP GIFT CARD - 5 HEALTHY TOWNS, CHELSEA F... | 100.00 |
| 09/23/2020 | 20200909 | Keybank | SRP GIFT CARD - SERENDIPITY BOOKS | 15.00 |
| Total 884.127 · SRP Supplies | | | | 617.00 |
| Total 884.120 · Adult Supplies | | | | 867.85 |
| **884.210 · Youth Speakers** | | | | |
| **884.212 · General Youth Programs** | | | | |
| 09/21/2020 | 20-044SP | OLSEN, PENRHYN OWEN | SCULPTURE WALK KIDS TOUR | 150.00 |
| 09/23/2020 | 20-0525JZ | STONE, BETHANY | 09/23/2020 LION PAINTING KITS $20 EACH x 22 KIT... | 440.00 |
| Total 884.212 · General Youth Programs | | | | 590.00 |
| **884.215 · Early Literacy** | | | | |

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### September 2020

| Date | Num | Name | Memo | Amount |
|---|---|---|---|---|
| 09/21/2020 | 20-0160ED | Battey, Beth | JULY AND AUGUST DANCE ALONG SING ALONG - ... | 360.00 |
| Total 884.215 · Early Literacy | | | | 360.00 |
| Total 884.210 · Youth Speakers | | | | 950.00 |
| **884.220 · Youth Supplies** | | | | |
| **884.222 · General Youth Programs** | | | | |
| 09/07/2020 | 704729338-01 | FUN EXPRESS | SHARK PUPPETS | 53.04 |
| 09/07/2020 | 704729338-01 | FUN EXPRESS | CLOTH PUPPETS | 62.64 |
| 09/07/2020 | 704729338-01 | FUN EXPRESS | WATERCOLOR SETS | 74.63 |
| 09/07/2020 | | Alex Weddon | Poetry MC | 50.00 |
| 09/07/2020 | 20201101 | Thomas, Alexander | VIDEO EVENT 11/13-20/2020 | 200.00 |
| Total 884.222 · General Youth Programs | | | | 440.31 |
| **884.226 · Summer Reading** | | | | |
| 09/07/2020 | 1QHK-KPTC-GJXD | Amazon Capital Services Inc | SUMMER READING | 7.29 |
| 09/07/2020 | 1YFW-DPFF-GJDJ | Amazon Capital Services Inc | SUMMER READING | 193.39 |
| 09/09/2020 | 2035360159 | Baker & Taylor - Program Account | SUMMER READING | 178.74 |
| 09/09/2020 | 2035368019 | Baker & Taylor - Program Account | SUMMER READING | 6.59 |
| 09/09/2020 | 2035388629 | Baker & Taylor - Program Account | SUMMER READING | 68.75 |
| 09/09/2020 | 2035412889 | Baker & Taylor - Program Account | SUMMER READING | 22.29 |
| 09/23/2020 | 20200909 | Keybank | SRP GIFT CARD - ABERDEEN BIKE AND FITNESS | 300.00 |
| Total 884.226 · Summer Reading | | | | 777.05 |
| **884.227 · Outreach** | | | | |
| 09/23/2020 | 20200909 | Keybank | SRP GIFT CARD - TARGET | 100.00 |
| Total 884.227 · Outreach | | | | 100.00 |
| **884.230 · Youth Reading Group** | | | | |
| 09/07/2020 | 1PWX-FKT7-3N3W | Amazon Capital Services Inc | YOUTH READING GROUP | 31.96 |
| 09/09/2020 | 2035368019 | Baker & Taylor - Program Account | YOUTH READING GROUP | 43.12 |
| 09/21/2020 | 1VJ3-PRHY-WQKR | Amazon Capital Services Inc | THE JUMBIES | 31.80 |
| Total 884.230 · Youth Reading Group | | | | 106.88 |
| Total 884.220 · Youth Supplies | | | | 1,424.24 |
| **884.250 · Story Book Trail** | | | | |
| 09/23/2020 | 1DD7-M977-6CNC | Amazon Capital Services Inc | BOOKS | 31.54 |
| Total 884.250 · Story Book Trail | | | | 31.54 |
| **884.270 · Teen Supplies** | | | | |
| **884.272 · Teen General Programs** | | | | |
| 09/09/2020 | 14JR-CR46-KXT6 | Amazon Capital Services Inc | STAMPED: RACISM | 344.70 |
| 09/23/2020 | 20200909 | Keybank | VTTT GIFT CARD - SECRET CRISIS COMICS | 50.00 |

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### September 2020

| Date | Num | Name | Memo | Amount |
|---|---|---|---|---|
| Total 884.272 · Teen General Programs | | | | 394.70 |
| **884.277 · Teen Summer Reading** | | | | |
| 09/07/2020 | 1YFW-DPFF-GJDJ | Amazon Capital Services Inc | TEEN SUMMER READING | 52.88 |
| Total 884.277 · Teen Summer Reading | | | | 52.88 |
| Total 884.270 · Teen Supplies | | | | 447.58 |
| **884.400 · Music Focus** | | | | |
| **884.411 · Songfest** | | | | |
| 09/23/2020 | 20-0569SP | Burch Jr, Paul W | 2020 P BURCH PROGRAM PREP | 1,000.00 |
| Total 884.411 · Songfest | | | | 1,000.00 |
| Total 884.400 · Music Focus | | | | 1,000.00 |
| **884.800 · Exhibits** | | | | |
| **884.801 · Exhibits** | | | | |
| 09/09/2020 | 058369 | Mid-America Arts Alliance | YOUNG AT ART EXHIBIT - changed from 880.311 - d... | 2,925.00 |
| Total 884.801 · Exhibits | | | | 2,925.00 |
| Total 884.800 · Exhibits | | | | 2,925.00 |
| **884.910 · Adult Programming Restricted** | | | | |
| **884.912 · Adult Prog Rest Gifts General** | | | | |
| 09/09/2020 | 20-0553SP | TUPLIN, MICHELLE | PROGRAM, CHELSEA FOUNDATION | 375.00 |
| 09/09/2020 | 13DF-PPP7-CQDP | Amazon Capital Services Inc | VINYL -SHEETS, ADHESIVE BACKED, & ROLL | 53.48 |
| Total 884.912 · Adult Prog Rest Gifts General | | | | 428.48 |
| Total 884.910 · Adult Programming Restricted | | | | 428.48 |
| **884.920 · Youth Programming Restricted** | | | | |
| **884.923 · Youth Prog Rest Gifts SRP** | | | | |
| 09/07/2020 | 20-0158 | TOBIAS, MELISSA BEHRING | 06/14 & 08/11 ZOOM AND YOUTUBE VIDEOS | 570.00 |
| Total 884.923 · Youth Prog Rest Gifts SRP | | | | 570.00 |
| Total 884.920 · Youth Programming Restricted | | | | 570.00 |
| Total 884 · Programming | | | | 8,869.69 |
| **920 · Utilities** | | | | |
| **920.110 · City of Chelsea Water** | | | | |
| 09/21/2020 | 20200914 | City of Chelsea-Elect & Water | AUG 07/30 - 08/31/20 WATER | 40.35 |
| Total 920.110 · City of Chelsea Water | | | | 40.35 |
| **920.120 · City of Chelsea Sewer** | | | | |

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

| Date | Num | Name | Memo | Amount |
|---|---|---|---|---|
| 09/21/2020 | 20200914 | City of Chelsea-Elect & Water | AUG 07/30 - 08/31/20 SEWER | 115.36 |
| Total 920.120 · City of Chelsea Sewer | | | | 115.36 |
| **920.130 · City of Chelsea Electric** | | | | |
| 09/21/2020 | 20200914 | City of Chelsea-Elect & Water | AUG 07/30 - 08/31/20 ELECTRICITY | 4,156.11 |
| Total 920.130 · City of Chelsea Electric | | | | 4,156.11 |
| **920.150 · City of Chelsea Sprinkler** | | | | |
| 09/21/2020 | 20200914 | City of Chelsea-Elect & Water | AUG 07/30 - 08/31/20 SPRINKLER | 220.67 |
| Total 920.150 · City of Chelsea Sprinkler | | | | 220.67 |
| **920.200 · McKune Gas** | | | | |
| 09/21/2020 | 2991076 | Constellation NewEnergy-Gas Division LLC | 2020 AUG GAS SERVICE - 07/23 - 08/21/20 | 93.99 |
| Total 920.200 · McKune Gas | | | | 93.99 |
| Total 920 · Utilities | | | | 4,626.48 |
| **965 · Automation Services** | | | | |
| **965.300 · Filtering and Printing System** | | | | |
| **965.310 · Envisionware Clients** | | | | |
| 09/07/2020 | INV-US-49393 | Envisionware Inc | RENEWAL MOBILE PRINT SERVICE 11/01/2020 - 10... | 575.00 |
| Total 965.310 · Envisionware Clients | | | | 575.00 |
| Total 965.300 · Filtering and Printing System | | | | 575.00 |
| Total 965 · Automation Services | | | | 575.00 |
| **967 · Equipment** | | | | |
| **967.100 · Equipment Hardware** | | | | |
| **967.120 · Computers** | | | | |
| 09/23/2020 | 14Y1-WQH4-YYFY | Amazon Capital Services Inc | 3 - LAPTOP BAG - RED | 49.47 |
| Total 967.120 · Computers | | | | 49.47 |
| Total 967.100 · Equipment Hardware | | | | 49.47 |
| **967.200 · Equipment Software** | | | | |
| 09/23/2020 | 20200909 | Keybank | HR COLLABORATIVE - HR PLAYBOOK | 170.00 |
| 09/23/2020 | 20200909 | Keybank | NINITE - 08/18 - 09/16 | 20.00 |
| Total 967.200 · Equipment Software | | | | 190.00 |
| **967.300 · Equipment Furniture & Fixtures** | | | | |
| **967.310 · Makerspace Furnishings** | | | | |
| 09/09/2020 | AC37934014 | APPLE INC | MACBOOK PRO CABLING & ADAPTERS | 269.00 |
| 09/09/2020 | AC37895722 | APPLE INC | LOGIX PRO X, FINAL CUT PRO X | 499.98 |

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

| Date | Num | Name | Memo | Amount |
|---|---|---|---|---|
| 09/21/2020 | 1THM-HKJT-LMFG | Amazon Capital Services Inc | 6 - HP PROBOOK 650 | 5,649.84 |
| Total 967.310 · Makerspace Furnishings | | | | 6,418.82 |
| Total 967.300 · Equipment Furniture & Fixtures | | | | 6,418.82 |
| **967.900 · Equipment Restricted Gifts** | | | | |
| **967.910 · Equipment Rest Gifts** | | | | |
| 09/09/2020 | 16TH-TYRH-4K7D | Amazon Capital Services Inc | WIRELESS HEADSETS FOR PHONES | 330.00 |
| 09/23/2020 | 20-241-01 | Library Design Associates Inc. | COVID DESK SHIELDS | 3,174.00 |
| Total 967.910 · Equipment Rest Gifts | | | | 3,504.00 |
| Total 967.900 · Equipment Restricted Gifts | | | | 3,504.00 |
| Total 967 · Equipment | | | | 10,162.29 |
| **969 · Continuing Education Expenses** | | | | |
| **969.300 · Memberships** | | | | |
| **969.320 · Information Services** | | | | |
| 09/09/2020 | 7678 | Michigan Library Association | SHANNON POWERS MEMBERSHIP #11316 | 85.00 |
| Total 969.320 · Information Services | | | | 85.00 |
| Total 969.300 · Memberships | | | | 85.00 |
| **969.600 · Staff Training** | | | | |
| **969.610 · Workshops** | | | | |
| 09/23/2020 | 20200909 | Keybank | EQUITY WEBINAR - IMPROVING COLLECTIONS | 237.24 |
| Total 969.610 · Workshops | | | | 237.24 |
| Total 969.600 · Staff Training | | | | 237.24 |
| Total 969 · Continuing Education Expenses | | | | 322.24 |
| **982 · Collection Expense** | | | | |
| **982.100 · Audio Books** | | | | |
| **982.120 · Adult Books on Disc** | | | | |
| 09/09/2020 | 99304728 | Midwest Tape | AUG BOC | 162.96 |
| 09/09/2020 | 99304729 | Midwest Tape | JUNE ADULT BOC | 38.99 |
| 09/09/2020 | 99307882 | Midwest Tape | JUNE ADULT BOC | 34.99 |
| 09/21/2020 | 99330710 | Midwest Tape | AUG BOC | 39.99 |
| 09/21/2020 | 99330714 | Midwest Tape | SEPT ADULT BOC | 194.95 |
| Total 982.120 · Adult Books on Disc | | | | 471.88 |
| **982.140 · Youth Books on Disc** | | | | |
| 09/07/2020 | 99224150 | Midwest Tape | NEW JBOCD - PLAYAWAYS | 544.82 |
| 09/07/2020 | 99249451 | Midwest Tape | JBOCD | 29.99 |

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

| Date | Num | Name | Memo | Amount |
|---|---|---|---|---|
| Total 982.140 · Youth Books on Disc | | | | 574.81 |
| Total 982.100 · Audio Books | | | | 1,046.69 |
| **982.400 · Non Print** | | | | |
| **982.410 · Electronic Products/Subs** | | | | |
| 09/21/2020 | 1000016977 | OCLC Inc. | EZ PROXY 02/01/2020 - 01/31/2021 | 608.50 |
| 09/23/2020 | 20200909 | Keybank | BISECT - MINECRAFT - 8/17 - 9/16 | 12.46 |
| Total 982.410 · Electronic Products/Subs | | | | 620.96 |
| **982.411 · Ebooks / Overdrive** | | | | |
| 09/07/2020 | 66487 | The Library Network | 08/01/2020 - 07/31/2021 RENEWAL OVERDRIVE DE... | 1,002.08 |
| 09/07/2020 | 66487 | The Library Network | PARTICIPATION CONTENT FEE | 4,000.00 |
| 09/07/2020 | 66487 | The Library Network | HANDLING FEE | 200.00 |
| Total 982.411 · Ebooks / Overdrive | | | | 5,202.08 |
| **982.412 · EBooks/Overdrive Advantage** | | | | |
| 09/21/2020 | CD0157620255798 | OverDrive | EBOOK OVERAGE CREDIT - ADDITIONAL DUE TO ... | 1,000.00 |
| Total 982.412 · EBooks/Overdrive Advantage | | | | 1,000.00 |
| **982.415 · ILL Subscriptions** | | | | |
| 09/21/2020 | 1000049950 | OCLC Inc. | ILL SUBSCRIPTION RENEWAL | 669.19 |
| Total 982.415 · ILL Subscriptions | | | | 669.19 |
| **982.416 · eContent/Kindle** | | | | |
| 09/23/2020 | 20200909 | Keybank | AMAZON WHISPERCAST - NEW BOOKS YOUTH KI... | 481.89 |
| Total 982.416 · eContent/Kindle | | | | 481.89 |
| **982.420 · Adult Music on CD** | | | | |
| 09/07/2020 | 99224583 | Midwest Tape | CHILDREN MUSIC CD | 44.76 |
| 09/07/2020 | 99249455 | Midwest Tape | CHILDREN MUSIC CD | 35.37 |
| 09/09/2020 | 99280200 | Midwest Tape | JUNE/JULY ADULT CDs | 66.35 |
| 09/09/2020 | 99280204 | Midwest Tape | AUG/SEPT ADULT CDs | 13.99 |
| 09/21/2020 | 99330712 | Midwest Tape | AUG/SEPT ADULT CD | 62.35 |
| Total 982.420 · Adult Music on CD | | | | 222.82 |
| **982.460 · DVD Feature** | | | | |
| 09/09/2020 | 1QTV- PLW3-NDVT | Amazon Capital Services Inc | STRANGER THINGS | 25.99 |
| 09/09/2020 | 99220747 | Midwest Tape | AUG FEATURE DVD | 739.12 |
| 09/09/2020 | 99249450 | Midwest Tape | AUG FEATURE DVD | 225.63 |
| 09/09/2020 | 99249452 | Midwest Tape | JULY ADULT FEATURE DVD | 22.49 |
| 09/09/2020 | 99280187 | Midwest Tape | JULY ADULT FEATURE DVD | 29.99 |
| 09/09/2020 | 99280203 | Midwest Tape | AUG FEATURE DVD | 22.49 |
| 09/09/2020 | 99280206 | Midwest Tape | MAY/JUN ADULT FEATURE DVD | 9.74 |
| 09/09/2020 | 99304727 | Midwest Tape | AUG FEATURE DVD | 77.96 |

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

| Date | Num | Name | Memo | Amount |
|---|---|---|---|---|
| 09/21/2020 | 25175 | Amazon Capital Services Inc | CRM FOR DUPLICATE PAYMENT | -25.99 |
| 09/21/2020 | 99330715 | Midwest Tape | AUG FEATURE DVD | 19.49 |
| 09/21/2020 | 99330718 | Midwest Tape | SEPT ADULT FEATURE DVD | 276.60 |
| Total 982.460 · DVD Feature | | | | 1,423.51 |
| **982.470 · DVD Non-Fiction** | | | | |
| 09/09/2020 | 99220749 | Midwest Tape | AUG NF DVD | 89.95 |
| 09/09/2020 | 99307883 | Midwest Tape | AUG NF DVD | 11.24 |
| 09/21/2020 | 99330716 | Midwest Tape | AUG NF DVD | 14.99 |
| 09/21/2020 | 99330717 | Midwest Tape | SEPT ADULT NF DVD | 97.45 |
| Total 982.470 · DVD Non-Fiction | | | | 213.63 |
| **982.480 · Youth Video DVD** | | | | |
| 09/07/2020 | 99220748 | Midwest Tape | FAMILY AND ANIME DVD | 89.96 |
| 09/21/2020 | 99195106 | Midwest Tape | FAMILY & ANIME DVD | 59.98 |
| Total 982.480 · Youth Video DVD | | | | 149.94 |
| **982.485 · Playaway Views** | | | | |
| 09/07/2020 | 326090 | Findaway World, LLC | 3 LAUNCHPAD REPLACEMENT UNITS | 209.97 |
| 09/07/2020 | 326078 | Findaway World, LLC | LAUNCHPAD VIDEO PRODUCTS | 951.93 |
| 09/07/2020 | 326030 | Findaway World, LLC | LAUNCHPAD VIDEO PRODUCTS | 2,039.85 |
| Total 982.485 · Playaway Views | | | | 3,201.75 |
| Total 982.400 · Non Print | | | | 13,185.77 |
| **982.500 · Local History Preservation** | | | | |
| **982.510 · Local History Preservation** | | | | |
| 09/09/2020 | 20208-9 | Such Media, Inc | Digitize slides 1/2 down at drop off | 952.75 |
| 09/23/2020 | 20200810 | ZSENYUK, WILLIAM P. | BOOK - ON MY WATCH: FROM POLICE CADET TO ... | 20.00 |
| Total 982.510 · Local History Preservation | | | | 972.75 |
| Total 982.500 · Local History Preservation | | | | 972.75 |
| **982.600 · Periodical & Newspapers** | | | | |
| **982.610 · Annual Reference** | | | | |
| 09/09/2020 | 3083859 | W.T. Cox Subscriptions | REFERENCE SUBSCRIPTIONS | 1,859.40 |
| Total 982.610 · Annual Reference | | | | 1,859.40 |
| **982.620 · Daily Newspapers** | | | | |
| 09/09/2020 | 3083859 | W.T. Cox Subscriptions | NEWPAPER SUBSCRIPTIONS | 3,020.20 |
| Total 982.620 · Daily Newspapers | | | | 3,020.20 |
| **982.630 · Magazines** | | | | |
| 09/09/2020 | 3083859 | W.T. Cox Subscriptions | MAGAZINE SUBSCRIPTIONS | 2,988.79 |
| 09/23/2020 | 20200909 | Keybank | SUBSCRIPTION - ANNUAL - BRAVERY MAGAZINE | 18.00 |

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

| Date | Num | Name | Memo | Amount |
|---|---|---|---|---|
| 09/23/2020 | 20200909 | Keybank | SUBSCRIPTION - ANNUAL - MAGNOLIA MAGAZINE | 20.00 |
| 09/23/2020 | 20200909 | Keybank | SUBSCRIPTION - ANNUAL - ATLANTIC | 59.99 |
| Total 982.630 · Magazines | | | | 3,086.78 |
| Total 982.600 · Periodical & Newspapers | | | | 7,966.38 |
| **982.700 · Print** | | | | |
| **982.705 · Adult Print** | | | | |
| **982.710 · Adult Large Print** | | | | |
| 09/09/2020 | 2035398942 | Baker & Taylor - Adult Large Print | 2020 ADULT ACCT | 36.26 |
| 09/23/2020 | 2035353368 | Baker & Taylor - Adult Large Print | INV WAS $87.81, PAID $87.71 ON 8/12 | 0.10 |
| Total 982.710 · Adult Large Print | | | | 36.36 |
| **982.720 · Adult Print General** | | | | |
| 09/09/2020 | 2035350055 | Baker & Taylor - Adult | 2020 ADULT ACCT | 343.14 |
| 09/09/2020 | 2035354864 | Baker & Taylor - Adult | 2020 ADULT ACCT | 350.57 |
| 09/09/2020 | 2035354970 | Baker & Taylor - Adult | 2020 ADULT ACCT | 240.22 |
| 09/09/2020 | 2035354972 | Baker & Taylor - Adult | 2020 ADULT ACCT | 564.69 |
| 09/09/2020 | 2035354974 | Baker & Taylor - Adult | 2020 ADULT ACCT | 423.91 |
| 09/09/2020 | 2035359203 | Baker & Taylor - Adult | 2020 ADULT ACCT | 1,139.96 |
| 09/09/2020 | 2035403844 | Baker & Taylor - Adult | 2020 ADULT ACCT | 645.93 |
| 09/09/2020 | 2035408856 | Baker & Taylor - Adult | 2020 ADULT ACCT | 336.07 |
| 09/09/2020 | 2035420895 | Baker & Taylor - Adult | 2020 ADULT ACCT | 544.14 |
| 09/09/2020 | 2035430767 | Baker & Taylor - Adult | 2020 ADULT ACCT | 221.67 |
| 09/09/2020 | 1QTV- PLW3-NDVT | Amazon Capital Services Inc | ADULT PRINT GENERAL | 128.93 |
| 09/09/2020 | 1KLV-D4PR-C4Y9 | Amazon Capital Services Inc | ADULT PRINT GENERAL | 33.00 |
| 09/09/2020 | 1N7X-9T3J-X4P3 | Amazon Capital Services Inc | ADULT PRINT GENERAL | 23.40 |
| 09/09/2020 | 2035378947 | Baker & Taylor - Adult | 2020 ADULT ACCT | 597.41 |
| 09/21/2020 | 20-0129 | PAUL, NANCY | REFUND | 30.00 |
| 09/21/2020 | 1TPY-HF36-GLGJ | Amazon Capital Services Inc | BOOKS | 38.09 |
| 09/21/2020 | 25175 | Amazon Capital Services Inc | CRM FOR DUPLICATE PAYMENT | -128.93 |
| Total 982.720 · Adult Print General | | | | 5,532.20 |
| **982.750 · Professional Collection** | | | | |
| 09/09/2020 | 3083859 | W.T. Cox Subscriptions | PROFESSIONAL COLLECTIONS | 1,039.76 |
| Total 982.750 · Professional Collection | | | | 1,039.76 |
| Total 982.705 · Adult Print | | | | 6,608.32 |
| **982.755 · Youth Print** | | | | |
| **982.760 · Youth Print General** | | | | |
| 09/09/2020 | 20-0126 | STINTZI, JENNIFER | BOOK WAS LOST, REPLACEMENT PAID, THEN BO... | 15.95 |
| 09/09/2020 | 2035349216 | Baker & Taylor - Auto Yours Cats | 2020 AUTO YOURS CATS | 38.00 |
| 09/09/2020 | 2035350843 | Baker & Taylor - Auto Yours Cats | 2020 AUTO YOURS CATS | 23.25 |
| 09/09/2020 | 2035353334 | Baker & Taylor - Auto Yours Cats | 2020 AUTO YOURS CATS | 28.85 |
| 09/09/2020 | 2035383350 | Baker & Taylor - Auto Yours Cats | 2020 AUTO YOURS CATS | 23.76 |
| 09/09/2020 | 2035409322 | Baker & Taylor - Auto Yours Cats | 2020 AUTO YOURS CATS | 92.12 |

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

| Date | Num | Name | Memo | Amount |
|---|---|---|---|---|
| 09/09/2020 | 2035358887 | Baker & Taylor - Juvenile | 2020 JUVENILE ACCOUNT | 30.88 |
| 09/09/2020 | 2035349501 | Baker & Taylor - Unlabeled Juvenile | UNLABELED JUVENILE | 314.79 |
| 09/09/2020 | 2035350810 | Baker & Taylor - Unlabeled Juvenile | UNLABELED JUVENILE | 240.30 |
| 09/09/2020 | 2035350828 | Baker & Taylor - Unlabeled Juvenile | UNLABELED JUVENILE | 79.92 |
| 09/09/2020 | 2035350837 | Baker & Taylor - Unlabeled Juvenile | UNLABELED JUVENILE | 76.53 |
| 09/09/2020 | 2035350846 | Baker & Taylor - Unlabeled Juvenile | UNLABELED JUVENILE | 21.84 |
| 09/09/2020 | 2035350856 | Baker & Taylor - Unlabeled Juvenile | UNLABELED JUVENILE | 45.82 |
| 09/09/2020 | 2035353333 | Baker & Taylor - Unlabeled Juvenile | UNLABELED JUVENILE | 14.16 |
| 09/09/2020 | 2035353338 | Baker & Taylor - Unlabeled Juvenile | UNLABELED JUVENILE | 11.46 |
| 09/09/2020 | 2035353340 | Baker & Taylor - Unlabeled Juvenile | UNLABELED JUVENILE | 10.38 |
| 09/09/2020 | 2035375175 | Baker & Taylor - Unlabeled Juvenile | UNLABELED JUVENILE | 513.37 |
| 09/09/2020 | 2035358862 | Baker & Taylor - Young Adult | 2020 YOUNG ADULT | 22.04 |
| 09/09/2020 | 2035387965 | Baker & Taylor - Young Adult | 2020 YOUNG ADULT | 42.36 |
| 09/21/2020 | 20-0131 | MEZA, ELIZABETH | REFUND | 12.99 |
| 09/21/2020 | 20-0130 | BAGHDOIAN, JENNIFER | REFUND | 12.99 |
| 09/21/2020 | 20-0127 | GAROT, SARAH | REFUND | 16.99 |
| 09/21/2020 | 20-0128 | SEYFERTH, ANNE | REFUND | 18.98 |
| Total 982.760 · Youth Print General | | | | 1,707.73 |
| Total 982.755 · Youth Print | | | | 1,707.73 |
| Total 982.700 · Print | | | | 8,316.05 |
| **982.800 · Collection Enhancement** | | | | |
| **982.810 · Adult Enhancement** | | | | |
| 09/09/2020 | 1GRT-74W9-XJHQ | Amazon Capital Services Inc | STAMPED - FROM THE BEGINNING 10 COPIES | 119.90 |
| Total 982.810 · Adult Enhancement | | | | 119.90 |
| Total 982.800 · Collection Enhancement | | | | 119.90 |
| Total 982 · Collection Expense | | | | 31,607.54 |
| **TOTAL** | | | | **154,844.43** |

2:19 PM
10/12/20
Accrual Basis

# Chelsea District Library
## Donation and Restricted
January through September 2020

| | Jan - Sep 20 | Budget | $ Over Budget |
|---|---|---|---|
| Ordinary Income/Expense | | | |
| Income | | | |
| 674 · Contribution & Donation | | | |
| 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 | 12,875 | 21,875 | (9,000) |
| 675 · Private Grant Sources | | | |
| 675.100 · Community Found Southeast MI | 15,000 | 2,000 | 13,000 |
| 675.400 · Chelsea Ed Foundation | 0 | 1,000 | (1,000) |
| Total 675 · Private Grant Sources | 15,000 | 3,000 | 12,000 |
| Total Income | 27,875 | 24,875 | 3,000 |
| Gross Profit | 27,875 | 24,875 | 3,000 |
| 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) |
| 884.912 · Adult Prog Rest Gifts General | 2,503 | | |

# Chelsea District Library
## Donation and Restricted
January through September 2020

| | Jan - Sep 20 | Budget | $ Over Budget |
|---|---|---|---|
| 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 | 5,210 | 8,250 | (3,040) |
| 884.920 · Youth Programming Restricted | | | |
| 884.921 · Youth Prog Rest Gifts Genl | 0 | 1,000 | (1,000) |
| 884.923 · Youth Prog Rest Gifts SRP | 1,655 | 2,500 | (845) |
| Total 884.920 · Youth Programming Restricted | 1,655 | 3,500 | (1,845) |
| Total 884 · Programming | 9,064 | 20,750 | (11,686) |
| 967 · Equipment | | | |
| 967.900 · Equipment Restricted Gifts | | | |
| 967.910 · Equipment Rest Gifts | 3,504 | 205 | 3,299 |
| Total 967.900 · Equipment Restricted Gifts | 3,504 | 205 | 3,299 |
| Total 967 · Equipment | 3,504 | 205 | 3,299 |
| 969 · Continuing Education Expenses | | | |
| 969.600 · Staff Training | | | |
| 969.940 · Staff Apprec - Restr/Covid-19 | 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 | 14,134 | 25,655 | (11,521) |
| Net Ordinary Income | 13,741 | (780) | 14,521 |
| Net Income | 13,741 | (780) | 14,521 |

2:28 PM
10/12/20
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 | Sep 20 | Jan - Sep 20 | TOTAL Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Ordinary Income/Expense | | | | | | | | | | | | | |
| Income | | | | | | | | | | | | | |
| 402 · District Revenue | 921,217 | 745,124 | 72,416 | 8,913 | 13,260 | 75,203 | (18,897) | 0 | 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 | 0 | 72,657 | 38,000 | 34,657 | 191% |
| 574.100 · Penal Fines | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15,282 | 0 | 15,282 | 17,000 | (1,718) | 90% |
| 607.100 · Non-Resident Fees | 500 | 438 | 250 | 0 | 0 | 0 | 0 | 0 | 0 | 1,188 | 6,000 | (4,812) | 20% |
| 645.100 · Copiers & Printers | 523 | 576 | 164 | 0 | 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 | 0 | 3,766 | 11,000 | (7,234) | 34% |
| 665.100 · Interest | 45 | 78 | 95 | 50 | 48 | 43 | 40 | 33 | 27 | 459 | 0 | 459 | 100% |
| 666.100 · Investment Earnings | 0 | 14 | 4,711 | 0 | 0 | 2,282 | 4 | 4 | 2,252 | 9,267 | 50,000 | (40,733) | 19% |
| 666.500 · Investment Change In Value | 0 | 10,619 | 12,769 | 11,708 | 419 | 2,294 | 4,224 | (3,321) | 2,460 | 41,172 | | | |
| 674 · Contribution & Donation | 2,025 | 7,850 | 0 | 0 | 0 | 3,000 | 0 | 0 | 0 | 12,875 | 21,875 | (9,000) | 59% |
| 675 · Private Grant Sources | 0 | 0 | 0 | 0 | 15,000 | 0 | 0 | 0 | 0 | 15,000 | 3,000 | 12,000 | 500% |
| Total Income | 925,869 | 826,932 | 91,019 | 20,671 | 34,684 | 82,822 | (8,569) | 11,998 | 4,739 | 1,990,165 | 1,978,401 | 11,764 | 101% |
| Gross Profit | 925,869 | 826,932 | 91,019 | 20,671 | 34,684 | 82,822 | (8,569) | 11,998 | 4,739 | 1,990,165 | 1,978,401 | 11,764 | 101% |
| Expense | | | | | | | | | | | | | |
| 701 · Personnel Expenses | 78,655 | 86,234 | 82,576 | 83,330 | 87,276 | 81,225 | 140,447 | 87,312 | 86,206 | 813,261 | 1,168,519 | (355,258) | 70% |
| 727 · Supplies | 2,294 | 936 | 1,287 | 84 | 690 | 1,550 | 924 | 554 | 1,754 | 10,073 | 19,150 | (9,077) | 53% |
| 801 · Professional Services | 3,419 | 4,785 | 5,871 | 8,878 | 1,419 | 1,290 | 2,102 | 1,086 | 1,974 | 30,824 | 77,027 | (46,203) | 40% |
| 803 · Maintenance Service Contracts | 4,123 | 7,988 | 9,666 | 13,529 | 7,376 | 17,776 | 7,026 | 6,276 | 4,713 | 78,473 | 163,375 | (84,902) | 48% |
| 850 · Telecommunications | 1,413 | 1,903 | 1,581 | 2,077 | 2,071 | 4,115 | 2,287 | 1,883 | 2,089 | 19,419 | 38,320 | (18,901) | 51% |
| 880 · Promotional Materials | 6,265 | 6,498 | 2,586 | 550 | 142 | 4,963 | 3,124 | 7,066 | 1,944 | 33,138 | 67,935 | (34,797) | 49% |
| 884 · Programming | 4,206 | 5,623 | 1,146 | 1,308 | 1,247 | 10,315 | 1,472 | 2,631 | 8,870 | 36,818 | 103,920 | (67,102) | 35% |
| 885 · Volunteer | 63 | 0 | 0 | 288 | 0 | 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 | 4,626 | 29,336 | 61,715 | (32,379) | 48% |
| 960 · Board & Director Expense | 75 | 136 | 0 | 13 | 0 | 0 | 86 | 0 | 0 | 310 | 3,500 | (3,190) | 9% |
| 965 · Automation Services | 12,313 | 0 | 0 | 0 | 8,818 | 0 | 8,818 | 0 | 575 | 30,524 | 43,020 | (12,496) | 71% |
| 967 · Equipment | 1,440 | 1,613 | 1,685 | 613 | 714 | 1,594 | 462 | 4,063 | 10,162 | 22,346 | 46,105 | (23,759) | 48% |
| 969 · Continuing Education Expenses | 1,330 | 868 | 6,282 | 2,291 | 445 | 269 | 633 | 2,010 | 322 | 14,450 | 27,610 | (13,160) | 52% |
| 980 · Capital Expense | 775 | 0 | 0 | 0 | 200 | 2,400 | 0 | 0 | 0 | 3,375 | 74,775 | (71,400) | 5% |
| 982 · Collection Expense | 5,145 | 29,390 | 7,052 | 7,540 | 5,417 | 13,209 | 12,129 | 8,809 | 31,608 | 120,299 | 179,370 | (59,071) | 67% |
| Total Expense | 121,516 | 150,062 | 123,700 | 124,142 | 118,262 | 140,686 | 182,976 | 126,810 | 154,843 | 1,242,997 | 2,076,741 | (833,744) | 60% |
| Net Ordinary Income | 804,353 | 676,870 | (32,681) | (103,471) | (83,578) | (57,864) | (191,545) | (114,812) | (150,104) | 747,168 | (98,340) | 845,508 | |
| Other Income/Expense | | | | | | | | | | | | | |
| Other Expense | | | | | | | | | | | | | |
| 999.001 · Transfer to Capital Improvement | 0 | 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 | 0 | 2,400 | (2,400) | 0% |
| Total Other Expense | 0 | 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 | 0 | 19,100 | (19,100) | 0% |
| Net Income | 804,353 | 676,870 | (32,681) | (103,471) | (83,578) | (57,864) | (191,545) | (114,812) | (150,104) | 747,168 | (79,240) | 826,408 | (943%) |

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

| | Jan - Sep 20 | Jan - Sep 19 | $ Change | % Change |
|---|---|---|---|---|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 402 · District Revenue | 1,817,234.41 | 1,727,613.46 | 89,620.95 | 5.19% |
| 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 | 3,947.94 | -2,760.44 | -69.92% |
| 645.100 · Copiers & Printers | 1,263.70 | 5,084.86 | -3,821.16 | -75.15% |
| 655.100 · Circulation Fines | 3,766.06 | 14,982.78 | -11,216.72 | -74.86% |
| 665.100 · Interest | 458.96 | 266.83 | 192.13 | 72.01% |
| 666.100 · Investment Earnings | 9,265.62 | 8,694.07 | 571.55 | 6.57% |
| 666.500 · Investment Change in Value | 41,170.73 | 51,838.61 | -10,667.88 | -20.58% |
| 674 · Contribution & Donation | 12,875.00 | 28,950.00 | -16,075.00 | -55.53% |
| 675 · Private Grant Sources | 15,000.00 | 16,400.00 | -1,400.00 | -8.54% |
| Total Income | 1,990,160.75 | 1,919,445.35 | 70,715.40 | 3.68% |
| Gross Profit | 1,990,160.75 | 1,919,445.35 | 70,715.40 | 3.68% |
| Expense | | | | |
| 701 · Personnel Expenses | 813,260.51 | 792,980.57 | 20,279.94 | 2.56% |
| 727 · Supplies | 10,072.55 | 16,029.23 | -5,956.68 | -37.16% |
| 801 · Professional Services | 30,824.36 | 38,971.86 | -8,147.50 | -20.91% |
| 803 · Maintenance Service Contracts | 78,474.23 | 87,614.66 | -9,140.43 | -10.43% |
| 850 · Telecommunications | 19,420.83 | 18,880.74 | 540.09 | 2.86% |
| 880 · Promotional Materials | 33,138.25 | 42,837.61 | -9,699.36 | -22.64% |
| 884 · Programming | 36,816.84 | 89,967.73 | -53,150.89 | -59.08% |
| 885 · Volunteer | 351.08 | 967.18 | -616.10 | -63.7% |
| 920 · Utilities | 29,336.44 | 44,167.30 | -14,830.86 | -33.58% |
| 960 · Board & Director Expense | 309.88 | 1,187.91 | -878.03 | -73.91% |
| 965 · Automation Services | 30,525.47 | 31,136.43 | -610.96 | -1.96% |
| 967 · Equipment | 22,346.15 | 17,958.80 | 4,387.35 | 24.43% |
| 969 · Continuing Education Expenses | 14,449.52 | 16,752.91 | -2,303.39 | -13.75% |
| 980 · Capital Expense | 3,375.00 | 107,915.47 | -104,540.47 | -96.87% |
| 982 · Collection Expense | 120,298.62 | 129,772.52 | -9,473.90 | -7.3% |
| Total Expense | 1,242,999.73 | 1,437,140.92 | -194,141.19 | -13.51% |
| Net Ordinary Income | 747,161.02 | 482,304.43 | 264,856.59 | 54.92% |
| Net Income | 747,161.02 | 482,304.43 | 264,856.59 | 54.92% |

7.0

# CHELSEA DISTRICT LIBRARY

Fund Balances

September 30, 2020

| | | Beginning Balance | Net Change | Ending Balance | |
|---|---|---|---|---|---|
| **General Fund** | | | | | |
| **LOCAL BANKS BALANCES** | | | | | |
| Checking Account/ Chelsea State Bank | 001.001 | $729,024.34 | -$164,287.22 | $564,737.12 | should match CSB |
| Paypal Account | 003.002 | $96.80 | $0.00 | $96.80 | |
| Cash on Hand | | **$729,121.14** | **-$164,287.22** | **$564,833.92** | |
| **Ameriprise Account** | | | | | |
| Fixed Income Fund | 017.003 | $1,523,036.60 | $4,711.50 | $1,527,748.10 | |
| Money Market Fund | 017.004 | $0.00 | $0.00 | $0.00 | |
| **Investment Partners Total** | | **$1,523,036.60** | **$4,711.50** | **$1,527,748.10** | should match Ameriprise |
| **Total General Fund** | | **$2,252,157.74** | **-$159,575.72** | **$2,092,582.02** | Should match below |
| | | | | | $2,092,582.02 |
| **Debt Service Fund** | | | | | |
| Bond Debt Retirement Fund Checking | 003.008 | **$324,607.36** | **$13.30** | 324620.66 | should match CSB |

8.0

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**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 | |

8.0
8.2

**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 October 2020 Board Meeting**

## Staff Announcements/News

September Staff Work Anniversaries

- Library Assistant Deb Pilarz, 14 years on September 8
- Library Aide Julie Pecka, five years on September 15
- Assistant Director Linda Ballard, 25 years (huzzah!) on September 18
- Library Assistant Amy Zoran, eight years on September 27
- Head of Technology Scott Rakestraw, one year on September 30

Please join me in congratulating them for their hard work on behalf of our library community!

Staffing Updates

It is with very mixed emotions that I inform you that Ron Andrews left CDL -- his professional home for the past 18-plus years. His last day at CDL was September 30. He left to pursue new opportunities at the Saline District Library (a mere six miles from his home and fewer hours). I know that, like me, you will miss Ron and all the good things he brought to his role as Head of Technology Services. He was actively engaged in the changes and transitions that helped create the wonderful library we are today. Please join me in wishing Ron well as he sets off on the next part of his life's journey. He will be greatly missed!

In light of this and based on stellar work performance, Scott Rakestraw has been promoted from Network Administrator to Head of Technology Services. I am grateful Scott accepted this role change as he brings a fresh perspective, an enviable skill set, and a team approach to the position.

These staffing changes also present an opportunity to reconfigure the Technology Department to respond more effectively to the increasing role technology plays and will continue to play in library services. To that end, we have posted a Computer Technician II position (details may be viewed here). We plan to add another position to this department in the near future. I am looking forward to exciting opportunities and progress as a result of these changes!

## CDL Responds to COVID-19

Recently, the Michigan Supreme Court ruled that Governor Whitmer did not have the authority after April 30 to issue or renew any executive orders (EOs) related to the COVID-19 epidemic. In the absence of these EOs the State Department of Health and Human Services and the Washtenaw County Health Department have issued orders that continue the EOs' health measures. You may find the County Health Department's Public Health Emergency Orders here. The Michigan Department of Health and Human Services' Gathering Prohibition and Face Covering Order may be found here. All relevant library-related COVID-19 materials have been updated to reflect this change.

Furthermore, legislation is being fast-tracked so that many of the things enshrined in the EOs will be part of statutes (for example, allowing our library board to maintain virtual meetings through the end of the year).

Based on these developments, CDL will continue operating under Stage 3 of our Reopening Plan. Beginning the week of October 5 we added laptops for checkout and extend Saturday hours from a 3 PM closing to a 5 PM closing. We are especially focused on how to provide collection browsing opportunities to the public in place of in-person activity. There's been a good deal of creative ideas shared on this front, and I look forward to implementing some of them. We will share more information and details as they develop.

I shared the following with CDL staff in response to questions they may receive from the public on our reopening plans:

> *Protecting the health and safety of the CDL staff and community and stopping the spread of the COVID-19 virus are paramount in the decisions we make to services offered during these unprecedented times. Every library considers many factors when determining if it is safe to reopen their individual buildings to the public.*
>
> *CDL continues to monitor the pandemic across the region and the State of Michigan. Our Reopening Plan is informed by the MI Safe Start Plan and guidelines from the CDC, the Washtenaw County Health Department, OSHA and MIOSHA.*
>
> *Be assured that all of us here at CDL look forward to the day that we can unreservedly open our doors to the public. Until that time, please let us know how we might help you. Like many of the libraries in southeast Michigan, we continue to readjust our service model to provide you with access to the best resources and services possible without endangering our staff and community.*
>
> *Please let us know if you need assistance with any of the following:*
>
> - *Virtually browsing the collection OR receiving custom book recommendations*
> - *Placing holds and scheduling curbside pickup for books, DVDs, CDs and more*
> - *Using online ebook, audiobook, and magazine services such as Libby, Hoopla, or RBDigitial*
> - *Using online databases*
> - *Registering for and attending our virtual events and activities*
> - *Finding access to wifi*
> - *Borrowing a laptop, kindle, launchpad or other electronic device*
> - *Renewing your library card*

**MML's CDL Classification and Compensation Study Update**

The study is underway! On September 24, staff participated in a brief Zoom orientation meeting with MML representatives to share how the process works and their role in it. Following the orientation, Job Analysis Questionnaires were distributed to all staff, completed by them, and sent to their supervisors for review. Linda and I have collected these and are in the process of reviewing them before sending to MML. Individual employee interviews will be scheduled with select staffers as well. MML will use this information as well as data from comparable libraries to perform a complete and thorough market survey of pay and benefits at CDL. This study will help us recruit and retain highly qualified and competent staff within an internally equitable, market-competitive, and fiscally responsible pay system.

**Michigan Public Library's Library Trustee Manual, 2020 Edition**

The updated manual is available here. If you would like a printed copy, please let me or Chris know.

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

Facility update
Fall is the time that the outside yardwork and pest spraying wraps up. It is not totally completed until the majority of leaves fall, then the last raking can be done, the window well cleaned out, and the gutters cleaned, most of which happens in Oct/Nov. Fall/winter inspections still outstanding include fire alarm/suppression, roofs/gutters, and plumbing. We also had our regularly scheduled maintenance on the hvac system to prep for colder weather. I am also working with Johnson Controls to find a solution for our very cold lobby, which basically involves increasing heat and air pressure in the vestibule. I have my fingers crossed that the new plexiglass shields will help with those efforts but won't know until we get our first string of cold days and lobby pick-up begins.

Continuing Ed/meetings/projects
Webinars took a back seat this month to two large projects:
1) Our building/liability insurance annual renewal- mostly done online but it takes time to pay attention to the details and possible changes;
2) The salary survey- Lori and I met to decide the scope of the project, then we met with Mandy from MML to discuss our decisions and what they needed from us. All of the included job descriptions had to be reviewed and updated before we could start. MML sent a job analysis form that each staff person whose job was being evaluated was to complete, along with a copy of their job description. They will fill out the analysis and send it to their supervisor, who will review it and make any clarifying comments they feel are necessary, then send on to Lori and I for review. There are two more forms we complete- one detailing our benefits offerings and one listing each staff person, what job they hold, how long they have been at CDL, and what they are being paid. We then send all of that information on to MML by Oct. 23 so they can start their end of the process.
One last meeting of note was with Lori and Jan Carr to discuss the status of the Friends' book sale and make sure we are all on the same page about how to proceed.

COVID
With the state Supreme Court decision invalidating the governor's executive orders, our focus is now on the MDHHS, WCHD, CDC, and OSHA for guidance on making our way through this pandemic. MDHHS implemented their own emergency orders, keeping in place much of what the EOs had initiated so not much will change for us on a day-to-day basis. We also updated our Reopening Plan and our COVID-19 Preparedness and Response Plan to reflect these changes.

Lastly, September 18th marked my 25th year anniversary here at CDL. Little did I know when I was hired in 1995 to be the part-time administrative assistant that I would be starting what would become such a challenging and satisfying career! Words can't fully express how grateful I am for all of the opportunities for growth, both personal and professional, that working with so many amazing people here at CDL has afforded me. To have found a job that matches my skill set so well and allows me to grow in ways I never imagined is more than I ever expected, and I appreciate the opportunity to serve this community every day.

Respectfully submitted- Linda Ballard, Assistant Director

**Program Information**

This month we trialed a variety of socially distanced programs and activities, virtually and in-person. Chelsea Community Reads Against Racism took place, the Sculpture Walk in person and virtual tours kicked off, and we opened the McKune room to carefully monitor in person visits for the Young at Art display. It was wonderful to see patrons in person again, if behind masks and in a limited capacity. Altogether, we offered 29 virtual programs, with 597 attendees, and 4 awareness events, with 389 attendees.

| Date | Event | Attendance (Live) | Attendance (Recorded) |
|---|---|---|---|
| **Adult Programming (Programs 7 , Attendees 199)** | | | |
| 9/2 | Reading Glasses Book Club | 7 | |
| 9/8 | Busy People Book Club | 4 | |
| 9/12 | Chelsea Reads Against Racism Virtual Read-In | 3 | |
| 9/19 | Adult Sculpture Walk Guided Tour (in-person) | 10 | |
| 9/28 | JobNow Video tutorial | | 10 |
| 9/29 | Chelsea Reads Against Racism book discussion | 13 | |
| September | Chelsea Reads Against Racism participation (checkouts on print, ebook, audiobook, and classroom set books) | 153 | |
| **Early Literacy (Programs 6, Attendees 111)** | | | |
| 9/2, 9/9, 9/16, 9/23 9/30 | Live Storytime | 5,4,5,3,8 | 19,9,10,33 |
| 9/24 | Dance Along Sing Along | 15 | |
| **Youth Programming (Programs 5, Attendees 64)** | | | |
| 9/8, 9/22 | Book Talk Tuesdays | 6, 5 | 5, 4 |
| 9/15 | Tween Book Club | 7 | |
| 9/26 | Paint Party! Take Home Kits | 22 | |
| 9/27 | Kids Sculpture Walk Tour (in-person) | 15 | |
| **Teen Programming (Programs 6, Attendees 39)** | | | |
| 9/3, 9/7, 8/20, 8/27 | Virtual That Thursday Thing | 4, 1, 3, 5 | |
| 9/8 | Pizza and Paperbacks Teen Bookclub | 6 | |
| 9/26 | College Essay Writing Workshop | 20 | |
| **General Programming (Programs 5, Attendees 184)** | | | |
| 9/7 | Young at Art: Life Imitates Art contest | 4 | |
| 9/9 | Young at Art: Children's Illustrator at Work | 4 | |
| September | Young at Art Exhibit (in-person) | 81 | |
| September | Young at Art Exhibit (virtual) | | 42 |
| September | Sculpture Walk (virtual tour) | | 53 |
| **Outreach/Awareness (Programs 4, Attendees 389)** | | | |
| 9/2, 9/9, 9/16 | SportPort Giveaways | 108, 205, 53 | |
| September | Ebook video tutorial for schools | | 23 |

**Department Highlights**

- We rejuvenated a book browsing social media series, Whatcha Reading Wednesday, to increase virtual browsing opportunities for patrons and promote our custom book recommendation service
- We prepped programs and events for the winter newsletter
- Kids Reads Comics planning continued, including investigating ways to stream live across multiple platforms to ensure maximum audience reach
- We prepped for additional curbside services, including perfecting our process for scanning and printing, and preparing to offer video browsing sessions

**Reference, Collections, and Deliveries**

| Services | Sep. 2020 |
|---|---|
| Reference Questions | 565 |
| Homebound & Deposit Book Deliveries | 31 |
| OCLC Interlibrary Loan | 0 |

# Technology
## September 2020

From:
Ron Andrews
Head of Technology

***Thank you all for allowing me to provide technology service to the Chelsea District Library service area. It has been an honor.***

| | DATA SERVICES | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
|---|---|---|---|---|---|---|---|---|---|---|
| 26701.36 | Hotspots: Total GB Used | 1112.76 | 2989.04 | 2783.47 | 4922.05 | 3981.61 | 3756.08 | 3385.36 | 2455.39 | 1315.6 |
| 69.28 | *-- Lima Township (GB)* | *0.63* | *0.87* | *9.6* | *NA* | *NA* | *10.52* | *26.13* | *9.13* | *12.4* |
| 132.48 | *-- Sylvan Township (GB)* | *2.28* | *10.09* | *10.3* | *NA* | *NA* | *23.98* | *24.64* | *32.49* | *28.7* |
| 11698.84 | *-- Mobile Beacon (GB) (17th)* | *689.45* | *1469.18* | *1127.47* | *3134.89* | *1253.28* | *978.8* | *820.9* | *950.37* | *1274.5* |
| 16844.56 | *-- Library Circulating Hotspots (GB)* | *420.4* | *1508.9* | *1636.1* | *1787.16* | *2728.33* | *2742.78* | *2513.69* | *1463.4* | *2043.8* |
| 203 | Hotspot Devices Circulated | 33 | 33 | 26 | NA | NA | 21 | 29 | 28 | 33 |
| 2083 | Public Internet - Computer Sessions | 861 | 921 | 301 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5564 | Public Internet - Wireless Logins | 1341 | 1277 | 934 | 244 | 213 | 347 | 425 | 381 | 402 |

| | ONLINE SERVICES | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
|---|---|---|---|---|---|---|---|---|---|---|
| 60285 | Website Sessions | 8886 | 8249 | 8407 | 3524 | 3141 | 7365 | 7171 | 6678 | 6864 |
| 30473 | Website Users | 4704 | 4394 | 4995 | 2043 | 1855 | 3591 | 3207 | 2943 | 2741 |
| 12970 | AUDIO Downloads Total | 1352 | 1248 | 1281 | 1475 | 1610 | 1537 | 1527 | 1488 | 1452 |
| 10346 | *-- Audio: Overdrive* | *1181* | *1096* | *1078* | *1118* | *1206* | *1205* | *1200* | *1166* | *1096* |
| 2624 | *-- Audio: Hoopla* | *171* | *152* | *203* | *357* | *404* | *332* | *327* | *322* | *356* |
| 1175 | VIDEO Downloads Total | 38 | 35 | 65 | 139 | 114 | 188 | 213 | 203 | 180 |
| 49 | *-- Video: Overdrive (streaming only)* | *5* | *0* | *4* | *8* | *22* | *4* | *0* | *4* | *2* |
| 1126 | *-- Video: Hoopla* | *33* | *35* | *61* | *131* | *92* | *184* | *213* | *199* | *178* |
| 20681 | EBook Downloads Total | 1491 | 1426 | 1941 | 2822 | 2926 | 2584 | 2542 | 2483 | 2466 |
| 19217 | *-- eBook: Overdrive* | *1423* | *1363* | *1839* | *2616* | *2636* | *2355* | *2354* | *2312* | *2319* |
| 1464 | *-- eBook: Hoopla* | *68* | *63* | *102* | *206* | *290* | *229* | *188* | *171* | *147* |
| 34826 | TOTAL Downloads | 2881 | 2709 | 3287 | 4436 | 4650 | 4309 | 4282 | 4174 | 4098 |

- NA :: In some instances vendors may be unable to provide complete data; NA is Indicated where data is "Not Available".

# Network Report
## September 2020

From:
Scott Rakestraw

## Network Administrator

Just a quick note to thank everyone for the vote of confidence….

[As shared on Facebook]

> I fell in love with this community the first time I visited many years ago. It is a genuine privilege to work with such a dedicated group of professionals at this amazing library. CDL is known for great service, delivering quality technology services and being one of the best small libraries in America. I'm looking forward to meeting the challenges and exploring all the opportunities that come our way.
>
> Thank you to Director Coryell and Assistant Director Linda Ballard for the vote of confidence. Your combined passion for excellence and dedication to service are an inspiration to the entire staff, our district and the profession.

**Project/Task List**

- Participated in cross-training and transition planning prior to Ron's departure.
- Participated in staffing and technology department role discussion.
- Reviewed projects, budgets and technology plans.

- Daily support to remote work force as needed.
- DS Duties as scheduled.
- Review budgets and procurement.
- Provision laptops for enhanced service levels.
- Outreach support as needed.
- Web site support.
- Exhibit support.

Scott Rakestraw

Marketing Monthly Board Report (Sep. 1–30, 2020):

Young at Art, a month-long art exhibition showcasing the original illustrations from Caldecott award-winning artists, was held in McKune by appointment and was the focus of my time during September. The library followed health department guidelines which shaped the way the show was shared with the public. I played an active role during the show giving tours to visitors within those guidelines. I was very active in the preparation of the show as well, which included designing the floor plan, suggesting ideas for hanging the show, assisting with the hanging of the art, and working with the librarians to create custom signs that enhanced the show using the established library branding. To engage with the public Marketing enlisted a local artist, Jennifer Carson, who filmed the process of watercolor painting. The time-lapse video was played on a loop on a TV screen in the show. Telling the story of the creative process, Jennifer's art was also on display as an example of an artist's studio, which included her sketches and finished pieces. Jennifer also worked with Adult Librarian Laura Brown and presented a question and answer live program while she painted a new watercolor. Her son composed and played the music for the time-lapsed video which served as the background music and enhanced the visitors' experience while viewing the art show. An anonymous donor supplied books that were on display during the show featuring the namesake for the Caldecott award, and a book was offered in a drawing for those that attended. A survey to capture the public's review of the show was filled out by nearly all visitors and included comments such as:

- Thanks for keeping art accessible during this pandemic.
- More, more, more! Nice music and video – made the atmosphere really special.
- Very cool to see the original artwork, some with notes and registration marks, and then to see how they appeared in the actual books.
- I appreciated the zoom talk with Jennifer Carson too.

A selfie sign allowed visitors to take a picture of themselves and the artwork to remember their experience at the show. The event was promoted through social media channels, banners on display throughout Chelsea, advertisements in the local paper and online, in the printed and digital newsletters, and on the website.

A virtual tour of the exhibit was filmed by the librarians and is also promoted through digital marketing. All in all, marketing was hands-on for the preparation, promotion, tours, and supporting elements of the exhibition.

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

September is always a busy month in the marketing department. Library Card Sign Up Month and the Young at Art exhibition were kicked off and we looked forward and planned marketing for October's Kids Read Comics. We continue to work to find creative ways to keep digital communications active and engaging.

### Website:

Reached out to Gary Dosey of Chelsea School District's technology staff to ensure Wi-Fi access points were still available and updated COVID-19 page to reflect updated CSD Wi-Fi access.

Created 2020 Voting Resources webpage to give accurate, unbiased information about polling locations, absentee ballots, and other election and voting-related information.
https://chelseadistrictlibrary.org/voting_resources/

Coordinate with Shannon Powers and Elaine Medrow to add virtual tours of SculptureWalk and Young at Art to the website.

### Social Media:

Created Facebook event for Kids Read Comics and reached out to local comics stores to increase reach and build interest in the event. Coordinated with Edith Donnell to ensure Facebook Live events will work on a cross-page basis with Kids Read Comics.

### E-newsletters:

Continued to write weekly eNewsletters to communicate library services, programs, and collections. As necessary, I create graphics and find videos to help promote library services and programs. Open rates continue to exceed industry averages.

### Miscellaneous

Coordinated with Elaine Medrow to write and/or edit articles for winter newsletter, including On the Cover, Check it Out, Meaningful Connectivity, and local glass artists feature article
Coordinated with Edith Donnell to write and distribute Kids Read Comics Press Release
Coordinated with Lori Coryell and Elaine Medrow to distribute 9-24-20 Director's Update with enhancements to Curbside service to local press agencies, and publish on Google and via eNews.
Visited with Winter Newsletter cover artists in order to assist with articles related to their work in winter newsletter.
Created QR code and Google form in August to facilitate a curbside version of the Monthly Mystery Prize drawing that was held pre-Covid in the youth area of the library. In August there were 18 entries, and in September entries increased to 59! The prize drawing was available on the Curbside Pickup tables, and promoted on social media and in the eNews. I am happy with the increase in participation.
Coordinated with the Friends of Chelsea District Library to create graphics and social media campaign to help promote their membership drive and National Friends of Libraries Week (Oct 18–24).

# Circulation Supervisor's Report
## SEPTEMBER 2020

- Circulation – 12,035 in September; These numbers were corrected for June, July & August as I had not included the online eBook checkouts.

- Patron Count- 4,275 for September;

- Circulation by township- for September
  - Dexter = 12% of total transactions
  - Lima = 11% of transactions
  - Lyndon =13% of transactions
  - Sylvan = 16% of transactions
  - Chelsea = 38% of transactions

- September Circulation: 61% were items from Chelsea and 39% were inter-loaned items.

- Automated phone renewals in SEPTEMBER– 1; Overdrive = 2969 in SEPTEMBER; RBDigital = 842 in SEPTEMBER; Hoopla = 690 in SEPTEMBER.

- Registrations for SEPTEMBER– 27 new cards; 6926 total card holders
  *Dexter = 887 cards; Lima = 802 cards; Lyndon = 987 cards
  *Sylvan = 1184 cards; Chelsea = 2510 cards; Nonresident = 556 cards

September continues to be busy for circulation:

- We had three anniversaries in the circ department this month: Deb celebrated 14 years, Amy celebrated 8 years and Julie celebrated 5 years. Congratulations!
- Holds continue to increase.
- Fun Fact on Curbside: We are getting many new patrons 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
- Attended the bi-monthly TLN circ meeting and the monthly TLN SASUG meeting.
- Patrons continued to call & send emails asking for renewal of their cards. Staff enjoy the phone calls as it gives them a chance to talk to our patrons.
- We had 27 new cards in September all by our online registration.
- We received 154.5 tubs from TLN in September, with 7.5 being the daily average.
- Our door count was a little more in September with the Sport Port Wednesday, Young At Art & Sculpture walk numbers added in.

**September Update:**

- **Two libraries in our system that opened to the public have had to shut down for 2 weeks or deep cleaning due to COVID.**

Respectfully submitted, Terri Lancaster  Head of Circulation

# 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 | 7672 | 25327 | -70% |
| July | 286 | 277 | 258 | 291 | 300 | 122 | 27 | 12743 | 26786 | -52% |
| August | 347 | 318 | 255 | 295 | 404 | 148 | 31 | 13193 | 24141 | -45% |
| Sept. | 335 | 299 | 271 | 274 | 305 | 163 | 29 | 12035 | 21707 | -45% |
| Oct. | | | | | | | | | 22622 | |
| Nov. | | | | | | | | | 21788 | |
| Dec. | | | | | | | | | 20107 | |
| **Total** | | | | | | | | 102625 | 281030 | |
| **Mnth Avg** | | | | | | | | *11,403* | *23,419* | |
| **Avg.% Inc.** | | | | | | | | with OD & RB, & deposit collection ckouts. | | -53% |

Highlighted numbers have been updated. TML

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 | 0 | 0 | 0 | |
| 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 | 818 | 71,686 |
| Oct | | |
| Nov | | |
| Dec | | |
| Total/Avg | 5,310 | 70,588 |

| 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 | 842 | 409 | *152* |
| Oct | | 409 | *198* |
| Nov | | 487 | *467* |
| Dec | | 269 | *340* |
| Total | 4624 | *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 | 2969 | *2444* | *2011* |
| Oct | | *2347* | *2041* |
| Nov | | *2257* | *2077* |
| Dec | | *2176* | *2138* |
| Total | 28975 | 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 | 690 | *245* | *148* |
| Oct | | *278* | *167* |
| Nov | | *267* | *174* |
| Dec | | *256* | *204* |
| Total | 6388 | *3040* | *1400* |

## 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 | 24 | 1 | 2 | 0 | 27 | 6926 | 17 | 1 | 1 | 2 | 3 |
| October | | | | | 0 | | | | | | |
| November | | | | | 0 | | | | | | |
| December | | | | | 0 | | | | | | |
| Totals | | | | | 315 | | 133 | 38 | 29 | 38 | 47 |

### 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. | 151 | 161 | 170 | 124 | 135 | 130 | 34 | 4,275 |
| Oct. | | | | | | | | |
| Nov. | | | | | | | | |
| Dec. | | | | | | | | |
| Total | | | | | | | | 45,516 |
| Monthly average | | | | | | | | 5057 |
| 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 | 6370 |
| Dexter | 1258 | 1197 | 1222 | 1206 | 1211 | 1215 | 1230 | 1087 | 1101 | 884 | 887 |
| Lima | 1176 | 1169 | 1174 | 1156 | 1133 | 1109 | 1109 | 996 | 965 | 802 | 802 |
| Lyndon | 1673 | 1567 | 1579 | 1538 | 1539 | 1546 | 1522 | 1302 | 1255 | 1005 | 987 |
| Sylvan | 1822 | 1800 | 1786 | 1693 | 1662 | 1667 | 1641 | 1412 | 1426 | 1192 | 1184 |
| CityChel | 3184 | 3165 | 3386 | 3409 | 3538 | 3572 | 3562 | 3040 | 3006 | 2478 | 2510 |
| NonRes | 960 | 902 | 744 | 640 | 649 | 655 | 625 | 575 | 609 | 562 | 556 |
| Freedom | 58 | 18 | 7 | 6 | 6 | 6 | 7 | 0 | 1 | 0 | 3 |
| Sharon | 150 | 149 | 141 | 118 | 122 | 118 | 110 | 107 | 112 | 104 | 104 |
| 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 | 182 |
| Totals | 10073 | 9800 | 9891 | 9642 | 9732 | 9764 | 9689 | 8412 | 8362 | 6923 | 6926 |

| | Trans Sep-20 | % Tot Trans | SEMCOG Dec2010 Pop. | % of Pop Regist | % of Entity Pop. | |
|---|---|---|---|---|---|---|
| District | 6,201 | | 15010 | | | |
| Dexter | 755 | 12% | 2604 | 47% | 42% | Dexter |
| Lima | 657 | 11% | 1909 | 59% | 54% | Lima |
| Lyndon | 801 | 13% | 2720 | 57% | 100% | Lyndon |
| Sylvan | 1022 | 16% | 2833 | 59% | 100% | Sylvan |
| CityChel | 2353 | 38% | 4944 | 72% | 100% | CityChel |
| | | | | 59% | | |
| NonRes | | | | | | |
| Freedom | 77 | 1% | | | | |
| Sharon | 113 | 2% | | | | |
| Waterloo | 187 | 3% | | | | |
| GrassLk | 0 | 0% | | | | |
| Other | 236 | 4% | | | | |
| Totals | | 100% | | | | |

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

# 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 | 12,743 | 6,966 | 55% | 5,777 | 45% | 7,624 | 889 |
| August | 13,193 | 7,309 | 55% | 5,884 | 45% | 7,352 | 1,045 |
| Sept. | 12,035 | 7,335 | 61% | 4,700 | 39% | 6,997 | 1,099 |
| Oct. | | | | 0 | | | |
| Nov. | | | | 0 | | | |
| Dec. | | | | 0 | | | |
| **Totals** | **107,025** | **72,289** | **49%** | **34,736** | **29%** | **71,346** | **6,015** |
| Mnth Avg | *11,892* | *8,032* | | *3,860* | | *7,927* | *668* |

| 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 | 62% | 33% | 5% |
| October | | | |
| November | | | |
| December | | | |
| **Yearly Avg.** | **46%** | **28%** | **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 | 3,834 | 2,085 | 283 |
| October | | | |
| November | | | |
| December | | | |
| **Yearly Total** | **35,936** | **21,897** | **2,630** |

# ACTION ITEMS

# Action Item #1

Chelsea District Library
Board of Trustees

## Library Board Fact Sheet

October 20, 2020 Board Packet

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

**Accept September donations and changes to the 2020 FY Budget.**

| | | Income Line - | Expense Line | |
|---|---|---|---|---|
| Dominie Wojtowicz | Adult Prog. (In Memory of Katherine Staffan Wagner) | 674.110 | 884.912 | $50.00 |
| Com. Foundation SE MI | Grant for Covid-19 | 675.100 | Various* | $15,000.00 |

**Sub Total: $15,050.00**

* Line #s being prepared and will be provided at the meeting.

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

**Sub Total: $**

**Total General Donations: $15,050.00**

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

Janice L. Carr, Board Secretary

Date

# DISCUSSION ITEMS

# Discussion Item #1

Chelsea District Library
Board of Trustees

## Library Board Fact Sheet

October 20, 2020 Meeting

**At-Large Board Seat**

**Background:**
TJ Helfferich's at-large board seat term will expire at the end of 2020 and the board will need to reappoint TJ to that opening or look into appointing someone else.

# Discussion Item #2

Chelsea District Library
Board of Trustees

## Library Board Fact Sheet

October 20, 2020 Meeting

**DDA/TIFA**

**Background:**

The library's new millage does not specify the transfer of DDA/TIFA funds to the City of Chelsea, however, the board has shown a commitment to continuing to fund that program in the past. How to continue is now up for discussion.

# Discussion Item #3

Chelsea District Library
Board of Trustees

## Library Board Fact Sheet

October 20, 2020 Meeting

**Board Retreat**

**Background:**

Susan and Lori have been discussing the 2020 board retreat, but if it is in fact going to occur in 2020, the board needs to figure out when and how to hold it.

# 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 — 1-21-20

Jan Carr, Board Secretary — Date