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

December 15, 2020
6:45 pm

Remotely over Zoom

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, December 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
Board Meeting Minutes Approval – November 17, 2020
Approval of the November Operational Checks
Approval of November Financial Reports
Director's Report & Friends Report

7:30 Public Comment

7:35 Action Items
1. Donations
2. Board Officers
3. Board Committees
4. 2021 Calendar of Operations
5. 2021 Board Meeting Calendar
6. Capital Improvement Fund Commitment
7. Director Evaluation (in Closed Session)

7:55 Discussion Items
1. Budget Carryovers: 2020 to 2021
2. 2020 Budget Adjustment
3. DDA/TIFA
4. Remote Work Policy During Pandemic

8:15 Reports
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

8:20 Public Comment

8:25 Other Items

8:30 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, November 17, 2020 6:45 pm
Meeting Location: Remote, Using Zoom

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

Staff: Director L. Coryell, L. Ballard (had to leave partway through the meeting), S. Powers, & C. Berggren.

Guests: J. Hanifan

Welcome and Call to Order
S. Lackey called the meeting to order at 6:45 p.m.

Agenda Review, Additions, and Approval
MOTION made by C. Taylor, SECONDED by J. Carr to approve the agenda, as amended. Discussion: Susan asked the rest of the board to move John Hanifan's DDA/TIFA presentation before the compulsory segments and to add a Discussion Item for the topic, sliding the other Discussion Items down and making the added one #1.

All Ayes: 7-0

Presentation: John Hanifan, Chelsea City Manager (Representing the DDA)

- John spoke about the various projects and things that the DDA has done to assist the library, as well as what the DDA currently funds.
- DDA annual budget is $400,000 and the former TIFA capture from the library was roughly $20,000, or about 5%.
- Susan called on each board member to ask John their questions concerning the DDA and whether the library should continue to support them, now that the capture is not in place as part of the millage.

Compulsory Segments:
Minutes and Approval of Checks
MOTION made by J. Carr, SECONDED by G. Munce to approve the minutes of the October 20, 2020 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by A. Merkel, SECONDED by G. Munce to accept the General Fund Operational checks for October, 2020. Discussion: None

All Ayes 7-0

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

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- COVID Update: the library is tweaking the schedule to eliminate Saturday service, due to the recent restrictions and staffing issues. The final Saturday will be this coming one, November 21. There is no end date for this schedule change and the library will restart Saturday service when it's safe and able.
- The library has hired a new Comp Tech II employee, Matt Jensen, who will begin on November 30 and will hopefully join us at the December meeting.
- The Purple Rose online readings have had huge attendance and circulation numbers continue to climb.

- Jan asked about TLN library closures and whether that would affect access. Lori answered that it depends on the item, since the majority of TLN libraries are remaining open.

Friends Report:

- Donated 17 boxes, roughly 350 books to the Chelsea Retirement Community for the new library wing at the CRC.
- Jan and several other Friends attended a webinar about ways to generate revenue for libraries.
- Friend of the Year is Jean Vargas.

Other Reports Notes: Lori shared that due to COVID-19, the library will wait to choose a Volunteer of the Year until 2021.

Public Comment: None

Action Item #1: Donations

MOTION made by J. Carr, SECONDED by TJ Helfferich to accept the library's October donations.
Discussion: None
Jan, roll-call vote: Susan – Aye, TJ – Aye, Anne – Aye, Elizabeth – Aye, Charlie – Aye, Gary – Aye, and Jan – Aye.

All Ayes 7-0

Action Item #2: At-Large Board Seat
MOTION made by E. Sensoli, SECONDED by C. Taylor to reappoint TJ to the board with a new 4-year term, running through 2024.
Discussion: None
Jan, roll-call vote: Anne – Aye, Gary – Aye, Charlie – Aye, Elizabeth – Aye, TJ – Abstain, Susan – Aye, and Jan – Aye.

All Ayes 6-0

Action Item #3: Board Retreat
MOTION made by J. Carr, SECONDED by C. Taylor to approve two short online Board Retreats, the first taking place December 9 at 10 a.m. and the second to be determined at the conclusion of the first or at a later date.
Discussion: None
Jan, roll-call vote: Anne – Aye, Gary – Aye, Charlie – Aye, Elizabeth – Aye, TJ – Aye, Susan – Aye, and Jan – Aye.

All Ayes 7-0

Discussion Item #1: DDA/TIFA

- Board members emphasize it's important to ask, "What do our patrons receive from the DDA?" There is a goodwill factor in that answer, too.
- Jan wants to make this an annual decision and not just to agree to give to the DDA for any substantial length of time.
- The Board agreed to try to come to a decision by January.

Discussion Item #2: MERS Addendum

- There is an Addendum for the defined contribution part of the library's MERS plan that needs Board approval and to be signed and returned before the end of the year. Lori shared the Addendum on screen.

MOTION made by J. Carr, SECONDED by E. Sensoli to move this item to Action.

Jan, roll-call vote: Anne – Aye, Gary – Aye, Charlie – Aye, Elizabeth – Aye, TJ – Aye, Susan – Aye, and Jan – Aye.

All Ayes 7-0

Action Item #4: MERS Addendum

MOTION made by TJ Helfferich, SECONDED by A. Merkel to approve the MERS Addendum and have Lori sign it.
Discussion: None
Jan, roll-call vote: Elizabeth – Aye, Charlie – Aye, Gary – Aye, Anne – Aye, Susan – Aye, TJ – Aye, and Jan – Aye.

All Ayes 7-0

Discussion Item #3: 2021 Calendar of Operations

Went over the dates.

Discussion Item #4: 2021 Board Meeting Calendar

It was noted that the December Board Meeting is scheduled for Dec. 21, 2021, and may need to be moved up, as it is close to Christmas and that could jeopardize a forum.

Discussion Item #5: Director Evaluation

- Elizabeth announced that she sent out an email earlier with the director evaluation survey attached. Managers should share with their staff.
- Due to COVID restrictions, Elizabeth is asking that surveys are emailed back to her directly, instead of being collected in a folder at the library.
- Deadline to return director evaluations is Dec. 4.

Discussion Item #6: Capital Improvement Fund Commitment

This is standard every year and Susan made a point of thanking the library for this level of responsibility.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee – Sent out director review survey.

Nominating Committee – Supplied minutes.

Community Outreach Committee –

Public and Board Comment: None

Other Items: None

Adjourn:
MOTION made by A. Merkel, SECONDED by C. Taylor to adjourn the meeting at 8:27 p.m.

All Ayes, 7-0

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Janice L. Carr, Board Secretary Date

DRAFT

FINANCE REPORTS

Chelsea District Library
List of Checks for Board Approval
November 2020

Date	Num	Name	Memo	Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up ER				
11/02/2020	PR20201106		RETIREMENT	-1,017.62
11/04/2020	20201019	Alerus Financial	11/06/2020 PR FLEX TO 457(b)	1,017.62
11/11/2020	20201102	Alerus Financial	11/06/2020 PR FLEX TO 457(b)	1,017.62
11/16/2020	PR20201120		RETIREMENT	-1,017.62
11/30/2020	20-0471	Alerus Financial	11/06/2020 PR FLEX TO 457(b)	1,017.62
Total 701.120 · Retirement Pick up ER				1,017.62
701.100 · Wages - Other				
11/02/2020	PR20201106		WAGES	36,691.94
11/16/2020	PR20201120		WAGES	35,227.94
Total 701.100 · Wages - Other				71,919.88
Total 701.100 · Wages				72,937.50
701.110 · Retirement-Contributions - EE				
11/02/2020	PR20201106		RETIREMENT PICK UP	-1,748.38
11/04/2020	20201019	Alerus Financial	11/06/2020 PR EE PERSONAL CONT	1,748.38
11/11/2020	20201102	Alerus Financial	11/06/2020 PR EE PERSONAL CONT	1,825.38
11/16/2020	PR20201120		RETIREMENT PICK UP	-1,825.38
11/30/2020	20-0471	Alerus Financial	11/06/2020 PR EE PERSONAL CONT	1,825.38
Total 701.110 · Retirement-Contributions - EE				1,825.38
701.115 · 401A Retirement Matching				
11/02/2020	PR20201106		401 A MATCHING	1,265.90
11/16/2020	PR20201120		401 A MATCHING	1,340.98
Total 701.115 · 401A Retirement Matching				2,606.88
701.200 · FICA				
11/02/2020	PR20201106		FICA EMPLOYER	2,667.57
11/16/2020	PR20201120		FICA EMPLOYER	2,555.63
Total 701.200 · FICA				5,223.20
701.300 · Flex Benefits				
11/02/2020	PR20201106		Dep Life (CA & DL & HI)	-48.76
11/02/2020	PR20201106		Health Insurance	-1,721.83
11/10/2020	25333	Blue Care Network of Michigan	OCT PREMIUM - HEALTH CARE	2,955.37
11/11/2020	202830076372	Blue Care Network of Michigan	NOV 2020 MED INS	4,669.27
11/11/2020	23110094255	Blue Care Network of Michigan	DEC 2020 MED INS	3,812.32
11/16/2020	20201010	Unum Life Insurance Co.	2020 Premium NOV	708.98
11/16/2020	PR20201120		Dep Life (CA & DL & HI)	-48.76
11/16/2020	PR20201120		Health Insurance	-1,721.83

Chelsea District Library
List of Checks for Board Approval
November 2020

Date	Num	Name	Memo	Amount
Total 701.300 · Flex Benefits				8,604.76
Total 701 · Personnel Expenses				91,197.72
727 · Supplies				
727.200 · General Operations				
11/02/2020	1PP6-71Y6-6HJV	Amazon Capital Services Inc	FACE SHIELD W/GLASSES	16.96
11/02/2020	1PP6-71Y6-6HJV	Amazon Capital Services Inc	BATTERIES	40.48
11/30/2020	4714792753	ACCO Brands USA LLC	HOT LAMINATING FILM - 4 ROLLS	115.12
11/30/2020	1809665	Arbor Springs Water Co. Inc.	2020 11/17 BOTTLED WATER - COOLER RENTAL	63.00
Total 727.200 · General Operations				235.56
727.300 · Material Processing				
727.320 · Matl Processing Cases				
11/06/2020			CIRC TLN DEPOSIT 20201106	-10.00
11/16/2020	18954	Budget Library Supplies	Single CD & DVD Cases	2,065.00
11/30/2020	6871479	Demco Inc.	2020 MAILING SUPPLIES	83.52
Total 727.320 · Matl Processing Cases				2,138.52
727.330 · Matl Processing Other				
11/02/2020	99532336	Midwest Tape	PLAYAWAY LOCKS #10423221	91.96
11/04/2020	6865051	Demco Inc.	2020 MAILING SUPPLIES	33.06
11/30/2020	6871479	Demco Inc.	2020 MAILING SUPPLIES	590.74
11/30/2020	SINV0005780	K-Sun Corp.	BLACK ON GREEN PET TAPE	83.50
Total 727.330 · Matl Processing Other				799.26
727.340 · Repairs				
11/30/2020	6871479	Demco Inc.	2020 MAILING SUPPLIES	295.77
Total 727.340 · Repairs				295.77
Total 727.300 · Material Processing				3,233.55
727.500 · Cleaning				
727.520 · Cleaning Supplies				
11/02/2020	4065288893	Cintas Corporation-300	Soap	18.76
Total 727.520 · Cleaning Supplies				18.76
727.530 · Cleaning Rugs				
11/02/2020	4065288893	Cintas Corporation-300	Rugs	108.38
Total 727.530 · Cleaning Rugs				108.38
Total 727.500 · Cleaning				127.14
Total 727 · Supplies				3,596.25
801 · Professional Services				

Chelsea District Library
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November 2020

Date	Num	Name	Memo	Amount
801.010 · Attorney				
11/02/2020	795654	Foster Swift Collins & Smith	LEGAL - TIFA-DDA	63.00
11/30/2020	796882	Foster Swift Collins & Smith	LEGAL - JOB SHARING WITH NONPROFITS	105.00
Total 801.010 · Attorney				168.00
801.040 · Bookkeeper				
11/04/2020	20201105	Ballard, Kerry	BOOKKEEPING THROUGH 10/23/2020	350.00
11/11/2020	20201119	Ballard, Kerry	BOOKKEEPING THROUGH 10/23/2020	350.00
11/30/2020	20201203	Ballard, Kerry	BOOKKEEPING THROUGH 12/04/2020	350.00
Total 801.040 · Bookkeeper				1,050.00
801.041 · Payroll Services				
11/02/2020	PR20201106		PAYROLL PREPARATION	1.50
11/16/2020	PR20201120		PAYROLL SERVICES	1.50
Total 801.041 · Payroll Services				3.00
801.300 · Banking Fees				
801.310 · Bank Fees				
11/30/2020			Service Charge	9.00
Total 801.310 · Bank Fees				9.00
801.315 · Investment Fees				
11/30/2020	INV 202010		investment fees	
Total 801.315 · Investment Fees				0.00
801.350 · Credit Card Fee Circ				
11/05/2020	CCFEE 10/20		OCT CC Discount	37.50
11/06/2020			CIRC TLN DEPOSIT 20201106	63.52
Total 801.350 · Credit Card Fee Circ				101.02
Total 801.300 · Banking Fees				110.02
Total 801 · Professional Services				1,331.02
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
11/16/2020	23997	Ken Cook's Plumbing and Heating Inc.	2 SINK REPAIR	229.00
Total 803.010 · Maint Svc Contingency				229.00
803.100 · Copier				
803.101 · Public Copier				
11/02/2020	5012381472	Wells Fargo Bank, NA	10/14 - 11/13/2020 Copier Printer Maintenance - APR	229.44
Total 803.101 · Public Copier				229.44

Chelsea District Library
List of Checks for Board Approval
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Date	Num	Name	Memo	Amount
803.102 · Staff Copier				
11/02/2020	5012381472	Wells Fargo Bank, NA	10/14 - 11/13/2020 Copier Printer Maintenance - APR	625.82
Total 803.102 · Staff Copier				625.82
803.103 · Small Printer Maintenance				
11/02/2020	5012381472	Wells Fargo Bank, NA	10/14 - 11/13/2020 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				
11/16/2020	12889	A Production Cleaning Company Inc.	CLEANING 11/01- 11/14/2020	1,500.85
11/16/2020	12856	A Production Cleaning Company Inc.	CLEANING 10/18 - 10/31/2020	1,500.85
Total 803.605 · Janitorial				3,001.70
803.610 · Lawn/Snow Service				
803.611 · Lawn Service				
11/16/2020	11781	Association Maintenance Corp	SEPT/OCT MOW, 09/17, 09/23, 10/15, 1028 WINTERIZE 10/26/...	1,245.00
Total 803.611 · Lawn Service				1,245.00
803.613 · Sprinkler				
11/16/2020	11781	Association Maintenance Corp	WINTERIZE	85.00
Total 803.613 · Sprinkler				85.00
Total 803.610 · Lawn/Snow Service				1,330.00
803.620 · Trash				
11/16/2020	19568	City of Chelsea	2020 OCT 4 - WEEKS - TRASH	40.00
Total 803.620 · Trash				40.00
803.700 · Fire Supression Inspection				
11/16/2020	0D26589037	Cintas Fire Protection	ANNUAL INSPECTION	241.49
Total 803.700 · Fire Supression Inspection				241.49
803.750 · Fire Alarm Inspection				
11/16/2020	0D26589038	Cintas Fire Protection	ANNUAL INSPECTION	341.92
Total 803.750 · Fire Alarm Inspection				341.92
Total 803.600 · Building Maintenance				4,955.11
Total 803 · Maintenance Service Contracts				6,192.71
850 · Telecommunications				

Chelsea District Library
List of Checks for Board Approval
November 2020

Date	Num	Name	Memo	Amount
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
11/11/2020	20201115	Navitas Credit Corp	2020 NOV PHONE LEASE	212.81
11/18/2020	20201109	Keybank	10/26 - 11/25/2020 VOIP SERVICE	396.66
Total 850.120 · Telephone				609.47
850.121 · IT Cell Phone				
11/16/2020	9865885888	Verizon Wireless	IT PHONE 09/29 - 10/28/2020	51.25
Total 850.121 · IT Cell Phone				51.25
Total 850.100 · Local & Long Distance Charges				660.72
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
11/02/2020	10142020	A T&T Mobility	10/07 - 11/06	217.44
11/16/2020	9865885888	Verizon Wireless	09/29 - 10/28/2020	576.00
Total 850.311 · WiFi Hotspots				793.44
Total 850.300 · TLN Internet Service				793.44
Total 850 · Telecommunications				1,454.16
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
11/04/2020	20201102	Chelsea Update	4TH QTR	400.00
Total 880.110 · Media Buy				400.00
Total 880.100 · Advertising				400.00
880.200 · Publications				
880.240 · Newletter				
11/16/2020	256436	Print-tech Inc.	NEWSLETTER - WINTER	4,292.03
Total 880.240 · Newletter				4,292.03
Total 880.200 · Publications				4,292.03
880.300 · Marketing Supplies				
880.310 · Displays				
11/18/2020	20201109	Keybank	STAPLES - LOBBY SIGNAGE	39.92
Total 880.310 · Displays				39.92
880.320 · Misc Marketing Supplies				
11/30/2020	20-0133	Lancaster, Terri	LCSUM GIFT CERTIFICATE - COMMON GRILL	50.00
11/30/2020	20-0133	Lancaster, Terri	LCSUM GIFT CERTIFICATE - SERENDIPITY BOOKS	25.00

Chelsea District Library
List of Checks for Board Approval
November 2020

Date	Num	Name	Memo	Amount
Total 880.320 · Misc Marketing Supplies				75.00
Total 880.300 · Marketing Supplies				114.92
880.400 · Program Promotion				
880.410 · Adult Program Promotion				
880.411 · General Adult Promotion				
11/16/2020	DB-72340-INV	Dollar Bill Copying	BOOKMARKS - SONG TO TABLE	203.16
Total 880.411 · General Adult Promotion				203.16
Total 880.410 · Adult Program Promotion				203.16
880.420 · Youth / Teen Promotion				
880.421 · General Youth/Teen Promotion				
11/18/2020	20201109	Keybank	FACEBOOK AD - KIDS READ COMICS	15.00
11/18/2020	20201109	Keybank	FACEBOOK AD - KIDS READ COMICS	15.00
11/18/2020	20201109	Keybank	FACEBOOK AD - KIDS READ COMICS	19.96
Total 880.421 · General Youth/Teen Promotion				49.96
Total 880.420 · Youth / Teen Promotion				49.96
880.430 · Library Program Promotion				
880.431 · General Library Prog Promotion				
11/04/2020	256304	Print-tech Inc.	EAST SIDE BANNERS	1,020.00
11/04/2020	256305	Print-tech Inc.	EAST SIDE BANNERS	496.50
Total 880.431 · General Library Prog Promotion				1,516.50
Total 880.430 · Library Program Promotion				1,516.50
Total 880.400 · Program Promotion				1,769.62
880.500 · Purchased Services				
880.510 · General Purchased Services				
11/18/2020	20201109	Keybank	ADOBE STOCK IMAGE	29.99
Total 880.510 · General Purchased Services				29.99
880.520 · Professional Services				
880.521 · Graphic Design Services				
11/04/2020	0488	MC creative design & photography LLC	2020 WINTER NEWSLETTER GRAPHIC DESIGN	1,500.00
Total 880.521 · Graphic Design Services				1,500.00
Total 880.520 · Professional Services				1,500.00
Total 880.500 · Purchased Services				1,529.99
Total 880 · Promotional Materials				8,106.56

Chelsea District Library
List of Checks for Board Approval
November 2020

Date	Num	Name	Memo	Amount
884 · Programming				
884.110 · Adult Speakers				
884.116 · Purple Rose Concert Readings				
11/02/2020	20201019	Purple Rose Theatre Company Inc	2020-21 PR Library Readings	3,000.00
Total 884.116 · Purple Rose Concert Readings				3,000.00
884.119 · General Adult Events				
11/02/2020	20-0056CS	DIANNA KAUSE LLC	RESILIENCY IN EVERYDAY LIFE WORKSHOP 11/12/2020	200.00
11/04/2020	20201104	THE LAKEHOUSE BAKERY	DESSERT BY DECADE	200.00
Total 884.119 · General Adult Events				400.00
Total 884.110 · Adult Speakers				3,400.00
884.120 · Adult Supplies				
884.126 · General Adult Programs				
11/18/2020	20201109	Keybank	ZOOM - FEATURE FOR PURPLE ROSE	6.00
11/18/2020	20201109	Keybank	ZOOM - UPGRADE	13.32
11/18/2020	20201109	Keybank	ZOOM - WEBINAR ADD-ON	70.00
11/30/2020	1X3M-FMJN-FN71	Amazon Capital Services Inc	ADULT PROGRAMS GENERAL	428.11
Total 884.126 · General Adult Programs				517.43
884.127 · SRP Supplies				
11/18/2020	20201109	Keybank	AGRICOLE - SRP STAFF WINNER PRIZE	25.00
11/18/2020	20201109	Keybank	SEREPENDIPITY - SRP STAFF WINNER	25.00
Total 884.127 · SRP Supplies				50.00
Total 884.120 · Adult Supplies				567.43
884.210 · Youth Speakers				
884.215 · Early Literacy				
11/02/2020	20-0445	Battey, Beth	10/15/2020 DANCE ALONG SING ALONG - VIRTUAL	180.00
11/02/2020	20-0446	Battey, Beth	11/19/2020 DANCE ALONG SING ALONG - VIRTUAL	180.00
11/11/2020	20-0531JZ	Breathe Yoga LLC	4 NOV 2020 Yoga Storytime	120.00
11/16/2020	PO 20-0447ED	Battey, Beth	12/10/2020 DANCE ALONG SING ALONG - VIRTUAL	180.00
Total 884.215 · Early Literacy				660.00
Total 884.210 · Youth Speakers				660.00
884.220 · Youth Supplies				
884.223 · Holiday Programs				
11/02/2020	705412815-01	FUN EXPRESS	HOLIDAY PROGRAMS	36.69
11/30/2020	1H76-X7T6-Y4L7	Amazon Capital Services Inc	HOLIDAY PROGRAMS	15.99
11/30/2020	14K3-MDHD-7N7X	Amazon Capital Services Inc	HOLIDAY PROGRAMS	233.49
Total 884.223 · Holiday Programs				286.17

Chelsea District Library
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November 2020

Date	Num	Name	Memo	Amount
884.226 · Summer Reading				
11/16/2020	25090711	Scholastic Library Publishing	2020 OR 2021 SUMMER READING?	495.00
Total 884.226 · Summer Reading				495.00
884.227 · Outreach				
11/02/2020	705412815-01	FUN EXPRESS	HOLIDAY PROGRAM SUPPLIES	96.63
Total 884.227 · Outreach				96.63
884.230 · Youth Reading Group				
11/16/2020	2035513109	Baker & Taylor - Program Account	YOUTH READING GROUP	57.36
11/16/2020	2035541902	Baker & Taylor - Program Account	YOUTH READING GROUP	57.48
Total 884.230 · Youth Reading Group				114.84
Total 884.220 · Youth Supplies				992.64
884.270 · Teen Supplies				
884.272 · Teen General Programs				
11/02/2020	1N7X-XVK7-W9K7	Amazon Capital Services Inc	TEEN PROGRAMS - SEE CRM 1FHL-T9X6-3ND7- $31.65	54.33
11/02/2020	1FHL-T9X6-3ND7	Amazon Capital Services Inc	TEEN GENERAL PROGRAMS SEE 1N7X-XVK7-WPK7	-31.65
11/02/2020	113P-7T11-31VF	Amazon Capital Services Inc	PROGRAM SUPPLIES	57.68
11/11/2020	1YJG-76M6-GVDT	Amazon Capital Services Inc	TEEN PROGRAMS GENERAL	74.95
11/11/2020		COMFORT, STACEY	DRAGON EGG SUPPLIES	35.93
Total 884.272 · Teen General Programs				191.24
884.273 · Teen Holiday Programs				
11/02/2020	113P-7T11-31VF	Amazon Capital Services Inc	CRICUT KNIFE BLADE AND HOUSING	31.65
11/11/2020	22522108001	COMFORT, STACEY	DRAGON EGG PAINT	22.51
Total 884.273 · Teen Holiday Programs				54.16
Total 884.270 · Teen Supplies				245.40
884.800 · Exhibits				
884.801 · Exhibits				
11/04/2020	20201105	Ballard, Kerry	YAA TAKEDOWN/ LOBBY RESET	50.00
Total 884.801 · Exhibits				50.00
Total 884.800 · Exhibits				50.00
884.910 · Adult Programming Restricted				
884.915 · Aud Prg. Rst. Gifts Purple Rose				
11/02/2020	20201019	Purple Rose Theatre Company Inc	2020-21 PR Library Readings	1,000.00
Total 884.915 · Aud Prg. Rst. Gifts Purple Rose				1,000.00
Total 884.910 · Adult Programming Restricted				1,000.00

Chelsea District Library
List of Checks for Board Approval
November 2020

Date	Num	Name	Memo	Amount
Total 884 · Programming				6,915.47
920 · Utilities				
920.110 · City of Chelsea Water				
11/16/2020	20201109	City of Chelsea-Elect & Water	OCT 09/30 - 10/30/20 WATER	33.91
Total 920.110 · City of Chelsea Water				33.91
920.120 · City of Chelsea Sewer				
11/16/2020	20201109	City of Chelsea-Elect & Water	OCT 09/30 - 10/30/20 SEWER	107.92
Total 920.120 · City of Chelsea Sewer				107.92
920.130 · City of Chelsea Electric				
11/16/2020	20201109	City of Chelsea-Elect & Water	OCT 09/30 - 10/30/20 ELECTRICITY	2,530.14
Total 920.130 · City of Chelsea Electric				2,530.14
920.150 · City of Chelsea Sprinkler				
11/16/2020	20201109	City of Chelsea-Elect & Water	OCT 09/30 - 10/30/20 SPRINKLER	194.91
Total 920.150 · City of Chelsea Sprinkler				194.91
920.200 · McKune Gas				
11/16/2020	3040320	Constellation NewEnergy-Gas Division LLC	2020 OCT GAS SERVICE - 08/22 - 09/21/20	485.60
Total 920.200 · McKune Gas				485.60
Total 920 · Utilities				3,352.48
960 · Board & Director Expense				
960.200 · Director Expense				
11/18/2020	34020	SIGNS IN 1 DAY	SIGNS - BOOK COVER/DECORATIONS - HOMETOWN HOLID...	79.00
Total 960.200 · Director Expense				79.00
Total 960 · Board & Director Expense				79.00
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
11/02/2020	1D6T-3HPD-FFXN	Amazon Capital Services Inc	WIRELESS HEADSET - PANASONIC KXT6P 600	160.65
11/02/2020	1MLY-QJN9-7197	Amazon Capital Services Inc	QTY 6 - WEBCAM WITH MIC	165.84
11/18/2020	20201109	Keybank	IMADE 3D - MAKERSPACE	109.85
Total 967.120 · Computers				436.34
Total 967.100 · Equipment Hardware				436.34
967.200 · Equipment Software				
11/02/2020	8796781	PROVANTAGE LLC	VSHERE LICENSE RENEWAL 11/25/20 - 11/24/2021	80.00
11/18/2020	20201109	Keybank	ADOBE - PDF LICENSE	23.88

Chelsea District Library
List of Checks for Board Approval
November 2020

Date	Num	Name	Memo	Amount
11/18/2020	20201109	Keybank	HRCOLLABORATIVE - EMP HEATH SCREENING SOFTWARE	170.00
11/18/2020	20201109	Keybank	NINTE 10/18 - 11/18/2020	20.00
Total 967.200 · Equipment Software				293.88
967.300 · Equipment Furniture & Fixtures				
967.320 · Furniture				
11/04/2020	6865051	Demco Inc.	TABLE	309.38
11/04/2020	6865051-CRM	Demco Inc.	TABLE - CREDIT FOR ACCEPTING DAMAGE	-88.32
Total 967.320 · Furniture				221.06
967.330 · Equipment - non-Computer				
11/02/2020	1PP6-71Y6-6HJV	Amazon Capital Services Inc	QTY 3 - OIL FILLED HEATERS	179.68
Total 967.330 · Equipment - non-Computer				179.68
Total 967.300 · Equipment Furniture & Fixtures				400.74
Total 967 · Equipment				1,130.96
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.143 · Other Staff Travel				
11/18/2020	20201109	Keybank	AMIGOS LIB SVC - LIB MKTG CONF	199.00
Total 969.143 · Other Staff Travel				199.00
Total 969.100 · Staff Travel				199.00
Total 969.001 · Travel				199.00
969.300 · Memberships				
969.320 · Information Services				
11/11/2020	2258711	ALA	2020 MEMBERSHIP FOR STACY COMFORT 09/01/2020 - 08/31...	112.00
Total 969.320 · Information Services				112.00
Total 969.300 · Memberships				112.00
969.600 · Staff Training				
969.610 · Workshops				
11/18/2020	20201109	Keybank	LIBRARY WORKS - ANGRY USERS WEBINAR	175.00
Total 969.610 · Workshops				175.00
969.620 · Staff In-Service & Appreciation				
11/18/2020	20201109	Keybank	JIMMY JOHNS - COVID MORALE BOOST LUNCH	68.94
11/18/2020	20201109	Keybank	ZOU ZOUS - STAFF APPRECIATION CIRC	84.38

Chelsea District Library
List of Checks for Board Approval
November 2020

Date	Num	Name	Memo	Amount
Total 969.620 · Staff In-Service & Appreciation				153.32
Total 969.600 · Staff Training				328.32
Total 969 · Continuing Education Expenses				639.32
980 · Capital Expense				
980.300 · Computer Upgrades				
980.320 · Hardware Upgrades				
980.321 · Servers & Storage				
11/11/2020	28488	FORNIDA	SERVER UPGRADE	7,980.00
Total 980.321 · Servers & Storage				7,980.00
Total 980.320 · Hardware Upgrades				7,980.00
Total 980.300 · Computer Upgrades				7,980.00
Total 980 · Capital Expense				7,980.00
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
11/02/2020	99477140	Midwest Tape	OCT ADULT BOC	139.96
11/02/2020	99477142	Midwest Tape	SEPT ADULT BOC	64.98
11/04/2020	99169445	Midwest Tape	MAY ADULT BOC	607.84
11/04/2020	99169446	Midwest Tape	JULY ADULT BOC	359.91
11/04/2020	99391706	Midwest Tape	SEPT ADULT BOC	29.99
11/04/2020	99391772	Midwest Tape	NOV ADULT BOC	39.99
11/16/2020	99533974	Midwest Tape	OCT - ADULT BOC	114.97
11/16/2020	99566051	Midwest Tape	OCT - ADULT BOC	109.97
11/16/2020	99588178	Midwest Tape	OCT - ADULT BOC	84.98
11/16/2020	99588179	Midwest Tape	NOV - ADULT BOC	84.98
11/16/2020	99621393	Midwest Tape	NOV - ADULT BOC	99.97
11/16/2020	99621396	Midwest Tape	OCT - ADULT BOC	34.99
11/16/2020	99621397	Midwest Tape	NOV - ADULT BOC	19.98
Total 982.120 · Adult Books on Disc				1,792.51
982.140 · Youth Books on Disc				
11/02/2020	99421401	Midwest Tape	JBOCD + PLAYAWAYS	29.99
11/30/2020	99504826	Midwest Tape	YOUTH CDS	197.96
11/30/2020	99533975	Midwest Tape	YOUTH CDS	125.97
11/30/2020	99566054	Midwest Tape	YOUTH CDS	239.94
Total 982.140 · Youth Books on Disc				593.86
Total 982.100 · Audio Books				2,386.37
982.400 · Non Print				
982.410 · Electronic Products/Subs				

Chelsea District Library
List of Checks for Board Approval
November 2020

Date	Num	Name	Memo	Amount
11/16/2020	70644055	Proquest LLC	Ancestry Library 10/01/20 to 09/30/2021	1,467.73
11/18/2020	20201109	Keybank	2020 MINECRAFT SERVER HOSTING 10/17 - 11/16 2020	12.46
Total 982.410 · Electronic Products/Subs				1,480.19
982.420 · Adult Music on CD				
11/02/2020	99421244	Midwest Tape	CHILDRENS MUSIC CDs	5.99
11/04/2020	99307880	Midwest Tape	AUG/SEPT ADULT MUSIC CDs	43.57
11/04/2020	99391770	Midwest Tape	AUG/SEPT ADULT MUSIC CDs	11.19
11/16/2020	99621398	Midwest Tape	OCT/NOV ADULT CDS	39.17
Total 982.420 · Adult Music on CD				99.92
982.460 · DVD Feature				
11/02/2020	99476959	Midwest Tape	SEPT ADULT FEATURE DVDs	37.49
11/02/2020	99477144	Midwest Tape	OCT ADULT FEATURE DVD	282.60
11/02/2020	99504823	Midwest Tape	OCT ADULT FEATURE DVD	254.12
11/02/2020	99504825	Midwest Tape	OCT ADULT BOC	44.99
11/02/2020	99504828	Midwest Tape	SEPT ADULT FEATURE DVDs	11.24
11/11/2020	99533972	Midwest Tape	OCT ADULT FEATURE DVD	149.93
11/11/2020	99566052	Midwest Tape	OCT ADULT FEATURE DVD	150.68
11/11/2020	99566058	Midwest Tape	SEPT ADULT FEATURE DVD	12.74
Total 982.460 · DVD Feature				943.79
982.470 · DVD Non-Fiction				
11/11/2020	99566056	Midwest Tape	NOV NF ADULT DVD	178.40
11/11/2020	99566057	Midwest Tape	SEPT ADULT NF DVD	22.49
Total 982.470 · DVD Non-Fiction				200.89
982.480 · Youth Video DVD				
11/02/2020	99360256	Midwest Tape	FAMILY AND ANIME DVD	414.53
11/02/2020	99391707	Midwest Tape	FAMILY AND ANIME DVD	66.70
11/02/2020	99421243	Midwest Tape	FAMILY AND ANIME DVD	337.29
11/02/2020	99445796	Midwest Tape	FAMILY AND ANIME DVD	131.17
11/02/2020	99477141	Midwest Tape	FAMILY AND ANIME DVD	46.47
11/11/2020	99533973	Midwest Tape	FAMILY AND ANIME DVD	14.99
11/16/2020	99504824	Midwest Tape	SEPT - FAMILY DVDS	33.73
11/16/2020	99566053	Midwest Tape	SEPT - FAMILY DVDS	18.74
Total 982.480 · Youth Video DVD				1,063.62
982.490 · Videogames				
11/02/2020	1X71-6QRX-NV7W	Amazon Capital Services Inc	NOT DELIVERED - SEE CRM 1WL4-G9G3-DVD7	15.95
11/02/2020	1WL4-G9G3-DVD7	Amazon Capital Services Inc	ITEMS NOT DELIVERED	-15.95
11/02/2020	1PLP-LNXY-MQ13	Amazon Capital Services Inc	VIDEO GAMES	64.87
11/16/2020	13PT-79YW-9FLL	Amazon Capital Services Inc	TEEN PROGRAMS GENERAL	39.99
Total 982.490 · Videogames				104.86

Chelsea District Library
List of Checks for Board Approval
November 2020

Date	Num	Name	Memo	Amount
Total 982.400 · Non Print				3,893.27
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
11/02/2020	2035492106	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	128.34
11/16/2020	2035370678	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	167.22
11/16/2020	2035419130	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	167.58
11/16/2020	2035554198	Baker & Taylor - Adult Large Print	ADULT LARGE PRINT	40.58
Total 982.710 · Adult Large Print				503.72
982.720 · Adult Print General				
11/02/2020	1K7V-DPQV-KVLT	Amazon Capital Services Inc	ADULT BOOKS	80.97
11/02/2020	2035486138	Baker & Taylor - Adult	2020 ADULT ACCT	391.64
11/02/2020	2035495940	Baker & Taylor - Adult	2020 ADULT ACCT	415.75
11/02/2020	2035358575	Baker & Taylor - Adult	2020 ADULT ACCT	14.06
11/02/2020	2035506899	Baker & Taylor - Adult	2020 ADULT ACCT	382.92
11/02/2020	2035522016	Baker & Taylor - Adult	2020 ADULT ACCT	530.06
11/02/2020	2035528032	Baker & Taylor - Adult	2020 ADULT ACCT	349.39
11/02/2020	2035516056	Baker & Taylor - Unlabeled Adult	2020 ADULT ACCT	11.49
11/06/2020			CIRC TLN DEPOSIT 20201106	-519.93
11/11/2020	1M3H-PQ1T-DMJY	Amazon Capital Services Inc	ADULT PRINT GENERAL	39.77
11/11/2020	1YHC-FDHV-MGQD	Amazon Capital Services Inc	ADULT PRINT GENERAL	102.13
11/11/2020	20-0134	St. Louis Center	BOOK REFUND - NANCY ELAINE SHERBURN	31.99
11/16/2020	2035543374	Baker & Taylor - Adult	2020 ADULT ACCT	613.75
11/16/2020	2035549057	Baker & Taylor - Adult	2020 ADULT ACCT	321.77
11/16/2020	2035558441	Baker & Taylor - Adult	2020 ADULT ACCT	437.39
11/16/2020	2035565345	Baker & Taylor - Adult	2020 ADULT ACCT	468.63
11/16/2020	2035576568	Baker & Taylor - Adult	2020 ADULT ACCT	368.13
11/16/2020	2035388781	Baker & Taylor - Unlabeled Adult	2020 ADULT ACCT	77.81
11/16/2020	2035413489	Baker & Taylor - Unlabeled Adult	2020 ADULT ACCT	40.09
11/16/2020	2035517849	Baker & Taylor - Unlabeled Adult	2020 ADULT ACCT	119.17
Total 982.720 · Adult Print General				4,276.98
982.730 · Adult Ref.				
11/02/2020	2035358588	Baker & Taylor - Adult Reference	2020 ADULT REFERENCE	29.08
11/16/2020	1347021 R	KAPPA MAP GROUP	MICHIGAN COUNTY ATLAS	53.85
Total 982.730 · Adult Ref.				82.93
982.740 · Multiple Book Copies				
11/02/2020	2035358687	Baker & Taylor - Adult Multiples	ADULT MULTIPLES	47.13
11/02/2020	2035358681	Baker & Taylor - Adult Multiples	ADULT MULTIPLES	11.54
Total 982.740 · Multiple Book Copies				58.67
Total 982.705 · Adult Print				4,922.30
982.755 · Youth Print				

Chelsea District Library
List of Checks for Board Approval
November 2020

Date	Num	Name	Memo	Amount
982.760 · Youth Print General				
11/02/2020	ERG11743	The Book Farm Inc	2020 YOUTH NONFICTION TITLES	209.55
11/02/2020	2035471379	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	76.71
11/02/2020	2035502671	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	78.94
11/02/2020	2035350850	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	39.41
11/02/2020	ERG11738	The Book Farm Inc	2020 YOUTH NONFICTION TITLES	674.46
11/06/2020			CIRC TLN DEPOSIT 20201106	-451.07
11/11/2020	20-0135	SKOGHEIM, ALIVIA	REFUND, BILLED FOR WRONG ITEM	5.16
11/11/2020	3222290	Baker & Taylor - Auto Yours Cats	CREDIT MEMO	-12.59
11/11/2020	0003222291	Baker & Taylor - Auto Yours Cats	CREDIT MEMO	-38.51
11/11/2020	ERG11777	The Book Farm Inc	BOOKS - PICTURE AND BOARD	768.29
11/11/2020	9.20.1	Usborne & Kane Miller Books	BOOKS FOR COLLECTION	71.92
11/11/2020	9.20.2	Usborne & Kane Miller Books	GROWING UP - LIFT THE FLAP	14.99
11/16/2020	DIR7898309	Usborne & Kane Miller Books	1001 THINGS SPOT FAIRYLAND	17.99
11/16/2020	2035517211	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	132.10
11/16/2020	2035350835	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	46.40
11/16/2020	2035350855	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	74.15
11/16/2020	2035490954	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	83.20
11/16/2020	2035567048	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	181.81
11/16/2020	2035580252	Baker & Taylor - Auto Yours Cats	2020 AUTO YOURS CATS	31.74
11/16/2020	2035359246	Baker & Taylor - Juvenile	2020 JUVENILE ACCOUNT	211.23
11/16/2020	2035378715	Baker & Taylor - Juvenile	2020 JUVENILE ACCOUNT	247.20
11/16/2020	2035358685	Baker & Taylor - Juvenile	2020 JUVENILE ACCOUNT	70.55
11/16/2020	2035358686	Baker & Taylor - Young Adult	2020 YOUNG ADULT	72.12
11/16/2020	2035358671	Baker & Taylor - Young Adult	2020 YOUNG ADULT	11.02
11/16/2020	2035363878	Baker & Taylor - Young Adult	2020 YOUNG ADULT	305.40
11/16/2020	2035372079	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	313.94
11/16/2020	2035463601	Baker & Taylor - Unlabeled Juvenile	UNLABELED JUVENILE	87.78
Total 982.760 · Youth Print General				3,323.89
982.770 · Youth Ref.				
11/02/2020	ERG11743	The Book Farm Inc	2020 YOUTH REFERENCE	1,000.00
Total 982.770 · Youth Ref.				1,000.00
Total 982.755 · Youth Print				4,323.89
Total 982.700 · Print				9,246.19
Total 982 · Collection Expense				15,525.83
TOTAL				**147,501.48**

Chelsea District Library
Donation and Restricted
January through November 2020

	Jan - Nov 19	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation			
674.100 · Designated Adult Collection	300		
674.110 · Designated Adult Programming	1,000	7,300	(6,300)
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	725	525	200
674.141 · Designated Technology	3,000	3,000	0
674.150 · Continuing Education Restricted	600	600	0
Total 674 · Contribution & Donation	11,875	21,925	(10,050)
675 · Private Grant Sources			
675.100 · Community Found Southeast MI	15,000	17,000	(2,000)
675.400 · Chelsea Ed Foundation	1,500	1,500	0
Total 675 · Private Grant Sources	16,500	18,500	(2,000)
Total Income	28,375	40,425	(12,050)
Gross Profit	28,375	40,425	(12,050)
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	3,500	(3,063)
884.953 · Youth Prog Rest Chelsea Ed Foun	0	1,000	(1,000)
Total 884.211 · Authors in Chelsea	437	4,500	(4,063)
Total 884.210 · Youth Speakers	437	4,500	(4,063)
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	2,900	(397)

Chelsea District Library
Donation and Restricted
January through November 2020

	Jan - Nov 19	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	1,000	1,000	0
Total 884.910 · Adult Programming Restricted	6,210	11,150	(4,940)
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	10,064	24,150	(14,086)
967 · Equipment			
967.900 · Equipment Restricted Gifts			
967.910 · Equipment Rest Gifts	3,504	3,709	(205)
Total 967.900 · Equipment Restricted Gifts	3,504	3,709	(205)
Total 967 · Equipment	3,504	3,709	(205)
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Appreciation - Restricted	1,230	1,100	130
Total 969.600 · Staff Training	1,230	1,100	130
Total 969 · Continuing Education Expenses	1,230	1,100	130
982 · Collection Expense			
982.910 · Adult Collection Restricted	500	600	(100)
Total 982 · Collection Expense	500	600	(100)
Total Expense	15,409	32,559	(17,150)
Net Ordinary Income	12,966	7,866	5,100
Net Income	12,966	7,866	5,100

9:48 AM
12/09/20
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	Oct 20	Nov 20	TOTAL Jan - Nov 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	0	2	261	1,817,499	1,824,026	(6,527)	100%
540.100 · State Aid	0	60,640	0	0	5,957	0	6,060	0	0	0	0	72,657	38,000	34,657	191%
574.100 · Penal Fines	0	0	0	0	0	0	0	15,282	0	0	0	15,282	17,000	(1,718)	90%
607.100 · Non-Resident Fees	500	438	250	0	0	0	0	0	0	0	438	1,626	6,000	(4,374)	27%
645.100 · Copiers & Printers	523	576	164	0	0	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	0	1,637	5,403	11,000	(5,597)	49%
665.100 · Interest	45	78	95	50	48	43	40	33	27	21	15	495	0	495	100%
666.100 · Investment Earnings	0	14	4,711	0	0	2,282	4	4	2,252	11,627	11,802	32,696	50,000	(17,304)	65%
666.500 · Investment Change in Value	0	10,619	12,769	11,708	419	2,294	4,224	(3,321)	2,460	(14,528)	(809)	25,835			
674 · Contribution & Donation	2,025	7,850	0	0	0	1,500	0	0	0	300	200	11,875	21,925	(10,050)	54%
675 · Private Grant Sources	0	0	0	0	15,000	1,500	0	0	0	0	0	16,500	18,500	(2,000)	89%
Total Income	925,869	826,932	91,019	20,671	34,684	82,822	(8,569)	11,998	4,739	(2,578)	13,544	2,001,131	1,993,951	7,180	100%
Gross Profit	925,869	826,932	91,019	20,671	34,684	82,822	(8,569)	11,998	4,739	(2,578)	13,544	2,001,131	1,993,951	7,180	100%
Expense															
701 · Personnel Expenses	78,655	86,234	82,576	83,330	87,276	81,225	140,447	87,312	86,206	87,743	91,198	992,202	1,168,519	(176,317)	85%
727 · Supplies	2,294	936	1,287	84	690	1,550	924	554	1,754	644	3,596	14,313	20,650	(6,337)	69%
801 · Professional Services	3,419	4,785	5,871	8,878	1,619	1,290	2,102	1,086	1,974	769	1,331	33,124	77,027	(43,903)	43%
803 · Maintenance Service Contracts	4,123	7,988	9,666	13,529	7,376	17,776	7,026	6,276	4,713	4,070	6,193	88,736	163,375	(74,639)	54%
850 · Telecommunications	1,413	1,903	1,581	2,077	2,071	4,115	2,287	1,883	2,089	3,400	1,454	24,273	38,320	(14,047)	63%
880 · Promotional Materials	6,265	6,498	2,586	550	142	5,463	3,124	7,066	1,944	1,985	8,107	43,730	68,826	(25,096)	64%
884 · Programming	4,206	5,623	1,146	1,308	1,247	9,815	1,472	2,631	8,820	2,891	6,915	46,074	103,395	(57,321)	45%
885 · Volunteer	63	0	0	288	0	0	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	4,045	3,352	36,733	61,715	(24,982)	60%
960 · Board & Director Expense	75	136	0	13	0	0	86	0	0	0	79	389	3,500	(3,111)	11%
965 · Automation Services	12,313	0	0	0	8,818	0	8,818	0	575	567	0	31,091	43,020	(11,929)	72%
967 · Equipment	1,440	1,613	1,685	613	714	1,594	462	4,063	10,162	1,075	1,131	24,552	49,609	(25,057)	49%
969 · Continuing Education Expenses	1,330	868	6,282	2,291	445	269	633	2,010	322	419	639	15,508	27,610	(12,102)	56%
980 · Capital Expense	775	0	0	0	0	2,400	0	0	0	0	7,980	11,155	74,775	(63,620)	15%
982 · Collection Expense	5,145	29,390	7,052	7,540	5,417	13,209	12,129	8,809	31,608	14,657	15,526	150,482	189,550	(39,068)	79%
Total Expense	121,516	150,062	123,700	124,142	118,262	140,686	182,976	126,810	154,793	122,265	147,501	1,512,713	2,092,291	(579,578)	72%
Net Ordinary Income	804,353	676,870	(32,681)	(103,471)	(83,578)	(57,864)	(191,545)	(114,812)	(150,054)	(124,843)	(133,957)	488,418	(98,340)	586,758	
Other Income/Expense															
Other Expense															
999.001 · Transfer to Capital Improvement	0	0	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	0	0	2,400	(2,400)	0%
Total Other Expense	0	0	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	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)	(150,054)	(124,843)	(133,957)	488,418	(79,240)	567,658	

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

	Jan - Nov 20	Jan - Nov 19	$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,817,497.63	1,728,170.01	89,327.62	5.17%
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	1,625.00	4,854.19	-3,229.19	-66.52%
645.100 · Copiers & Printers	1,263.70	6,294.61	-5,030.91	-79.92%
655.100 · Circulation Fines	5,402.74	20,446.97	-15,044.23	-73.58%
665.100 · Interest	494.81	290.08	204.73	70.58%
666.100 · Investment Earnings	32,695.04	28,428.11	4,266.93	15.01%
666.500 · Investment Change in Value	25,833.41	35,173.25	-9,339.84	-26.55%
674 · Contribution & Donation	11,875.00	29,995.00	-18,120.00	-60.41%
675 · Private Grant Sources	16,500.00	16,400.00	100.00	0.61%
Total Income	2,001,126.10	1,931,719.02	69,407.08	3.59%
Gross Profit	2,001,126.10	1,931,719.02	69,407.08	3.59%
Expense				
701 · Personnel Expenses	992,201.25	960,491.30	31,709.95	3.3%
727 · Supplies	14,313.21	19,273.85	-4,960.64	-25.74%
801 · Professional Services	33,124.68	53,970.15	-20,845.47	-38.62%
803 · Maintenance Service Contracts	88,737.24	105,661.56	-16,924.32	-16.02%
850 · Telecommunications	24,275.31	27,997.57	-3,722.26	-13.3%
880 · Promotional Materials	43,729.83	51,290.47	-7,560.64	-14.74%
884 · Programming	46,073.73	107,766.26	-61,692.53	-57.25%
885 · Volunteer	351.08	967.18	-616.10	-63.7%
920 · Utilities	36,734.16	47,945.86	-11,211.70	-23.38%
960 · Board & Director Expense	388.88	1,591.87	-1,202.99	-75.57%
965 · Automation Services	31,092.47	40,179.92	-9,087.45	-22.62%
967 · Equipment	24,552.30	21,152.65	3,399.65	16.07%
969 · Continuing Education Expenses	15,507.84	22,381.69	-6,873.85	-30.71%
980 · Capital Expense	11,155.00	111,680.47	-100,525.47	-90.01%
982 · Collection Expense	150,481.92	147,556.61	2,925.31	1.98%
Total Expense	1,512,718.90	1,719,907.41	-207,188.51	-12.05%
Net Ordinary Income	488,407.20	211,811.61	276,595.59	130.59%
Net Income	**488,407.20**	**211,811.61**	**276,595.59**	**130.59%**

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

November 30, 2020

		Beginning Balance	Net Change	Ending Balance	
General Fund					
LOCAL BANKS BALANCES					
Checking Account/ Chelsea State Bank	001.001	$433,476.34	-$126,156.03	$307,320.31	should match CSB
Paypal Account	003.002	$96.80	$0.00	$96.80	
Cash on Hand		**$433,573.14**	**-$126,156.03**	**$307,417.11**	
Ameriprise Account					
Fixed Income Fund	017.003	$1,524,847.46	$10,992.74	$1,535,840.20	
Money Market Fund	017.004	$0.00	$0.00	$0.00	
Investment Partners Total		**$1,524,847.46**	**$10,992.74**	**$1,535,840.20**	should match Ameriprise
Total General Fund		**$1,958,420.60**	**-$115,163.29**	**$1,843,257.31**	Should match below
				$1,843,257.31	
Debt Service Fund					
Bond Debt Retirement Fund Checking	003.008	283928.13	**$239.62**	284167.75	should match CSB

8.1

Ameriprise 11/30/2020

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		2,252.00			2,459.50	1,527,748.10
Oct-20	1,527,748.10		2,366.16			-5,266.80	1,524,847.46
Nov-20	1,524,847.46		11,802.14			-809.40	1,535,840.20
Dec-20	1,535,840.20		0.00			0.00	1,535,840.20
Balance		0.00	33,720.19	0.00	0.00	24,808.26	

8.2

Ameriprise Money Market GL 017.003

11/30/2020

	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 December 2020 Board Meeting

Staff Announcements

Library Assistant I Positions

Terri, Leslie, and I had the pleasure of interviewing candidates for the two Library Assistant I positions recently. I was so struck by the quality of the candidates! Look for announcements soon on the newest additions to our CDL team.

CDL Responds to COVID-19

CDL continues operating at Stage 3 of its Reopening Plan. With vaccines on the horizon, our hope is that in the first half of 2021, we can contemplate and begin planning for reengaging with the community we serve.

Managers have begun "working the door" in the lobby during contact-free pick up in order to monitor mask wearing upon entry into the building. Thanks to Scott, the door can now be operated by remote. It has been a gratifying experience meeting and connecting – from a safe distance – with the public.

Shannon just sent me an email that I want to share with you. While our circulation numbers are down since closing the building to the public due to COVID-19, she was looking at those numbers and found the following for November:

I was tallying unique users and found out we had a total of 1,486 library cards that were used at the library to borrow either physical items or digital items... that's actually 9.8% of the total service area we are in (15,010), which means that one out of every 10 people who passes you on the street in Chelsea borrowed a book, movie, CD, or other item from the library in November.

This is reassuring! That statistic does NOT include database usage or virtual program attendance.

Changes in Township Leadership

The November election brought changes to leadership in the municipalities in our service area as follows:

Diane Ratkovich, Dexter Township Supervisor
Duance Luick, Lima Township Supervisor
Pam Byrnes, Lyndon Township Supervisor
David Brooks, Sylvan Township Supervisor

I will reach out to them in the new year with congratulations, welcome, and information on CDL.

Summer Reading 2021

It's never too early to plan for summer! Shannon and her team have settled on in the summer reading theme: Reading Colors Your World. This theme was selected for being

conducive to diverse programs and activities such as challenges encouraging participants to read authors of different races, genders, and backgrounds (which responds to our Strategic Plan theme of facilitating access for all) as well as fitting well for all ages. The goal next summer is to create a cohesive program that is easy to participate in and understand for seniors, parents, teens, and kids. The team also loves the art theme and are picturing all kinds of ways to encourage artistic expression as a tie-in to reading.

Chelsea District Library
Assistant Director's Report
November 2020

Facility update
Last two fall/winter inspections - roofs/gutters and plumbing- are schedule for December. Johnson Controls will be performing a vibration test on 8 motors and/or pumps on our major HVAC components in December also. These components are getting to the age of replacement and the test give JCI an idea of how much life they may have left in them. They will provide a full report by the end of December. They discovered during a regular maintenance visit that the motor on the HVU (heating unit) needs to be replaced and we will try to get to spring to do it as the heat will have to be turned off for several hours during the job. The good news is that we have gotten several years more out of it than expected due to our regular maintenance.

Continuing Ed/meetings/projects
Salary survey- MML has all of the information they need from us and have sent surveys out to the comparative libraries to gather information on their pay and benefits. This is the part that slows down the process as they wait for those responses, especially this year with people laid off or working from home. They were hopeful that they might have what they need by the end of January.

COVID
Our holds tables have been inside for several weeks as I write this and I feel it is going well. The department heads are staffing a table in the lobby and opening the door via remote control to ensure those without masks do not enter the building. So far, there have been very few and most are fine with us putting their materials on the bench outside. The large majority of patrons wear masks and many express how grateful they are that they can still get library materials and services. The kits that the Information Services librarians are putting together for taking home have been a big hit!

Staffing/HR
Our new Computer Tech II- Matt Jensen- started this month and has already made a positive impression on staff. He is very personable and excited to contribute to our library community. Interviews for our two open library assistant positions went well and we hope to have to new staff persons training by the end of December.

I have also been working on our health insurance and building/liability insurance renewals.

Respectfully submitted-
Linda Ballard, Assistant Director

Program Information

As the holidays approach, our programming slows down; however, November was still a successful month for engaging the community. We've discovered that hands on take home kits are extremely popular for all ages, we've found a small group of virtual book club regulars, and virtual storytimes and Book Talk attendance remains steady. Below are some highlights:

- We hosted our second virtual Purple Rose Theater Concert reading using zoom webinar, and were shocked by the participation. 456 patrons viewed the play reading live. We received numerous thank yous and positive comments from patrons, and even a small donation to support the program.
- Our planned in-person program, the Storybook Trail Turkey Trek, had to be cancelled due to increasing COVID cases and resulting restrictions, but our socially distanced alternative, Turkey Trek kits, were hugely popular. The kits were distributed in a matter of hours using curbside pickup and families loved them. Puppet making kits and That Thursday Thing kits were other great ways to enrich the community.

Date	Event	Attendance (Live)	Attendance (Recorded)
Adult Programming (Programs 6 , Attendees 534)			
11/4	Reading Glasses Book Club	6	
11/10	Busy People Book Club	2	
11/5	Dessert by Decades		40
11/13	Resilience in Everyday Life Meditation	18	
11/14	Purple Rose Theater Concert Reading	456	
11/19	CDL Top 5	12	
Early Literacy (Programs 5, Attendees 115)			
11/11, 11/18, 11/25,	Live Storytime	7, 5, 15	20, 13, 29
11/19	Dance Along Sing Along	16	
11/4	Yoga Storytime	10	
Youth Programming (Programs 6, Attendees 113)			
11/3, 11/17	Book Talk Tuesdays		14, 15
11/10	Tween Book Club	7	
11/2, 11/16	Zoom 3-5 Hangout	1, 7	
11/13	Puppet Making Kits & Dewey the Dragon online performance	43	26
11/23	Turkey Trek Storytime Kits	60	
Teen Programming (Programs 3, Attendees 39)			
11/5, 11/19	Virtual That Thursday Thing	6, 9	8, 13
11/10	Pizza and Paperbacks Teen Bookclub	3	
Outreach/Awareness (Programs 2, Attendees 25)			
11/4, 11/19	Virtual Storytime ECC	14, 11	

Program Planning

- With the deadline for the spring newsletter fast approaching, youth librarians brainstormed a virtual Authors in Chelsea event for the schools. We coordinated with authors, teachers and media clerks, and booksellers and publishers to begin to reimagine this impactful program.
- We also met with community partners Rich and Karen Fahle to discuss the Midwest Literary Walk in April, and began to explore virtual options for this CDL staple.

Reference, Collections, and Deliveries

Services	Sep. 2020
Reference Questions	545
Homebound & Deposit Book Deliveries	25
OCLC Interlibrary Loan	1

- The quality of reference shifts improved greatly now that librarians are in the building. Interacting with circulation has been easier and more efficient, and librarians have been able to assist with last minute pick-ups, take home kit distribution, and curbside printing and scanning.
- The book browse page has gone live (chelseadistrictlibrary.org/browse) and librarians have found it helpful for assisting patrons with browsing and selection.
- The Information Services Department has taken over management of several databases, Hoopla, and parts of Overdrive. We explored usage statistics and unique users to compare the popularity of formats across the library's collections. It's been enlightening, and research will continue.

Collection	Monthly Unique Users	Monthly Checkouts/Borrows
Hoopla	158	841
Overdrive/Libby	551	2599
CDL Print/Media Collections	777	5119

Technology

November 2020

From:

Scott Rakestraw
Head of Technology

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
33447.3	Hotspots: Total GB Used	1112.8	2989.0	2783.5	4922.1	3981.6	3756.1	3385.4	2455.4	3359.4	2034.52	2667.64
85.1	*-- Lima Township (GB)*	*0.63*	*0.87*	*9.6*	*NA*	*NA*	*10.52*	*26.13*	*9.13*	*12.4*	*7.42*	*8.35*
173.4	*-- Sylvan Township (GB)*	*2.28*	*10.09*	*10.3*	*NA*	*NA*	*23.98*	*24.64*	*32.49*	*28.7*	*19.22*	*21.69*
13445.7	*-- Mobile Beacon (GB)*	*689.45*	*1469.18*	*1127.47*	*3134.89*	*1253.28*	*978.8*	*820.9*	*950.37*	*1274.5*	*758.5*	*988.33*
19743.2	*-- Library Circulating Hotspots (GB)*	*420.4*	*1508.9*	*1636.1*	*1787.16*	*2728.33*	*2742.78*	*2513.69*	*1463.4*	*2043.8*	*1249.38*	*1649.27*
223.0	Hotspot Devices Circulated	33	33	26	NA	NA	21	29	28	33	20	19
2083.0	Public Internet - Computer Sessions	861	921	301	0	0	0	0	0	0	0	0
6317.0	Public Internet - Wireless Logins	1341	1277	934	244	213	347	425	381	402	362	391
ONLINE SERVICES		**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**
69673	Website Sessions	8886	8249	8407	3524	3141	7365	7171	6678	6864	6139	3249
35491	Website Users	4704	4394	4995	2043	1855	3591	3207	2943	2741	2405	2613
15184	AUDIO Downloads Total	1352	1248	1281	1475	1610	1537	1527	1488	1403	1354	909
12257	*-- Audio: Overdrive*	*1181*	*1096*	*1078*	*1118*	*1206*	*1205*	*1200*	*1166*	*1096*	*1002*	*909*
2927	*-- Audio: Hoopla*	*171*	*152*	*203*	*357*	*404*	*332*	*327*	*322*	*307*	*352*	*NA*
1380	VIDEO Downloads Total	38	35	65	139	114	188	213	203	180	205	0
49	*-- Video: Overdrive (streaming only)*	*5*	*0*	*4*	*8*	*22*	*4*	*0*	*4*	*2*	*0*	*0*
1331	*-- Video: Hoopla*	*33*	*35*	*61*	*131*	*92*	*184*	*213*	*199*	*178*	*205*	*NA*
24205	EBook Downloads Total	1491	1426	1941	2822	2926	2584	2542	2483	2529	1771	1690
22510	*-- eBook: Overdrive*	*1423*	*1363*	*1839*	*2616*	*2636*	*2355*	*2354*	*2312*	*2319*	*1603*	*1690*
1695	*-- eBook: Hoopla*	*68*	*63*	*102*	*206*	*290*	*229*	*188*	*171*	*210*	*168*	*NA*
40769	TOTAL Downloads	2881	2709	3287	4436	4650	4309	4282	4174	4112	3330	2599

- NA :: Vendors have been unable to provide complete data; NA is Indicated where vendor data is "Not Available".

Notable News& Events

Matthew (Matt) Jensen joined the CDL Technology Team on Monday November 30th.

Matt is a seasoned professional with over 10 years of library service and in his early years worked at the Oak Park Public Library. Matt has spent the bulk of his career with the Chicago Public library system and has solid experience working with Youth and Teens. He has been a "Cyber-Navigtor" and has worked on a variety of Maker Space projects as a YOUMedia Specialist with CPL.

Matt is also a reviewer for the American Library Association -Booklist, specializing in Children's and YA Book Reviews.

Matt has a Master of Library Science from the University of Illinois, Champaign-Urbana and a Bachelor's Degree from Calvin College in Grand Rapids with a Major in English and a Minor in Art. He and his family have recently returned to Michigan and reside in Saline.

Project/Task List

- Daily support to remote work force as needed.
- DS Duties as scheduled.
- Patron support.
- Web site support.
- Developed Training Matrix for New Hire.
- Set up remote control installation on main entrance, inside doors.

Scott Rakestraw ~

Marketing November Board Report 2020

The highlight of the month was publishing and distributing the printed winter newsletter, featuring a local glass artist on the front, and farms in the region on the back. It has been well received throughout the library district.

To prevent any patrons from walking into curbside service without a mask, the sliding glass doors were locked and monitored by the managers. I worked at the front doors beginning the week of Thanksgiving. Although it requires a focus on the door instead of focusing on the marketing work, the system of unlocking the doors for each mask-wearing patron seems to be alleviating the stress of the circulation staff to some degree. It has allowed me to see patrons in person, thank them for using the library, and receive their thanks for still delivering items through the curbside service. Only one person has requested to have their items brought outside to them because they did not want to wear a mask during any of the shifts I have worked to date.

Working with a volunteer and other library staff, I worked on the design of the Hometown Holiday light post decorations, assisting with the fabrication of several elements, mocking up the formal design for submission, purchasing the lights, and serving as the communications liaison.

Marketing for the new early literacy program called 1,000 Books was in high gear throughout the month of November. The artwork was developed for a wide variety of marketing promotions including a tote bag, buttons, stickers, advertisements, and posters.

I worked on a photoshoot with Burrill Strong which included photographing the new member of the IT department and the new winter banners on the last Saturday the library was open to staff.

To support local community businesses a cookbook giveaway was developed and implemented. I worked with Lori and Shannon to offer more than two dozen cookbooks during the Chelsea Wine, Women, and Shopping event. An ad was created and appeared in the Chelsea Update, signs were created and displayed during curbside service, and social media posts promoted the giveaway. A digital and paper survey collected 62 contestants' information and more than half

requested more information about the virtual cooking program CDL is offering in the spring called Song to Table. I created bookmarks promoting the upcoming spring online cooking event which offered kitchen tips on the back and were designed, printed, and distributed throughout the event and at the library. The cookbooks were wrapped in a clear acetate (like gifts to seal and protect them), 30 signs promoting the giveaway were designed and fabricated by hand and were dispersed to the event by D and B Marketing. The event and the cookbook giveaway were featured in an article in local newspapers.

I attended two marketing seminars virtually: Library Marketing & Communications Conference, and the LibraryWorks marketing webinar.

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

In November my focus continued to be to effectively communicate library programs, services, and updates in digital marketing channels.

Website:

- Helped to upload special Veterans Day video to the website. We received this patron comment via Facebook:

  > "I watched the Vietnam Veterans documentary yesterday. Friends and neighbors made me laugh and cry. Thank you for this documentary!" ~Mary via Facebook

- Created button on homepage to help people easily sign up for library cards
- Developed a document draft for the web team to clarify editing roles on the site.

Social Media:

- Created posts to remind and thank people for mask compliance in the lobby for curbside pickup

E-newsletters:

- Coordinated with the librarian team to create a special holiday edition of the eNews that included staff recommendations, local events, and safe online holiday activities.

Miscellaneous

- Assisted with planning and creation of holiday light post
- Attended LibraryWorks marketing webinar

Circulation Supervisor's Report
NOVEMBER 2020

- Circulation – 13,122 in November;

- Patron Count-3,493 for November;

- Circulation by township- for November:
  - Dexter = 11% of total transactions
  - Lima = 9% of transactions
  - Lyndon =13% of transactions
  - Sylvan = 18% of transactions
  - Chelsea = 42% of transactions

- November Circulation: 70% were items from Chelsea and 30% were inter-loaned items.

- Overdrive = 2599 in NOVEMBER; RBDigital = 646 in NOVEMBER; Hoopla = 841 in NOVEMBER.

- Registrations for NOVEMBER– 17 new cards; 6839 total card holders
  *Dexter = 874 cards; Lima = 794 cards; Lyndon = 970 cards
  *Sylvan = 1168 cards; Chelsea = 2488 cards; Nonresident = 500 cards

November Notes:

- Attended weekly management meetings via Zoom
- Attended the monthly TLN Circ meeting on November 12 via Zoom.
- Attended the webinar on November 11th from Overdrive about their program SORA, which links
- the libraries eBooks to the schools using a student's school ID.
- We had 17 new cards in November by online registration.
- We received 150 tubs from TLN in November, with 8 being the daily average.
- We re-posted for the library assistant I position.
- Participated in the Michigan Municipals League salary survey meetings.

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.	302	254	202	333	330	105	117	14459	22622	-36%
Nov.	281	298	251	271	315	118	11	13122	21788	-40%
Dec.									20107	
Total								130206	281030	
Mnth Avg								*11,837*	*23,419*	
Avg.% Inc.								with OD & RB, & deposit collection ckouts.		-50%

	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	0	0	0	
2384	0	0	0	
1966				
28413	4034			2%

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

Highlighted numbers have been updated. TML

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

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

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	723	72,192
Nov	585	72,492
Dec		
Total/Avg	6,618	70,907

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	742	409	*198*
Nov	646	487	*467*
Dec		269	*340*
Total	6012	*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	2605	*2347*	*2041*
Nov	2599	*2257*	*2077*
Dec		*2176*	*2138*
Total	34179	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	778	*278*	*167*
Nov	841	*267*	*174*
Dec		*256*	*204*
Total	8007	*3040*	*1400*

Chelsea District Library
Monthly New Registration 2020

	District	NonRes	School	Other	Total Month	Grand Total	Chel	Dext	New Regisitrations by Municipality Lima	Lyndon	Sylvan
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	14	7	0	0	21	6822	5	2	3	2	2
November	17	0	0	0	17	6839	7	3	2	0	4
December					0						
Totals					353		145	43	34	40	53

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.	124	140	143	122	143	107	30	3,603
Nov.	136	168	164	130	162	157	28	3,493
Dec.								
Total								52,612
Monthly average								5261
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	6294
Dexter	1258	1197	1222	1206	1211	1215	1230	1087	1101	884	874
Lima	1176	1169	1174	1156	1133	1109	1109	996	965	802	794
Lyndon	1673	1567	1579	1538	1539	1546	1522	1302	1255	1005	970
Sylvan	1822	1800	1786	1693	1662	1667	1641	1412	1426	1192	1168
CityChel	3184	3165	3386	3409	3538	3572	3562	3040	3006	2478	2488
NonRes	960	902	744	640	649	655	625	575	609	562	545
Freedom	58	18	7	6	6	6	7	0	1	0	0
Sharon	150	149	141	118	122	118	110	107	112	104	105
Waterloo	423	411	365	336	348	352	333	249	268	252	245
GrassLk			15	26	29	28	25	37	36	22	21
Other	329	324	216	154	144	151	150	182	192	184	174
Totals	10073	9800	9891	9642	9732	9764	9689	8412	8362	6923	6839

	Trans Nov-20	% Tot Trans	SEMCOG Dec2010 Pop.	% of Pop Regist	% of Entity Pop.	
	5,314		15010			
Dexter	566	11%	2604	47%	42%	Dexter
Lima	485	9%	1909	59%	54%	Lima
Lyndon	676	13%	2720	57%	100%	Lyndon
Sylvan	957	18%	2833	59%	100%	Sylvan
CityChel	2249	42%	4944	72%	100%	CityChel
f				59%		
Freedom	30	1%				
Sharon	85	2%				
Waterloo	123	2%				
GrassLk	0	0%				
Other	143	3%				
		100%				

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

Item Circulation 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
				2020			
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.	14,459	9,699	67%	4,760	33%	3,857	1,325
Nov.	13,122	9,143	70%	3,979	30%	3,083	1,091
Dec.				0			
Totals	**134,606**	**91,131**	**52%**	**43,475**	**29%**	**78,286**	**8,431**
Mnth Avg	*12,237*	*8,285*		*3,952*		*7,117*	*766*

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	60%	35%	5%
November	62%	35%	3%
December			
Yearly Avg.	**49%**	**29%**	**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	3,883	2,228	313
November	3,282	1,850	182
December			
Yearly Total	**43,101**	**25,975**	**3,125**

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 15, 2020 Board Packet

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

Accept November donations and changes to the 2020 FY Budget.

		Income Line -	Expense Line	
Patricia Abbott	Purple Rose Readings	674.110	884.915	$20.00
Mary Green	Non-Designated	674.120	969.940	$200.00
Nancy Whitelaw & Jan Benson	Non-Designated	674.120	980.100	$300.00

Sub Total: $520.00

* 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: $520.00

Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 15, 2020 Meeting

2021 Chelsea District Library Board Officers

Background:
The Nominating Committee shared their recommendations on Board Officers in October, but we had to wait to reappoint TJ before moving forward. We are now ready to approve the recommendations.

President:	TJ Helfferich
President-Elect:	Gary Munce
Treasurer:	Susan Lackey
Secretary:	Jan Carr

Action:
The board approves the presented board officers for 2021.

_____ _____
Jan Carr, Board Secretary Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 15, 2020 Meeting

2021 Library Board Committees

Background:
Committees for 2021 are appointed by the board president. The president has historically not chaired a committee due to their other responsibilities and the board treasurer is always the chair of the Finance committee.

The makeup of the board committees was recommended by the Nominating Committee at October's meeting.

Action:
The board approves the 2021 committee appointments.

Jan Carr, Board Secretary

Date

Chelsea District Library
Board of Trustees
2021 Board Committees

Governance
Appendix #3
Approved: December 15, 2020

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

Jan Carr, Board Secretary

Date

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 15, 2020 Meeting

2021 Calendar of Library Operations and Holidays

Background:
Discussion on the 2021 calendar of library operations and holidays was taken in November. No staff in-service date has been decided and can be added at a later time.

Action:
The Board approves the 2021 Calendar of Library Operations and Holidays.

_____ _____
Jan Carr, Board Secretary Date

12/10/2020

Chelsea District Library Board

2021 Chelsea District Library Calendar of Library Operations and Holidays

Governance
Appendix #1
Adopted: December 15, 2020

Regular Library Hours* (Labor Day to Memorial Day):

10:00 AM to 9:00 PM	Monday through Thursday
10:00 AM to 6:00 PM	Friday
10:00 AM to 5:00 PM	Saturday
1:00 PM to 5:00 PM	Sunday

*** Subject to changes due to COVID**

Summer Library Hours* (Memorial Day to Labor Day):

10:00 AM to 8:00 PM	Monday through Thursday
10:00 AM to 6:00 PM	Friday
10:00 AM to 3:00 PM	Saturday
1:00 PM to 5:00 PM	Sunday

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

Friday, January 1	[New Year's Day]
Monday, February 15	[President's Day]
Sunday, April 4	[Easter Sunday]
Sunday, May 30	[Shared System Not Available]
Monday, May 31	[Memorial Day]
Sunday, July 4	[Independence Day]
Sunday, September 5	[Shared System Not Available]
Monday, September 6	[Labor Day]
Wednesday, November 24	[Close at 5:00 PM]
Thursday, November 25	[Thanksgiving Day]
Friday, November 26	[Day after Thanksgiving]
Friday, December 24	[Christmas Eve]
Saturday, December 25	[Christmas Day]
Friday, December 31	[New Year's Eve]
TBD	[Closed for Staff In-Service]

DRAFT

_____ _____

Jan L. Carr, Board Secretary **Date**

Action Item #5

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 15, 2020 Meeting

2021 Library Board Meeting Calendar

Background:
Discussion on the dates for the 2021 board meetings was taken in November. No retreat date has been decided and can be added at a later time.

Action:
The Board approves the 2021 Library Board Meeting Calendar.

Jan Carr, Board Secretary

Date

Chelsea District Library
Board of Trustees
Board Meetings 2021
Location: McKune Meeting Room unless otherwise indicated
Time: 6:45 pm, unless otherwise indicated

Governance
Appendix #2
Adopted: December 15, 2020

DRAFT

January 19, 2021

February 16, 2021

March 16, 2021

April 20, 2021

May 18, 2021

June 15, 2021

July 20, 2021

August 17, 2021

September 21, 2021

October 19, 2021

November 16, 2021

December 21, 2021

TBD Board Retreat

_____ _____
Jan L. Carr, Secretary **Date**

Action Item #6

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 15, 2020 Meeting

Capital Improvement Fund Commitment

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

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

Action:
The Board approves the transfer of funds to maintain the commitment of $100,000.00 to the Capital Improvement Fund.

Jan L. Carr, Board Secretary

Date

Action Item #7

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 15, 2020 Board Meeting

Director Evaluation

Background:
The Personnel Committee has received feedback and has made its recommendation for the library director's annual review. This recommendation will be made in closed session.

Action:
The Board approves the recommendation from the Personnel Committee.

_____ _____
Jan L. Carr, Board Secretary Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 15, 2020 Meeting

Budget Carryovers for 2020/21

Background:

The Board needs to approve the budget carryovers to the 2021 budget before the end of the fiscal year.

	2020 to 2021 CDL Budget Carry Overs				Reviewed: SP 12/9; EM 12/9; LC 12/9; LB 12/10; SR 12/10;
727	Supplies- LB	$900	727.520 Sups/cleaning	727.520	Expected cost increases
801	Professional Services- LC	$2,000	801.010 Attorney	801.010	Anticipated COVID related issues
		$3,200	801.070 Comp Spec	801.070	Website improvements
		$740	801.071 Website/Graphic design	801.071	Website improvements
		$5,940			
803	Maintenance Service Contracts	$20,000	803.220 HVAC temp controls	975.2 Cap. Maintenance	Metasys upgrade
	-LB/SR	$1,000	803.340 AV Equipment	803.340	Repair aging equipment
		$500	803.375 Electronic Door Locks	803.375	SE door lock replacemetn/fob system
		$1,000	803.500 Phone System	967.310 makerspace	makerspace enhancement
		$7,000	803.010 Maintenance Conting	975.200 Cap Maintenance	HVU motor replacement
		$29,500			
880	Promotional Materials- EM	$300	880.120 Misc Advertising	880.120	Ad cost increases
		$500	880.210 Annual Report	880.120	Possible special project
		$400	880.220 Misc Publications	880.120	Possible special project
		$1,200	880.240 Newsletter	880.240	Photography; last minute changes; postage increase
		$500	880.310 Displays	880.310	
		$500	880.311 Exhibits	880.311	Bugs exhibit banners; giveaways for surveys
		$500	880.320 Misc Supplies	880.320	acrylic and lobby signage; Fest of Tables
		$5,300	880.340 Printed items/stationary	880.340	library cards and stationary
		$200	880.350 Misc Postage	880.350	
		$300	880.411 Gen Adult Promo	880.411	
		$500	880.412 MLW	880.412	
		$600	880.421 Gen Yth/Tn Promo	880.421	
		$900	880.423 Summer Reading Prgm	880.423	
		$1,000	880.435 Songfest	880.435	anticipated t-shirt cost increase
		$1,000	880.441 Gen Service/Resources	880.441	
		$1,600	880.443 Digital Collection	801.071 Website/Graphic Design	website upgrade
		$1,100	880.510 Gen Purchased Services	880.130 Signs, banners, posters	Large banners replacement on east side
		$1,200	880.521 Graphic Design Services	880.521	
		$17,600			
884	Programming Expenses				
	-SP/LC/SR	$500	884.119 General Adlt Events	884.119	
		$162	884.123 CSC Movie License	884.300 CDL Movie license	
		$800	884.126 Gen Adlt Programs	884.126	
		$3,000	884.216 Summer Reading Specialist	884.216	
		$500	884.222 Gen Yth Programs	884.222	
		$1,500	884.953 Yth Prg Restricted/Grants	884.953	Grant funds "spent" in 2019 out of CDL funds, reimburse
		$3,000	884.411 Songfest	884.411	
		$3,900	884.412 Music in the Air (MIA)	884.412	
		$1,288	884.962 MIA- Restricted	884.962	Remainder of Kunkel and Tarshis donations

	2020 to 2021 CDL Budget Carry Overs				Reviewed: SP 12/9; EM 12/9; LC 12/9; LB 12/10; SR 12/10;
		$5,000	884.510 Artist in Residence (AIR)	884.510	
		$1,000	884.970 AIR Restricted	884.970	Friends' donation unspent
		$700	884.601 Tech Programs	884.601	
		$21,350			
885	Volunteer Services- LB	$1,400	885.100 Program	885.100	
		$600	885.200 Supplies	885.200	
		$2,000			
967	Equipment- LB/SR	$1,200	967.130 WiFi Hotspots	967.130	Batteries
		$1,800	967.160 Kindle Lending	967.160	
		$4,000	967.310 makerspace	967.310	
		$2,500	967.320 Furniture	967.320	
		$1,300	967.330 NonComp small equipment	967.330	
		$10,800			
980	Capital Expenses- LB	**$16,800**	980.100 Furn and Equip	980.100	$11,500 annuity, $5,000 unspent '20, $300 late donation
982	Collection Expense- SP	$1,000	982.430 Non-traditional	982.430	weed, signage, update
		$1,600	982.510 Loc Hist/Preservation	982.410 Electronic Prod/Subs	Kanopy 2021 projections
		$1,000	982.640 Chel Standard filming	982.410	
		$500	982.710 Adlt Large Print	982.410	
		$5,000	982.760 Yth/Teen Print	982.410	
		$400	982.810 Adlt Enhancement	982.410	
		$600	982.820 Yth Enhancement	982.410	
		$10,100			
	Total Carry Overs (COs)	**$114,990**			

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 15, 2020 Meeting

2020 Budget Adjustment

Background:

The library needs to move money into the Cap Reserve Fund for the 2020, so that the correct $ amount is present.

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 15, 2020 Meeting

DDA/TIFA

Background:
Ongoing discussion on whether to give formerly captured TIFA funds to the DDA.

Discussion Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 15, 2020 Meeting

Remote Work Policy During Pandemic

Background:

Policy 443: Remote Work Policy During Pandemic is a new policy that covers staff working remotely during the pandemic. This policy was crafted by the library's attorney and shared with the Policy Committee Chair. The library asks that the Board move this policy to Action immediately, so that the policy becomes active.

Chelsea District Library
Policy and Procedure

Policy Section: **4. Facility and Equipment**
Board Approval Date: Dec. 15, 2020
Board Review Date: Dec. 15, 2020

Subject: **443 Remote Work Policy During Pandemic**

Background
The Chelsea District Library is committed to protecting the health and safety of its employees, in full compliance with all federal, state and local laws, orders and guidelines, including PA 2020 238 signed in law by the governor on October 22, 2020, the MDHHS Gatherings and Face Order effective November 18, 2020, the MIOSHA Emergency Rules issued October 14, 2020, and CDC guidelines.

This remote work policy is implemented in supplement to the Library's Preparedness and Response Plan, in compliance with MIOSHA Emergency Rule 5(8) prohibiting in-person work for employees to the extent an employee's work activities can feasibly be completely remotely. This policy will be reviewed or rescinded when public health guidelines or business needs change.

Policy
All remote work must receive prior approval from the Library Director. Approval for remote work will be based on the nature of the employee's duties and needs of the library. Not all positions are appropriate or feasible for remote work.

Employees who must perform in-person work because their work cannot feasibly be completed remotely will be informed by the Library Director or their supervisor of that requirement and the reasons for it. Guidelines for employees who work from home are set forth below.

To ensure that employee performance will not suffer during time working remotely, employees are encouraged to:

- Choose a quiet and distraction-free working space
- Have an internet connection that's adequate for their job
- Dedicate their full attention to their job duties during working hours
- Adhere to all meal and rest break and attendance schedules agreed upon with their department manager and in compliance with state law
- Ensure their schedules overlap with those of their team members for as long as is

necessary to complete their job duties effectively

Your assigned work schedule while working remotely will be the same as it is for in-person work, unless changed by the Department Manager and approved by the Library Director. Department managers should schedule regular meetings with employees working remotely via telephone conference call or videoconferencing.

Employees working remotely must follow all library policies applicable to in-person work. Non-exempt employees must follow all applicable policies regarding meal and rest breaks, approval for overtime, and timekeeping. Off-the-clock work is prohibited.

The Library will provide remote employees with equipment that is essential to their job duties, like laptops, headsets and cell phones (when applicable.) VPN and required software will be installed on equipment issued to employees.

Equipment that is provided to employees remains the property of the Library. The Library retains control over the property and reserves the right to monitor Library property even when used at the employee's remote location. Employees must keep all Library property safe and avoid any misuse. Equipment supplied by the Library is to be used for business purposes only. Employees must take proper measures to secure Company information, assets and systems.

Upon termination of employment, all Library property must be promptly returned to the Library.

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Janice L. Carr, Board Secretary Date