

**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, February 20, 2018—6:45 p.m.**

**McKune Room**

**AGENDA**

**6:45 Board Meeting**

Welcome and Call to Order

Agenda Review, Additions, and Approval

Oath of Office for Elizabeth Sensoli

**6:50 Compulsory Segments**

Board Meeting Minutes Approval – January 16, 2018

Approval of the January Operational Checks

Approval of January Financial Reports

Director's Report & Strategic Plan Report

**7:15 Public Comment**

**7:30 Presentations: None**

**7:30 Action Items**

1. Donations

**7:35 Discussion Items**

1. Value Statement
2. 435 Library Violation Enforcement Policy
3. Increase Credit Card Limit

**7:50 Reports**

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Fundraising Committee

**8:00 Public Comment**

**8:05 Other Items**

**8:10 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, January 16, 2018 6:45pm  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** C. Taylor, S. Lackey, A. Merkel, J. Carr, TJ Helfferich & Gary Munce.

**Trustees Absent:** E. Sensoli

**Staff:** Director L. Coryell, Assistant Director L. Ballard, C. Berggren, T. Lancaster, M. Bell, K. Sulecki, & P. Roberts.

**Guests:** Judge Patrick Conlin, Melinda Baird, Jenna Hines, Anna Clark, Sara Hammig, Margie St. Pierre, John Gourlay, Kathy Kennedy, Bryan Dever, & Stefanie Dever.

**Welcome and Call to Order**

C. Taylor called the meeting to order at 6:45 p.m.

Judge Patrick Conlin administered the Oath of Office to the Board Members.

**Agenda Review, Additions, and Approval**

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

All Ayes: 6-0

Charlie spoke about The Library Privacy Act, Act 455 of 1982, and made it clear to the guests in attendance that by law the library could not openly share information about patrons with the public.

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by S. Lackey, SECONDED by J. Carr to approve the minutes of the December 19, 2017 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by A. Merkel to approve the Closed Session minutes of the December 19, 2017 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by S. Lackey to accept the General Fund Operational checks for December, 2017. Discussion: None All Ayes 6-0

MOTION made by S. Lackey, SECONDED by A. Merkel to accept Financial Reports for December, 2017. Discussion: None All Ayes: 6-0

**Director's Report Update:**

L. Coryell update:

- Lori spoke about the Safety & Security informational flyer that the librarians put together and passed it out to the members of the Board. She also shared the plan for deploying the flyer, which included:
  - 1. Policy page of the Website
  - 2. Available at all service desks
  - 3. Included in materials with new cards for children
  - 4. On the back of monthly story time flyers
  - 5. Featured in Friday's eNews
  - 6. Handed out with school visit materials in the fall
  - 7. Newsletter material (space permitting)
- Welcomed newcomer Gary Munce to the Board and announced that on January 8, Lima Township approved Elizabeth Sensoli to represent them for another 4-year term.
- First Lego League for Chelsea Robotics held large event at the library with 50 students from North Creek participating. This was part of the library's strategic plan goal to strengthen and sustain relationships with schools and this partnership will continue in 2018. The Lego projects are on display and they presented the library with a wonderful plaque that is also on display.
- Pointed out that the Performance Dashboard numbers for the year were out and while circulation was down slightly, many numbers were up, including: eBooks 5.1%, eMagazines 8.1%, Reference Desk Interactions 16.7%, Door Count 4%, Computer Sessions 4%, Website Views 11%, and WiFi Data Usage (onsite and hotspots) 197.4%. Overall program engagement decreased slightly, but number of people engaged per program increased.
- The Board asked about hotspots and Mel and Terri shared that the average wait for a hotspot is 25 people deep and they can be checked out for 3 weeks. Lori also shared that we plan to purchase more hotspots in 2018.
- Donations were also up in 2017 and we accepted \$4,000 plus more in donations than we anticipated in the budget.
- People Counter has been replaced and has been validated as 100% accurate.

- In Community Collaborations, the library is working with 5 Healthy Towns and Silver Solutions on a Safe Route to School initiative. We are looking to test the plan on May 9, which is Bike and Walk to School Day. The hope is that this will be a weekly program in the fall.

### **Strategic Plan Update:**

- Lori read through the Strategic Plan Update in the board packet and Keegan shared information about the new kid's structure located in Kidspot.
- FaceBook numbers are up all around.
- Have started a new delivery service, too, for getting books to those who have a hard time getting to the library. Gary asked if we could somehow combine this service with Meals on Wheels. Lori and Keegan replied that this is in fact something that the library has looked into.

### **Friends Report Update:**

- The Friends will be holding their annual meeting January 27 in the McKune Room from 10:30-1:00.

### **Other Reports Notes:**

- Lori pointed out that Terri's report contains year-end numbers.
- Gary thanked Melanie and the library for their commitment and support for broadband in Lyndon Township and cited other townships that are now looking to add broadband because of Lyndon's success.
- Charlie mentioned that the new downloadable program Hoopla is now available and noted that he tried it earlier in the day and that it worked great and was surprisingly easy.

### **Public Comment:**

- John Gourlay of Chelsea spoke about his appreciation for the work the library and Board had done in crafting the new policies and revisions that were present in the packet. He was very pleased with the policies.
- Bryan Dever of Lima Township spoke about his disappointment that the library will not consider a life-time ban for the patron incident that occurred in October.
- Dave (last name inaudible and didn't sign in on the Guest Sign-In Sheet) of Lyndon Township stated he agreed with the previous sentiment.
- Stefanie Dever of Lima Township also voiced her disappointment.

- Judge Patrick Conlin of Lima Township spoke about the library's duty to protect First Amendment rights and thanked the Board and library for handling a difficult situation appropriately.
- Jenna Hines of Chelsea stated that she wished the library could do more, but also admitted that it was a difficult situation because the library is only able to share so much.
- Anna Clark of Lima Township also voiced her frustration, but acknowledged that legally the library couldn't disclose things that were happening behind the scene. She said she wishes she could see more action.
- Sara Hammig of Lima Township said that she no longer plans to use the Chelsea District Library.

Charlie thanked each speaker for their time and assured them that they were being heard. He also reiterated that both he and/or Director Coryell would be more than happy to sit down and discuss any issues further, as he had said at the previous two Board Meetings, as well.

#### **Action Item #1: Donations**

MOTION made by J. Carr, SECONDED by S. Lackey to approve and acknowledge the presented 2017 December donations of \$11,060.00.

Discussion: None

All Ayes: 6-0

#### **Action Item #2: 2018 Board Officers**

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the presented 2018 Board Officers. Discussion: None, but Anne Merkel became Secretary and Elizabeth Sensoli became Treasurer at this point.

All Ayes: 6-0

#### **Action Item #3: 2018 Board Committees**

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve the presented 2018 Board Committees. Discussion: None

All Ayes: 6-0

#### **Discussion Item #1: Policy Revisions**

- Jan spoke about the five policies being presented that the Policy Committee had worked on. She explained that 170 Right to Appeal and 435 Library Violations Enforcement Policy were new policies that had been separated from 430 Patron Behavior Policy for the purpose of clarity and emphasis. Both 430 Patron

Behavior Policy and 450 Internet Access and Public Computing Use were revised, as well, as was Employee Policy 108, dealing with Paid Time Off.

MOTION made by A. Merkel, SECONDED by TJ Helfferich to move Discussion Item #1 to Action Item #4. Discussion: None

All Ayes: 6-0

**Action Item #4: Policy Revisions**

MOTION made by J. Carr, SECONDED by A. Merkel to approve the presented policy revisions. Discussion: None

All Ayes: 6-0

**Discussion Item #2: 2017 Budget Carryovers**

- There were 5 additional carryovers that the library sought approval of for the 2018 budget.

MOTION made by A. Merkel, SECONDED by J. Carr to move Discussion Item #2 to Action Item #5. Discussion: None.

All Ayes: 6-0

**Action Item #5: 2017 to 2018 Budget Carryovers**

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve the presented 2017 to 2018 budget adjustment carryovers. Discussion: None

All Ayes: 6-0

**Discussion Item #3: 2017 Budget Adjustments**

- There was a single 2017 budget adjustment that involved a \$500 movement to cover Equipment – Computers.

MOTION made by A. Merkel, SECONDED by S. Lackey to move Discussion Item #3 to Action Item #6. Discussion: None.

All Ayes: 6-0

**Action Item #6: 2017 Budget Adjustments**

MOTION made by J. Carr, SECONDED by S. Lackey to approve the presented 2017 budget adjustments. Discussion: None

All Ayes: 6-0

**Committee Reports**

Policy Committee – Jan pointed out that the January 5 minutes were in the packet.

Finance Committee –

Personnel Committee –

Nominating Committee –

Fundraising Committee –

**Public and Board Comment:** None

**Other Items:** None

**Adjourn:**

MOTION made by S. Lackey, SECONDED by TJ Helfferich to adjourn the meeting at 7:53 p.m.

All Ayes: 6-0

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Anne Merkel, Board Secretary

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Date

# **FINANCE REPORTS**



**Chelsea District Library**  
**List of Checks for Board Approval**  
 January 2018

02/13/18

Date	Num	Name	Memo	Paid Amount
<b>701 - Personnel Expenses</b>				
<b>701.100 - Wages</b>				
<b>701.120 - Retirement Pick up</b>				
01/04/2018	12152017PRST	Alerus Financial	1/05/2018 PR	1,550.78
01/05/2018	PR01052018		RETIREMENT	-1,550.78
01/18/2018	01012018PRST	Alerus Financial	01/19/2018 PR	1,736.52
01/19/2018	PR01192018		RETIREMENT	-1,736.52
Total 701.120 - Retirement Pick up				
<b>701.100 - Wages - Other</b>				
01/01/2018	PRAccr2017R		Reverse of GJE PRAccr2017 -- 100% of 01/05/2018 Payroll	-36,596.49
01/05/2018	PR01052018		WAGES	36,596.49
01/19/2018	PR01192018		WAGES	42,376.41
Total 701.100 - Wages - Other				
Total 701.100 - Wages				
<b>701.110 - Retirement-Contributions</b>				
01/04/2018	12152017PRST	Alerus Financial	1/05/2018 PR	1,882.22
01/05/2018	PR01052018		RETIREMENT PICK UP	-1,882.22
01/18/2018	01012018PRST	Alerus Financial	01/19/2018 PR	1,839.02
01/19/2018	PR01192018		RETIREMENT PICK UP	-1,839.02
Total 701.110 - Retirement-Contributions				
<b>701.115 - 401A Retirement Matching</b>				
01/01/2018	PRAccr2017R		100% of 01/05/2018 401A Matching	-1,354.43
01/05/2018	PR01052018		401 A MATCHING	1,354.43
01/19/2018	PR01192018		401 A MATCHING	1,355.30
Total 701.115 - 401A Retirement Matching				
<b>701.200 - FICA</b>				
01/01/2018	PRAccr2017R		100% of 01/05/2018 Employer FICA	-2,799.70
01/05/2018	PR01052018		FICA EMPLOYER	2,799.70
01/19/2018	PR01192018		FICA EMPLOYER	3,241.84
Total 701.200 - FICA				
<b>701.300 - Flex Benefits</b>				
01/01/2018	AccrPrepayR		Unum Ins - Jan 2018 Premium	664.35
01/05/2018	PR01052018		Dep Life (CA & DL & HI)	-19.32
01/19/2018	PR01192018		Dep Life (CA & DL & HI)	-19.32
01/31/2018	01102018ST	Unum Life Insurance Co.	2018 Premium February	692.99
Total 701.300 - Flex Benefits				
<b>701.500 - Workers Comp</b>				
Total 701.500 - Workers Comp				

# Chelsea District Library

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### January 2018

02/13/18

Date	Num	Name	Memo	Paid Amount
01/01/2018	PrePay2018R		Citizens 2018 W/C Policy	2,004.00
Total 701.500 - Workers Comp				2,004.00
Total 701 - Personnel Expenses				50,296.25
<b>727 - Supplies</b>				
<b>727.200 - General Operations</b>				
01/01/2018	17APAccr1R	Petty Cash	Petty Cash	-14.66
01/04/2018	12312017Recon	Zoran, Amy	City of Chelsea - FOIA Fee	14.66
01/04/2018	01032018ST	AED Brands LLC	Defibtech Lifeline Pads	28.00
01/18/2018	82761	Ballard, Linda P.	Paper / Wipes	49.00
01/18/2018	01102018COS...	Smart Office Solutions	Miscellaneous Office Supplies	119.55
01/18/2018	470953	Smart Office Solutions	Miscellaneous Office Supplies	20.26
01/18/2018	471180	Smart Office Solutions	Miscellaneous Office Supplies	68.28
Total 727.200 - General Operations				285.09
<b>727.300 - Material Processing</b>				
<b>727.320 - Matl Processing Cases</b>				
01/01/2018	CircPPR		Accrue 4th Qtr 2017 Paypal	10.00
01/29/2018			Paypal - 4th Quarter 2017 - L/D	-10.00
Total 727.320 - Matl Processing Cases				0.00
<b>727.330 - Matl Processing Other</b>				
01/18/2018	6282233	Demco Inc.	Book Tape & Removable Stickers	241.87
01/31/2018	207803	Hawk Labeling Systems	Label Maker Tapes	896.68
Total 727.330 - Matl Processing Other				1,138.55
Total 727.300 - Material Processing				1,138.55
<b>727.500 - Cleaning</b>				
<b>727.510 - Cleaning Paper Products</b>				
01/01/2018	17APAccr1R		Petty Cash	-9.53
01/04/2018	12312017Recon	Ballard, Linda P.	CVS - Paper Towels	9.53
01/18/2018	01102018COS...	Smart Office Solutions	Paper Towels	62.68
01/31/2018	471324	Smart Office Solutions	Jumbo Bath Tissue Rolls	119.92
Total 727.510 - Cleaning Paper Products				182.60
<b>727.520 - Cleaning Supplies</b>				
01/01/2018	17APAccr1R		Cintas	-14.78
01/01/2018	17APAccr1R		Petty Cash	-5.76
01/04/2018	300163016	Cintas Corporation-300	Soap	14.78
01/04/2018	12312017Recon	Ballard, Linda P.	Polly's - Cleaning Supplies	5.76
01/18/2018	01102018COS...	Cintas Corporation-300	Wipes	14.49
01/18/2018	300172392	Cintas Corporation-300	Soap	14.78
01/31/2018	300181807	Cintas Corporation-300	Soap	14.78

# Chelsea District Library

## List of Checks for Board Approval

January 2018

02/13/18

Date	Num	Name	Memo	Paid Amount
<b>Total 727.520 · Cleaning Supplies</b>				
<b>727.530 · Cleaning Rugs</b>				
01/01/2018	17APAccr1R		Cintas	-54.99
01/04/2018	300163016	Cintas Corporation-300	Rugs 12/29/2017	54.99
01/18/2018	300172392	Cintas Corporation-300	Rugs 1/12/2018	36.69
01/31/2018	300177089	Cintas Corporation-300	Rugs 1/19/2018	36.69
01/31/2018	300181807	Cintas Corporation-300	Rugs 1/26/2018	36.69
<b>Total 727.530 · Cleaning Rugs</b>				
<b>Total 727.500 · Cleaning</b>				
<b>727.700 · Postage</b>				
<b>727.710 · Postage- Circulation Notices</b>				
01/01/2018	APACCR2R		The Library Network	-101.01
01/18/2018	60608	The Library Network	4th Qtr 2017 Datamailers	101.01
<b>Total 727.710 · Postage- Circulation Notices</b>				
<b>727.720 · Postage-Operating Postage</b>				
01/01/2018	17APAccr1R		Petty Cash	-3.84
01/01/2018	17APAccr1R		Pitney Bowes	-169.56
01/04/2018	12312017Recon	Petty Cash-	USPS - Certified letter	3.84
01/04/2018	1006180633	Pitney Bowes	Red Ink Cartridge	169.56
01/18/2018	1006213976	Pitney Bowes	Postage	76.25
01/19/2018			Circ Receipts	-0.46
<b>Total 727.720 · Postage-Operating Postage</b>				
<b>Total 727.700 · Postage</b>				
<b>727.800 · Maintenance</b>				
<b>727.810 · Maintenance Light Bulbs</b>				
01/18/2018	01102018COS...	Ballard, Linda P.	Light bulbs	9.58
<b>Total 727.810 · Maintenance Light Bulbs</b>				
<b>727.820 · Maintenance HVAC Supplies</b>				
01/31/2018	5601/154	Great Lakes Ace Hardware	Spray Paint	1.89
<b>Total 727.820 · Maintenance HVAC Supplies</b>				
<b>727.830 · Maintenance General</b>				
01/01/2018	17APAccr1R		Petty Cash	-4.23
01/01/2018	17APAccr1R		Petty Cash	-10.00
01/01/2018	17APAccr1R		Petty Cash	-4.87
01/04/2018	5509/154	Great Lakes Ace Hardware	Mallet / Plungers	24.86
01/04/2018	12312017Recon	Petty Cash-	Great Lakes Ace Hardware - Caulk Gun	4.23
01/04/2018	12312017Recon	Petty Cash-	Chelsea Antique Mall - Plastic ware	10.00

**Chelsea District Library**  
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Date	Num	Name	Memo	Paid Amount
01/04/2018	12312017Recon	Petty Cash-	Great Lakes Ace Hardware - Weather Stripping	4.87
Total 727.830 · Maintenance General				24.86
Total 727.800 · Maintenance				36.33
Total 727 · Supplies				1,872.48
<b>801 - Professional Services</b>				
801.010 · Attorney				
01/18/2018	729106	Foster Swift Collins & Smith	Legal Counsel on Patron Appeal	520.00
Total 801.010 · Attorney				520.00
801.040 · Bookkeeper				
01/04/2018	201801	Budzinski & Associates	1/2 January 2018 Billing	450.00
01/18/2018	201802	Budzinski & Associates	1/2 January 2018 Billing	450.00
Total 801.040 · Bookkeeper				900.00
801.041 · Payroll Services				
01/01/2018	APACCR2R	Payroll 1	Payroll 1	-287.79
01/18/2018	20672290	Payroll 1	2017 December	287.79
Total 801.041 · Payroll Services				0.00
801.090 · Collection Fees				
01/01/2018	APACCR2R	Unique Management Services Inc	Unique Management Services	-44.75
01/18/2018	455927	Unique Management Services Inc	Collection Fees 12/2017	44.75
Total 801.090 · Collection Fees				0.00
801.200 · Insurance				
801.210 · General Liability Insurance				
01/01/2018	PrePay2018R		Citizens 2018 Business Policy	9,070.00
01/01/2018	PrePay2018R		Travelers 2018 Crime Policy	865.00
Total 801.210 · General Liability Insurance				9,935.00
801.220 · Directors/Officers Insurance				
01/01/2018	PrePay2018R		Citizens 2018 Management Policy	1,029.00
Total 801.220 · Directors/Officers Insurance				1,029.00
Total 801.200 · Insurance				10,964.00
801.300 · Banking Fees				
801.310 · Bank Fees				
01/31/2018			Service Charge	11.80
Total 801.310 · Bank Fees				11.80

# Chelsea District Library

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### January 2018

02/13/18

Date	Num	Name	Memo	Paid Amount
<b>801.350 · Credit Card Fee Circ</b>				
01/01/2018	APACCR2R		Circ 12/2017 Fees	-94.44
01/08/2018	CCFee122017		2017 Dec Credit Card Fees	94.44
<b>Total 801.350 · Credit Card Fee Circ</b>				
<b>801.360 · Pay Pal Fees</b>				
01/01/2018	17APAccr1R		Petty Cash	-3.00
01/01/2018	CircPPR		Accrue 4th Qtr 2017 Paypal	-32.01
01/04/2018	12312017Recon	Petty Cash-	PayPal - Testing fees	3.00
01/29/2018			Paypal - 4th Quarter 2017	32.01
01/31/2018	PayPalJan18		Beiback Donation Paypal Fee	0.88
<b>Total 801.360 · Pay Pal Fees</b>				
<b>Total 801.300 · Banking Fees</b>				
<b>Total 801 · Professional Services</b>				
<b>803 · Maintenance Service Contracts</b>				
<b>803.010 · Maint Svc Contingency</b>				
01/01/2018	17APAccr1R		Johnson Controls	-5,072.00
01/01/2018	APACCR2R		Schindler Elevator	-1,977.00
01/01/2018	APACCR2R		Chiller Repair	-849.56
01/04/2018	1-59929911429	Johnson Controls	Repair 3 toilets	5,072.00
01/18/2018	20020	Ken Cook's Plumbing and Heating Inc.	Backflow Repair	234.50
01/18/2018	20019	Ken Cook's Plumbing and Heating Inc.	Elevator Interlocks	890.00
01/18/2018	7100358528	Schindler Elevator Corp	Overtime Service Call - Elevator	1,977.00
01/18/2018	7152650482	Schindler Elevator Corp	55 Gallon Drum of Intercool for HVAC System	849.56
01/31/2018	30850	H.V. Burton Company		690.00
<b>Total 803.010 · Maint Svc Contingency</b>				
<b>803.100 · Copier</b>				
<b>803.101 · Public Copier</b>				
01/04/2018	67848975	Wells Fargo Bank, NA	Canon Lease 2018 Jan	161.00
01/04/2018	5004463275	Wells Fargo Bank, NA	Copiers & Small Printers 2018 Jan	229.44
<b>Total 803.101 · Public Copier</b>				
<b>803.102 · Staff Copier</b>				
01/04/2018	67879608	Toshiba Financial Services	2018 Staff Copier Lease & Maintenance - Jan	561.56
01/04/2018	5004463275	Wells Fargo Bank, NA	Copiers & Small Printers 2018 Jan	564.98
<b>Total 803.102 · Staff Copier</b>				
<b>803.103 · Small Printer Maintenance</b>				
01/04/2018	5004463275	Wells Fargo Bank, NA	Copiers & Small Printers 2018 Jan	153.34
<b>Total 803.103 · Small Printer Maintenance</b>				

**Chelsea District Library**  
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Date	Num	Name	Memo	Paid Amount
Total 803.100 · Copier				1,670.32
803.300 · Technology				
803.310 · Bibliotheca/3M				
01/31/2018	S10036083-US	Bibliotheca, LLC	RFID Annual Maintenance 04/15/18-04/14/2019	2,587.20
Total 803.310 · Bibliotheca/3M				2,587.20
803.385 · Laminator Maint Agreement				
01/31/2018	476527	ACCO Brands USA LLC	Laminator Agreement - 03/26/18 to 03/25/2019	590.55
Total 803.385 · Laminator Maint Agreement				590.55
803.395 · Website Hosting & Service				
01/18/2018	01092018ST	Keybank	Livestream - 2018 Software for Streaming Programs Online	499.00
Total 803.395 · Website Hosting & Service				499.00
Total 803.300 · Technology				3,676.75
803.400 · Alarm Monitoring				
803.410 · Security				
01/18/2018	8069	Pikk Services LLC	Alarm System Feb 2018 to Jan 2019	324.00
Total 803.410 · Security				324.00
Total 803.400 · Alarm Monitoring				324.00
803.600 · Building Maintenance				
803.605 · Janitorial				
01/01/2018	17APAccr1R		A Production	-1,440.85
01/04/2018	11410	A Production Cleaning Company Inc.	Cleaning 12/17-12/30/2017	1,440.85
01/18/2018	11418	A P production Cleaning Company Inc.	Cleaning 12/31/17-01/13/2018	1,440.85
01/31/2018	11432	A Production Cleaning Company Inc.	Cleaning 01/14/17-01/27/2018	1,440.85
Total 803.605 · Janitorial				2,881.70
803.610 · Lawn/Snow Service				
803.611 · Lawn Service				
01/01/2018	APACCR2R		Association Maintenance	-195.00
01/18/2018	10685	Association Maintenance Corp	October 2017 Mows & Sprinkler Shutoff	195.00
01/31/2018	02192018ST	Back to Nature Lawn Care	Annual Tree/Shrub/Fertilizer Maint	703.97
Total 803.611 · Lawn Service				703.97
803.612 · Snow				
01/01/2018	APACCR2R		Osinski Inc	-1,823.00
01/18/2018	S16396	Osinski Inc.	Snow - 12/01-12/30/2017	1,823.00
Total 803.612 · Snow				0.00

# Chelsea District Library List of Checks for Board Approval January 2018

02/13/18

Date	Num	Name	Memo	Paid Amount
<b>Total 803.610 · Lawn/Snow Service</b>				
				703.97
<b>803.620 · Trash</b>				
01/01/2018	APACCR2R	City of Chelsea	City of Chelsea	-40.00
01/18/2018	18220	City of Chelsea	December 2017 Trash	40.00
<b>Total 803.620 · Trash</b>				
				0.00
<b>803.630 · Elevator</b>				
01/04/2018	01312018Renew	MI Dept of Licensing & Regulatory Affairs	2018 Elevator Certificate of Operation Serial#044184	185.00
<b>Total 803.630 · Elevator</b>				
				185.00
<b>803.710 · Backflow Connection Inspection</b>				
01/01/2018	APACCR2R	Ken Cook's Plumbing and Heating Inc.	Ken Cook's Plumbing & Heating	-624.00
01/18/2018	20025	Ken Cook's Plumbing and Heating Inc.	Backflow Certification	624.00
<b>Total 803.710 · Backflow Connection Inspection</b>				
				0.00
<b>Total 803.600 · Building Maintenance</b>				
				3,770.67
<b>Total 803 · Maintenance Service Contracts</b>				
				11,256.24
<b>850 · Telecommunications</b>				
<b>850.100 · Local &amp; Long Distance Charges</b>				
<b>850.120 · Telephone</b>				
01/01/2018	17APAccr1R	A T & T	AT & T	-157.07
01/04/2018	12252017ST	Navitas Credit Corp	11/26/17-12/25/17 Billing (December)	157.07
01/04/2018	12242017ST	Keybank	VOIP Lease - 2018 January	212.81
01/18/2018	01092018ST	A T & T	Star2Star - 12/26/17 - 01/25/2018	369.89
01/31/2018	01252018ST	A T & T	12/26/17 - 01/25/18 Billing (January)	531.51
<b>Total 850.120 · Telephone</b>				
				1,114.21
<b>850.121 · Director's Cell Phone</b>				
01/18/2018	9798915545	Verizon Wireless	Director's Cell Phone 2018 Jan	51.74
<b>Total 850.121 · Director's Cell Phone</b>				
				51.74
<b>Total 850.100 · Local &amp; Long Distance Charges</b>				
				1,165.95
<b>850.300 · TLN Internet Service</b>				
<b>850.311 · WIFI Hotspots</b>				
01/18/2018	9798915545	Verizon Wireless	Library Hotspots 2018 Jan	280.88
01/18/2018	261402854-037	Sprint	2018 Jan Lyndon/Circ Hotspots	498.38
<b>Total 850.311 · WIFI Hotspots</b>				
				779.26
<b>Total 850.300 · TLN Internet Service</b>				
				779.26
<b>Total 850 · Telecommunications</b>				
				1,945.21

# Chelsea District Library

## List of Checks for Board Approval

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Date	Num	Name	Memo	Paid Amount
<b>880 - Promotional Materials</b>				
<b>880.100 - Advertising</b>				
880.110 - Media Buy				
01/01/2018	Accr17APR		4th Qtr 2017 Chelsea Update	-255.00
01/18/2018	4928-R	The Sun Times	01/03/2018 Ad	60.00
01/30/2018	11272017ST	Chelsea Update	Oct/Nov/Dec 2017 Billing	255.00
01/31/2018	4960-R	The Sun Times	01/10/2018 Ad	60.00
01/31/2018	4988-R	The Sun Times	01/17/2018 Ad	60.00
01/31/2018	5022-R	The Sun Times	01/24/2018 Ad	60.00
Total 880.110 - Media Buy 240.00				
<b>880.140 - Sponsorships</b>				
01/18/2018	2018SSSilver	Chelsea Area Festivals & Events	Sounds & Sights Silver Sponsorship 2018	500.00
01/31/2018	RN014	Chelsea High School Yearbook	2018 Yearbook Gold Sponsor-Future Plans Section	150.00
Total 880.140 - Sponsorships 650.00				
Total 880.100 - Advertising 890.00				
<b>880.200 - Publications</b>				
<b>880.230 - Newsletter Postage</b>				
01/31/2018	01302018PNL	Postmaster	Postage for 2018 Spring Newsletter	1,000.00
Total 880.230 - Newsletter Postage 1,000.00				
Total 880.200 - Publications 1,000.00				
<b>880.300 - Marketing Supplies</b>				
<b>880.320 - Misc Marketing Supplies</b>				
01/18/2018	01092018ST	Keybank	Zazzle - 2018 Festival of Tables supplies	29.70
01/31/2018	484893339365	Amazon.com	2018 Festival of Tables Supplies	12.99
01/31/2018	598888943363	Amazon.com	2018 Festival of Tables Supplies	94.51
Total 880.320 - Misc Marketing Supplies 137.20				
<b>880.340 - Printed Items / Stationary</b>				
01/01/2018	17APAccr1R		Print-Tech	-676.80
01/04/2018	241938	Print-tech Inc.	CDL Stationary & NoteCards	676.80
01/18/2018	SI-1790093	Namify	Name Badges	32.22
01/31/2018	164720011	Foresight Group	Business Cards-Munce, Coryell, Conrad	105.00
Total 880.340 - Printed Items / Stationary 137.22				
Total 880.300 - Marketing Supplies 274.42				
<b>880.400 - Program Promotion</b>				
<b>880.420 - Youth / Teen Promotion</b>				
880.421 - General Youth/Teen Promotion				
01/01/2018	APACCR2R		The Spiff Company	-480.00

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Date	Num	Name	Memo	Paid Amount
01/18/2018	1116	The Spiff Company	Teen Promo Item - Zippered Earbuds	480.00
Total 880.421 · General Youth/Teen Promotion				0.00
880.422 · Authors in Chelsea				
01/18/2018	242016	Print-tech Inc.	Authors in Chelsea Posters/Flyers	137.76
01/31/2018	242444	Print-tech Inc.	Authors in Chelsea Poster	53.46
01/31/2018	242443	Print-tech Inc.	Authors in Chelsea Flyers	686.04
Total 880.422 · Authors in Chelsea				877.26
Total 880.420 · Youth / Teen Promotion				877.26
Total 880.400 · Program Promotion				877.26
880.500 · Purchased Services				
880.510 · General Purchased Services				
01/01/2018	APACCR2R	Keybank	Keybank-Credit Card	-29.99
01/18/2018	01092018ST	Keybank	Uberflip - 01/2018	30.85
01/18/2018	01092018ST	Keybank	Adobe Stock Monthly - Dec 2017	29.99
Total 880.510 · General Purchased Services				30.85
880.520 · Professional Services				
880.521 · Graphic Design Services				
01/31/2018	JAN2018A	Koepping, Luna Marie Elizabeth	Authors in Chelsea Design	140.00
Total 880.521 · Graphic Design Services				140.00
Total 880.520 · Professional Services				140.00
Total 880.500 · Purchased Services				170.85
Total 880 · Promotional Materials				3,212.53
884 · Programming				
884.110 · Adult Speakers				
884.111 · Midwest Literary Walk				
01/18/2018	04282018DEP	Chelsea Depot Association	Deposit 04/28/2018-MLW	150.00
Total 884.111 · Midwest Literary Walk				150.00
884.119 · General Adult Events				
01/01/2018	17APAccr1R		Petty Cash	-13.48
01/01/2018	17APAccr1R		Petty Cash	-15.00
01/01/2018	APACCR2R		Keybank-Credit Card	-100.00
01/01/2018	APACCR2R		Keybank-Credit Card	-15.00
01/04/2018	12312017Recon	Petty Cash-	Sam's Club - Hot Cocoa	13.48
01/04/2018	12312017Recon	Petty Cash-	Chelsea Bakery - Cookies	15.00
01/18/2018	01172018CM	Zoran, Army	Card Making Program	300.00
01/18/2018	01092018ST	Keybank	Zouzou's - Gift Cards	100.00

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Date	Num	Name	Memo	Paid Amount
01/18/2018	01092018ST	Keybank		15.00
01/31/2018	01222018AMAZ	Sulecki, Keegan	Big Red Hem/Andrew Sacks - DVD HRCN Supplies	22.85
Total 884.119 · General Adult Events				322.85
Total 884.110 · Adult Speakers				472.85
884.120 · Adult Supplies				
884.126 · General Adult Programs				
01/01/2018	17APAccr1R		Amazon	-11.75
01/01/2018	17APAccr1R		Amazon	-84.20
01/04/2018	864698849675	Amazon.com	Clip on Plastic Book Supports	11.75
01/04/2018	694776989899	Amazon.com	Supplies	84.20
Total 884.126 · General Adult Programs				0.00
Total 884.120 · Adult Supplies				0.00
884.130 · Washtenaw Reads				
884.131 · Washtenaw Reads				
01/04/2018	01092018PRG	Fancher, Mark P	Born with Africa 01/09/2018	175.00
01/18/2018	01242018PROG	African Drum and Dance Parent Association	African Drum and Dance Program	189.00
Total 884.131 · Washtenaw Reads				364.00
Total 884.130 · Washtenaw Reads				364.00
884.210 · Youth Speakers				
884.211 · Authors in Chelsea				
884.922 · Youth Prog Rest Gifts Authors				
01/01/2018	17APAccr1R		Baker & Taylor Program	-200.30
01/04/2018	2033368064	Baker & Taylor Program Account	Michael Buckley Books	200.30
Total 884.922 · Youth Prog Rest Gifts Authors				0.00
884.953 · Youth Prog Rest Chelsea Ed Four				
01/01/2018	17APAccr1R		Baker & Taylor Program	-609.95
01/01/2018	17APAccr1R		Baker & Taylor Program	-173.29
01/04/2018	2033368064	Baker & Taylor Program Account	Shell Pearsall Books	609.95
01/04/2018	20333684790	Baker & Taylor Program Account	Buckley / Frost Books	173.29
Total 884.953 · Youth Prog Rest Chelsea Ed Four				0.00
Total 884.211 · Authors in Chelsea				0.00
884.212 · General Youth Programs				
01/01/2018	17APAccr1R		Amazon	-44.06
01/01/2018	APACCR2R		Keybank-Credit Card	-31.46
01/04/2018	694776989899	Amazon.com	Supplies	44.06
01/18/2018	01092018ST	Keybank	Gordon's Foods - Kids & Teens Movie Marathon	31.46

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Date	Num	Name	Memo	Paid Amount
Total 884.212 · General Youth Programs				
Total 884.210 · Youth Speakers				
884.220 · Youth Supplies				
884.222 · General Youth Programs				
01/01/2018	17APAccr1R		Petty Cash	-18.63
01/04/2018	12312017Recon		Polly's - Pop & Plates	18.63
01/18/2018	01092018ST		Oriental Trading - Misc Toys	35.79
01/31/2018	1XCC-K6TL-FL...		Stiff Felt	9.97
01/31/2018	01222018AMAZ		HRCN Supplies	9.46
Total 884.222 · General Youth Programs				
884.223 · Holiday Programs				
01/01/2018	17APAccr1R		Petty Cash	-5.94
01/04/2018	12312017Recon		Polly's - Snacks	5.94
Total 884.223 · Holiday Programs				
884.227 · Outreach				
01/18/2018	01092018ST		Oriental Trading - Misc Toys	53.77
Total 884.227 · Outreach				
884.230 · Youth Reading Group				
01/31/2018	2033442919		2033442919	111.96
Total 884.230 · Youth Reading Group				
884.240 · Storytime Collection				
01/01/2018	APACCR2R		Keybank-Credit Card	-17.91
01/18/2018	01092018ST		Oriental Trading -Snowy Storytime	17.91
Total 884.240 · Storytime Collection				
Total 884.220 · Youth Supplies				
884.270 · Teen Supplies				
884.276 · Teen Refreshments				
01/01/2018	APACCR2R		Keybank-Credit Card	-79.43
01/18/2018	01092018ST		Meijers - TTT Cookie Decorating	79.43
Total 884.276 · Teen Refreshments				
Total 884.270 · Teen Supplies				
884.400 · Music Focus				
884.410 · Sonic Sundays				
01/18/2018	01142018Sonic		Sonic Sunday - Percussion Ensemble 1/14/18	200.00

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Date	Num	Name	Memo	Paid Amount
Total 884.410 · Sonic Sundays				
01/04/2018	01072018PRG	884.960 · Sonic Sundays Restricted Gift Slomovits, Sandor	Sonic Sunday-Gemily 01/07/2018	200.00
Total 884.960 · Sonic Sundays Restricted Gift				
Total 884.400 · Music Focus				
884.910 · Adult Programming Restricted				
01/18/2018	01242018PROG	884.912 · Adult Prog Rest Gifts General African Drum and Dance Parent Association	African Drum and Dance Program	311.00
Total 884.912 · Adult Prog Rest Gifts General				
Total 884.910 · Adult Programming Restricted				
Total 884 · Programming				
885 · Volunteer				
885.100 · Programs				
01/01/2018	17APAccr1R		Petty Cash	-4.47
01/04/2018	12312017Recon		Polly's - Volunteer Napkins	4.47
Total 885.100 · Programs				
885.200 · Supplies				
01/01/2018	17APAccr1R		Petty Cash	-6.00
01/04/2018	12312017Recon		CVS - Volunteer Candy	6.00
01/18/2018	574775397676		Volunteer Candy	60.32
Total 885.200 · Supplies				
Total 885 · Volunteer				
920 · Utilities				
920.110 · City of Chelsea Water				
01/01/2018	APACCR2R		City of Chelsea Electric/Water	-72.55
01/18/2018	01082018ST		11-30-2017 to 12-31-2017	72.55
Total 920.110 · City of Chelsea Water				
920.120 · City of Chelsea Sewer				
01/01/2018	APACCR2R		City of Chelsea Electric/Water	-152.56
01/18/2018	01082018ST		11-30-2017 to 12-31-2017	152.56
Total 920.120 · City of Chelsea Sewer				
920.130 · City of Chelsea Electric				
01/01/2018	APACCR2R		City of Chelsea Electric/Water	-2,519.16
01/18/2018	01082018ST		11-30-2017 to 12-31-2017	2,519.16

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Date	Num	Name	Memo	Paid Amount
Total 920.130 · City of Chelsea Electric				
01/01/2018		920.150 · City of Chelsea Sprinkler APACCR2R	City of Chelsea Electric/Water 11-30-2017 to 12-31-2017	0.00
01/18/2018	01082018ST	City of Chelsea-Elect & Water		-27.47 27.47
Total 920.150 · City of Chelsea Sprinkler				
920.200 · McKune Gas				
01/01/2018	APACCR2R		DTE Energy	-2,096.72
01/18/2018	01092018ST	DTE Energy	2017 December	2,096.72
Total 920.200 · McKune Gas				
Total 920 · Utilities				
960 · Board & Director Expense				
01/18/2018	01092018ST	Keybank	Clery's - Lunch w/Lynn Fox on Human Rights Commission	32.96
Total 960.200 · Director Expense				
Total 960 · Board & Director Expense				
965 · Automation Services				
01/18/2018	60558	The Library Network	SAS 1st Qtr 2018	2,427.00
Total 965.100 · Bibliographic Database				
965.200 · Shared Automation System				
01/18/2018	60558	The Library Network	BDDBS & Capital Reserve 1st Qtr 2018	7,903.75
Total 965.210 · Online Catalog/Circulation				
Total 965.200 · Shared Automation System				
965.300 · Filtering and Printing System				
01/01/2018	APACCR2R		Envisionware	-575.00
01/04/2018	60437	The Library Network	2018 Envisionware Renewal through 12/31/2018	975.53
01/18/2018	INV-US-34317	Envisionware Inc	Mobile Print Service for Public Printing	575.00
Total 965.310 · Envisionware Clients				
Total 965.300 · Filtering and Printing System				
01/18/2018	60525	The Library Network	2018 Delivery Charges	3,495.00

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Date	Num	Name	Memo	Paid Amount
Total 965.400 · Delivery				3,495.00
Total 965 · Automation Services				14,801.28
<b>967 · Equipment</b>				
<b>967.100 · Equipment Hardware</b>				
01/18/2018	01092018ST	Keybank	USA Laptop Screen - parts to replace broken laptop	81.77
01/31/2018	1P9P-3WV4-L...	Amazon Capital Services Inc	Small Switches	68.78
Total 967.120 · Computers				150.55
Total 967.100 · Equipment Hardware				150.55
<b>967.200 · Equipment Software</b>				
01/18/2018	01092018ST	Keybank	Jan 2018 Ninite Pro-Monthly non-Windows Updates	20.00
01/18/2018	01092018ST	Keybank	Jan 2018 - Bisect Hosting - Hosted Minecraft Server Svcs	12.46
01/18/2018	01092018ST	Keybank	Jan 2018 - Apple iTunes Subscription	9.99
Total 967.200 · Equipment Software				42.45
<b>967.300 · Equipment Furniture &amp; Fixtures</b>				
<b>967.310 · Makerspace Furnishings</b>				
01/01/2018	APACCR2R		Amazon	-85.87
01/01/2018	APACCR2R		Amazon	-15.55
01/18/2018	597636833974	Amazon.com	Padlocks, cables, chargers	85.87
01/18/2018	883343698794	Amazon.com	Markers	15.55
Total 967.310 · Makerspace Furnishings				0.00
<b>967.330 · Equipment - non-Computer</b>				
01/04/2018	7495	ELM USA Inc	Eco Pro 1 Year Extended Warranty	395.00
01/31/2018	5601/154	Great Lakes Ace Hardware	Door Bell	24.69
Total 967.330 · Equipment - non-Computer				419.69
Total 967.300 · Equipment Furniture & Fixtures				419.69
<b>967.900 · Equipment Restricted Gifts</b>				
01/31/2018	434954467943	Amazon.com	Exercise Equipment	70.81
Total 967.900 · Equipment Restricted Gifts				70.81
Total 967 · Equipment				683.50
<b>969 · Continuing Education Expenses</b>				
<b>969.001 · Travel</b>				
01/18/2018	969.100 · Staff Travel			
01/18/2018	969.110 · Director Travel			
01/18/2018	01092018ST	Keybank	PLA - Conference Registration Lori Coryell	415.00

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Date	Num	Name	Memo	Paid Amount
	Total 969.110	Director Travel		415.00
01/18/2018	969.121	Youth & Teen Services Travel		
	01092018ST	Keybank	ALA - ALA & PLA Registration Jodywolak	213.00
01/18/2018	01092018ST	Keybank	PLA Conference - Jody Wolak	280.00
	Total 969.121	Youth & Teen Services Travel		493.00
01/18/2018	969.122	Adult Services Travel		
	01092018ST	Keybank	ALA - PLA Registration Keegan Sulecki	24.33
01/18/2018	01092018ST	Keybank	PLA Conference - Keegan Sulecki	280.00
	Total 969.122	Adult Services Travel		304.33
01/18/2018	969.124	Technology Services Travel		
	01092018ST	Keybank	PLA Registration - Ron Andrews	280.00
	Total 969.124	Technology Services Travel		280.00
01/18/2018	969.143	Other Staff Travel		
	01092018ST	Keybank	2018 PLA Conference - Patty Roberts	280.00
	Total 969.143	Other Staff Travel		280.00
01/18/2018	969.144	Committee Meetings		
	01112018TLN	Lancaster, Terri	TLN Circ Meeting 1/11/18	61.04
	Total 969.144	Committee Meetings		61.04
01/01/2018	969.145	Workshops		
	APACCR2R		Keybank-Credit Card	-292.33
01/18/2018	01092018ST	Keybank	Panera - Holiday Breakfast	292.33
	Total 969.145	Workshops		0.00
	Total 969.100	Staff Travel		1,833.37
01/01/2018	969.200	Trustees Travel		
	APACCR2R		Keybank-Credit Card	-100.00
01/18/2018	01092018ST	Keybank	Smokehouse 52 - Volunteer Appreciation	100.00
	Total 969.200	Trustees Travel		0.00
	Total 969.001	Travel		1,833.37
01/18/2018	969.300	Memberships		
	969.310	Director Memberships		
	2018Renewals	American Library Association Membership	Coryell Renewal	140.00
	Total 969.310	Director Memberships		140.00
	969.311	Assistant Director		

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Date	Num	Name	Memo	Paid Amount
01/18/2018	01152018MEM	Michigan Library Association	Membership - Ballard	85.00
Total 969.311 · Assistant Director				85.00
01/18/2018	969.320 · Information Services 2018Renewals	American Library Association Membership	Zubik Renewal	106.00
Total 969.320 · Information Services				106.00
01/18/2018	969.323 · Head of Circ Svc. Membership 01152018MEM	Michigan Library Association	Membership - Lancaster	85.00
Total 969.323 · Head of Circ Svc. Membership				85.00
01/18/2018	969.324 · Head of Tech Svc Membership 2018Renewals	American Library Association Membership	Andrews Renewal	213.00
Total 969.324 · Head of Tech Svc Membership				213.00
01/18/2018	969.343 · Other Membership 01152018MEM	Michigan Library Association	Membership - Smith	85.00
01/18/2018	01092018ST	Keybank	ALA - Patty Roberts ALA & PLA Memberships	142.00
Total 969.343 · Other Membership				227.00
01/18/2018	969.400 · Trustees Memberships 01152018MEM	Michigan Library Association	6 Board memberships	300.00
Total 969.400 · Trustees Memberships				300.00
01/01/2018	969.500 · Institutional Membership 969.510 · Institutional Member Rotary APACCR2R	Rotary Club of Chelsea	Rotary Club of Chelsea Rotary 2nd Qtr Charges	-132.00
01/18/2018	0620559	Rotary Club of Chelsea		132.00
Total 969.510 · Institutional Member Rotary				0.00
01/04/2018	969.540 · Institutional Member Chamber Y8883	Chelsea Area Chamber of Commerce-New	2018 Chamber Membership	450.00
Total 969.540 · Institutional Member Chamber				450.00
Total 969.500 · Institutional Membership				450.00
Total 969.300 · Memberships				1,606.00
969.600 · Staff Training				
01/01/2018	969.620 · Staff In Service 17APAccr1R	Petty Cash	Petty Cash	-4.28
01/04/2018	12312017Recon	Petty Cash-	Polly's - In Service Food	4.28

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Date	Num	Name	Memo	Paid Amount
Total 969.620 · Staff in Service				
01/31/2018	969.940 · Staff Appreciation - Restricted 01302018CC	Coyell, Lori	Gift Card Staff Anniversary	0.00
Total 969.940 · Staff Appreciation - Restricted				
Total 969.600 · Staff Training				
Total 969 · Continuing Education Expenses				
980 · Capital Expense				
01/31/2018	975.200 · Capital Maintenance			25.00
Total 975.200 · Capital Maintenance				
980.300 · Computer Upgrades				
980.320 · Hardware Upgrades				
980.326 · Audio/Video/Sound Equipment				
01/31/2018	9882	Headtech Electronics Inc	Portable Sound Package	1,631.00
01/31/2018	9981	Headtech Electronics Inc	LCD Projector & Lens	4,519.00
Total 980.326 · Audio/Video/Sound Equipment				
Total 980.320 · Hardware Upgrades				
Total 980.300 · Computer Upgrades				
Total 980 · Capital Expense				
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
01/01/2018	APACCR2R		Midwest Tape	-9.99
01/18/2018	95678979	Midwest Tape	95678979 - Disc Replacement	9.99
01/18/2018	95711493	Midwest Tape	95711493 - Nov 17 Audio Bks	34.99
01/19/2018			Circ Receipts - L/D	-10.00
01/31/2018	95764332	Midwest Tape	95764332 - Jan Audio Bks	361.89
Total 982.120 · Adult Books on Disc				
Total 982.100 · Audio Books				
982.400 · Non Print				
982.412 · eBooks/Overdrive Advantage				
01/18/2018	CD0157618008...	OverDrive	2018 Advantage Credit Deposit	14,000.00
Total 982.412 · eBooks/Overdrive Advantage				
982.414 · eBooks / Schools				
Total 982.414 · eBooks / Schools				

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Date	Num	Name	Memo	Paid Amount
01/18/2018	CD0157618008...	OverDrive	2018 Advantage Credit Deposit-Teen/High School	2,000.00
Total 982.414 · eBooks / Schools				
982.416 · eContent/Kindle				
01/01/2018	17APAccr1R		Amazon	-439.80
01/04/2018	073338263089	Amazon.com	ebooks for Teen Kindles	439.80
Total 982.416 · eContent/Kindle				
982.420 · Adult Music on CD				
01/18/2018	95729778	Midwest Tape	95729778 - Jan Music CDs	25.98
01/31/2018	01182018AMAZ	Andrews, Ron	Patron Request Music CD	14.82
01/31/2018	95748143	Midwest Tape	95748143 - Jan Music CDs	55.16
01/31/2018	95764331	Midwest Tape	95764331 - Jan Music CDs	39.57
Total 982.420 · Adult Music on CD				
982.430 · Non-Traditional Collections				
01/01/2018	17APAccr1R		Amazon	-476.74
01/04/2018	699966583688	Amazon.com	Miscellaneous Items	476.74
Total 982.430 · Non-Traditional Collections				
982.431 · NT Collections - Supplies				
01/31/2018	1XCC-K6TL-FL...	Amazon Capital Services Inc	San Disk Ultra 16GB	9.97
Total 982.431 · NT Collections - Supplies				
982.450 · Youth Music CD				
01/31/2018	B78355390	Baker & Taylor-Entertainment	B78355390	11.88
01/31/2018	01172018LD	Heiss, Beth	Refund Paid/Found	13.98
Total 982.450 · Youth Music CD				
982.460 · DVD Feature				
01/04/2018	01042018DVD	Andrews, Ron	DVDs only at Target	52.98
01/18/2018	95729776	Midwest Tape	95729776 - Jan Feat/LD DVDs	780.20
01/31/2018	95748141	Midwest Tape	95748141 - Jan Feat/LD DVDs	359.22
01/31/2018	95763849	Midwest Tape	95763849 - Jan Feat/LD DVDs	171.90
Total 982.460 · DVD Feature				
982.470 · DVD Non-Fiction				
01/31/2018	95764333	Midwest Tape	95764333 - Jan NF DVDs	39.98
Total 982.470 · DVD Non-Fiction				
982.480 · Youth Video DVD				
01/01/2018	17APAccr1R		Amazon	-5.99
01/01/2018	17APAccr1R		Amazon	-16.05
01/01/2018	17APAccr1R		Amazon	-223.96

# Chelsea District Library List of Checks for Board Approval January 2018

02/13/18

Date	Num	Name	Memo	Paid Amount
01/01/2018	17APAccr1R		Midwest Tape	-68.97
01/04/2018	636939739444	Amazon.com	Video	5.99
01/04/2018	454848494545	Amazon.com	Video	16.05
01/04/2018	467673549555	Amazon.com	Videos	223.96
01/04/2018	95670760	Midwest Tape	95670760 - DVDs	68.97
01/18/2018	95711494	Midwest Tape	95711494 - DVDs	22.99
Total 982.480 · Youth Video DVD				22.99
982.485 · Playaway Views				
01/01/2018	17APAccr1R		Findaway	-299.97
01/01/2018	APACCR2R		Findaway World LLC	-39.99
01/04/2018	239633	Findaway World, LLC	Playaway Views	299.97
01/18/2018	239560	Findaway World, LLC	American History for Children	39.99
Total 982.485 · Playaway Views				0.00
982.490 · Videogames				
01/01/2018	APACCR2R		Keybank-Credit Card	-316.85
01/01/2018	CircPPR		Accrue 4th Qtr 2017 Paypal	39.00
01/03/2018			Video game Refund	-20.00
01/18/2018	01092018ST	Keybank	Gameshop - Video Games	316.85
01/29/2018			Paypal - 4th Quarter 2017 - L/D	-39.00
Total 982.490 · Videogames				-20.00
Total 982.400 · Non Print				17,578.63
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
01/01/2018	17APAccr1R		Baker & Taylor Adult Large Prt	-32.29
01/01/2018	APACCR2R		Baker & Taylor-Adult Large Prt	-31.56
01/04/2018	2033364881	Baker & Taylor-Adult Large Print	2033364881	32.29
01/18/2018	2033393877	Baker & Taylor-Adult Large Print	2033393877	31.56
Total 982.710 · Adult Large Print				0.00
982.720 · Adult Print General				
01/01/2018	17APAccr1R		Amazon	-165.62
01/01/2018	APACCR2R		Baker & Taylor-Adult	-368.30
01/01/2018	CircPPR		Accrue 4th Qtr 2017 Paypal	31.99
01/04/2018	694776989899	Amazon.com	Books	165.62
01/18/2018	2033392920	Baker & Taylor-Adult	2033392920	368.30
01/18/2018	2033414657	Baker & Taylor-Adult	2033414657	47.99
01/29/2018			Paypal - 4th Quarter 2017 - L/D	-31.99
01/31/2018	1XCC-K6TL-FL...	Amazon Capital Services Inc	Homer's The Odyssey	27.98
01/31/2018	2033426470	Baker & Taylor-Adult	2033426470	161.04
01/31/2018	2033434694	Baker & Taylor-Adult	2033434694	424.18
01/31/2018	2033437432	Baker & Taylor-Adult	2033437432	607.97

# Chelsea District Library

## List of Checks for Board Approval

### January 2018

02/13/18

Date	Num	Name	Memo	Paid Amount
01/31/2018	2033437859	Baker & Taylor-Adult	2033437859	784.26
01/31/2018	2033447220	Baker & Taylor-Adult	2033447220	654.64
Total 982.720 · Adult Print General				2,708.06
<b>982.740 · Multiple Book Copies</b>				
01/01/2018	17APAccr1R		Baker & Taylor Adult Multiples	-122.96
01/01/2018	17APAccr1R		Baker & Taylor Adult Multiples	-75.53
01/04/2018	2033363091	Baker & Taylor Books Adult Multiples	2033363091	122.96
01/04/2018	2033387243	Baker & Taylor Books Adult Multiples	2033387243	75.53
01/31/2018	2033437411	Baker & Taylor Books Adult Multiples	2033437411	15.45
Total 982.740 · Multiple Book Copies				15.45
<b>982.750 · Professional Collection</b>				
01/01/2018	17APAccr1R		Amazon	-5.44
01/01/2018	17APAccr1R		Amazon	-5.29
01/01/2018	17APAccr1R		Amazon	-13.99
01/04/2018	459639679965	Amazon.com	Mystery Fold	5.44
01/04/2018	968467336694	Amazon.com	Fold and Cut	5.29
01/04/2018	467673549555	Amazon.com	Fold and Cut	13.99
Total 982.750 · Professional Collection				0.00
Total 982.705 · Adult Print				2,723.51
<b>982.755 · Youth Print</b>				
<b>982.760 · Youth Print General</b>				
01/01/2018	17APAccr1R		Baker & Taylor Youth	-24.68
01/01/2018	17APAccr1R		Baker & Taylor Auto Yours Cat	-46.41
01/01/2018	17APAccr1R		Baker & Taylor Teen	-26.72
01/01/2018	17APAccr1R		Baker & Taylor Unlabeled	-13.39
01/01/2018	17APAccr1R		Baker & Taylor Program	-32.67
01/01/2018	17APAccr1R		Petty Cash	-15.00
01/01/2018	17APAccr1R		World Book Inc	-99.00
01/01/2018	APACCR2R		Baker & Taylor-Auto Cats Yours	-174.33
01/01/2018	APACCR2R		Baker & Taylor-Teen Fiction	-12.02
01/01/2018	APACCR2R		Baker & Taylor-Unlabeled	-525.89
01/01/2018	CircPPR		Accrue 4th Qtr 2017 Paypal	59.58
01/04/2018	2033384249		2033384249	24.68
01/04/2018	2033367907		2033367907	46.41
01/04/2018	2033367423		2033367423	26.72
01/04/2018	2033365528		2033365528	13.39
01/04/2018	2033384790		Buckley / Frost Books	32.67
01/04/2018	12312017Recon		Picture Book	15.00
01/04/2018	0001569018		WB Encyclopedia 2018	99.00
01/18/2018	2033397729		2033397729	174.33
01/18/2018	2033419122		2033419122	188.47
01/18/2018	2033392903		2033392903	12.02
01/18/2018	2033393813		2033393813	525.89

# Chelsea District Library List of Checks for Board Approval January 2018

02/13/18

Date	Num	Name	Memo	Paid Amount
01/18/2018	2033412431	Baker & Taylor-Unlabeled	2033412431	41.81
01/18/2018	2033415644	Baker & Taylor-Unlabeled	2033415644	125.61
01/18/2018	2033415727	Baker & Taylor-Unlabeled	2033415727	194.88
01/18/2018	2033418497	Baker & Taylor-Unlabeled	2033418497	71.61
01/19/2018			Circ Receipts - L/D	-18.93
01/29/2018			Paypal - 4th Quarter 2017 - L/D	-59.58
01/31/2018	1JVN-K66F-3V...	Amazon Capital Services Inc	What Does Consent Look Like	21.95
01/31/2018	2033442200	Baker & Taylor-Auto Yours Cats	2033442200	48.88
01/31/2018	2033429352	Baker & Taylor-Youth	2033429352	365.26
01/31/2018	2033437351	Baker & Taylor-Youth	2033437351	329.99
01/31/2018	2033447241	Baker & Taylor-Youth	2033447241	69.45
01/31/2018	2033431994	Baker & Taylor-Teen Fiction	2033431994	339.37
01/31/2018	2033447143	Baker & Taylor-Youth	2033447143	74.76
01/31/2018	2033428368	Baker & Taylor-Unlabeled	2033428368	81.02
01/31/2018	2033443430	Baker & Taylor-Unlabeled	2033443430	225.54
01/31/2018	NA139085	The Child's World	NA139085	215.40
Total 982.760 · Youth Print General				2,375.07
982.765 · Youth/Teen Special Needs Coll				
01/01/2018	APACCR2R		Keybank-Credit Card	-149.48
01/01/2018	APACCR2R		Keybank-Credit Card	-398.99
01/18/2018	01092018ST	Keybank	Lakeshore Learning - Sand & Water Tables	149.48
01/18/2018	01092018ST	Keybank	Constructive Playthings - Create It Station	398.99
Total 982.765 · Youth/Teen Special Needs Coll				0.00
982.770 · Youth Ref.				
01/01/2018	17APAccr1R		World Book Inc	-900.00
01/04/2018	0001569018	World Book Inc	WB Encyclopedia 2018	900.00
Total 982.770 · Youth Ref.				0.00
Total 982.755 · Youth Print				2,375.07
Total 982.700 · Print				5,098.58
982.800 · Collection Enhancement				
982.810 · Adult Enhancement				
01/01/2018	17APAccr1R		Amazon	-11.47
01/01/2018	17APAccr1R		Amazon	-43.35
01/01/2018	17APAccr1R		Baker & Taylor Adult	-304.74
01/01/2018	APACCR2R		Baker & Taylor-Adult Large Prt	-5.48
01/04/2018	445464386953	Amazon.com	Book	11.47
01/04/2018	878338585844	Amazon.com	Birch Tree Wall Decor	43.35
01/04/2018	2033367268	Baker & Taylor-Adult	2033367268	304.74
01/18/2018	2033393877	Baker & Taylor-Adult Large Print	2033393877	5.48
Total 982.810 · Adult Enhancement				0.00
982.820 · Youth Enhancement				

**Chelsea District Library**  
**List of Checks for Board Approval**  
 January 2018

02/13/18

Date	Num	Name	Memo	Paid Amount
01/31/2018	2033445303	Baker & Taylor Program Account	2033445303	36.59
01/31/2018	2033452122	Baker & Taylor Program Account	2033452122	251.79
01/31/2018	01192018SS	Sulecki, Keegan	AIC Books	599.25
Total 982.820 · Youth Enhancement				887.63
Total 982.800 · Collection Enhancement				887.63
Total 982 · Collection Expense				23,951.72
<b>TOTAL</b>				<b>129,479.52</b>

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

	Jan 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402 - District Revenue	929,949	1,719,298	(789,349)	54%
501.001 - Grants	300			
539.000 - State Grants	0	2,000	(2,000)	0%
540.100 - State Aid	0	8,500	(8,500)	0%
574.100 - Penal Fines	0	23,000	(23,000)	0%
607.100 - Non-Resident Fees	803	6,250	(5,447)	13%
645.100 - Copiers & Printers	588	7,000	(6,412)	8%
655.100 - Circulation Fines	1,498	22,000	(20,502)	7%
665.100 - Interest	23	100	(77)	23%
666.100 - Investment Earnings	38	46,000	(45,962)	0%
666.500 - Investment Change in Value	(13,082)			
674 - Contribution & Donation-Public	8,605	25,250	(16,645)	34%
675 - Donations Private	0	1,000	(1,000)	0%
<b>Total Income</b>	<b>928,722</b>	<b>1,860,398</b>	<b>(931,676)</b>	<b>50%</b>
<b>Gross Profit</b>	<b>928,722</b>	<b>1,860,398</b>	<b>(931,676)</b>	<b>50%</b>
<b>Expense</b>				
701 - Personnel Expenses	50,296	1,101,117	(1,050,821)	5%
727 - Supplies	1,872	27,300	(25,428)	7%
801 - Professional Services	12,397	110,336	(97,939)	11%
803 - Maintenance Service Contracts	11,256	126,240	(114,984)	9%
850 - Telecommunications	(953)	39,250	(40,203)	(2%)
880 - Promotional Materials	3,213	61,390	(58,177)	5%
884 - Programming	2,069	108,981	(106,912)	2%
885 - Volunteer	60	2,300	(2,240)	3%
920 - Utilities	0	59,400	(59,400)	0%
960 - Board & Director Expense	33	3,800	(3,767)	1%
965 - Automation Services	14,801	48,895	(34,094)	30%
967 - Equipment	684	30,500	(29,816)	2%
969 - Continuing Education Expenses	3,464	28,026	(24,562)	12%
980 - Capital Expense	6,150	101,450	(95,300)	6%
982 - Collection Expense	23,952	182,830	(158,878)	13%
<b>Total Expense</b>	<b>129,294</b>	<b>2,031,815</b>	<b>(1,902,521)</b>	<b>6%</b>
<b>Net Ordinary Income</b>	<b>799,428</b>	<b>(171,417)</b>	<b>970,845</b>	
<b>Other Income/Expense</b>				
Other Expense				
995.001 - Transfer to Capital Improvement	0	(63,500)	63,500	0%
995.002 - Transfer to Capital Reserve Fun	0	(5,200)	5,200	0%
995.025 - Carry from General Fund	0	(102,717)	102,717	0%
<b>Total Other Expense</b>	<b>0</b>	<b>(171,417)</b>	<b>171,417</b>	<b>0%</b>
<b>Net Other Income</b>	<b>0</b>	<b>171,417</b>	<b>(171,417)</b>	<b>0%</b>
<b>Net Income</b>	<b>799,428</b>	<b>0</b>	<b>799,428</b>	<b>100%</b>

Chelsea District Library  
Profit & Loss Prev Year Comparison  
January 2018

	Jan 18	Jan 17	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402 · District Revenue	929,949.04	827,294.23	102,654.81	12.41%
501.001 · Grants	300.00	1,000.00	-700.00	-70.0%
539.000 · State Grants	0.00	0.00	0.00	0.0%
607.100 · Non-Resident Fees	803.20	695.50	107.70	15.49%
645.100 · Copiers & Printers	588.05	92.25	495.80	537.45%
655.100 · Circulation Fines	1,498.12	1,650.39	-152.27	-9.23%
665.100 · Interest	23.48	21.38	2.10	9.82%
666.100 · Investment Earnings	37.99	6.23	31.76	509.79%
666.500 · Investment Change in Value	-13,081.55	353.75	-13,435.30	-3,797.97%
674 · Contribution & Donation-Public	8,605.00	1,260.00	7,345.00	582.94%
<b>Total Income</b>	<b>928,723.33</b>	<b>832,373.73</b>	<b>96,349.60</b>	<b>11.58%</b>
<b>Gross Profit</b>	<b>928,723.33</b>	<b>832,373.73</b>	<b>96,349.60</b>	<b>11.58%</b>
<b>Expense</b>				
701 · Personnel Expenses	50,296.25	46,314.99	3,981.26	8.6%
727 · Supplies	1,872.48	1,386.00	486.48	35.1%
801 · Professional Services	12,396.68	12,400.00	-3.32	-0.03%
803 · Maintenance Service Contracts	11,256.24	3,182.41	8,073.83	253.7%
850 · Telecommunications	-953.34	-2,411.48	1,458.14	60.47%
880 · Promotional Materials	3,212.53	2,213.06	999.47	45.16%
884 · Programming	2,068.80	3,779.18	-1,710.38	-45.26%
885 · Volunteer	60.32	0.00	60.32	100.0%
920 · Utilities	0.00	0.00	0.00	0.0%
960 · Board & Director Expense	32.96	267.52	-234.56	-87.68%
965 · Automation Services	14,801.28	14,383.13	418.15	2.91%
967 · Equipment	683.50	2,195.46	-1,511.96	-68.87%
969 · Continuing Education Expenses	3,464.37	640.53	2,823.84	440.86%
980 · Capital Expense	6,150.00	0.00	6,150.00	100.0%
982 · Collection Expense	23,951.72	844.94	23,106.78	2,734.72%
<b>Total Expense</b>	<b>129,293.79</b>	<b>85,195.74</b>	<b>44,098.05</b>	<b>51.76%</b>
<b>Net Ordinary Income</b>	<b>799,429.54</b>	<b>747,177.99</b>	<b>52,251.55</b>	<b>6.99%</b>
<b>Net Income</b>	<b>799,429.54</b>	<b>747,177.99</b>	<b>52,251.55</b>	<b>6.99%</b>

**CHELSEA DISTRICT LIBRARY**

Fund Balances  
January-18

**General Fund**

**LOCAL BANKS BALANCES**

Checking Account/ Chelsea State Bank  
Lake Trust Credit Union  
Paypal Account  
Cash on Hand

	Beginning Balance	Net Change	Ending Balance
	\$242,188.69	\$540,213.15	\$782,401.84
	\$5.00	\$869.43	\$874.43
	\$869.40	-\$850.28	\$19.12
	<u>\$242,188.69</u>	<u>\$541,082.58</u>	<u>\$783,295.39</u>

**Investment Partners Account**

IPA Fixed Income Fund  
IPA Money Market Fund

**Investment Partners Total**

	\$1,371,354.92	-\$13,043.56	\$1,358,311.36
	\$0.00	\$0.00	\$0.00
	<u>\$1,371,354.92</u>	<u>-\$13,043.56</u>	<u>\$1,358,311.36</u>

**Total General Fund**

	<u>\$1,613,543.61</u>	<u>\$528,039.02</u>	<u>\$2,141,606.75</u>
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**Debt Service Fund**

Bond Debt Retirement Fund Checking

	<u>\$255,092.84</u>	<u>\$347,691.68</u>	<u>\$602,784.52</u>
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Chelsea District Library Investment Account

As of 01/31/2018

Original Investment

Date	Source	Amount
6/26/2009	General Fund	600,000
12/31/2009	General Fund	254,646
12/31/2010	General Fund	66,000
3/31/2012	General Fund	300
3/31/2012	Cap Improvement Fund	155,274
3/31/2015	Infinex Money Market Fund	1,737
	<b>Total Investment</b>	<b>1,077,957</b>

Investment Activity

Date	Value
1/31/2018	1,358,311
Invested	1,077,957
Increase 6/2009 -- 12/31/2017	293,398
2018 Change (Current Year)	-13,044
Withdrawal / Deposit	0

Investment Distribution

Fund	Value
Capital Reserve Fund	870,600
Capital Improvement Fund	36,500
General Fund from Investment	170,857
Investment Services Fund (Interest - Fees + Change in Value)	280,354
	<b>1,358,311</b>

Note: 2018 Budget moves \$63,500 from Capital

Improvement Fd to General Fd

Note: 2018 Budget moves \$21,800 from General Fund to

Capital Reserve Fund

Note: 2018 Budget moves \$27,000 from Capital Reserve

Fund to General Fund

Report for 01/31/2018

Note: Fund Adjusts entered 1/3/2018

# Chelsea District Library Cash Flow 2018

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$243,064	\$761,204	\$1,228,587	\$1,075,927	\$930,063	\$851,811	\$706,186	\$551,161	\$367,370	\$216,771	\$81,693	(\$56,625)	\$243,064
Total income	\$672,206	\$615,962	\$62,616	\$33,117	\$72,324	\$11,608	\$9,516	\$36,528	\$39,595	\$15,861	\$4,617	\$240,448	\$1,814,398
Total expenditures	\$154,066	\$148,579	\$215,276	\$178,981	\$150,576	\$157,233	\$164,541	\$220,319	\$190,194	\$150,939	\$142,935	\$158,176	\$2,031,815
Net cash flow	\$518,140	\$467,383	(\$152,660)	(\$145,864)	(\$78,252)	(\$145,625)	(\$155,025)	(\$183,791)	(\$150,599)	(\$135,078)	(\$138,318)	\$82,272	(\$217,417)
Ending balance	\$761,204	\$1,228,587	\$1,075,927	\$930,063	\$851,811	\$706,186	\$551,161	\$367,370	\$216,771	\$81,693	(\$56,625)	\$25,647	\$25,647

Income	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Total income	\$727,345	\$615,962	\$62,616	\$33,117	\$72,324	\$11,608	\$9,516	\$36,528	\$39,595	\$15,861	\$4,617	\$240,448	\$1,869,537
Inter income PPTI sIPP													

Expenditures	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Total Expense	\$187,113	\$148,579	\$215,276	\$178,981	\$150,576	\$157,233	\$164,541	\$220,319	\$190,194	\$150,939	\$142,935	\$158,176	\$2,064,862
Other													

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$243,064	\$763,296	\$1,250,679	\$1,098,019	\$952,155	\$873,903	\$728,278	\$573,253	\$389,462	\$238,863	\$103,785	(\$34,533)	\$243,064
Total income	\$727,345	\$615,962	\$62,616	\$33,117	\$72,324	\$11,608	\$9,516	\$36,528	\$39,595	\$15,861	\$4,617	\$240,448	\$1,869,537
Money Market Flow													\$0
Expenditures	\$187,113	\$148,579	\$215,276	\$178,981	\$150,576	\$157,233	\$164,541	\$220,319	\$190,194	\$150,939	\$142,935	\$158,176	\$2,064,862
Net cash flow	\$540,232	\$467,383	(\$152,660)	(\$145,864)	(\$78,252)	(\$145,625)	(\$155,025)	(\$183,791)	(\$150,599)	(\$135,078)	(\$138,318)	\$82,272	(\$195,325)
Ending balance	\$783,296	\$1,250,679	\$1,098,019	\$952,155	\$873,903	\$728,278	\$573,253	\$389,462	\$238,863	\$103,785	(\$34,533)	\$47,739	\$47,739

\$ - to money market 03/17  
add back as needed

Other Income	Process	Location
\$63,500	Capital Improvement Funds - add when transferred	Investment Account
\$46,000	Investment Interest - add when transferred	Investment Account
\$5,200	Capital Reserve FundsNet - add when transferred	Investment Account
\$102,717	Money from 2017 Budget - included in Balance Fwd	Checking Account

# Chelsea District Library Donation and Restricted

January 2018

	Jan 18	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
501.001 · Grants			
501.200 · Chelsea Garden Club Grant	300		
<b>Total 501.001 · Grants</b>	<b>300</b>		
539.000 · State Grants			
539.300 · Michigan Humanities Council	0	2,000	(2,000)
<b>Total 539.000 · State Grants</b>	<b>0</b>	<b>2,000</b>	<b>(2,000)</b>
674 · Contribution & Donation-Public			
674.100 · Designated Adult Collection	25		
674.110 · Designated Adult Programming	2,010	7,150	(5,140)
674.111 · Designed Youth Programming	1,000	6,000	(5,000)
674.120 · Undesignated Donation	470		
674.121 · Annual Giving	0	4,100	(4,100)
674.141 · Designated Technology	3,000	3,000	0
674.200 · Friends of the Library Donation	600		
<b>Total 674 · Contribution &amp; Donation-Public</b>	<b>7,105</b>	<b>20,250</b>	<b>(13,145)</b>
675 · Donations Private			
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
<b>Total 675 · Donations Private</b>	<b>0</b>	<b>1,000</b>	<b>(1,000)</b>
<b>Total Income</b>	<b>7,405</b>	<b>23,250</b>	<b>(15,845)</b>
<b>Gross Profit</b>	<b>7,405</b>	<b>23,250</b>	<b>(15,845)</b>
<b>Expense</b>			
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	0	8,000	(8,000)
<b>Total 850.300 · TLN Internet Service</b>	<b>0</b>	<b>8,000</b>	<b>(8,000)</b>
<b>Total 850 · Telecommunications</b>	<b>0</b>	<b>8,000</b>	<b>(8,000)</b>
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	0	2,500	(2,500)
884.953 · Youth Prog Rest Chelsea Ed Foun	0	1,000	(1,000)
<b>Total 884.211 · Authors in Chelsea</b>	<b>0</b>	<b>3,500</b>	<b>(3,500)</b>
<b>Total 884.210 · Youth Speakers</b>	<b>0</b>	<b>3,500</b>	<b>(3,500)</b>
884.400 · Music Focus			
884.960 · Sonic Sundays Restricted Gift	500	2,000	(1,500)
<b>Total 884.400 · Music Focus</b>	<b>500</b>	<b>2,000</b>	<b>(1,500)</b>
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	0	1,000	(1,000)
<b>Total 884.500 · Artist In Residence</b>	<b>0</b>	<b>1,000</b>	<b>(1,000)</b>
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	311	321	(10)

## Chelsea District Library Donation and Restricted

January 2018

	Jan 18	Budget	\$ Over Budget
884.913 · Adult Prog Rest Gifts SRP	0	650	(650)
884.914 · Adult Prog Rest Gifts MWest LW	0	4,000	(4,000)
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
884.971 · MCACA Grant - Midwest Lit Walk	0	2,000	(2,000)
<b>Total 884.910 · Adult Programming Restricted</b>	<b>311</b>	<b>9,471</b>	<b>(9,160)</b>
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	0	1,000	(1,000)
884.923 · Youth Prog Rest Gifts SRP	0	2,500	(2,500)
<b>Total 884.920 · Youth Programming Restricted</b>	<b>0</b>	<b>3,500</b>	<b>(3,500)</b>
<b>Total 884 · Programming</b>	<b>811</b>	<b>19,471</b>	<b>(18,660)</b>
967 · Equipment			
967.900 · Equipment Restricted Gifts			
967.910 · Equipment Rest Gifts	0	5,000	(5,000)
967.900 · Equipment Restricted Gifts - Other	71		
<b>Total 967.900 · Equipment Restricted Gifts</b>	<b>71</b>	<b>5,000</b>	<b>(4,929)</b>
<b>Total 967 · Equipment</b>	<b>71</b>	<b>5,000</b>	<b>(4,929)</b>
982 · Collection Expense			
982.500 · Local History Preservation			
982.941 · Chelsea Standard Digitize - Res	0	410	(410)
<b>Total 982.500 · Local History Preservation</b>	<b>0</b>	<b>410</b>	<b>(410)</b>
<b>Total 982 · Collection Expense</b>	<b>0</b>	<b>410</b>	<b>(410)</b>
<b>Total Expense</b>	<b>882</b>	<b>32,881</b>	<b>(31,999)</b>
<b>Net Ordinary Income</b>	<b>6,523</b>	<b>(9,631)</b>	<b>16,154</b>
<b>Net Income</b>	<b>6,523</b>	<b>(9,631)</b>	<b>16,154</b>

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

Updated 2017

	TOTAL												\$ Over Budget	% of Budget		
	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17			Jan - Dec 17	Budget
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
402 - District Revenue	827,294	707,905	56,763	23,403	61,865	1,704	(475)	(185)	212	(338)	0	(303)	1,677,845	1,693,231	(15,386)	99%
501.001 - Grants	1,000	0	0	0	0	0	0	500	0	500	0	0	2,000	2,000	0	100%
539.000 - State Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
540.100 - State Aid	0	0	0	0	0	4,875	0	4,943	0	0	0	0	9,618	8,500	1,318	116%
574.100 - Penal Fines	0	0	0	0	0	0	0	22,469	0	0	0	0	22,469	23,000	(531)	98%
607.100 - Non-Resident Fees	696	636	328	375	107	375	134	562	455	393	406	375	4,842	5,500	(658)	88%
645.100 - Copiers & Printers	92	1,000	689	675	587	738	181	1,591	562	600	104	7,054	13,883	7,500	6,383	185%
655.100 - Circulation Fines	1,650	2,200	1,824	1,640	2,627	1,972	1,728	1,733	2,048	2,205	1,651	2,185	23,263	23,500	(237)	99%
665.100 - Interest	21	32	36	17	13	8	5	5	5	6	6	7	161	161	0	100%
666.100 - Investment Earnings	6	6	4,223	16	17,845	2,381	174	174	3,666	825	17,800	2,308	49,424	45,500	3,924	109%
666.500 - Investment Change in Value	354	1,593	(1,699)	3,260	795	(6,613)	548	5,123	(9,078)	(143)	(5,893)	(2,193)	(13,946)	0	(13,946)	89%
674 - Contribution & Donation-Public	1,260	8,500	100	5,500	3,450	1,058	1,000	2,949	0	10,090	505	11,100	45,510	51,330	(5,820)	89%
675 - Donations Private	0	0	0	0	0	0	0	0	0	0	1,000	0	1,000	1,000	0	100%
<b>Total Income</b>	832,373	721,872	62,074	34,886	87,269	6,496	3,295	39,864	(2,130)	14,138	15,579	20,533	1,836,269	1,861,061	(24,792)	99%
<b>Gross Profit</b>	832,373	721,872	62,074	34,886	87,269	6,496	3,295	39,864	(2,130)	14,138	15,579	20,533	1,836,269	1,861,061	(24,792)	99%
<b>Expense</b>																
701 - Personnel Expenses	46,315	80,054	116,689	79,897	79,782	83,689	79,605	78,716	119,045	79,035	78,122	119,757	1,040,706	1,066,156	(25,450)	98%
727 - Supplies	1,386	1,298	2,257	628	1,097	823	2,029	981	1,016	879	1,365	3,393	17,152	17,300	(148)	99%
801 - Professional Services	12,400	1,957	10,147	4,736	7,968	2,794	2,836	5,698	1,168	3,400	5,654	7,042	65,800	66,243	(443)	99%
803 - Maintenance Service Contracts	3,182	9,290	10,022	22,185	8,170	8,505	5,372	11,572	8,330	7,710	5,354	19,499	119,191	119,769	(578)	100%
850 - Telecommunications	(2,411)	929	2,105	859	4,299	1,612	4,513	2,363	4,382	2,065	7,875	1,963	30,754	31,178	(424)	99%
880 - Promotional Materials	2,213	3,567	7,182	2,692	3,188	7,097	642	8,436	4,034	1,382	2,670	8,517	51,620	52,300	(680)	99%
884 - Programming	3,779	1,889	18,287	10,473	4,540	4,046	5,173	9,911	3,942	3,141	2,081	3,819	71,081	77,193	(6,112)	92%
885 - Volunteer	0	16	177	21	449	0	20	26	22	44	1,000	247	2,022	2,250	(228)	90%
920 - Utilities	0	4,725	4,106	3,935	3,634	3,838	4,475	4,657	4,925	4,276	4,170	8,959	51,700	56,200	(4,500)	92%
960 - Board & Director Expense	268	184	80	195	65	108	243	74	0	396	67	125	1,805	3,350	(1,545)	54%
965 - Automation Services	14,383	0	0	10,235	0	0	10,235	0	0	10,566	0	575	45,994	46,212	(218)	100%
967 - Equipment	2,195	2,325	4,074	3,400	1,373	987	158	3,325	3,239	2,862	1,249	430	25,617	25,949	(332)	98%
969 - Continuing Education Expenses	641	1,794	1,181	2,028	501	597	3,152	1,687	415	1,275	433	1,259	14,963	19,351	(4,388)	77%
980 - Capital Expense	0	0	0	8,697	1,095	8,668	18,224	0	10,800	4,776	4,206	(2,713)	53,763	57,500	(3,747)	93%
982 - Collection Expense	845	22,963	13,695	8,328	16,435	15,897	8,696	27,149	10,440	9,434	11,509	21,249	166,640	177,428	(10,788)	94%
<b>Total Expense</b>	85,196	130,991	190,002	158,309	132,596	138,861	145,373	154,595	171,756	131,241	125,755	194,121	1,756,798	1,816,379	(59,581)	97%
<b>Net Ordinary Income</b>	747,177	590,881	(127,928)	(123,423)	(45,307)	(132,365)	(142,078)	(114,731)	(173,888)	(117,103)	(110,176)	(173,588)	77,471	42,682	34,789	182%
<b>Other Income/Expense</b>																
Other Expense																
999.001 - Transfer to Capital Improvement	0	0	0	0	0	0	0	0	0	0	0	0	0	(22,500)	22,500	0%
999.002 - Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000	(5,000)	0%
999.025 - Carry from General Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	60,182	(60,182)	0%
<b>Total Other Expense</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	42,682	(42,682)	0%
<b>Net Other Income</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	(42,682)	42,682	0%
<b>Net Income</b>	747,177	590,881	(127,928)	(123,423)	(45,307)	(132,365)	(142,078)	(114,731)	(173,888)	(117,103)	(110,176)	(173,588)	77,471	0	77,471	100%

# **DIRECTOR'S REPORT**



**Library Director's Report on January 2018**  
**Respectfully submitted for February 2018 Board Meeting**

**Staff News**

Administrative Assistant Chris Berggren celebrated his one-year work anniversary on January 3<sup>rd</sup>, Library Assistant Susan Ogden celebrated her two-year anniversary on January 5<sup>th</sup>, Youth/Teen Librarian Jessica Zubik celebrated her four-year anniversary on January 13<sup>th</sup>, and Head of Marketing Patty Roberts celebrated her four-year work anniversary on January 20<sup>th</sup>. Congratulations to you all! You make CDL the awesome place it is!

This year, the Friends are supporting staff recognition with funds for a gift card to mark each employee's work anniversary. Just another meaningful way our Friends contribute to employee happiness!

On January 24<sup>th</sup>, we bid a fond farewell to Library Aide Fatemeh Tayebi. Since joining our staff in May of 2016, she brought many gifts to our library community, among them warmth and good cheer coupled with an exemplary work ethic. She was conscientious and industrious, and her smile always brightened our day. She will be greatly missed.

**Safety and Security at CDL**

Over the past month, Assistant Director Linda Ballard and I met with people in our community who wanted to discuss the recent incident here. Some shared their concerns about safety and security – particularly relative to children – here at CDL – and offered constructive suggestions for building trust between the library and community on this issue. You will see on the agenda for this month's board meeting some of these suggestions put into action: adding facility safety as a core value and making changes to our Policy 435: Library Violations Enforcement Policy.

Additionally, we are taking the following steps:

- Pursuing additional security cameras for placement throughout the building
- Reconfiguring second floor furniture and computer placement to more effectively separate children and teens from adults
- Filtering all computers in the Learning Lab
- Investigating public notification of library incidents that impact safety and security

The plan is to reach out to the community by the end of the month to update them on these changes.

**CARL Staff Training**

Registration for CARL training classes has begun. You may recall that TLN libraries will go live with CARL on Tuesday, May 29<sup>th</sup>. CDL will send staff to sessions on circulation; maintenance; and the staff, patron, and children's catalogs to return to CDL to share what they have learned with the rest of the staff. A big thanks to Head of Technology Ron Andrews for coordinating this staff training!

**Michigan Activity Pass – Chelsea Users in 2017**

19 Library visitors checked out a Michigan Activity Pass (MAP) in 2017. Through MAP, library cardholders can "check out" free or discounted admission passes to hundreds of Michigan state parks, campgrounds, museums, trails, arts and cultural destinations, and more. Chelsea District Library cardholders visited the DIA, Outdoor Adventure Center, Yankee Air Museum, Kids 'n'

Stuff Children's Museum, Outdoor Adventure Center, Legoland Discovery Center, Fisherman's Island State Park, Holland State Park, Jiffy Mix, and Pinckney State Recreation Area.

### **Out and About -- January 2018**

- Met with Lynn Fox, member, City of Chelsea Human Rights Commission – January 8<sup>th</sup>
- Rotary with Terri Lancaster re: Library card sign up – January 9<sup>th</sup>
- Met with 5 Healthy Towns and Silver Solutions on Safe Routes to Schools – January 11<sup>th</sup>
- With Patty Roberts, met with Sun-Times editor Wendy Wood – January 18<sup>th</sup>
- Chelsea Community Center meeting – January 24<sup>th</sup>
- Participated in Manchester's Safe Routes to School program – January 31<sup>st</sup>

### **Looking Ahead to February 2018**

- Meet with Bob Pierce – Saturday Morning Challengers – February 1<sup>st</sup>
- Safe Routes to Schools meeting – February 2<sup>nd</sup>
- Meet with Kush family and Lindsey Dahl – donations for artwork – February 3<sup>rd</sup>
- Sounds & Sights meeting – February 5<sup>th</sup>
- Meet with Lori Walter, Chelsea Ballet – February 5<sup>th</sup>
- Rotary – February 6<sup>th</sup>
- Rotary Quartermania meeting – February 7<sup>th</sup>
- Guest at Chelsea Senior Center Lunch – February 8<sup>th</sup>
- Chelsea Area Chamber Annual meeting – February 15<sup>th</sup>
- Meet with Emily Meloche, Silver Maples – February 16<sup>th</sup>
- SASUG meeting – February 22<sup>nd</sup>
- Festival of Tables – February 24<sup>th</sup>

## **Strategic Plan 2017-19 Update**

Goal progress from January– early February 2018 is shared below.

*Goal 1.1 Realize the highest potential of the Library facility, fully utilizing all existing space to support optimal patron usage and experience.*

*Goal 1.2 Continue to diversify the Library's revenue sources.*

- Memorial donations continue in memory of Bob Kush.

*Goal 1.3 Continue to advocate for and support high-speed Internet access throughout the Library service area.*

- Attended two Michigan Broadband Cooperative meetings where we discussed options for townships to move forward on getting broadband for their unserved communities.
- Board signed and sent in a letter supporting House Bill 4162 (special assessment districts allowed to form for broadband support).
- Purchased new data plan for Verizon hotpots that supports 35GB of data at 4G speeds and unlimited data at 3G speeds. This is the best plan Verizon offers.

*Goal 2.1 Increase awareness/visibility of the Library throughout the community.*

- Met with Motherboard/Vice journalist for article about CDL's commitment to providing internet access to service district through collections and infrastructure advocacy - article to run in spring quarter print publication.
- Participated in the Community Center Days on both January 3 & 4 to showcase our 3D printer and other "tinker" items.

*Goal 2.2 Conduct regular, meaningful outreach and engagement with residents and representatives of the rural areas of the Library's service district.*

*Goal 2.3 Strengthen and sustain relationships with schools in the district.*

- Begin working with 5 Healthy Towns, Silver Solutions, and Chelsea School District to begin Safe Routes to Schools programming in Fall '18.
- Began a dialogue with Shawn Sinacola about the types of literary criticism resources might be useful for her classes. We will continue to work with her on ways to make these more available to her students.
- For our 2018 Washtenaw Reads program we provided a classroom set of books to Shaw Sinacola and her AP Literature Class. Her students engaged in the program by attending each of the 3 programs we provided for Washtenaw Reads, including the author event at Rackham Auditorium

*Goal 3.1 Enhance the Library's programs, collections, and services to address the needs and interests of teenage patrons.*

- Spring newsletter published with teen content.

*Goal 3.2 provide leadership around issues of diversity, equity, and inclusion through our programs, collections, and services.*

- Working with City of Chelsea Human Rights Commission in their surveying of service area.

- Begin conversation with Saturday Morning Challengers to collaborate on opportunities for developmentally disabled at CDL and marketing of library programming to that community.
- Our 2018 Washtenaw Reads selection, *Homegoing*, highlights diversity in its narrative about a family divided between the US and West Africa and what their lives were like over generations. As part of our WR, we hosted a speaker, Mark Fulcher from the ACLU for the program *Born with Africa in Them* and a program on Kuungana Drum and Dance.

*Goal 3.3 Expand the Library's collection of non-traditional items.*

- Added Hoopla to digital collection.

*Goal 3.4 Collaborate with our community's senior population to create deliberately designed intergenerational programming opportunities.*

Chelsea District Library Performance Dashboard January 2018

	Jan-17	Jan-18	%change from last Jan	2017 to date	2018 to date
<b>Circulation - Total</b>	25453	24343	-4%	25453	24343
<b>Items</b>	23500	22077	-6%	23500	22077
E-books/E-audio	1577	1925	22%	1577	1925
E-magazines	292	180	-38%	292	180
Non-Traditional	43	31	-28%	43	31
Hotspots	17	32	88%	17	32
Deposit Collection Circulation	24	98	308%	24	98
<b>Self-Check Items - Total</b>	3061	2273	-26%	3061	2273
New Cards - Total	98	68	-31%	98	68
Reference Desk Interactions - Total	1801	2015	12%	1801	2015
Outside Group Room Rentals	NA	16	NA	NA	16
<b>Engagement - Total</b>	1982	1656	-16%	1982	1656
Youth Program Attendance	340	261	-23%	340	261
Adult Program Attendance	236	141	-40%	236	141
Teen Program Attendance	9	9	0%	9	9
General Program Attendance	288	182	-37%	288	182
Outreach -- Youth	426	997	134%	426	997
Outreach -- Teen	15	0	-100%	15	0
Outreach -- Adult	39	44	13%	39	44
Awareness Opportunities	629	0	-100%	629	0
Homebound Visits	N/A	22	NA	N/A	22
<b>Programs/Visits Offered - Total</b>	57	53	-7%	57	53
Youth	20	20	0%	20	20
Adult	13	13	0%	13	13
Teen	1	3	200%	1	3
General	5	3	-40%	5	3
Outreach -- Youth	9	8	-11%	9	8
Outreach -- Teen	1	0	-100%	1	0
Outreach -- Adult	6	6	0%	6	6
Awareness Events	2	0	-100%	2	0
<b>Door Count - Total</b>	16132	12828	-20%	16132	12828
<b>WiFi Data Usage (GB) - Total</b>	1682.96	3232.10	92%	1682.96	3232.10
Library Internal Public WiFi	800.11	845.51	6%	800.11	845.51
<b>Total Hotspot WiFi</b>	882.85	2386.59	170%	882.85	2386.59
Lyndon Twp Hotspot	112.71	195.05	73%	112.71	195.05
Lima Twp Hotspot	1.654	6.177	273%	1.654	6.177
Sylvan Twp. Hotspot	1.195	4.74	297%	1.195	4.74
Mobile Beacon Hotspots		1509.79	NA		1509.79
Hotspots available for checkout.	770.14	670.834	-13%	770.14	670.834
<b>Computer Usage/Sessions - Total</b>	7317	7964	9%	7317	7964
Workstations	1306	1204	-8%	1306	1204
Wireless	6011	6760	12%	6011	6760
<b>Website Stats</b>					
Website Sessions	10327	10313	0%	10327	10313
Website Users	6358	6200	-2%	6358	6200

Started recording these in Jan 2017

Started recording these in Jan 2017

Started recording these in Jan 2017

\*Started recording in Jan 2018

Started recording these in Jan 2017

Started recording these in Jan 2017

2016 and 2017 are estimated based on circ number fluctuations

Started recording hotspot usage in Jan 2017

started recording Mobile Beacon Hostpot Numbers July 2017



**Chelsea District Library  
Assistant Director's Report  
January 2018**

**Facility**

January started off less than ideal when the toilet in the staff bathroom got plugged and then froze! The plumber gave it his best shot but we wound up having to wait for warmer weather for it to thaw, which happened seven days later ☹️ Even though we have plenty of other bathrooms, we sure missed that toilet and very much appreciated having it back!

The leak found when we did the backflow testing last month has been repaired. We are also due for internal inspection of our wet sprinkler system and hydrostatic testing on our fire department connection. I will be scheduling these soon.

During our routine preventive maintenance inspection this month, the mechanic found that the vestibule heater motor was burnt out. The fan was blowing air from the basement into the vestibule (which was still much warmer than the outside air!) but the full repair is in process. We will also need to upgrade Metasys, the software that allows JCI and I to monitor the HVAC system, both here and remotely. I have requested that to be scheduled and expect to have it on the calendar soon.

**Community Outreach**

I oversaw a successful blood drive on Jan. 3<sup>rd</sup> and volunteered at Community Center Days, the annual event sponsored by the Community Center Exploratory committee to help make the case for a permanent community center in Chelsea. It was much better attended the last one so we feel the word is getting out and people are starting to share the vision for this important community resource. Our staff was also there both days doing maker projects with our 3D printers and our snap circuitry.

**Volunteers**

We logged 134 non-book sale hours and 223.5 book sale hours this month. I also oriented two new book sale volunteers.

**Strategic Plan**

Wellness initiative- I purchased some small equipment (hand weights, fitness bands, Bluetooth headphones) to join the yoga mats as part of our staff fitness work-out space in McKune. You may have also noticed the new pull down blinds on the McKune doors, allowing for some semblance of privacy while staff are meditating or working out. Another area we will be exploring is ergonomics. Sheryl Ulin from the UofM Center for Ergonomics will have been out by the time you read this to interview and take video of three of our staff doing their daily routines. Sheryl will then evaluate them for ergonomic improvement. She will return in August to our all-staff meeting to make a presentation on what we can do to improve.

And last but not least, I joined Lori to talk with six patrons who had concerns about the Ben Bridges incident. I felt the meetings were very productive and will result in some important improvements to our processes, policies, and facility.

Respectfully submitted-  
Linda Ballard, Assistant Director



**Program Report: January**

Date	Event	Attendance
<b>Adult Programming (13 Programs, 141 Attendees)</b>		
1/2	Reading Glasses: a Book Club	22
1/9, 23	Computer Training 1:1	3, 1
1/6	3D Printing	1
1/9	WR: Born With Africa in Them	24
1/10	Place That Face	17
1/15	Film Forum: Hidden Figures	21
1/17	Next Chapter Book Club	3
1/18	Books & Banter	4
1/20	Chelsea Community Forum	10
1/24	WR: Kuungana Drum & Dance	23
1/29	makerChelsea: Card-Making for All Occasions	7
1/30	Ancestry	5
<b>Youth Programming (20 Programs, 261 Adult &amp; Child Attendees)</b>		
1/2,9,16,23,30	Babytime	6,17,7,14,2
1/3,10,17,24,31	Preschool Storytime	10,14,10,9,11
1/4,11,18,25	Toddler time	13,25,18,27
1/8	Minecraft Mondays	6
1/16	Snowy Evening Storytime	18
1/20	Kinderconcert	31
1/21	Parenting 101	6
1/23	Tween Book Club	14
1/26	READ to Library Dogs	3
<b>Teen Programming (3 Program, 9 Attendees)</b>		
1/2	Teen Movie Marathon	2
1/4, 18	That Thursday Thing: Buttons, Infinity Scarves	5, 2
<b>General Programming (3 Programs, 182 Attendees)</b>		
1/7, 14, 28	Sonic Sunday: Gemily, Percussion Ensembles, A2SO Reed Trio	62, 100, 20
<b>Outreach (Adult 6/44, Teen 0/0, Youth 8/997, Gen. 2/101, Awareness 0/0)</b>		
1/2, 4, 16, 16 (A)	CRC: iPad, Computer Training, iPad, Glazier 1:1	3, 8, 3, 4
1/3, 4 (Y)	Community Center Days	36, 65
1/10, 17, 24 (Y)	Special Needs Storytime, Early Childhood Center Storytime	6, 32, 12
1/11, 18 (A)	Book Club: Silver Maples, Pines	17, 9
1/20 (Y)	ECSE Visit to CDL	9
1/25, 26 (Y) (T)	AIC Class Visits: NCE, SME	309, 528

**\*Denoted Strategic Plan Initiative**

**(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach (Aware) Denotes Awareness Events**

**Upcoming Programs**

In February we will continue our Washtenaw Reads, Hot Reads for Cold Nights, and Winter Warriors programs. Other highlights include our winter CDL Top 5 event at Thompson's, our After-Hours Murder Mystery for Teens, and the Animals Above and Below the Snow presentation by the Eddy Discover Center for youth.

**Statistics**

	January 2018	January 2017
Ref Questions	2,015	1,801
Homebound Book Deliveries	22	N/A
Inter-library Loan	13	10

**From Keegan Sulecki, Head of Information Services**

It may seem early, but in January we started to look ahead to Summer Reading. This includes preparing letters to send out to potential Summer Reading sponsors, thinking about our contribution to Sounds & Sights on Thursday Nights, and thinking about programming and incentives. In addition, the Design Think for Space Planning committee met to discuss having User Experience Interviews, which will take place in February. For these interviews, we are looking for casual library users who have spent time in our library but are less versed in library terminology etc. so that during the interviews we can get feedback from them on what spaces are most comfortable and in what instances they find it difficult to navigate our spaces while looking for resources or even just a quiet space to work. We will begin evaluating all of our data once interviews are complete.

**From Shannon Powers, Adult Information Services Librarian**

Washtenaw Reads officially kicked off in the month of January, including two of the programs I planned, Mark Fancher's African American History presentation, and the Kuungana Drum and Dance Company demo. Mark Fancher's presentation was particularly well-received--a Chelsea High School teacher in attendance even requested his contact information to bring him to the school for a class presentation. We hope to be working with Mr. Fancher and possibly the American Civil Liberties Union in the future. On the local history front, Laura and I worked with a group of patrons planning the 50th Anniversary of the Chelsea High School Class of 1969. The group will be using images and excerpts from newspapers, yearbooks, and Ralph Guenther photos we gathered for their slide show presentation. I also worked with a patron to locate negatives of family photos in the Guenther collection, and continued to work with a CHS teacher on a WWII history project involving Chelsea veterans. Finally, for collection development, I've begun close evaluation of the 700s, and I tested out a few shelf labels for the cookbook reorganization project.

**From Laura Brown, Adult Information Services Librarian**

For January, Reading Glasses read the Washtenaw Reads book, Homegoing by Yaa Gyasi. We met in the McKune Room instead of the Alehouse due to its upcoming move, enjoying pizza, as well as yummy

desserts brought by book club members. Silver Maples Book Club read *My Antonia* by Willa Cather. Several participants enjoyed reminiscing about growing up on farms. I shadowed Shannon for our Place that Face program at the Chelsea Senior Center, as I am now the new facilitator. The DesignThink team met to coordinate patron interviews of the second floor space. As part of our makerChelsea series, CDL's own Amy Zoran held two well-received card making classes. Our Hot Reads for Cold Nights winter reading program began this month, with patrons excited to receive hot chocolate just for participating or the chance to win a cute mug with more hot chocolate and a ZuZu's gift card!

**From Jessica Zubik, Youth & Teen Information Services Librarian**

This has been a great month for community and school outreach. Early in January, the FIRST Lego League Jr. teams held an open house in the McKune Room to celebrate their first year. I was able to attend part of the event and received a plaque honoring and thanking the library for our support in loaning our Lego WeDo kits and Mobile Lab laptops. I also delivered classroom sets of Michael Buckley's *The Sisters Grimm* series to all teachers and the media center at South Meadows. The students are super excited for his visit and to read the books (many already knew of this series). I will be returning in February to work on questions they can ask Michael when he visits in March.

**From Jody Wolak, Youth & Teen Information Services Librarian**

In January I had a full schedule of programming including a teen movie marathon, two That Thursday Things, weekly preschool storytimes, and an evening snowy storytime. There was also a program scheduled about filing your FAFSA that we cancelled since only one person was registered. It's unfortunate to have to cancel a program but it is a good sign that the high school is serving that need for students. I attended the TLN youth and teen services meetings and came back with some good information about interactive game tables and virtual reality systems to share. Finally, we got some bad news that the author we had selected for the 6th grade Authors in Chelsea visit, Shelley Pearsall, will be unable to attend due to undergoing treatment for breast cancer. Fortunately, I was able to secure an excellent replacement author, Nora Raleigh Baskin, and the 6th grade students have started reading her book, *Nine, Ten: A September 11 Story*.

**From Edith Donnell, Youth & Teen Information Services Librarian**

January I spent a lot of time going over portions of the youth collection that were new to me, including the Folk and Fairytale Collection and the nonfiction ER books. I weeded the collections and checked for damage, ordering some new titles along the way. I have been contacting libraries to find out how they manage their DVD collections in preparation for some changes to the way our Family DVDs are organized and labeled. I put in my first orders of the year for picture books and family DVDs, as well as the Kirkus Starred Review titles.

I provided three Outreach storytimes to our local ECC and Early Childhood Special Education classrooms at North Creek. I also oversaw our first parenting program of the year which covered toddler behaviors and how to address toddler needs. Minecraft Monday's challenge this month was to build a boat that was better than everyone else's boat, and Jessica and I, as judges, encouraged participants to make sure the boat included a library.



# MARKETING BOARD REPORT

January 2018

## MARKETING HIGHLIGHTS



### 2018 Spring Newsletter

A large amount of my time in January was spent pulling together content and programming for our spring newsletter and working with our graphic designer Monique Coffman on flow and layout. This edition's cover showcases a stained-glass piece created by Harry Gibson, who teaches stained-glass classes at the Chelsea Senior Center. We are excited to showcase yet another medium of art and feel his "butterfly" piece is a perfect image for the spring cover.

It is always a challenge to fit everything into this newsletter due to the number of popular and signature programs we offer during the spring — Authors in Chelsea, March Madness, and Midwest Literary Walk. This edition also includes two pieces that were authored by the Chelsea High School Creative Writing Club — our feature article on page 4, which includes original poetry written by CHS students, and a special

Perspective column where the students composed a question and polled CHS staff and students for responses. Special thanks go out to teacher Shawn Sinicola, who was instrumental in making this collaboration possible! Look for copies to hit mailboxes starting Friday, February 16.

Don't forget to email us your response to next edition's Perspective question (back cover) — "What literary fantasy destination do you want to visit?" Submissions are due no later than March 30 and can be emailed to [proberts@chelseadistrictlibrary.org](mailto:proberts@chelseadistrictlibrary.org).



### Authors in Chelsea 2018

We are in full swing of promoting our ninth annual Authors in Chelsea (AinC)! After a slight hiccup due to the cancellation of author Shelly Pearsall — causing the redesign of the school posters and brochure — we were back on track by mid-January. Posters and brochures were distributed at North Creek, South Meadows, and Beach Middle schools; promotional slides were created and scheduled on our in-house monitors; Save the Dates were issued through local marketing channels, in our eNews, and on our website; the AinC webpage was updated with information about this year's authors; a press release was issued to local media; ads were created and scheduled to run in The Sun Times News, The Chelsea Guardian, and on Chelsea Update; and a

display was created in the first-floor lobby space to promote the library's collection of this year's authors' books and the evening event. Shortly after Sonic Sundays winter music series ends, you will also see avenue banners line Main Street and the library drive. We hope you will join us the evening of Tuesday, March 13 for "An Evening with the Authors" to be held at in the Board Room of the Washington Street Education Center. Authors will begin their presentations at 6:30pm and wrap up the evening with a book-signing session. How can you help spread the word? Share the AinC Facebook event on your wall and invite those you think might be interested!

### March Madness is Back!

Last year's winner was *A Man Called Ove* by Fredrik Backman — what title will it be this year? Back by popular demand, CDL's sixteen most requested titles from 2017 will once again compete in head-to-head competition for the coveted "2017 CDL Most Popular Book" award. Join in the fun and vote your favorite title into the championship round! Voting begins March 5 online or in person at the March Madness display on the 2<sup>nd</sup> floor. Winners advance weekly to the next round, so make sure to vote for your favorites each week — one vote per round please! For this year's brackets and to vote online, visit [chelseadistrictlibrary.org/march-madness](http://chelseadistrictlibrary.org/march-madness).



### Midwest Literary Walk

It's hard to believe, but this year celebrates 10 years of showcasing notable authors at our MLW event! The committee is busy confirming this year's lineup, which is sure to include the nationally acclaimed authors and poets you've come to expect! Mark your calendar for Saturday, April 28, 2018 and stay tuned as we announce this year's lineup! Follow us on Facebook — @MidwestLiteraryWalk, on our website — [midwestliterarywalk.org](http://midwestliterarywalk.org), or text MLWNEWS to 22828\* to receive updates via email.

\*Message and data rates may apply. Text HELP for help, text STOP to end. Privacy: [https://www.constantcontact.com/privacy\\_guarantee.jsp](https://www.constantcontact.com/privacy_guarantee.jsp)

# MARKETING BOARD REPORT

January 2018

## October Library Incident

A considerable amount of my time and efforts during January were spent on the handling of and communication on a recent incident that occurred in the library in October, along with reviewing policies and practices pertaining to children's safety within the library. A "Child Safety" handout was created to communicate select CDL policies and other suggestions to help parents keep their children safe while in the library and other public spaces.

## ADDITIONAL MARKETING PROJECTS IN PROGRESS

- Festival of Tables (2/24/18)
  - Met with committee to design tablescape
  - Created drafts of placemats, quote cards, and napkin ties
- Washtenaw Reads
  - Submit press release to local media
  - Create Chelsea update ad and schedule to run with link
- Summer Newsletter
  - Review community member's submission for feature article
  - Explore iRead marketing resources for summer reading program
  - Review summer reading program content/direction with Keegan Sulecki
- Staff and Board Website Update
  - Schedule photo shoot sessions for new librarian and trustee
  - Format photos and upload to staff/Board webpage with contact links
  - Update Board of Trustee titles and committee listings
- Tax Forms
  - Work with Laura to create new tax form display outside of 2<sup>nd</sup> floor elevator
  - Work with Mel to update tax form webpage, create link in trending section of homepage
- The Chelsea Guardian
  - Start dialog with new Chelsea newspaper publication expected to start print February 16. Submit AinC press release and negotiate ad space
- Youth Area Art Project
  - Met with the Kush family and local artist Lindsey Dahl to discuss artwork to be purchased for the east wall of the youth area using donation made in Bob Kush's memory

## MISCELLANEOUS MARKETING ACTIVITIES

- Create 2018 holiday closing signs and schedule alerts on website and Nixle
- Add Hot Reads for Cold Nights registration link to website trending section
- Create business card artwork for new trustee and librarian and submit for production
- Order additional library cards, process through TLN for bar code readability
- Create Anime/video game rating shelf talker signs
- Place ad in CHS yearbook
- Create Foods & More for Fines LCD slide
- Submit February program slides to Chelsea Update and Chelsea Chamber
- Help Friends with admin login for their Facebook page
- Schedule February website highlight posts
- Add 2018 press room toggle to website

Respectfully submitted,  
Patty Roberts  
Head of Marketing

# This year's Washtenaw Reads book: 'Homegoing'

[chelseadistrictlibrary.org/years-washtenaw-reads-book-homegoing/](http://chelseadistrictlibrary.org/years-washtenaw-reads-book-homegoing/)

January 18, 2018

2018 INSTITUTE FOR THE HUMANITIES | JILL S. HARRIS MEMORIAL LECTURE  
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**HOMEGOING**  
A Conversation with Yaa Gyasi

Yaa Gyasi  
Photo Credit: Michael Lionstar

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For the second year in a row, **Chelsea District Library** has teamed up with neighboring libraries for Washtenaw Reads, a countywide program that promotes reading and dialogue through the shared experience of reading and discussing a notable book.

This year's choice is *Homegoing* by Yaa Gyasi, an award-winning novel that traces one family through eight generations and hundreds of years of American and Ghanaian history.

Copies of the book can be borrowed from the Chelsea District Library.

This year, participants will have a chance to meet the author by attending the Jill S. Harris Memorial Lecture: A Conversation with Yaa Gyasi. Hearing an author discuss their work can reveal unexpected insights into a novel and will certainly enrich this year's community discussion.

The author talk is free and open to all, with the option of purchasing a book for signing, and will take place at the Rackham Auditorium, 915 E. Washington St, Ann Arbor, on Tuesday, Feb. 6 at 7 p.m.

Throughout January, additional free events are offered at the Chelsea District Library, including a live presentation and demo of West African music by Baba Kevin Collins and the Kuungana Drum and Dance Company. The presentation will take place on Wednesday, Jan. 24 at 6:30pm.

To register, go to [www.chelseadistrictlibrary.org](http://www.chelseadistrictlibrary.org) and click on events.

For more information on Washtenaw Reads and related events, visit [www.wread.org](http://www.wread.org) or call 734-475-8732, ext. 219.



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# THE SUN TIMES NEWS 50¢

## Chelsea District Library Responds to Recent Incident And Confirms Commitment to the Community

In October 2017, the Chelsea District Library had an incident that caused concern and prompted questions in the community about how we address issues of safety and security. We take your concerns very seriously and appreciate the passion of those in the community who have engaged us on the subject. As members of this community, we are committed to protecting all visitors, especially children, when they are in our building. Please be assured that their safety has been and continues to be of highest priority at CDL.

Every day at CDL we work to create a safe and secure space for our visitors. We accomplish this through rigorous enforcement of policies which are reviewed regularly. Just as important, our staff are trained to observe patron behavior and to immediately but politely confront anyone acting inappropriately. Staff routinely walk through and observe the public areas of our building.

Although nothing can completely prevent bad behavior in the library, our staff is a valuable and highly visible deterrent and our most important means to keep all visitors safe.

The very first rule cited in our Patron Behavior Policy concerns violations of law that affect safety and security. Any activity involving the violation or attempted violation of a federal, state, or local law is prohibited. Examples of this activity include assault, incident exposure, theft, and vandalism. When we see illegal behavior or behavior we suspect to be illegal, we call the police immediately, a written library incident report is filed, and the offending patron is suspended. Time may be added to original suspensions if relevant information comes to light. ALL persons who have been suspended must schedule a meeting with the director to review policies and their expectations that must be met before they may come back to the library. If there is basis to believe that the suspended patron may not abide by our policies, the patron will not be allowed to return to the library. In other words, suspended patrons' privileges are not automatically reinstated. Even if some privileges are reinstated, we may place restrictions on how that patron uses the library. Examples include:

- A patron may have to check in and out of the library with staff
  - A patron may have to surrender his/her phone upon entry into the facility
  - A patron may only be allowed entry into the library during specified hours
  - A patron may only use filtered machines for internet access
  - A patron may only use public computers in close proximity to the staff information desk.
- It is important to note that misinformation about the recent incident has been shared within the community. While we cannot divulge facts that are part of confidential library records, we can say that, due to errors in media accounts and in the initial police record (that has since been corrected) the public has been given an inaccurate portrayal of the offender's actions while in the library. By law, we are not allowed to counter misinformation about this recent incident with facts that are part of our library records. Please understand that we are not trying to conceal information from you. Since 1982, the Michigan Library Privacy Act allows everyone the freedom to read whatever materials they please and use the services and resources of the library without fear of judgment, retaliation, or that others might have access to that information.

Continued on Page 3

Mayor Shawn Keough said the Downtown Development Authority, whose district the substation currently resides, is committed to paying the city back the \$390,000 it's paying for DTE to decommission the station and remediate the site. The city has set aside \$145,159 toward the balance, Keough said.

Remediation will include removal of soil containing substances present at levels above state clean-up criteria, provided the substances are attributable to substation operations, the agreement states. Remediation will be complete within a year to 18 months, after a two-month inspection period, which may be extended another two months.

Continued on Page 3

## Property Owner, Developer Want 72 Acres Annexed to City of Saline For Housing Development

Nearly 40 years after government officials agreed to annex the Layher Farm from Pittsfield Township to the City of Saline, the wheels are in motion again.

Officials representing the Layher family and Grand Sakwa LLC pitched their annexation plan to the Pittsfield Township Board of Trustees during a work meeting Wednesday night. The Layher family has been farming the land north of the City of Saline for decades. In 1981, the township and city agreed to a resolution that would see the property, located by Maple Road, eventually annexed to the city. In fact,

some of the Layher farm has already been annexed to the city for the expansion of Liebherr Aerospace.

The Layhers would like to sell the remaining 72 acres of their property to Grand Sakwa "so they can make a little money and enjoy their retirement," according to lawyer Scott Munzel, who addressed the township board Wednesday.

Munzel said Grand Sakwa would like to develop single-family housing consistent with the density of surrounding developments. The development would incorporate water features and open space.

Continued on Page 7

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<h3 style="margin: 0;">SOUP</h3> <p style="margin: 0;">6 VARIETIES OF SOUP TO CHOOSE FROM DAILY</p>			



## BAKERY CAFÉ

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At Breathe, we strongly believe that our practice should include the yoga of service - karma yoga - and have made a commitment to open up the studio to raise funds and viability for a variety of deserving and, where possible, local non-profits, charities and causes.

We seek to raise funds through a variety of means, holding free community, donation-based classes, yoga malas, collecting items for organizations such as Faith In Action and the Safe House of Ann Arbor, participating in local events and donating time and teaching skills, and through mat rental fees.

In addition, we are delighted to announce the launch of another arm of our program - KARMA YOGIS - that aims to engage students and instructors in useful service to support two chosen and very deserving causes, Faith in Action and The United Methodist Retirement Community. Students will be able to sign up to be on a list of those willing to serve the community as volunteers, when and where needed by our community partners. Many of our students volunteer individually for local causes, but we'd like to try to provide a steady flow of support if we can to our favorite non-profits and groups in need.

Breathe Yoga will hold an information Meeting at their studio on Saturday, February 10, between 2-3pm. The meeting will be attended by members of both Faith in Action and The UMRC who will each outline their needs, and their volunteer requirements, and there will be an opportunity to get active right away and sign up. Any students and instructors unable to attend this meeting but who are interested in participating should contact Sue Whitmarsh at [sue@breathyogachelsea.com](mailto:sue@breathyogachelsea.com) or via phone (734) 640 9072.

Breathe Gives - do good, feel good!

## Chelsea District Library Responds to Recent Incident And Confirms Commitment To the Community

*Continued from the Front Page*

Library records that are protected by law include the materials checked out, Internet search history, fines owed and paid, when someone enters and leaves the library, the programs attended, etc. These library records also include information about incidents that occur in the library, including those that involve visitors breaking the law and library rules and the discipline that results.

We have always been committed to creating a public space where people of all ages feel safe to pursue their informational, educational, and recreational needs. We take great pride in the fact that incidents are extremely rare in our library, and that, when an incident has occurred, it has been dealt with swiftly and seriously. The offender in this recent incident is now in the court system as a result of prompt and decisive action by our staff. We hope that the information provided here assures you that Chelsea District Library is worthy of your trust. Your concerns are important to us. We invite you to share them through direct conversations with the director or board members or at our regularly scheduled board meetings, where the public is provided two opportunities to share comments. For more information on our policies, please see <http://chelseadistrictlibrary.org/about-us/policies/>. If you have questions or concerns or would like further information, please contact Library Director Lori Coryell or Board President Cherie Taylor at (734) 475-8732.

About Us: Chelsea District Library is a not-for-profit organization whose mission is to provide equal access to quality resources that serve the lifelong cultural, educational and informational needs and interests of all people. The Library currently serves 15,100 residents in the Chelsea district, which includes the City of Chelsea and the Dexter, Lima, Lyndon, and Sylvan townships. Approximately 16,000 individuals visit the library each month. For more information visit [chelseadistrictlibrary.org](http://chelseadistrictlibrary.org).

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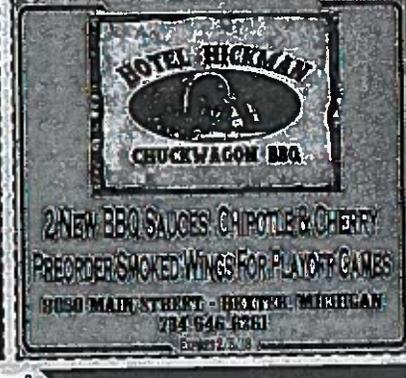


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**Circulation Supervisor's Report  
January 2018**

- Circulation – 24,343 or 4% lower than last January;  
24,343 YTD or 4% lower than this time last year.
- Patron Count- 12,828 or 20% lower than last January;  
12,828 YTD or 20% lower than last year.  
\*\* Does not include offsite programs.
- Circulation by township- for January
  - Dexter = 11% of total transactions – higher than last month
  - Lima = 13% of transactions – same as last month
  - Lyndon = 16% of transactions – higher than last month
  - Sylvan = 17% of transactions - lower than last month
  - Chelsea = 35% of transactions – higher than last month
- January Circulation: 77% were items from Chelsea and 23% were inter-loaned items.
- Automated phone renewals in January– 11, Self-check was 13% of items checked out in January; Overdrive = 1882 in January; RBDigital = 180 in January; Hoopla = 43 in January.
- Registrations for January– 68 new cards; 8262 total card holders  
\*Dexter = 1068 cards; Lima = 982 cards; Lyndon = 1282 cards  
\*Sylvan = 1388 cards; Chelsea = 2987 cards; Nonresident = 555 cards
- Unique Collections update YTD: 34 Accounts sent to collections; \$309.21 Paid items; \$744.44 Returned items; \$50.30 Waived fees; ROI \$4:1

**Circulation Activities:**

- We received 4.5 to 12 tubs in the run each day M-F with a total of 141 in January. We didn't receive a run on January 1<sup>st</sup>, 2<sup>nd</sup> for New Year or January 15<sup>th</sup> as TLN was closed for the MLK Day.
- We had one anniversary in January in the circ department: Susan Ogden celebrated her 2<sup>nd</sup> anniversary on the 5<sup>th</sup>. Congratulations Susan!
- Holds on the Hot Spots are holding steady with 25 for Sprint & 21 for Verizon.
- I attended the January 9<sup>th</sup> Rotary meeting with Lori. I spoke about our business library cards, our library services & collection to 30 Rotarians.

Respectfully submitted,  
Terri Lancaster  
Head of Circulation

Chelsea District Library  
2018

Average Daily Circulation										
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2018 Total	2017 Total	%Diff.
Jan.	642	847	727	726	910	655	441	24343	25453	-4%
Feb.									23360	
March									27351	
April									24391	
May									23111	
June									25614	
July									27762	
August									27193	
Sept.									23547	
Oct.									25060	
Nov.									22827	
Dec.									22473	
<b>Total</b>								24343	298142	
<b>Month Avg</b>								24,343	24,845	
<b>Avg.% Inc.</b>										-4%

with OD & RB, & deposit collection ckouts.

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

SifChk/ Check-outs only			
2018 Total	Days	Per Day	% ChkOuts
2273	30	76	13%
<b>Totals</b>			
3061			
2384			
3042			
2300			
2364			
3102			
3263			
3159			
2653			
2701			
2110			
1981			
<b>32120</b>			<b>13%</b>

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

2018	Items Added	Total Items
Jan	900	67,467
Feb		
Mar		
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
<b>Total/Avg</b>	<b>900</b>	<b>67,467</b>

RB Digital Circ 2018 (downloadable e-magazines)			Overdrive Circ 2018 (e-books, audio books & music)		
	2018	2017	2018	2017	2016
Jan	180	292	219	1577	1752
Feb		271	297	1401	1638
Mar		383	207	1703	1552
April		331	254	1589	1386
May		238	213	1504	1464
June		240	291	1570	1344
July		239	160	1659	1508
Aug		230	203	1724	1618
Sept		264	125	1539	1438
Oct		220	262	1644	1571
Nov		172	267	1602	1504
Dec		191	343	1639	1423
<b>Total</b>	<b>180</b>	<b>3074</b>	<b>2,841</b>	<b>1882</b>	<b>19151</b>
					<b>18198</b>

Hoopla 2018 (e-books, audiobooks.music,movies)	
	2018
Jan	43
Feb	
Mar	
April	
May	
June	
July	
Aug	
Sept	
Oct	
Nov	
Dec	
<b>Total</b>	<b>43</b>

Chelsea District Library  
Monthly New Registration 2018

	District	NonRes	School	Other	Total Month	Grand Total
January	53	9	2	4	68	8262
February					0	
March					0	
April					0	
May					0	
June					0	
July					0	
August					0	
September					0	
October					0	
November					0	
December					0	
<b>Totals</b>					<b>68</b>	

Average Daily Door Count 2018

	Jan.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	2017	% Diff
Jan.	442	509	490	450	371	410	287	12828	16132	-20%
Feb.									14193	
March									18562	
April									17932	
May									17446	
June									20254	
July									19944	
August									18195	
Sept.									16439	
Oct.									14856	
Nov.									15660	
Dec.									14071	
<b>Total</b>								<b>12828</b>	<b>203634</b>	
<b>Monthly average</b>								<b>12,828</b>	<b>16,974</b>	
<b>Avg. % Increase</b>										<b>-20%</b>

Replacement People counter went live on January 2018

Estimates for all of 2017 totals due to people counter not being accurate

1/2/2018

Registered Card Holders

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>District</b>	8280	8708	9113	8898	9147	9002	9083	9109	9064	7837	7707
<b>Dexter</b>	1198	1216	1258	1197	1222	1206	1211	1215	1230	1087	1068
<b>Lima</b>	1086	1124	1176	1169	1174	1156	1133	1109	1109	996	982
<b>Lyndon</b>	1477	1605	1673	1567	1579	1538	1539	1546	1522	1302	1282
<b>Sylvan</b>	1619	1743	1822	1800	1786	1693	1662	1667	1641	1412	1388
<b>CityChel</b>	2900	3020	3184	3165	3386	3409	3538	3572	3562	3040	2987
<b>NonRes</b>	933	977	960	902	744	640	649	655	625	575	555
<b>Freedom</b>	107	81	58	18	7	6	6	6	7	0	0
<b>Sharon</b>	151	153	150	149	141	118	122	118	110	107	106
<b>Waterloo</b>	391	421	423	411	365	336	348	352	333	249	248
<b>GrassLk</b>					15	26	29	28	25	37	32
<b>Other</b>	284	322	329	324	216	154	144	151	150	182	169
<b>Totals</b>	9213	9685	10073	9800	9891	9642	9732	9764	9689	8412	8262

Trans	% Tot		SEMCOG Dec2010	% of Pop	Regist	% of Entity Pop.
	Jan-18	Trans				
19,150	11%	15010	46%	42%	Dexter	
2054	13%	2604	61%	54%	Lima	
2458	16%	1909	57%	100%	Lyndon	
2997	17%	2720	60%	100%	Sylvan	
3292	35%	2833	69%	100%	CityChel	
6616		4944				
			58%			
281	1%					
469	2%					
882	5%					
101	1%					
	100%					

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

Item Circulation 2018

	All items circled at Chel inc: OD & Zinio	Chel items circled at Chel inc: OD & Zinio	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/renewed anywhere in system	Chel items circled other libraries
Jan.	24,343	18,758	77%	5,585	23%	18,449	1,894
Feb.							
March							
April							
May							
June							
July							
August							
Sept.							
Oct.							
Nov.							
Dec.							
<b>Totals</b>	<b>24,343</b>	<b>18,758</b>	<b>77%</b>	<b>5,585</b>	<b>23%</b>	<b>18,449</b>	<b>1,894</b>
<b>Month Avg</b>	<b>24,343</b>	<b>18,758</b>		<b>5,585</b>		<b>18,449</b>	<b>1,894</b>

	Circulation by Department - Percentage			Circulation by Department - Total Checkouts		
	Adult	Youth	Teen	Adult	Youth	Teen
January	59%	37%	4%	10,772	6,873	804
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
<b>Yearly Avg.</b>	<b>59%</b>	<b>37%</b>	<b>4%</b>	<b>10,772</b>	<b>6,873</b>	<b>804</b>

# **ACTION ITEMS**



# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

February 20, 2018 Board Packet

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

### Accept January donations and changes to the 2018 FY Budget.

	<u>Income Line</u>	<u>Expense Line</u>
Michael D. Kunkel & Henry Cox	674.112	884.962
Robert & Margie German	674.100	982.910
Chelsea Area Garden Club	501.200	803.910
Sandra Belback	674.120	975.100
Friends of CDL	674.200	969.940
Music in the Air		\$1,500.00
Adult Collection (In Memory of Rebecca Treado)		\$25.00
Grant for Katie's Korner		\$300.00
Non-Designated (In Memory of Robert Kush)		\$20.00
Designated Staff Appreciation		\$600.00

**Sub Total: \$2,445.00**

### Acknowledge the donations below that are already in the 2017 budget.

Friends of CDL	674.141	850.910	\$3,000.00
Friends of CDL	674.110	884.915	\$1,000.00
Friends of CDL	674.110	884.960	\$1,000.00
Friends of CDL	674.111	884.960	\$1,000.00

**Sub Total: \$6,000.00**

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

Steve & Callie Jerant (\$50.00)

**Total General Donations: \$8,495.00**

\_\_\_\_\_  
Anne Merkel, Board Secretary

\_\_\_\_\_  
Date



# **DISCUSSION ITEMS**



# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

**Library Board Fact Sheet**  
February 20, 2018 Meeting

## **Value Statement**

### Background:

The library seeks approval to add the value statement “A safe, secure environment for all library visitors” to our Core Values (on website under Strategic Plan). The library will move this to Action in March to seek board approval to make this value statement permanent.



## **Discussion Item #2**

Chelsea District Library  
Board of Trustees

**Library Board Fact Sheet**  
February 20, 2018 Meeting

### **Policy Revision**

**Background:**

Policy 435 (Library Enforcement Policy) has some suggested changes that will be discussed. The library will move this policy to Action in March to seek board approval to make the proposed revisions permanent.



**Chelsea District Library  
Policy and Procedure**

Policy Section 4: Facility and Equipment

Board Approval Date: Jan.16, 2018

Revised:

Subject: 435 LIBRARY VIOLATIONS ENFORCEMENT POLICY

**I. Purpose.**

The purpose of this policy is to provide a process for addressing violations of the Chelsea District Library policies. This Library Violations Enforcement Policy will set forth the process and procedure for violations of all Library policies, including but not limited to the Patron Behavior, Internet Use, and Meeting Rooms.

**II. Library Director/Designee's Right to Suspend Privileges.**

Upon determining that a Library policy has been violated, the Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, ~~by suspending suspension of~~ the patron's access to Library facilities for a set period of time, or ~~by~~ denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

**III. Incident reports.**

Library Staff shall record in the form of a written Incident Report any violation of Library policy that resulted in a verbal warning or a suspension of Library privileges. ~~By by~~ the end of the day on which the incident occurred, ~~an~~ An Incident Report shall be ~~written and~~ forwarded to the Library Director for logging and review. The Incident Report should include physical descriptions in addition to the name of the patron. A copy of the limitation or suspension of privileges letter should be attached, if applicable.

**IV. Violation of the Policy – Suspension of Privileges.**

A. *General Violations.* Unless otherwise provided in Section IV.B of this Library Violations Enforcement Policy, the Library shall handle violations as follows:

1. *Initial Violation:* Library patrons observed violating a Library Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.
2. *Subsequent Violations:* The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges

if violations of the same rule continue. Such limitation or suspension shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

B. *Violations that Affect Safety and Security.* Violations of Library policy that affect safety and security, including but not limited to violations involving verbal abuse, violence, threatening behaviors, child pornography or obscenity, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation:* The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. **If violations of this nature involve a minor, the minor's parent will ~~also be called~~ notified as soon after the event occurs as possible, once police have been called.** Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
2. *Subsequent Violations:* The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Subsequent violations of the same rule *shall* result in additional limitations or suspensions of increasing length. Such limitations or suspensions shall be in writing specifying the nature of the violation.

## V. Reinstatement.

- A. Meeting with Director. All patrons whose privileges have been limited or suspended shall ~~attend~~ **request** a meeting with the Director or the Director's designee to review the Library Policy that was the subject of the violation before their privileges may be reinstated.
- B. Conditions Upon Reinstatement. For any violations, specific conditions pertaining to the violator's use of the library may be set before library privileges are reinstated. **For violations involving potential safety and security issues as described in B1 above, conditions will be placed on the violator's use of the library, the specific nature of which will be at the director's discretion. A written record will be kept of the conditions once imposed. The violator will be required to sign the record of conditions and will be given a copy. The Library's "written record" can be in electronic form.**

## **VI. Right of Appeal.**

Patrons (1) whose privileges have been limited or suspended or (2) who have had conditions placed upon their reinstatement may appeal that decision to the Library Director and/or the Library Board per Policy #170 Right to Appeal.

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## **Discussion Item #3**

Chelsea District Library  
Board of Trustees

**Library Board Fact Sheet**  
February 20, 2018 Meeting

### **Credit Card Limit Increase**

Background:

The library wishes to increase the credit card limit from \$5,000 to \$10,000. The auditors have encouraged a practice of not using personal credit cards and later seeking reimbursement, plus there are several months during the year in which we hit the \$5,000 limit and have to wait to make further charges. This can cause problems for automatic charges that then might not go through. The credit card limit increase would fix both of these problems. The library would like to move this item to Action in February, due to the PLA conferences in March.



**COMMITTEE**

**INFO &**

**MINUTES**



Chelsea District Library  
Finance Committee  
Meeting Notes – Draft  
Thursday, February 8, 2018

In attendance: Elizabeth Sensoli, Treasurer; Susan Lackey, President Elect; Lori Coryell, Director; and Mary Budzinski, accountant.

Meeting was called to order at approximately 10:30

1. Audit – Lori explained that our auditor has not been very responsive about meeting with the Finance Committee, and had not responded to her most recent emails. Lori will forward his contact information to Elizabeth, who will call. Mary said that while the auditors are supposed to be on site beginning Monday, she had not received any instructions on what to do with the information she has assembled for them. Last year they had given her instructions on where to upload the documents.
2. Reconciliation Report – the 2017 reconciliation report was presented by Mary. Insurance paid some wages to an employee for a disability, but the library paid the associated employment taxes. Mary remarked that she had not received the 2017 report from the community endowment.
3. Credit Card Limit – Lori explained that the \$5,000 credit limit is a problem periodically and requested raising it to 10,000. The Finance Committee agreed to recommend to the board of trustees raising the credit limit.

Meeting adjourned at 10:57



**Chelsea District Library  
Board of Trustees  
2018 Board Committees**

Governance  
**Appendix #3**  
Approved: January 16, 2018

	Fundraising Committee	Personnel Committee	Finance Committee	Policy Committee	Nominating Committee
<b>TJ Helfferich</b>		<b>Chair</b>		<b>X</b>	<b>X</b>
<b>Anne Merkel</b>	<b>Chair</b>	<b>X</b>			
<b>Gary Munce</b>	<b>X</b>			<b>X</b>	
<b>Elizabeth Sensoli</b>	<b>X</b>		<b>Chair</b>		
<b>Charlie Taylor</b>			<b>X</b>		<b>X</b>
<b>Susan Lackey</b>			<b>X</b>		<b>Chair</b>
<b>Jan Carr</b>		<b>X</b>		<b>Chair</b>	

Anne Merkel

1-16-18

\_\_\_\_\_  
Anne Merkel, Board Secretary

\_\_\_\_\_  
Date

