

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, March 20, 2018—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda Review, Additions, and Approval

6:50 Compulsory Segments

Board Meeting Minutes Approval – February 20, 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: Jan Carr reporting on FOML Trustee Alliance workshop

7:30 Action Items

1. Donations

2. Value Statement

3. Policy Revision (435: Library Violation Enforcement Policy)

7:35 Discussion Items

1. Budget Development Calendar

2. Policy Revision Resolution

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, February 20, 2018 6:45pm
Meeting Location: McKune Meeting Room

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

Trustees Absent: S. Lackey

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

Guests: Lisa Carolin from the Chelsea Update was in attendance.

Welcome and Call to Order

C. Taylor called the meeting to order at 6:47 p.m.

Agenda Review, Additions, and Approval

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve the agenda as presented. Discussion: None All Ayes: 5-0

Elizabeth Sensoli, who was absent from the January meeting, was sworn in by taking the oath of office.

Trustee Jan Carr arrived.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by A. Merkel, SECONDED by G. Munce to approve the minutes of the January 16, 2018 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by E. Sensoli to accept the General Fund Operational checks for January, 2018. Discussion: None All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept Financial Reports for January, 2018. Discussion: None All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Lori discussed the Festival of Tables fundraiser, which the library will once again be taking part in, at the Senior Center. Both Lori and Jan encouraged board members to spread the word and to take part on Friday and Saturday.
- Lori showed the board the new spring newsletter to rave reviews. The board were particularly impressed by the writings of local high school teens. Charlie suggested finding a way to increase this teen interaction.
- There has been a reorganization on the second floor in an attempt to increase safety and security. The public computers have been pushed back and the study tables moved up closer to the teen area in an attempt to segregate the teen and adult areas more. Also, the Learning Lab computers will all be filtered going forward and the Lab will be a non-quiet area from 3:30 to 6:30 to better accommodate the after-school kids, who use the library.
 - Charlie asked about cameras and Linda explained that Mel and Ron have been in contact with three vendors and that all cameras will be updated, as the current ones are 11 years old and need updating. The outside camera facing out from the McKune Room will cease to exist, as it was deemed not necessary, but two new cameras will be added: a front door camera and a second-floor camera that faces the public computers.
 - Charlie asked if this was part of Design Think and what the update on that project was in terms of a timeline. Lori answered that the Design Think project is part of the Strategic Plan and is slated to run through 2019. It is currently being researched, but Keegan thinks she'll probably need most of that time in order to assure that the project's goals are properly met.
 - Elizabeth asked about the Safe Routes to School program and wondered if Lori could elaborate on that initiative. Lori talked about the library's role and partnership (with 5 Healthy Towns, Silver Solutions, and Chelsea Schools) in this program that promotes kids walking to school safely together in groups, often with activities along the way. There was a recent event in Manchester that Lori attended and the plan is for the CDL to be a drop-off or start point for kids to walk to several Chelsea schools.
- Lori pointed out that outside-group room rental was added to the performance dashboard. Several trustees commented that the dashboard is printed too small and wondered if it could be enlarged for the next packet. Gary questioned if it was necessary to post the door count numbers that were estimated when the counter was malfunctioning, as they're not accurate.
- Elizabeth noticed that in Keegan's Information Services report that the library used a button-maker to make buttons promoting the upcoming Authors in Chelsea event. She wondered if a button-maker might make a good item for the CDL Garage. Lori liked the idea, but also mentioned that the supplies to actually make buttons would not be included with the button press and would need to be purchased separately. She will add the suggestion to the list of potential garage items, however.

Strategic Plan Update:

- TJ asked about the Vice Magazine interview mentioned in the update. Lori shared that a journalist from Motherboard, Vice's science and tech site, contacted Mel and Ron about broadband and the importance of libraries to those who don't have internet. The article should be out later in the spring.
- Charlie thanked Lori for the detail of the report and how full it was. Lori admitted she was surprised by how much had been accomplished in January.

Friends Report Update:

- Lori reported that the Friends held their annual meeting in McKune on January 27, which was attended by 16 people. The new officers approved were:
 - President: Gary Zenz
 - Secretary: Sue Skiuzell
 - Treasurer: Nancy Neff
 - Hospitality Chair: Michele Mullens
- The following offices remain open, however: President-Elect and the Membership and Communication Chairs.
- Keegan joined them to highlight items in the CDL Garage.
- There are 70 Friends members to date.
- JoAnne Munce continues to maintain the library-affiliated little free libraries.
- There was a wonderful advocacy exercise, suggested by Jennifer Kundak, called Take 5 Minutes to Speak Out for Libraries! Lori shared the handout from this activity with the board.
- There is no Friends meeting scheduled this month.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve and acknowledge the presented 2018 January donations of \$8,495.00.

Discussion: TJ asked how big the CDL Endowment is? Lori didn't know the exact amount offhand, but said she would find out. She estimated it to be around \$20,000.

All Ayes: 6-0

Discussion Item #1: Value Statement

- Lori explained that the library has a list of "core values" that appear on the website and after talking with several members of the community, the library wishes to add the value statement "A safe, secure environment for all library visitors" to the list.
- Charlie asked how many core values the library currently lists. Lori answered there are seven and this would be the eighth.
- The board asked about the order of the values. Lori explained that the values are in no particular order. Jan stated that she believes that putting them in any kind of ranking order would be highly controversial and expressed her desire to leave these values in an order-less form.
- This item will move to Action in March.

Discussion Item #2: Policy 435 Update

- Jan explained that the need to further update the recently updated Policy 435 (Library Violations Enforcement Policy) had arisen, in an effort to strengthen the policy.
- Jan read the proposed changes and informed the board that this will move to Action in March.

Discussion Item #3: Credit Card Limit Increase

- Elizabeth spoke about the library's need to raise the limit on their credit card account, as this had been a recent Finance Committee topic.
- The current limit is \$5,000, but there are several times a year that the card gets maxed out and cannot be used. This typically happens around library conference season (March) and at the end of the fiscal year (December), but can cause problems due to scheduled payments not being able to go through. The library's cards are used more than ever because the auditors have dissuaded the practice of using private cards and then seeking reimbursement. The library seeks to raise the limit to \$10,000.
- Lori further added that the cards are kept in the safe and must be checked out to use.

MOTION made by E. Sensoli, SECONDED by A. Merkel to move Discussion Item #3 to Action Item #2. Discussion: None.

All Ayes: 6-0

Action Item #2: Credit Card Limit Increase

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the presented increase to the library's credit card limit. Discussion: None.

All Ayes: 6-0

Committee Reports**Policy Committee –**

Finance Committee – Draft minutes are included in packet. Tried to meet with auditors, but proposed meeting didn't work out. Did look over Reconciliation Report and addressed the credit card issue. Several board members asked about the library's opinion of the audit firm.

Personnel Committee –**Nominating Committee –****Fundraising Committee –****Public and Board Comment:**

- Gary talked about Sonic Sunday and the library's role in their success. He encouraged the library to become even more active in the area's visual and performing arts.
- TJ and Gary also noted the wonderful photo display in the lobby and how great it would be to always have some form of art or display up.
- Linda agreed and mentioned that Chelsea doesn't really have another good venue for displaying local art.

Other Items:

- Charlie announced that he will not be at the March board meeting.
- Jan suggested that following adjournment, the trustees make a trip to examine the second floor changes.

Adjourn:

MOTION made by J. Carr, SECONDED by A. Merkel to adjourn the meeting at 7:51p.m.

All Ayes: 6-0

Anne Merkel, Board Secretary

Date

FINANCE REPORTS

03/14/18

Chelsea District Library

List of Checks for Board Approval

February 2018

Date	Num	Name	Memo	Paid Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
02/01/2018	01152018PRST	Alerus Financial	02/02/2018 PR	1,736.52
02/02/2018	PR02022018		RETIREMENT	-1,736.52
02/15/2018	01292018PRST	Alerus Financial	02/16/2018 PR	1,736.52
02/16/2018	PR02162018		RETIREMENT	-1,736.52
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
02/02/2018	PR02022018		WAGES	37,483.65
02/16/2018	PR02162018		WAGES	34,712.22
Total 701.100 - Wages - Other				72,195.87
Total 701.100 - Wages				72,195.87
701.110 - Retirement-Contributions				
02/01/2018	01152018PRST	Alerus Financial	02/02/2018 PR	1,839.02
02/02/2018	PR02022018		RETIREMENT PICK UP	-1,839.02
02/15/2018	01292018PRST	Alerus Financial	02/16/2018 PR	1,830.83
02/16/2018	PR02162018		RETIREMENT PICK UP	-1,830.83
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
02/02/2018	PR02022018		401 A MATCHING	1,358.77
02/16/2018	PR02162018		401 A MATCHING	1,351.63
Total 701.115 - 401A Retirement Matching				2,710.40
701.200 - FICA				
02/02/2018	PR02022018		FICA EMPLOYER	2,867.54
02/16/2018	PR02162018		FICA EMPLOYER	2,655.51
Total 701.200 - FICA				5,523.05
701.300 - Flex Benefits				
02/02/2018	PR02022018		Dep Life (CA & DL & HI)	-19.32
02/16/2018	PR02162018		Dep Life (CA & DL & HI)	-19.32
02/28/2018	02122018ST	Unum Life Insurance Co.	2018 Premium March	678.67
Total 701.300 - Flex Benefits				640.03
Total 701 - Personnel Expenses				81,069.35
727 - Supplies				
727.200 - General Operations				
02/15/2018	02122018BBB	Andrews, Ron	Desk Drawer Organizers	47.67
02/15/2018	02052018COS...	Ballard, Linda P.	Ziploc Bags	13.59

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Date	Num	Name	Memo	Paid Amount
02/15/2018	471782	Smart Office Solutions	Miscellaneous Office Supplies	115.85
02/15/2018	02092018ST	Keybank	Merchant Solutions - Thermal Paper for Circ Credit Card	37.00
02/21/2018			Circ Receipts - L/D	-5.50
02/28/2018	472185	Smart Office Solutions	General supplies	89.92
Total 727.200 · General Operations				298.53
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
02/15/2018	02052018COS...	Ballard, Linda P.		
02/15/2018	457757894654	Amazon.com	Paper Towels	15.69
02/15/2018	471926	Smart Office Solutions	Hand Roll Towels	35.44
02/15/2018	471926	Smart Office Solutions	Facial Tissues	28.09
Total 727.510 · Cleaning Paper Products				79.22
727.520 · Cleaning Supplies				
02/15/2018	457757894654	Amazon.com	Hand Sanitizer	12.26
02/15/2018	471926	Smart Office Solutions	Trash liners	50.77
02/15/2018	471926	Smart Office Solutions	Large Trash Liners	81.06
02/28/2018	300201231	Cintas Corporation-300	Soap	14.78
Total 727.520 · Cleaning Supplies				158.87
727.530 · Cleaning Rugs				
02/15/2018	300186665	Cintas Corporation-300	Rugs 02/02/2018	36.69
02/28/2018	300196359	Cintas Corporation-300	Rugs 02/16/2018	36.69
02/28/2018	300201231	Cintas Corporation-300	Rugs 02/23/2018	36.69
Total 727.530 · Cleaning Rugs				110.07
Total 727.500 · Cleaning				
727.700 · Postage				
727.720 · Postage-Operating Postage				
02/15/2018	02072018POST	Pinney Bowes Reserve Account	Postage on Machine	500.00
Total 727.720 · Postage-Operating Postage				500.00
Total 727.700 · Postage				
727.800 · Maintenance				
727.830 · Maintenance General				
02/15/2018	02092018ST	Keybank	EasyApplianceParts - Mini Fridge Handle	46.94
Total 727.830 · Maintenance General				46.94
Total 727.800 · Maintenance				
Total 727 · Supplies				
801 · Professional Services				
801.010 · Attorney				1,193.63

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Date	Num	Name	Memo	Paid Amount
02/15/2018	730678	Foster Swift Collins & Smith	Legal Counsel	1,480.00
Total 801.010 · Attorney				1,480.00
02/01/2018	201803	Budzinski & Associates	1/2 February 2018 Billing	450.00
02/15/2018	201804	Budzinski & Associates	1/2 February 2018 Billing	450.00
Total 801.040 · Bookkeeper				900.00
02/15/2018	18337687	Payroll 1	2018 January	593.77
Total 801.041 · Payroll Services				593.77
02/15/2018	457537	Unique Management Services Inc	Collection Fees 01/2018	98.45
Total 801.090 · Collection Fees				98.45
02/28/2018			Service Charge	12.20
Total 801.310 · Bank Fees				12.20
02/06/2018	CCFee012018		Credit Card Fee Jan 2018	147.59
Total 801.350 · Credit Card Fee Circ				147.59
Total 801.300 · Banking Fees				159.79
Total 801 · Professional Services				3,232.01
02/15/2018	1-60953669961	Johnson Controls	Boiler A&B Repairs	2,701.05
02/28/2018	02202018LOW...	Ballard, Linda P.	Lab Shades / Installation Kit	114.35
02/28/2018	1-61479943158	Johnson Controls	Vestibule Heater	2,684.37
02/28/2018	1-61481729168	Johnson Controls	Add glycol / check boilers	1,284.00
Total 803.010 · Maint Svc Contingency				6,783.77
02/01/2018	5004537324	Wells Fargo Bank, NA	Copiers & Small Printers 2018 Feb	229.44
02/01/2018	67969537	Wells Fargo Bank, NA	Public Canon Lease Feb 2018	161.00
02/28/2018	68074236	Wells Fargo Bank, NA	Public Canon Lease Mar 2018	161.00
02/28/2018	5004609047	Wells Fargo Bank, NA	2018 March Copier & Print Maintenance	229.44

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Date	Num	Name	Memo	Paid Amount
Total 803.101 · Public Copier				780.88
803.102 · Staff Copier				
02/01/2018	5004537324	Wells Fargo Bank, NA	Copiers & Small Printers 2018 Feb	564.98
02/15/2018	67994974	Toshiba Financial Services	2018 Staff Copier Lease & Maintenance - Feb	561.56
02/28/2018	5004609047	Wells Fargo Bank, NA	2018 March Copier & Print Maintenance	564.98
Total 803.102 · Staff Copier				1,691.52
803.103 · Small Printer Maintenance				
02/01/2018	5004537324	Wells Fargo Bank, NA	Copiers & Small Printers 2018 Feb	153.34
02/28/2018	5004609047	Wells Fargo Bank, NA	2018 March Copier & Print Maintenance	153.34
Total 803.103 · Small Printer Maintenance				306.68
Total 803.100 · Copier				2,779.08
803.300 · Technology				
803.395 · Website Hosting & Service				
02/15/2018	02092018ST	Keybank	GoDaddy - chelseadistrictlibrary.org 3 yrs Domain Registrati...	60.51
02/15/2018	02092018ST	Keybank	Survey Monkey - 2018 Renewal	336.00
Total 803.395 · Website Hosting & Service				396.51
Total 803.300 · Technology				396.51
803.600 · Building Maintenance				
803.605 · Janitorial				
02/15/2018	11443	A Production Cleaning Company Inc.	Cleaning 01/28/18-02/10/2018	1,440.85
02/28/2018	11456	A Production Cleaning Company Inc.	Cleaning 02/11/18-02/24/2018	1,440.85
Total 803.605 · Janitorial				2,881.70
803.610 · Lawn/Snow Service				
803.612 · Snow				
02/15/2018	S16428	Osinski Inc.	Snow - Jan 2018	1,526.00
Total 803.612 · Snow				1,526.00
Total 803.610 · Lawn/Snow Service				1,526.00
803.620 · Trash				
02/15/2018	18257	City of Chelsea	2018 Trash Collection January	50.00
Total 803.620 · Trash				50.00
Total 803.600 · Building Maintenance				4,457.70
Total 803 · Maintenance Service Contracts				14,417.06
850 · Telecommunications				
850.100 · Local & Long Distance Charges				

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Date	Num	Name	Memo	Paid Amount
850.120 • Telephone				
02/01/2018	01242018ST	Navitas Credit Corp	VOIP Lease - 2018 February	212.81
02/15/2018	02092018ST	Keybank	Star2Star - 01/26/18 - 02/25/2018	367.49
Total 850.120 • Telephone				580.30
850.121 • Director's Cell Phone				
02/15/2018	9800715668	Verizon Wireless	Director's Cell Phone 2018 Feb	51.78
Total 850.121 • Director's Cell Phone				51.78
Total 850.100 • Local & Long Distance Charges				632.08
850.300 • TLN Internet Service				
850.311 • WiFi Hotspots				
02/15/2018	9800715668	Verizon Wireless	Library Hotspots 2018 Feb	404.94
02/28/2018	261402854-038	Sprint	2018 Feb Lyndon/Circ Hotspots	499.00
Total 850.311 • WiFi Hotspots				903.94
Total 850.300 • TLN Internet Service				903.94
Total 850 • Telecommunications				1,536.02
880 • Promotional Materials				
880.100 • Advertising				
880.110 • Media Buy				
02/28/2018	02262018QTR	Chelsea Update	Jan/Feb/March 2018	270.00
02/28/2018	5104-R	The Sun Times	01/24/2018 Ad	60.00
02/28/2018	5062-R	The Sun Times	02-07-2018 Ad	60.00
02/28/2018	5129-R	The Sun Times	02-14-2018 Ad	60.00
Total 880.110 • Media Buy				450.00
Total 880.100 • Advertising				450.00
880.200 • Publications				
880.240 • Newsletter				
02/28/2018	242649	Print-tech Inc.	2018 Spring Newsletter	4,193.85
Total 880.240 • Newsletter				4,193.85
Total 880.200 • Publications				4,193.85
880.300 • Marketing Supplies				
880.320 • Misc Marketing Supplies				
02/15/2018	02062018DAHL	Roberts, Patty	Dahl Colorbooks for Youth Prizes	30.00
02/15/2018	02092018ST	Keybank	BirthdayDirect - Napkins for Festival of Tables	5.43
02/15/2018	02092018ST	Keybank	Literati - Signed Homegoing books	33.92
02/15/2018	02092018ST	Keybank	JoAnn Fabrics - Festival of Tables	14.36
02/28/2018	678369968634	Amazon.com	Festival of Tables Supplies	34.98

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Date	Num	Name	Memo	Paid Amount
	Total 880.320	Misc Marketing Supplies		118.69
02/15/2018	880.340	Printed Items / Stationary Lucas Holdings LLC	Library Cards - Bird w/Skyline	665.16
	Total 880.340	Printed Items / Stationary		665.16
	Total 880.300	Marketing Supplies		783.85
	880.400	Program Promotion		
	880.420	Youth / Teen Promotion		
02/15/2018	880.422	Authors in Chelsea Print-tech Inc.	Authors in Chelsea Banner Footers	109.47
	Total 880.422	Authors in Chelsea		109.47
02/15/2018	880.423	Summer Reading Program		
02/15/2018	02082018BAN	City of Chelsea	SRP Avenue Banner Install	105.00
02/15/2018	02092018ST	Keybank	Illinois Library Assoc - iRead Resource Guide	21.80
	Total 880.423	Summer Reading Program		126.80
	Total 880.420	Youth / Teen Promotion		236.27
	Total 880.400	Program Promotion		236.27
	880.500	Purchased Services		
02/15/2018	880.510	General Purchased Services		
02/15/2018	02092018ST	Keybank	Uberflip - 02/2018	30.85
02/15/2018	02092018ST	Keybank	Adobe Stock Monthly - Feb 2018	29.99
	Total 880.510	General Purchased Services		60.84
	880.520	Professional Services		
02/15/2018	880.521	Graphic Design Services	Graphics & Photography Spring Newsletter	1,600.00
	0211	MC creative design & photography LLC		1,600.00
	Total 880.521	Graphic Design Services		
02/28/2018	880.522	Photography Services	2018 Photography Services (1/2)	750.00
	02192018Photo	Burrill Strong Photography		750.00
	Total 880.522	Photography Services		2,350.00
	Total 880.520	Professional Services		2,410.84
	Total 880.500	Purchased Services		8,074.81
	Total 880	Promotional Materials		
	884	Programming		
	884.110	Adult Speakers		

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Date	Nam	Name	Memo	Paid Amount
884.111 • Midwest Literary Walk				
02/28/2018	2033498116	Baker & Taylor Program Account	Sharks in the Rivers	14.25
Total 884.111 • Midwest Literary Walk				14.25
884.119 • General Adult Events				
02/01/2018	03042018BP	Hoekstra, Kristin	03/04/2018 Bullet Journal Program	150.00
02/15/2018	02222018PRG	Silveri, Cynthia M	2/22 & 3/1 Outdoor Living / Landscape Design	150.00
02/15/2018	04142018EXPO	Chelsea Senior Center	2018 Spring Expo Booth	75.00
02/15/2018	02092018ST	Keybank	ZouZou's - User Experience Interview Incentives	100.00
02/28/2018	04142018EL	Chelsea Senior Center	2018 Spring Expo Booth Electric	15.00
Total 884.119 • General Adult Events				490.00
Total 884.110 • Adult Speakers				504.25
884.130 • Washtenaw Reads				
884.131 • Washtenaw Reads				
02/15/2018	02092018ST	Keybank	RPS - Washtenaw Reads Event	3.00
Total 884.131 • Washtenaw Reads				3.00
Total 884.130 • Washtenaw Reads				3.00
884.210 • Youth Speakers				
884.211 • Authors in Chelsea				
884.922 • Youth Prog Rest Gifts Authors				
02/28/2018	03132018EXP	Baskin, Nora Raleigh	Authors in Chelsea Travel Expenses	578.75
02/28/2018	03132018EXP	Buckley, Michael	Authors in Chelsea Travel	213.60
02/28/2018	03132018AinC	Helen Frost	Authors in Chelsea Program	421.20
Total 884.922 • Youth Prog Rest Gifts Authors				1,213.55
884.211 • Authors in Chelsea - Other				
02/28/2018	03132018AinC	Baskin, Nora Raleigh	Authors in Chelsea Speaker Fee	4,000.00
02/28/2018	03132018AinC	Buckley, Michael	Authors in Chelsea Program	4,250.00
02/28/2018	03132018AinC	Helen Frost	Authors in Chelsea Program	1,750.00
02/28/2018	03132018AinC	Lieder, Rick	Authors in Chelsea Program	2,000.00
Total 884.211 • Authors in Chelsea - Other				12,000.00
Total 884.211 • Authors in Chelsea				13,213.55
884.212 • General Youth Programs				
02/01/2018	02132018PRG	Lieder, Rick	02/13 Wild Light Program	59.95
Total 884.212 • General Youth Programs				59.95
884.215 • Early Literacy				
02/01/2018	02072018DASA	Batley, Beth	02/07 Dance Along/Sing Along	90.00
02/01/2018	02082018TT	DeMea, Karla	02/08 Toddlerline	50.00

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Date	Num	Name	Memo	Paid Amount
02/01/2018	02062018BT	Maveal, Jackie	Babytime 02/06	50.00
02/28/2018	03152018TT	DeMea, Karla	03/15 Toddler time	50.00
Total 884.215 · Early Literacy				240.00
Total 884.210 · Youth Speakers				13,513.50
884.220 · Youth Supplies				
884.222 · General Youth Programs				
02/15/2018	02062018DAHL	Roberts, Patty	Dahl Colorbooks for Youth Prizes	60.00
02/15/2018	02092018ST	Keybank	Cottage Inn - Family Read Aloud Book Club	53.72
02/28/2018	16V4-GRWX-6...	Amazon Capital Services Inc	Duck Canvas Apron	14.79
Total 884.222 · General Youth Programs				128.51
884.227 · Outreach				
02/15/2018	02092018ST	Keybank	Oriental Trading - Paper Trophies & Flower Stickers	61.82
Total 884.227 · Outreach				61.82
Total 884.220 · Youth Supplies				190.33
884.260 · Teen Speakers				
884.264 · Teen General Programs				
02/15/2018	02132018MC	Shaughnessy, Connor D	Minecraft for Teens	50.00
Total 884.264 · Teen General Programs				50.00
Total 884.260 · Teen Speakers				50.00
884.270 · Teen Supplies				
884.272 · Teen General Programs				
02/15/2018	1C4L-GQF7-K7...	Amazon Capital Services Inc	Star Wars Monopoly, Storage Containers, Scratch Offs	35.59
02/15/2018	1C4L-GQF7-K...	Amazon Capital Services Inc	Mechanical Pencil w/color Set	10.99
02/15/2018	02092018ST	Keybank	Kroger's - That Thursday Thing Supplies	6.98
02/15/2018	02092018ST	Keybank	Polly's - That Thursday Thing	11.91
Total 884.272 · Teen General Programs				65.47
884.276 · Teen Refreshments				
02/15/2018	02092018ST	Keybank	Kroger's - Teen After Hours Snacks	42.88
Total 884.276 · Teen Refreshments				42.88
Total 884.270 · Teen Supplies				108.35
884.400 · Music Focus				
884.960 · Sonic Sundays Restricted Gift				
02/01/2018	02112018SS	Lloyd, John J	Sonic Sunday Nutshell 02/11	500.00
02/01/2018	02182018SS	Munce, Gary	02/18 Sonic Sunday	500.00
02/15/2018	02252018SS	Slomovits, Sandor	Sonic Sunday-San, Emily, Jacob 02/22/2018	500.00

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Chelsea District Library List of Checks for Board Approval February 2018

Date	Num	Name	Memo	Paid Amount
Total 884.960 · Sonic Sundays Restricted Gift				
Total 884.400 · Music Focus				1,500.00
Total 884 · Programming				1,500.00
				15,869.43
920 · Utilities				
920.110 · City of Chelsea Water				
02/15/2018	02022018ST	City of Chelsea-Elect & Water	01-03--2018 to 01-31-2018	66.11
Total 920.110 · City of Chelsea Water				66.11
920.120 · City of Chelsea Sewer				
02/15/2018	02022018ST	City of Chelsea-Elect & Water	01-03--2018 to 01-31-2018	145.12
Total 920.120 · City of Chelsea Sewer				145.12
920.130 · City of Chelsea Electric				
02/15/2018	02022018ST	City of Chelsea-Elect & Water	01-03--2018 to 01-31-2018	2,788.47
Total 920.130 · City of Chelsea Electric				2,788.47
920.150 · City of Chelsea Sprinkler				
02/15/2018	02022018ST	City of Chelsea-Elect & Water	01-03--2018 to 01-31-2018	27.47
Total 920.150 · City of Chelsea Sprinkler				27.47
920.200 · McKune Gas				
02/15/2018	02072018ST	DTE Energy	2018 January	1,870.31
Total 920.200 · McKune Gas				1,870.31
Total 920 · Utilities				4,897.48
960 · Board & Director Expense				
960.100 · Board Expenses				
02/15/2018	6301062	Demco Inc.	Gary Munce Name Plaque	17.44
Total 960.100 · Board Expenses				17.44
960.200 · Director Expense				
02/15/2018	02132018FoT	Chelsea Senior Center	Ticket for Festival of Tables	20.00
02/15/2018	02092018ST	Keybank	Chelsea Grille - Bob Pierce CDL & Saturday Morning Challe...	31.65
02/15/2018	02092018ST	Keybank	Cleary's - Meeting w/Ballet Chelsea to discuss A in C	46.61
Total 960.200 · Director Expense				98.26
Total 960 · Board & Director Expense				115.70
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				

Chelsea District Library

List of Checks for Board Approval

February 2018

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Date	Num	Name	Memo	Paid Amount
02/01/2018	1KQW-Y9W1-...	Amazon Capital Services Inc	External Harddrive Supplies	159.75
02/01/2018	1RCH-LYW3-4...	Amazon Capital Services Inc	External Harddrive Supplies	6.59
02/15/2018	1T3G-Q9QP-T...	Amazon Capital Services Inc	Speaker Stand Bag	39.99
02/15/2018	14TY-X41M-G4...	Amazon Capital Services Inc	Ergonomic Keyboard & Mouse	80.00
02/15/2018	1XF7-6YRD-9J...	Amazon Capital Services Inc	2 HP Laserjets, iPad Pro Protective Case, Markers	473.93
02/28/2018	1HDH-HTFW...	Amazon Capital Services Inc	Large Mouse Pad	26.99
02/28/2018	1CQ7-9R4J-NT...	Amazon Capital Services Inc	Lightening Cables	20.98
Total 967.120 · Computers				808.23
Total 967.100 · Equipment Hardware				808.23
967.200 · Equipment Software				
02/15/2018	02092018ST	Keybank	Feb 2018 Ninlite Pro-Monthly non-Windows Updates	20.00
02/15/2018	02092018ST	Keybank	Feb 2018 - Bisect Hosting - Hosted Minecraft Server Svcs	12.46
02/15/2018	02092018ST	Keybank	Apple iTunes Subscription 2/5/18 to 2/4/19	99.00
02/15/2018	02092018ST	Keybank	Asana - Project Mgmt Software 15 accounts 1 year	500.00
Total 967.200 · Equipment Software				631.46
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
02/05/2018			Circ Receipts	-1.00
02/21/2018			Circ Receipts	-1.00
02/28/2018	390500-00	BSC Supply LLC	Filament for 3D Printer	79.98
Total 967.310 · Makerspace Furnishings				77.98
Total 967.300 · Equipment Furniture & Fixtures				77.98
Total 967 · Equipment				1,517.67
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.110 · Director Travel				
02/01/2018	01312018MAN	Coryell, Lori	Manchester Safe Routes	29.43
02/15/2018	02092018ST	Keybank	American Airlines - PLA Conference	381.72
02/28/2018	02222018SAS...	Coryell, Lori	02/22/2018 SASUG Meeting	41.96
Total 969.110 · Director Travel				453.11
969.111 · Asst Director				
02/15/2018	REG-0060917	Michigan Library Association	Hard Conversations Workshop - Ballard	95.00
Total 969.111 · Asst Director				95.00
969.121 · Youth & Teen Services Travel				
02/15/2018	02092018ST	Keybank	American Airlines - PLA Conference Flight	366.59

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Chelsea District Library

List of Checks for Board Approval

February 2018

Date	Numb	Name	Memo	Paid Amount
	Total 969.121	Youth & Teen Services Travel		366.59
02/15/2018	969.122	Adult Services Travel		
	02092018ST	Keybank	American Airlines - PLA Conference Flight	366.59
	Total 969.122	Adult Services Travel		366.59
02/15/2018	969.123	Circulation Services Travel		
	REG-0060919	Michigan Library Association	Hard Conversations Workshop - Lancaster	95.00
	Total 969.123	Circulation Services Travel		95.00
02/15/2018	969.143	Other Staff Travel		
	02092018ST	Keybank	American Airlines - PLA Conference 3/21 - 3/24	366.59
	02092018ST	Keybank	American Airlines - Return seat change	15.13
	Total 969.143	Other Staff Travel		381.72
02/01/2018	969.144	Committee Meetings		
	01162018TLN	Bell, Melanie	TLN Tech Meeting 01/16/2018	44.47
	Total 969.144	Committee Meetings		44.47
02/15/2018	969.145	Workshops		
	03092018MTG	Friends of Michigan Libraries-New	FOML Trustee Meeting-Jan Carr	20.00
	Total 969.145	Workshops		20.00
	Total 969.100	Staff Travel		1,822.48
	Total 969.001	Travel		1,822.48
	969.300	Memberships		
	969.320	Information Services		
02/01/2018	02012018MEM	Michigan Library Association	Membership - Brown	85.00
02/01/2018	02012018MEM	Michigan Library Association	Membership - Powers	85.00
	Total 969.320	Information Services		170.00
	Total 969.300	Memberships		170.00
	969.600	Staff Training		
	969.940	Staff Appreciation - Restricted		
02/15/2018	02092018ST	Keybank	Common Grill - Work Appreciation Gift Cards	75.00
	Total 969.940	Staff Appreciation - Restricted		75.00
	Total 969.600	Staff Training		75.00
	Total 969	Continuing Education Expenses		2,067.48
	982	Collection Expense		

Chelsea District Library

List of Checks for Board Approval

February 2018

Date	Num	Name	Memo	Paid Amount
982.100 - Audio Books				
982.120 - Adult Books on Disc				
02/15/2018	95782111	Midwest Tape	95782111 - Jan Audio Bks	104.97
02/15/2018	95801707	Midwest Tape	95801707 - Jan Audio Bks	196.96
02/28/2018	95823461	Midwest Tape	95823461 - Jan Audio Bks	29.99
02/28/2018	95823467	Midwest Tape	95823467 - Feb Audio Bks	184.95
Total 982.120 - Adult Books on Disc				516.87
982.140 - Youth Books on Disc				
02/15/2018	2033455035	Baker & Taylor-Youth Audiobooks	2033455035	56.17
Total 982.140 - Youth Books on Disc				56.17
Total 982.100 - Audio Books				573.04
982.400 - Non Print				
982.416 - eContent/Kindle				
02/15/2018	287462048323	Amazon.com	Youth Kindle Content	92.57
Total 982.416 - eContent/Kindle				92.57
982.420 - Adult Music on CD				
02/15/2018	95782110	Midwest Tape	95782110 - Jan Music CDs	15.19
02/15/2018	95801709	Midwest Tape	95801709 - Feb Music CDs	11.99
02/28/2018	95845738	Midwest Tape	95845738 - Jan Music CDs	12.79
Total 982.420 - Adult Music on CD				39.97
982.431 - NT Collections - Supplies				
02/15/2018	020920185T	Keybank	Just Imagine - CDL Garage	16.00
Total 982.431 - NT Collections - Supplies				16.00
982.445 - Low Vision Center				
02/28/2018	1HDH-HTFW-N...	Amazon Capital Services Inc	LW Cases	116.87
02/28/2018	16V4-GRWX-6...	Amazon Capital Services Inc	LW Cases	21.98
Total 982.445 - Low Vision Center				138.85
982.450 - Youth Music CD				
02/15/2018	B79855190	Baker & Taylor-Entertainment	B79855190	144.80
02/15/2018	B80448000	Baker & Taylor-Entertainment	B80448000	16.45
02/15/2018	B80573150	Baker & Taylor-Entertainment	B80573150	8.67
02/28/2018	B81084720	Baker & Taylor-Entertainment	B81084720	21.70
Total 982.450 - Youth Music CD				191.62
982.460 - DVD Feature				
02/15/2018	95778188	Midwest Tape	95778188 - Jan Feat/LD DVDs	167.11
02/15/2018	95801704	Midwest Tape	95801704 - Jan Feat/LD DVDs	48.77

Chelsea District Library

List of Checks for Board Approval

February 2018

Date	Num	Name	Memo	Paid Amount
02/15/2018	95801780	Midwest Tape	95801780 - Feb Feat/LD DVDs	316.27
02/21/2018			Circ Receipts - L/D	-20.00
02/28/2018	95846112	Midwest Tape	95846112 - Feb Feat/LD DVDs	411.83
Total 982.460 · DVD Feature				923.98
982.470 · DVD Non-Fiction				
02/15/2018	95777549	Midwest Tape	95777549 - Feb NF DVDs	38.98
02/15/2018	95782121	Midwest Tape	95782121 - Jan NF DVDs	63.97
02/15/2018	95801706	Midwest Tape	95801706 - Feb NF DVDs	67.98
02/28/2018	95823462	Midwest Tape	95823462 - Jan NF DVDs	19.99
Total 982.470 · DVD Non-Fiction				190.92
982.480 · Youth Video DVD				
02/15/2018	95782122	Midwest Tape	95782122 - Youth DVDs	85.54
02/15/2018	95801708	Midwest Tape	95801708 - Youth DVDs	196.46
02/28/2018	95823463	Midwest Tape	95823463 - Jan Youth DVDs	123.51
02/28/2018	95846110	Midwest Tape	95846110 - Jan Youth DVDs	89.53
Total 982.480 · Youth Video DVD				495.04
982.485 · Playaway Views				
02/15/2018	242743	Findaway World, LLC	Launchpad Circulation Cases	84.89
02/28/2018	244998	Findaway World, LLC	Launchpad Replacements	139.98
Total 982.485 · Playaway Views				224.87
Total 982.400 · Non Print				2,313.82
982.500 · Local History Preservation				
982.510 · Local History Preservation				
02/15/2018	IN1065512	Michigan Office Solutions	Optical Scanning Services	727.00
02/15/2018	02092018ST	Keybank	Josten's - Chelsea High School Yearbook	65.00
02/28/2018	16V4-GRWX-6...	Amazon Capital Services Inc	CD Case	9.31
Total 982.510 · Local History Preservation				801.31
982.941 · Chelsea Standard Digitize - Res				
02/15/2018	IN1065512	Michigan Office Solutions	Optical Scanning Services	410.00
Total 982.941 · Chelsea Standard Digitize - Res				410.00
Total 982.500 · Local History Preservation				1,211.31
982.600 · Periodical & Newspapers				
982.610 · Annual Reference				
02/15/2018	3041511S	W.T. Cox Subscriptions	Reference Supplemental	142.50
Total 982.610 · Annual Reference				142.50
982.630 · Magazines				

Chelsea District Library

List of Checks for Board Approval

February 2018

Date	Num	Name	Memo	Paid Amount
02/21/2018			Circ Receipts - L/D	-10.00
	Total 982.630	Magazines		-10.00
	Total 982.600	Periodical & Newspapers		132.50
	982.700	Print		
	982.705	Adult Print		
	982.710	Adult Large Print		
02/28/2018	2033485176	Baker & Taylor-Adult Large Print	2033485176	124.05
	Total 982.710	Adult Large Print		124.05
	982.720	Adult Print General		
02/05/2018			Circ Receipts - L/D	-207.84
02/15/2018	2033463079	Baker & Taylor-Adult	2033463079	309.13
02/15/2018	2033476716	Baker & Taylor-Adult	2033476716	300.51
02/21/2018			Circ Receipts - L/D	-25.99
02/28/2018	1T91-NCJG-9...	Amazon Capital Services Inc	Book	16.98
02/28/2018	2033485849	Baker & Taylor-Adult	2033485849	426.04
02/28/2018	2033498778	Baker & Taylor-Adult	2033498778	534.59
02/28/2018	2033505884	Baker & Taylor-Adult	2033505884	401.65
	Total 982.720	Adult Print General		1,755.07
	982.740	Multiple Book Copies		
02/15/2018	2033460179	Baker & Taylor Books Adult Multiples	2033460179	31.98
02/28/2018	2033485695	Baker & Taylor Books Adult Multiples	2033485695	125.71
	Total 982.740	Multiple Book Copies		157.69
	Total 982.705	Adult Print		2,036.81
	982.755	Youth Print		
	982.760	Youth Print General		
02/05/2018			Circ Receipts - L/D	-64.95
02/15/2018	879798439374	Amazon.com	Books	38.78
02/15/2018	449954693668	Amazon.com	Books	17.95
02/15/2018	453483863363	Amazon.com	Books	15.99
02/15/2018	436356877779	Amazon.com	Books	22.99
02/15/2018	866683689794	Amazon.com	Books	17.64
02/15/2018	2033469158	Baker & Taylor-Youth	2033469158	59.01
02/15/2018	2033470572	Baker & Taylor-Auto Yours Cats	2033470572	101.93
02/15/2018	2033473549	Baker & Taylor-Teen Fiction	2033473549	53.25
02/15/2018	2033467358	Baker & Taylor-Unlabeled	2033467358	131.98
02/21/2018			Circ Receipts - L/D	-29.48
02/28/2018	14646	AudioCraft Publishing Inc.	American & Michigan Chillers	13.08
02/28/2018	2033499075	Baker & Taylor-Auto Yours Cats	2033499075	116.50
02/28/2018	2033504878	Baker & Taylor-Auto Yours Cats	2033504878	51.08
02/28/2018	2033490372	Baker & Taylor-Youth	2033490372	323.55
02/28/2018	2033510968	Baker & Taylor-Youth	2033510968	74.03

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Chelsea District Library List of Checks for Board Approval February 2018

Date	Num	Name	Memo	Paid Amount
02/28/2018	2033490052	Baker & Taylor- Reference Youth	2033490052	150.45
02/28/2018	2033498684	Baker & Taylor- Teen Fiction	2033498684	42.07
02/28/2018	2033490854	Baker & Taylor-Unlabeled	2033490854	129.21
02/28/2018	02282018RET	McCalla, Angela	Refund on Lost Book	12.99
Total 982.760 · Youth Print General				1,278.05
982.770 · Youth Ref.				
02/15/2018	2033462962	Baker & Taylor- Reference Youth	2033462962	378.28
Total 982.770 · Youth Ref.				378.28
Total 982.755 · Youth Print				1,656.33
Total 982.700 · Print				3,693.14
Total 982 · Collection Expense				7,923.81
TOTAL				141,914.45

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

	TOTAL					
	Jan 18	Feb 18	Jan - Feb 18	Budget	% of Budget	
Ordinary Income/Expense						
Income						
402 - District Revenue	929,949	337,546	1,267,495	1,719,298	74%	
501.001 - Grants	300	0	300	300	100%	
539.000 - State Grants	0	0	0	2,000	0%	
540.100 - State Aid	0	0	0	8,500	0%	
574.100 - Penal Fines	0	0	0	23,000	0%	
607.100 - Non-Resident Fees	803	541	1,344	6,250	22%	
645.100 - Copiers & Printers	588	339	927	7,000	13%	
655.100 - Circulation Fines	1,498	1,009	2,507	22,000	11%	
665.100 - Interest	23	32	55	100	55%	
666.100 - Investment Earnings	38	44	82	46,000	0%	
666.500 - Investment Change in Value	(13,082)	(5,104)	(18,186)			
674 - Contribution & Donation-Public	8,605	380	8,985	27,395	33%	
675 - Donations Private	0	0	0	1,000	0%	
Total Income	928,722	334,787	1,263,509	1,862,843	68%	
Gross Profit	928,722	334,787	1,263,509	1,862,843	68%	
Expense						
701 - Personnel Expenses	50,296	81,069	131,365	1,101,117	12%	
727 - Supplies	1,872	1,194	3,066	27,300	11%	
801 - Professional Services	12,397	3,232	15,629	110,336	14%	
803 - Maintenance Service Contracts	11,256	14,417	25,673	126,540	20%	
850 - Telecommunications	(953)	1,536	583	39,250	1%	
880 - Promotional Materials	3,213	8,075	11,288	61,390	18%	
884 - Programming	2,069	15,869	17,938	110,481	16%	
885 - Volunteer	60	0	60	2,300	3%	
920 - Utilities	0	4,897	4,897	59,400	8%	
960 - Board & Director Expense	33	116	149	3,800	4%	
965 - Automation Services	14,801	0	14,801	48,895	30%	
967 - Equipment	684	1,518	2,202	30,500	7%	
969 - Continuing Education Expenses	3,464	2,067	5,531	28,626	19%	
980 - Capital Expense	6,150	0	6,150	101,470	6%	
982 - Collection Expense	23,952	7,924	31,876	182,855	17%	
Total Expense	129,294	141,914	271,208	2,034,260	13%	
Net Ordinary Income	799,428	192,873	992,301	(171,417)	1,163,718	
Other Income/Expense						
Other Expense						
999.001 - Transfer to Capital Improvement	0	0	0	(63,500)	63,500	0%
999.002 - Transfer to Capital Reserve Fun	0	0	0	(5,200)	5,200	0%
999.025 - Carry from General Fund	0	0	0	(102,717)	102,717	0%
Total Other Expense	0	0	0	(171,417)	171,417	0%
Net Other Income	0	0	0	171,417	(171,417)	0%
Net Income	799,428	192,873	992,301	0	992,301	100%

Chelsea District Library
Profit & Loss Prev Year Comparison
January through February 2018

	Jan - Feb 18	Jan - Feb 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 • District Revenue	1,267,494.78	1,535,199.42	-267,704.64	-17.44%
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	1,343.75	1,331.16	12.59	0.95%
645.100 • Copiers & Printers	926.70	1,091.95	-165.25	-15.13%
655.100 • Circulation Fines	2,506.63	3,850.83	-1,344.20	-34.91%
665.100 • Interest	55.87	53.59	2.28	4.26%
666.100 • Investment Earnings	81.67	12.57	69.10	549.72%
666.500 • Investment Change in Value	-18,185.15	1,946.25	-20,131.40	-1,034.37%
674 • Contribution & Donation-Public	8,985.00	9,760.00	-775.00	-7.94%
Total Income	1,263,509.25	1,554,245.77	-290,736.52	-18.71%
Gross Profit				
Expense				
701 • Personnel Expenses	131,365.60	126,369.26	4,996.34	3.95%
727 • Supplies	3,066.11	2,683.54	382.57	14.26%
801 • Professional Services	15,628.69	14,357.09	1,271.60	8.86%
803 • Maintenance Service Contracts	25,673.30	12,472.03	13,201.27	105.85%
850 • Telecommunications	582.68	-1,482.96	2,065.64	139.29%
880 • Promotional Materials	11,287.34	5,780.54	5,506.80	95.26%
884 • Programming	17,938.23	5,668.01	12,270.22	216.48%
885 • Volunteer	60.32	15.99	44.33	277.24%
920 • Utilities	4,897.48	4,725.33	172.15	3.64%
960 • Board & Director Expense	148.66	451.62	-302.96	-67.08%
965 • Automation Services	14,801.28	14,383.13	418.15	2.91%
967 • Equipment	2,201.17	4,520.49	-2,319.32	-51.31%
969 • Continuing Education Expenses	5,531.85	2,434.19	3,097.66	127.26%
980 • Capital Expense	6,150.00	0.00	6,150.00	100.0%
982 • Collection Expense	31,875.53	23,807.91	8,067.62	33.89%
Total Expense	271,208.24	216,186.17	55,022.07	25.45%
Net Ordinary Income	992,301.01	1,338,059.60	-345,758.59	-25.84%
Net Income	992,301.01	1,338,059.60	-345,758.59	-25.84%

CHELSEA DISTRICT LIBRARY

Fund Balances

February-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
\$782,401.84	\$197,931.36	\$980,333.20
\$874.43	\$0.03	\$874.46
\$19.12	\$0.00	\$19.12
<u>\$782,401.84</u>	<u>\$197,931.39</u>	<u>\$981,226.78</u>

Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

Investment Partners Total

\$1,358,311.36	-\$5,059.92	\$1,353,251.44
\$0.00	\$0.00	\$0.00
<u>\$1,358,311.36</u>	<u>-\$5,059.92</u>	<u>\$1,353,251.44</u>

Total General Fund

<u>\$2,140,713.20</u>	<u>\$192,871.47</u>	<u>\$2,334,478.22</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$602,784.52</u>	<u>\$122,209.85</u>	<u>\$724,994.37</u>
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Chelsea District Library Investment Account

As of 02/28/2018

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
	Total Investment	1,077,957

Investment Activity

Date	Value
2/28/2018	1,353,251
Invested	1,077,957
Increase 6/2009 – 12/31/2017	293,398
2018 Change (Current Year)	-18,104
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)	275,294
	1,353,251

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

Note: Fund Adjusts entered 1/3/2018

Report for 02/28/2018

Chelsea District Library Cash Flow 2018

Summary Budget

	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

Total income	\$727,345	\$340,238	\$283,201	\$33,117	\$72,324	\$11,608	\$9,516	\$36,528	\$39,595	\$15,861	\$4,617	\$240,448	\$1,814,398
Other income PFI \$1P+													

Expenditures

Total Expense	\$187,113	\$142,307	\$215,276	\$178,981	\$150,576	\$157,233	\$164,541	\$220,319	\$190,194	\$150,939	\$142,935	\$158,176	\$2,058,590
Other													

Operating Flow Actual / Budget

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$243,064	\$783,296	\$981,227	\$1,049,152	\$903,288	\$825,036	\$679,411	\$524,386	\$340,595	\$189,996	\$54,918	(\$83,400)	\$243,064
Total income	\$727,345	\$340,238	\$283,201	\$33,117	\$72,324	\$11,608	\$9,516	\$36,528	\$39,595	\$15,861	\$4,617	\$240,448	\$1,814,398
Money Market Flow													\$0
Expenditures	\$187,113	\$142,307	\$215,276	\$178,981	\$150,576	\$157,233	\$164,541	\$220,319	\$190,194	\$150,939	\$142,935	\$158,176	\$2,058,590
Net cash flow	\$540,232	\$197,931	\$67,925	(\$145,864)	(\$78,252)	(\$145,625)	(\$155,025)	(\$183,791)	(\$150,599)	(\$135,078)	(\$138,318)	\$82,272	(\$244,192)
Ending balance	\$783,296	\$981,227	\$1,049,152	\$903,288	\$825,036	\$679,411	\$524,386	\$340,595	\$189,996	\$54,918	(\$83,400)	(\$1,128)	(\$1,128)

\$ - 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 through February 2018

	Jan - Feb 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
501.001 · Grants			
501.200 · Chelsea Garden Club Grant	300	300	0
Total 501.001 · Grants	300	300	0
539.000 · State Grants			
539.300 · Michigan Humanities Council	0	2,000	(2,000)
Total 539.000 · State Grants	0	2,000	(2,000)
674 · Contribution & Donation-Public			
674.100 · Designated Adult Collection	25	25	0
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	850	20	830
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	600	0
Total 674 · Contribution & Donation-Public	7,485	20,895	(13,410)
675 · Donations Private			
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
Total 675 · Donations Private	0	1,000	(1,000)
Total Income	7,785	24,195	(16,410)
Gross Profit	7,785	24,195	(16,410)
Expense			
803 · Maintenance Service Contracts			
803.900 · Maint Service Contacts Restrict	0	300	(300)
Total 803 · Maintenance Service Contracts	0	300	(300)
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	0	8,000	(8,000)
Total 850.300 · TLN Internet Service	0	8,000	(8,000)
Total 850 · Telecommunications	0	8,000	(8,000)
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	1,214	2,500	(1,286)
884.953 · Youth Prog Rest Chelsea Ed Foun	0	1,000	(1,000)
Total 884.211 · Authors in Chelsea	1,214	3,500	(2,286)
Total 884.210 · Youth Speakers	1,214	3,500	(2,286)
884.400 · Music Focus			
884.960 · Sonic Sundays Restricted Gift	2,000	2,000	0
Total 884.400 · Music Focus	2,000	2,000	0
884.500 · Artist In Residence			
884.970 · Artist in Resdience Restricted	0	1,000	(1,000)
Total 884.500 · Artist In Residence	0	1,000	(1,000)

Chelsea District Library
Donation and Restricted
January through February 2018

	Jan - Feb 18	Budget	\$ Over Budget
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)
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)
Total 884.910 · Adult Programming Restricted	311	9,471	(9,160)
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)
Total 884.920 · Youth Programming Restricted	0	3,500	(3,500)
Total 884 · Programming	3,525	19,471	(15,946)
967 · Equipment			
967.900 · Equipment Restricted Gifts			
967.910 · Equipment Rest Gifts	0	5,000	(5,000)
967.900 · Equipment Restricted Gifts - Other	71		
Total 967.900 · Equipment Restricted Gifts	71	5,000	(4,929)
Total 967 · Equipment	71	5,000	(4,929)
982 · Collection Expense			
982.500 · Local History Preservation			
982.941 · Chelsea Standard Digitize - Res	410	410	0
Total 982.500 · Local History Preservation	410	410	0
982.910 · Adult Collection Restricted	0	25	(25)
Total 982 · Collection Expense	410	435	(25)
Total Expense	4,006	33,206	(29,200)
Net Ordinary Income	3,779	(9,011)	12,790
Net Income	3,779	(9,011)	12,790

DIRECTOR'S REPORT

Library Director's Report on February 2018

Respectfully submitted for March 2018 Board Meeting

Staff News

Please join me in welcoming our new Library Aide to CDL: Mandy Higgins' first day as a CDL employee was February 20th. We're so glad to have her with us!

Head of Circulation Terri Lancaster celebrated her 17-year work anniversary on February 12th. Where would we be without Terri? She brings so many gifts and strengths to CDL, and we are so happy and grateful that she is part of the CDL team!

Financial News

We received the 2017 Personal Property Tax reimbursement check from the State of Michigan in the amount of \$83,372.20. We had budgeted \$29,500 for operational revenue and \$14,500 for debt service. This larger amount means an additional \$8,751.23 to debt service and \$30,621.47 for operating. The plan is to use these additional operating funds for facility enhancements and other initiatives per the 2017-2019 Strategic Plan.

Chelsea District Library Endowment Fund of the Community Foundation for Southeast Michigan

As of December 31, 2017, the total market value of the Fund was \$54,178.73. In 2017, \$2,850 was contributed to the Fund.

For informational purposes: We may take a distribution of funds based on the formula 4.75% of the average of the market values of the previous twelve quarters. In our case, should we request a distribution, it would be in the amount of approximately \$2,084.

Safety and Security Update

- We continue to "fine tune" furniture and computer placement on the second floor in the interest of safety and security.
- A discussion of the newly-adopted *Policy 430: Patron Behavior* will take place at the all staff meeting on March 16th to address staff questions and concerns and get everyone up to speed on it. I hope to meet with the librarian staff to get their perspective on the recent changes on the second floor.
- Head of Technology Ron Andrews and Network Administrator Melanie Bell are meeting with security camera vendors with an eye on having new camera installed at the beginning of summer.

CDL Selected as National Endowment for the Humanities on the Road Traveling Exhibition Site

CDL successfully applied to be a site for the NEH On the Road exhibit, *Frida Kahlo's Garden*, January 28 through March 16, 2022. As a result, we will host this first-class, national touring exhibit at a minimal cost (\$1,000) and receive a \$1,000 grant for programming in support of it. The exhibition will travel to 26 sites throughout the country. From exhibition materials:

Visitors to this exhibition will explore iconic photographs of the artist and her home and garden, in addition to reproductions of several of her paintings. Also included are information

about native Mexican plants that were grown in her garden, a dress from the Mexican state of Oaxaca where Kahlo sourced many of her dresses, and examples of folk art collected by Kahlo and Rivera. Additionally, visitors will learn about Mexican culture, including traditional festivities, food and drink, and agricultural practices.

We were commended for our “strong” application with “thoughtful plans for programming” with identified scholars/presenters and very interesting local/regional connections.

Kerrytown Bookfest

I was asked to moderate the discussion with Annie Spence, author of *Dear Fahrenheit 451: Love and Heartbreak in the Stacks (A Librarian's Love Letters and Breakup Notes to the Books in Her Life)*, at the Kerrytown Bookfest on Sunday, September 9th. Very excited to represent Chelsea at this event!

Out and About -- February 2018

- Met with Bob Pierce, Saturday Morning Challengers – February 1st
- Safe Routes to Schools meeting – February 2nd
- Met with Kush family and artist Lindsey Dahl at her studio to discuss memorial artwork – February 3rd
- Sounds & Sights meeting – February 5th
- Met with Lori Walters of Ballet Chelsea to discuss Eichenbaum residency – February 5th
- Attended Rotary meeting – February 6th and February 27th
- Guest at Senior Center lunch – February 8th
- Attended Chelsea Area Chamber Annual Meeting – February 15th
- Met with Emily Meloche of Silver Maples to discuss collaboration – February 16th
- Met with AADL Director Josie Parker – February 19th
- Attended Shared Automated System Users Group (SASUG) meeting – February 22nd
- Hosted table at Festival of Tables – February 24th

Looking Ahead to March 2018

- Chelsea Community Foundation program – Generating Revenues for Sustainable Nonprofits – March 1st
- The Library Network (TLN) Steering Committee meeting – March 2nd
- TLN Membership meeting – March 2nd
- Judging for Sounds & Sights – March 5th
- Chelsea Senior Center Key Stakeholder interview – March 6th
- Chelsea Senior Center quilters group – March 6th
- Chelsea School District Wellness Committee – March 6th
- Friends meeting – March 6th
- Meet with Kory Zhao, Legacy Land Conservancy re: American Farmer exhibit – March 12th
- Authors in Chelsea – March 13th and 14th
- Public Library Association bi-annual conference in Philadelphia – March 21st – 24th

Strategic Plan 2017-19 Update

Goal progress from February– early March 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.

- Second floor furniture and computers relocated to provide for better safety and security for patrons.

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

- February 2018 -- secured \$1,000 NEH on the Road grant for 2022 Frida Kahlo exhibit.

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

- Began the process of acquiring five AT&T hotspots to diversify our hotspot offerings. Invited non-profit back haul provider Merit to the next Washtenaw Broadband meeting which will be held in March. This will hopefully help open up discussions between the provider and the townships.

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.

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.

- 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.

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

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

•

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

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

Chelsea District Library Performance Dashboard February 2018

	Feb-17	Feb-18	%change from last Feb	2017 to date	2018 to date
Circulation - Total	23360	21896	-6%	48813	46239
Items	21573	19916	-8%	45073	41993
E-books/E-audio	1401	1734	24%	2978	3659
E-magazines	271	144	NA	563	#REF!
Non-Traditional	34	31	324%	77	175
Hotspots	13	13	0%	30	45
Deposit Collection Circulation	68	58	-15%	92	156
Self-Check Items - Total	2384	2061	-14%	5445	4334
New Cards - Total	70	51	-27%	168	119
Reference Desk Interactions - Total	1936	1825	-6%	3737	3840
Outside Group Room Rentals	NA	11	NA	0	27
Engagement - Total	1754	2293	31%	3736	3949
Youth Program Attendance	265	248	-6%	605	509
Adult Program Attendance	316	176	-44%	552	317
Teen Program Attendance	6	40	567%	15	49
General Program Attendance	120	127	6%	408	309
Outreach -- Youth	1003	1009	1%	1429	2006
Outreach -- Teen	0	0	NA	15	0
Outreach -- Adult	44	65	48%	83	109
Awareness Opportunities		616	NA	629	616
Homebound Visits	N/A	12	NA	0	34
Programs/Visits Offered - Total	79	55	-30%	136	108
Youth	16	19	19%	36	39
Adult	16	14	-13%	29	27
Teen	1	4	300%	2	7
General	2	3	50%	7	6
Outreach -- Youth	39	8	-79%	48	16
Outreach -- Teen	0	0	NA	1	0
Outreach -- Adult	5	5	0%	11	11
Awareness Events		2	NA	2	2
Door Count - Total	14193	11355	-20%	30325	24183
WiFi Data Usage (GB) - Total	1372.30	2204.84	61%	3055.26	5136.99
Library Internal Public WiFi	760.98	647.86	-15%	1561.09	1493.37
Total Hotspot WiFi	611.32	1557.01	155%	1494.17	3943.62
Lyndon Twp Hotspot	90.52	177.38	96%	203.23	372.43
Lima Twp Hotspot	0.193	8.65	4382%	1.847	14.827
Sylvan Twp. Hotspot	0.805	5.42	573%	2	10.16
Mobile Beacon Hotspots		766.99	NA	0	2276.78
Hotspots available for checkout.	519.81	598.59	NA	1289.95	1269.42
Computer Usage/Sessions - Total	6891	6980	1%	14208	14944
Workstations	1277	1150	-10%	2583	2354
Wireless	5614	5830	4%	11625	12590
Website Stats					
Website Sessions	8813	8499	-4%	19140	18812
Website Users	5624	5364	-5%	11982	11564

Lori at
Chelsea
Senior
Center

2016 and 2017 are estimated based on circ number fluctuation

started recording Mobile Beacon Hostpot Numbers July 2017
Sprint + Verizon

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

Facility

The vestibule heater repair was completed this month and the lobby is noticeable warmer. Some of that has to do with warmer temps in general, but definitely a helpful repair. The Metasys software upgrade has been scheduled for March and should take a full day if all goes as planned.

Several changes were made on the second floor to enhance safety and security, and we have already made a few adjustments due to patron feedback. The privacy film on the computer lab windows should be in place by the time you read this. Ron and Mel have contacted three security companies to give us proposals to update our current security cameras and add two new ones. I will work with them on placement of the new cameras.

After eleven years in this building, it is time to replace several areas of carpet. I have started the process to by contacting three companies (one local, two who specialize in libraries) to give us proposals. Areas needing new carpet are the computer lab, check out desk, workroom, staff lounge, and the director, circulation, administrative assistant, and assistant director offices. These areas are showing the most wear and will be replaced with carpet squares. We will also replace the yellow carpet "swooshes" that are part of the design in Kidspot. That color is too light for such a high traffic area and just won't clean up well any longer. We will lean towards the companies who can do the work over the Memorial Day weekend when we will be closed for the new ILS/CARL upgrade.

I am also working with a local landscape architect on a plan to improve the landscaping on either side of the walkway leading up to the front entrance. The grass has long been gone along the edges, killed by the winter salt, and weeds are a huge problem around the euonymus, as well as bark dust winding up all over the walk due to patrons or weather. The new plan solves all of those issues and adds lots of color!

Volunteers

We logged 78.75 non-book sale hours and I was not able to get book sale hours this month before this report was due to will update you next month. I did not orient any new volunteers this month but have two in the pipeline for March.

Programming/Strategic Plan

I attended author Yaa Gyasi's presentation at Hill Auditorium on Feb. 6th It was the final event of the 2018 Washtenaw Read. It was very well attended and so interesting! I am so proud that we are partnering with other libraries for such an enlightening, entertaining program, and look forward to next year's event.

March and April are my favorite programming months at CDL due to two of our most anticipated events: Authors in Chelsea and the Midwest Lit Walk. I am so looking forward to both and hope you all are planning to attend, too!

Respectfully submitted-
Linda Ballard
Assistant Director

Program Report: February

Date	Event	Attendance
Adult Programming (14 Programs, 176 Attendees)		
2/1	makerChelsea: Card making for All Occasions	7
2/3	Film Forum: Grooming a Generation	24
2/6	Reading Glasses	10
2/10	Purple Rose Concert Reading	25
2/12	CDL's Top 5 at Thompson's Pizza	40
2/13, 27	Computer Training 1:1	2, 1
2/14	Place That Face	16
2/15	Books & Banter	4
2/17	Chelsea Community Forum	15
2/21	Next Chapter Book Club	3
2/22	Outdoor Living & Landscape Design (Part 1)	13
2/27	Ancestry	1
2/28	Required Minimum Distribution	15
Youth Programming (19 Programs, 248 Adult & Child Attendees)		
2/6, 13, 20, 27	Babytime	16, 8, 9, 8
2/7	Dance Along, Sing Along	16
2/7	Animals Above & Below the Snow	12
2/1,8,15,22, 29	ToddlerTime	16,18,20,26,22
2/8	Family Read-Aloud	14
2/12	Minecraft Monday	7
2/14, 21, 28	Preschool Storytime	6,11,13
2/14	Love Bug Evening Storytime	11
2/15	READ to Library Dog	7
2/24	Sensory Storytime	8
Teen Programming (4 Program, 40 Attendees)		
2/1, 15	That Thursday Thing: Candy Sushi, Spy Science	6, 3
2/2	After Hours: Murder Mystery	24
2/13	Minecraft for Teens with SRSly	7
General Programming (3 Program, 127 Attendees)		
2/11, 18, 25	Sonic Sundays: Nutshell, Mo' Easy at Jet's, San Emily & Jacob at Silver Maples	12, 50, 65
Awareness Events (2 Event, 616 Attendees)		
2/6	A Conversation with Yaa Gyasi (Washtenaw Reads)	600 (approx..)
2/8	Q&A on library resources at Chelsea Senior Center	16
Outreach (Adult 5/65, Teen 0/0, Youth 8/1009, Gen. 0/0)		

2/1, 6, 20 (A)	Chelsea Retirement Community: Computer Training, iPad	6, 6, 6, 8
2/6 (Y)	5 th Grade Explorer Project Open House at CDL	80
2/7, 12 (Y)	Storytimes: Special Needs, ECC	5, 43
2/10 (Y)	ECC Carnival at South Meadows	100
2/12 (A)	CDL Garage Presentation at Garden Club	30
2/13 (Y)	2 nd Grade Research Visit	22
2/15 (A)	Book Club: Pines	9
2/21, 23 (Y)	Authors in Chelsea Class Visits	309, 450

***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

March marks the beginning of our spring lineup, including our 9th Annual Authors in Chelsea, which brings nationally known authors to work with students in the classroom. In addition, we will host a partnership program with Adult Learners Institute on kombucha brewing for beginners, and a program with Chelsea Garden Club on Miniature Gardens.

Statistics

	February 2018	February 2017
Ref Questions	1,825	1,936
Homebound Book Deliveries	9 Individuals, 3 Deposit Coll.	N/A
Inter-library Loan	19	7

From Keegan Sulecki, Head of Information Services

In February, Information Services staff met to finalize our outline for Summer Reading and finalize what programs we would like to pursue. I spoke with a representative from the Grasslake Military History Museum about the possibility of pulling out the WWI banners as part of Michigan's official WWI Centennial. I also continued working on the 2018 Midwest Literary Walk with our committee and spoke with Literati and Patty regarding our partnership, book sales, and marketing. Finally, I began exploring the idea of establishing permanent story walks in the townships as a way to better service our rural population and reach residents who may not always make it to the library.

From Shannon Powers, Adult Information Services Librarian

February was a quick month, filled with programs and preparation. I hosted our latest Top 5 game night at Thompson's pizza. The night went well and we appear to be establishing a group of regular teams. Preparations for this year's Midwest Literary Walk also ramped up, including writing a bio for our first author, traveling around town to secure business discounts, and working on some of the digital marketing content. The adult department met to discuss Summer Reading and summer programs, and I've begun to recruit new performers for some of the changes we will be making with Comedy Showcase. On the local history front, Sarah and I have finished writing instructions for the creation of new Around Town with Linda DVDs, and a volunteer is now using the instructions and his multi-processor computer to complete the DVDs for us.

From Laura Brown, Adult Information Services Librarian

Although February was a short month, there was no shortage of CDL programming! We began the month with two fun card making classes presented by our own Amy Zoran, who also showcased and perked patron interest with the card making items in the CDL Garage! Jody and I had a blast dressing from the past for her 80s teen murder mystery party. Reading Glasses had an interesting discussion of *Stiff* by Mary Roach. Purple Rose staff gave a heartfelt Q&A session which patrons greatly appreciated. I helped Shannon with the popular CDL Top 5 at Thompson's. Another session of *Place that Face* proved to be extra rewarding with several attendees and their relatives being featured in Ralph Guenther photos. Mo' Easy had a great turnout at the Rumpus Room for its Sonic Sunday. Patrick Shope gave an informative talk about Required Minimum Distribution. And to top it all off, we had over 100 patrons post book reviews to our Hot Reads, Cold Nights board. A fun month!

From Jessica Zubik, Youth & Teen Information Services Librarian

February flew by with more great work with the schools and planning ahead for Summer Reading. Two of the fifth grade classes that I worked with back in October and November used the McKune Room to present their final Explorer research projects. In the fall I had visited their classrooms to teach a whirlwind lesson on beginner research skills, and it was exciting to see their final projects come together. I also did a second round of class visits to talk even more about Authors in Chelsea this month. South Meadows students are really loving the *Sisters Grimm* series and can't wait to meet author Michael Buckley in March! Finally, we have nailed down some specifics for Summer Reading, including a new approach to incentive prizes and redefining weekly programs for the pre-K age group. It is shaping up to be a great SRP this year!

From Jody Wolak, Youth & Teen Information Services Librarian

February started out strong for teens with a full house at our 1980's themed murder mystery party. A totally radical time was had by all! The teens really got into the spirit and embraced their characters and almost everyone dressed up. We also had a nice partnership event with SRSly and hosted another Minecraft marathon, similar to the one we did in summer. These middle schoolers really enjoyed the chance to play Minecraft without younger kids around. Finally, on the planning front, I finalized the schedule for Nora Raleigh Baskin for next month's Authors In Chelsea event, and scheduled weekly teen events for during the Summer Reading Program.

From Edith Donnell, Youth & Teen Information Services Librarian

Edith rescheduled Homeschool meetups to accommodate weather issues, but ultimately had a great turnout for the Foreign Language discussion and made contact with a homeschool parent who would like to start a Spanish language learning group at the library. Edith received Rick Lieder's art photography and paintings and put them on display in the lobby. It will be on display through Author's in Chelsea. Edith visited North Creek Elementary and read *Sweep Up The Sun* to 1st and 2nd graders in preparation for Authors in Chelsea. Students are excited about seeing both the author and the illustrator. Edith thoroughly weeded the folk and fairy tale collection and board books in preparation for potentially shifting collection display spaces in the future.

Technology

Summary of February 2018



From: Ron Andrews – Head of Technology

Technology

MARCH MADNESS is up and rolling. Please stop by the second floor and pick your titles.

A large part of the end of February was management making physical changes to the second floor computer area. Melanie and I assisted the rest of the team to move tables around and of course, that resulted in having to move computers and other tech equipment. We also received a task of researching and engaging a security camera company to replace our current system, which is at end-of-life. We started by contacting other libraries in the area and with Linda's help we found two and the regional sales managers for a newer system called Avigilon. As of this report we will be scheduling appointments for companies to come in, review our current system, listen to our needs and supply us with a quote. We are also exploring the possibility that one or more of these companies can also help us with upgrading our current security access system.

Melanie and I did updates on all of the public workstations and did a system update for our Envisionware software, which manages printing and computer access. Melanie also made filtering changes for the public workstations by: making all the computers in the Learning Lab filtered and the Public 1-9 computers solely accessible by patrons 18 and older. The Youth computers remain accessible for 12 and under and the Teen computers are accessible for ages 12-17.

I am still investigating VR equipment and hope to have some in-house shortly so that Melanie, I, and the staff can start using it and then open some workshops for our users. We are also looking at a partnership with the Senior Center in using VR for senior enrichment.

Budget

- Continuing to do well and ahead of schedule with AV ordering.
- Will need to work with Linda on the security camera project, as this was not a planned project for this year.

Collections

- Hoopla continues to do well and mgmt. will be reviewing usage at the end of this month to consider raising the borrowing limits. I will be attending the Spring Expo with laptop and iPad in hand to promote our downloadable collections (Hoopla, RGDigital and Libby/OverDrive)

Programming

- Continued programs at the Dancey House, Glazier Commons and the library Computer Training 1:1 continue to do well

From: Melanie Bell – Network Admin

Servers and Network:

- Finished researching the Veeam backup solution. Have begun looking into the Unitrends backup solution. Will be looking into AppAssure beginning next month.
- Updated Envisionware on our public server and Ron and I then updated all the public clients.

Public and Staff Computers:

- Assisted with movement of the second floor furniture and computers. Setup filtering and access restrictions (as already mentioned).
- Replaced the Learning Lab printer and Lori's printer.
- Demoed the 3D printer to the staff at the all staff meeting.

Website

- Finalized March Madness pages. .
- Found a host that will support PHP 5 for a cost of \$7 per month. Began moving the Family History files to the new server working on moving the database over
- We have three domains (chelseadistrictlibrary.org, midwestliterarywalk.org, and storiesofchelsea.org) that were each hosted by a different vendor. I transferred all our domain registrations to GoDaddy. I'm also working on transferring all of our domain hosting to our a single domain host.
- Assisted the Friends with regaining control of their Facebook page. Due to turnover of members, the admin user access was lost. I setup the Friends Facebook page to have at least two admin users going forward, and setup myself as an admin (with permission from the Friends) to help prevent losing access to the account.

Broadband

- Lyndon Twp Broadband subcommittee has put together a site at lyndonbroadband.org where new information about the implementation will be posted. The Township has released some RFP and RFI's in regards to the implementation, which can be found on the township page under public notices.
- Sharon Township residents have put together a site at sharonbroadbandyes.com where they are posting information about the May 8 2018 broadband bond that they will be voting on. f
- Missed this month's Michigan Broadband Cooperative meeting due to sickness.
- Began conversations with AT&T about acquiring 5 hotspots from them to add to our hotspot loan collection.

Other:

- Assisted with Festival of Tables. If you have not seen, the pictures be sure to ask Lori about it.
- Assisted with 1:1 Computer Training
- Assisted with Minecraft Monday setup.
- Ron, Patty, and I sat down for an interview about the library's efforts to improve broadband access with Kaleigh Rogers a writer for Motherboard (a subsidiary of Vice Media). The article is expected to run late March/early April.

Ron Andrews & Melanie Bell

MARKETING BOARD REPORT

February 2018

MARKETING HIGHLIGHTS



Midwest Literary Walk

We continue to work on this year's 10th annual MLW lineup! It's going to be a spectacular one — we hope you've marked the date, Saturday, April 28, on your calendar! The format for this year's event will be very similar to last year's. The walk will take place from 1–5pm with stops at the First Congregational Church (Middle St.), the Chelsea Depot, and The Mainstreet Church (Clocktower building.) We are partnering with Literati Bookstore (Ann Arbor) once again as a media partner, along with our other sponsors: Friends of CDL, ChelseaMich.com, Astral Media, Serendipity Books, WDET, and possibly Detroit Public TV. To be one of the first to find out this year's lineup, follow us on Facebook or Twitter, visit the website 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.

Festival of Tables



I had a great time working on decorations for CDL's table "Mary Poppins — 17 Cherry Lane" this year! While participating in the CSC's Festival of Tables is a great way to support the Chelsea community, it is also a great way to engage with other local organizations to explore future collaborations, create relationships with potential supporters, and spend time with library advocates that purchase tickets to sit at our table! Plus, Lori and I love to dress up! Our 2018 tablemates included seasoned library-goes along with new faces in the community. What a great way to introduce them to all the wonderful things CDL has to offer and give them a chance to share their thoughts and ideas as well.



CDL in the News!

CDL had two opportunities this month to be highlighted in two publications. The first was our inclusion in an online article *The 10 Best Libraries in Michigan!* published by Best Things Michigan (bestthingsmi.com.) What an honor to be included with the likes of some much larger, well-known libraries like Ann Arbor, Kalamazoo, and Traverse City!



The second opportunity came in the form of an interview with a journalist from *Motherboard* (Vice Magazine's science and tech arm) regarding the digital divide. During the interview, Ron, Mel, and myself discussed the ways that CDL has been instrumental in helping provide our rural patrons with hi-speed internet, along with helping drive the initiative to install Fiber-to-Home infrastructure in Lyndon Township. The article will include several communities from across the nation that deal with internet challenges and is due out sometime in April.

Continued Major Marketing Efforts



Our spring newsletter hit stands on February 16 and once again received numerous complements regarding the cover artwork and engaging and interesting content. The featured artist, Harry Gibson, shared his delight in how beautifully his piece was captured on the front cover in a hand-written thank you note to the library!

We're still looking for responses to our Summer Perspective Column question "What imagined literary destination do you want to visit?" Submissions are due by March 30 and can be emailed to proberts@chelseadistrictlibrary.org, or click any of the links provided through our website, eNews, or Facebook posts.

The initiative to highlight local artwork on our cover has started to gain traction! While we continue to receive individual submissions, we've also started working with local groups to highlight collaborative efforts. We've been approached by the Waterloo National History Association (WNHA) to partner with them on a potential photography contest to celebrate Audubon's Year of the Bird (2018). The partnership would culminate with the winner's photograph on the cover of our 2019 spring newsletter. We've also been working with the Chelsea Senior Center wood-carving and quilter groups to showcase their inspiring efforts on future covers. The possibilities for showcasing local talent are endless and we are thrilled that we continue to discover new ways to do so!



This month we continued the promotion of Authors in Chelsea "An Evening with the Authors" event with the installation of avenue banners, social media promotion, a series of eNews articles about each author, a press release, and advertisements in The Sun Times, Chelsea Update, and our newest community newspaper The Chelsea Guardian. The in-school workshop and assembly schedules have been finalized, and the brochures

MARKETING BOARD REPORT

February 2018

have been sent home to all students in 1–6 grades! The evening event is an exciting opportunity for families to meet all three authors, listen to what inspired them to write children's books, and get their books personally signed! We hope you'll join us too!



The display is up and ready for our second annual March Madness—CDL Style tournament! The brackets have been filled with last year's 16 most requested titles and now it's up to you — the public — to determine who will be CDL's "2017 Most Popular Book"! Vote weekly in person or online at

chelseadistrictlibrary.org/march-madness. Even if you choose not to vote, make sure to check out the 16 titles for possible additions to your reading list!

ADDITIONAL MARKETING PROJECTS IN PROGRESS

- Summer Programming/newsletter
 - Discussion has begun regarding programming that will support our summer Artist in Residence Rose Eichenbaum, acclaimed photographer, author, and educator specializing in dance and portraiture.
 - Lori and I met with Lori Walters of Ballet Chelsea to discuss potential collaboration during the Rose's residency.
 - Continued working with local resident for our summer newsletter feature article.
 - Worked with CSC wood-carving group for potential newsletter cover art.
- Child safety @ CDL
 - Communicated to the public about the 2nd floor changes made to ensure children's safety while at the library: website, child safety card distribution, social media posts, and eNews articles.
 - Created signage for 2nd floor changes.
- 2018 PR Xchange Awards Competition
 - Submitted our redesigned newsletter and mission statement building banners for consideration in the print category.
- New Catalog System – CARL
 - With our new catalog system launching May 29, we continue to work on the marketing campaign to prepare our patrons. To date, we have included information in our spring newsletter and are running a series of informational articles in our eNews. Next, we will explore print handouts, social media coverage, and in-library implementation.

MISCELLANEOUS MARKETING ACTIVITIES

- Coordinated this year's Spring Expo attendance and message
- Reviewed OverDrive's marketing for Libby app and order kit
- Received training for new AV system
- Populated next quarter's marketing schedules
- Coordinated Youth Service Group Volunteer of the Year Photo shoot
- Ensured that all March–June events were included in Spring Community Observer edition
- Updated Fee insert card for new collections
- Organized/created marketing campaign tasks for 2018 Music in the Air program

OUTREACH

Participated in CSC's Festival of Tables – hosted table during event. (see paragraph in highlights)
Attended Chamber's Large and Small Business Award Event

Respectfully submitted,
Patty Roberts
Head of Marketing



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VACATIONS

KISSIMMEE
FLORIDA

LET'S GO!



[Home \(/reset-town/\)](#) / [Gregory, MI \(/gregory-mi/\)](#)

The 10 Best Libraries in Michigan!

By [Steve Anderson \(/author/steve-anderson/\)](#)



[\(/libraries/\)](#)

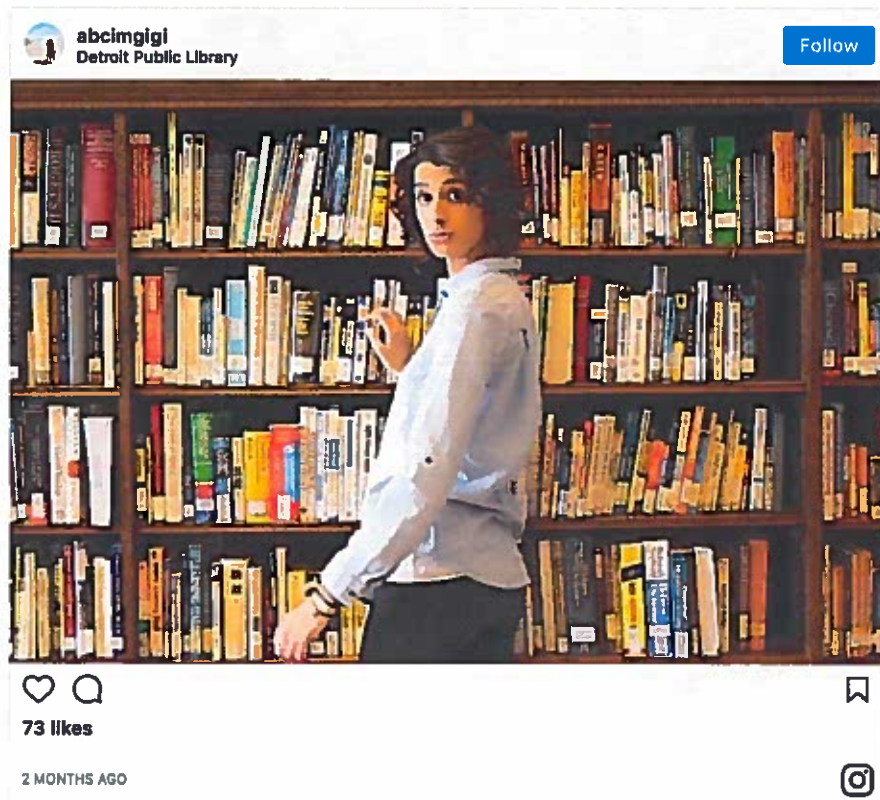
The common lament these days is that books are disappearing in favor of electronic options. But that doesn't mean people don't still enjoy the feeling of a real book in their hands. Libraries are still very much a staple of communities across the United States. Whether you're looking for a little quiet time to do some studying or you simply can't find that old favorite book from your childhood, stop at one of these 10 awesome libraries in Michigan.

1. William W. Cook Legal Research Library, Ann Arbor, MI (<https://www.law.umich.edu/historyandtraditions/buildings/LegalResearchLibr>

Part of the University of Michigan's law school in Ann Arbor, the William W. Cook Legal Research Library took a nod from Business Insider as Michigan's most beautiful library. Being Business Insider, of course, it had some objective backing on that one, as the library took home the AIA Michigan 2011 Design Excellence Award. The award cited recent restoration and renovation projects, and given that the library features not only stained glass windows but also Samuel Yellin metalwork, it's one of Michigan's finest.

2. Detroit Public Library, Detroit, MI ([/place/detroit-public-library-detroit-mi.html](#))

Michigan's second largest library system behind only the University of Michigan Library, the fourth largest public library system and the 21st largest library system in the United States are all found in Detroit, in the Detroit Public Library. It's not just size that makes this one—the combination of Vermont marble and Italian marble trim, designed by the man who designed the Supreme Court Building in Washington, D.C., make this edifice one of Detroit's crown jewels. Check out the mosaic and mural displays for a touch of art with your reading.



3. Kalamazoo Public Library, Kalamazoo, MI (/place/kalamazoo-public-library-kalamazoo-mi.html)

Kalamazoo's Public Library, several branches strong, took Bustle's nod for Michigan's best library thanks to its combination of obvious public support, its community outreach programs, and its deeply passionate staff who's eager to help patrons find just the right book. It's not all about the books, though, as the library even offers special events like the upcoming Overdue Brew event, connecting visitors to the area's craft beer and wine circuit.

1. Library Job Listings	>	5. All Inclusive Vacation Packages	>
2. Library Bookcases	>	6. Top 10 Michigan Hotels	>
3. Library Book Search	>	7. Road Trips to Take in Michigan	>
4. Volunteer at the Library	>	8. Best Colleges in Michigan	>

4. Chelsea District Library, Chelsea, MI (/place/chelsea-district-library-chelsea-mi.html)

In 2008, the Chelsea District Library in Chelsea landed a slot as the "Best Small Library in America" by Library Journal and the Bill & Melinda Gates Foundation. It's been acting like it ever since, offering up a range of programs designed to get the community reading. From murder mysteries to film series, Kindles for loan that already come loaded with the most popular content, to even a variety of special events, the Chelsea District Library is eager to prove its 2008 win is every bit as valid today as it was a decade ago.

5. Jackson District Library, Jackson, MI (/place/jackson-district-library-jackson-mi.html)

It's hard to pass up a Carnegie library for inclusion on a "best" list, and Jackson District Library in Jackson makes it easier to go with it by dint of still being a library. Featuring a children's storytelling room, a room specifically for history, lobby space and plenty more, the Jackson District Library has been a historical site in Michigan since 1979. One year later, it was elevated to National Historical site status as well. It's more than just looks that make this a winner, though, as plenty of special events from yoga to drop-in tech help keep patrons coming back.

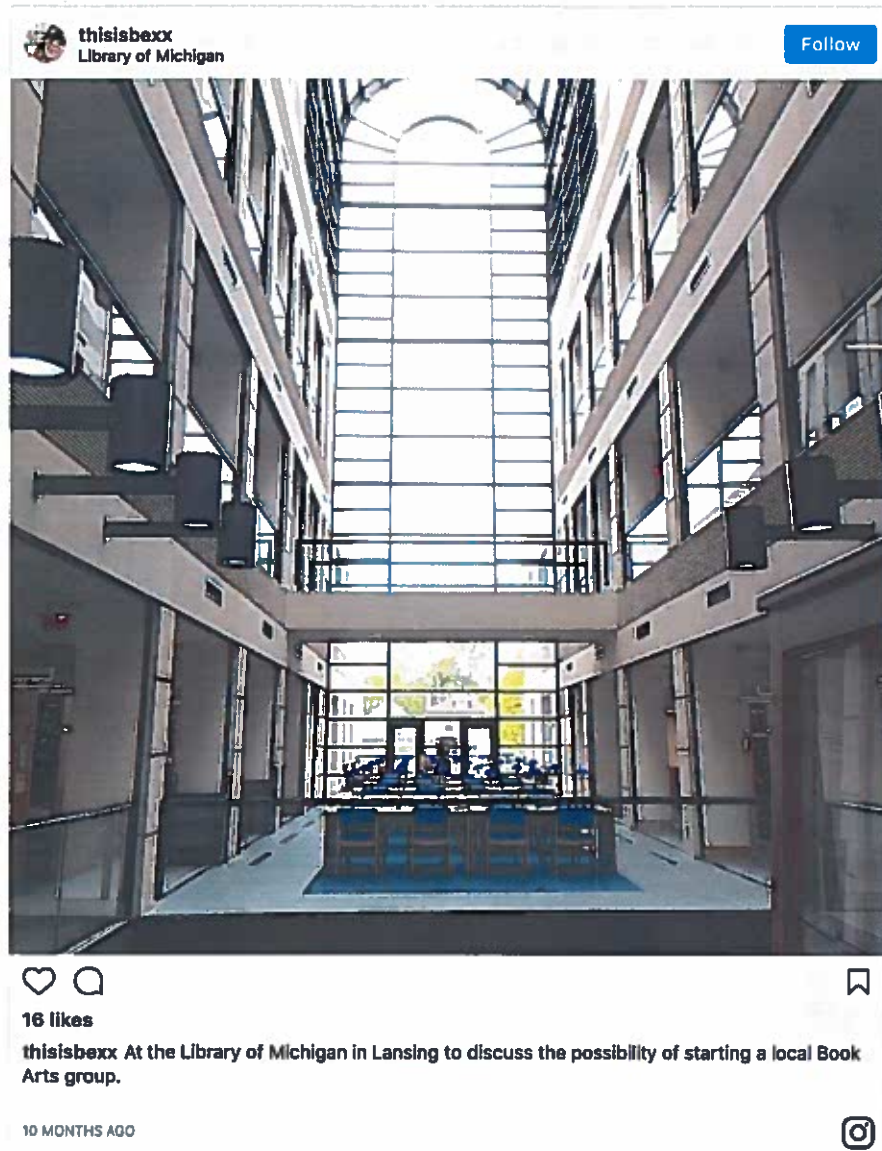


6. Rochester Hills Public Library, Rochester Hills, MI (/place/rochester-hills-public-library-rochester-mi.html)

From book signings and other special events to a community bookmobile, the Rochester Hills Public Library in Rochester Hills is one of Michigan's leading lights in libraries. They've even got a string of downloadable books and magazines, which can be downloaded or read as part of a web browser. The eBooks actually return themselves automatically at the end of the lending duration, so there's never an overdue fee involved. That combination of technology and old-fashioned community devotion makes Rochester Hills a winner.

7. Library of Michigan, Lansing, MI (<http://www.michigan.gov/libraryofmichigan/>)

It shouldn't surprise anyone that the state's capital, Lansing, contains one of Michigan's greatest libraries. The Library of Michigan offers not only books, but also art exhibits and special events covering a wide range of topics. While its original purpose was to serve as the local equivalent of the Library of Congress, it soon expanded into a much broader-scale operation. With a history extending back to 1828, the Library of Michigan has plenty of stories of its own to tell, beyond those contained in the books within.



8. Ann Arbor District Library, Ann Arbor, MI (</place/ann-arbor-district-library-ann-arbor-mi.html>)

The Ann Arbor District Library in Ann Arbor has one major point to its credit, among a bundle of lesser points. Every year for the last 10 years, it's won a five-star rating from Library Journal. That streak is a significant feat—only 13 libraries in the entire country can boast a streak like that. With five locations to its credit, and a clear focus on patron service—it adds material and programs based on patron suggestions—its relaxed approach to library operations makes it accessible and high-quality, a point the community appreciates.

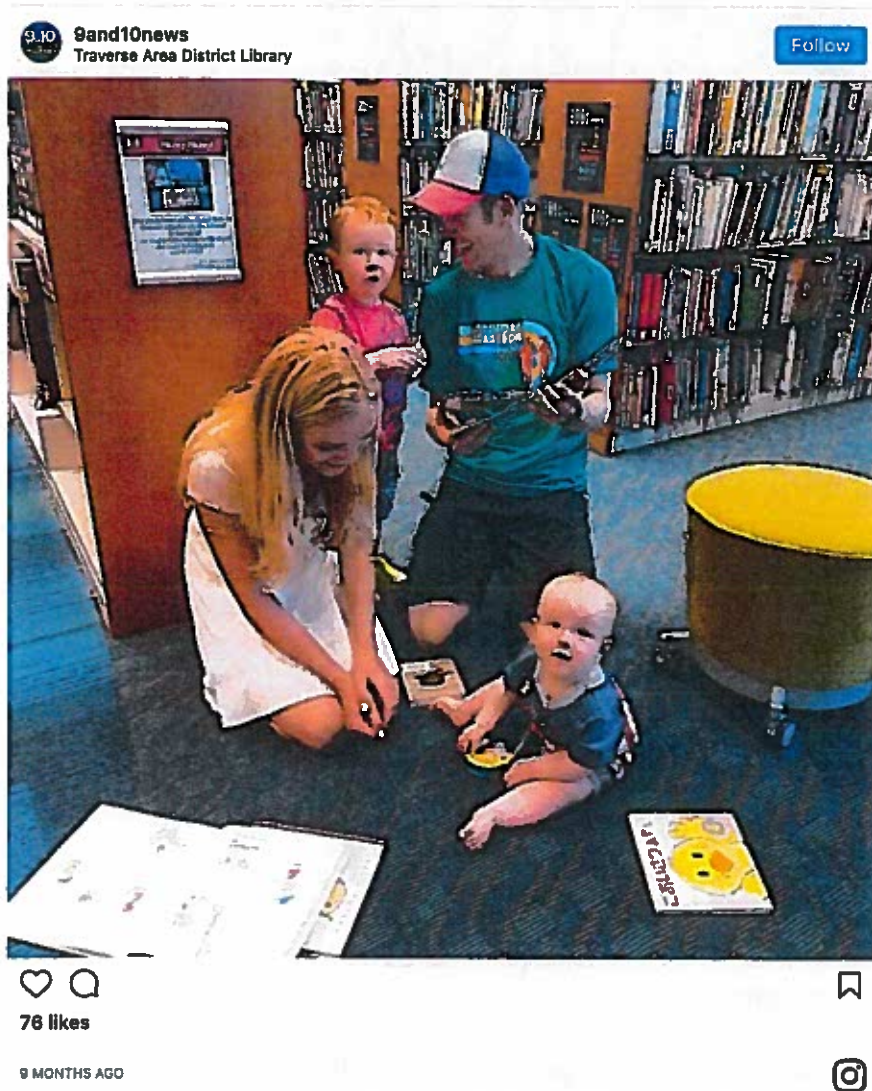
9. Pickford Community Library, Pickford, MI (<https://www.pickfordlibrary.org/>)

The little town of Pickford, in Michigan's Upper Peninsula, has to get a nod on this list thanks to its sheer achievement as a library. It's not only one of 2017's leaders in the Scholastic Summer Reading Challenge—young patrons logged a collective 235,764 minutes of reading over the summer, or around 164 days—but it's also packing

an impressive advanced digital front. It's got the Libby digital reading platform as well as the OverDrive reading app, meaning that all manner of books, from paper to digital, will be on hand for those who want to try and match the kids' capabilities.

10. Traverse Area District Library, Traverse City, MI (/place/traverse-area-district-library-woodmere-branch-library-traverse-city-mi.html)

It's no surprise that Traverse City has a choice library—they seem to have a little of everything up there. In that vein, the Traverse Area District Library likewise has a little of everything. Books, of course, in both print and online versions with OverDrive and Zinio leading the way are on hand here. So too are movies and music and a range of options for the youth and young adult. It doesn't stop there, either. Special events like Books & Brewskis that connect beers to books and the Simply Delicious series with Chef Tom, who brings 25 years of experience to the library to teach others.



Top Searches for Gregory

Dentists (/gregory-mi/yp/dentists/)

Health Care Clinics (/gregory-mi/yp/health-care-clinics/)

Insurance Agents and Brokers (/gregory-mi/yp/insurance-agents-brokers/)

Plumbers (/gregory-mi/yp/plumbers/)

Car Dealers (/gregory-mi/yp/car-dealers/)

Feb. 12-18: donate items to Faith in Action at library, earn rewards toward overdue books

 chelseaupdate.com/feb-12-18-donate-items-faith-action-library-earn-rewards-toward-overdue-books/



(Chelsea Update would like to thank Patty Roberts for the information in this story.)

Chelsea District Library invites you to "Be Someone's Valentine" by donating items for the **Faith in Action** pantry.

In return, you'll earn up to \$10 toward your fines from overdue items. The drive runs from Feb. 12 – 18 and donations can be dropped at the library's check out desk.

Each item donated will reduce the fines on your account by \$1 with a maximum reduction of \$10 per account. Laundry soap will earn you \$5. Donations do not apply toward lost or damaged items, or referral fees.

While food, cleaning products, and personal products are always needed, items most in demand include: laundry soap, canned spaghetti sauce, canned fruit, jams and jellies, and full-sized hygiene products. Due to item shelf life, only non-perishable, unexpired canned or boxed food (please, no single-serving sizes) will be accepted.

Don't have any fines right now? You'll receive a coupon that you can use at a later date.

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 www.chelseadistrictlibrary.org.

Authors to explore the 'Power of Writing' at Chelsea Library event with students, teachers and community

Photos Courtesy of Chelsea District Library



Nora Raleigh Baskin



Michael Buckley



Helen Frost & Rick Lieder

By Jim Pruitt
jamespruitt7@gmail.com

A popular event is returning to town as the ninth annual Authors in Chelsea begins March 13.

The Chelsea District Library (CDL) will present the two-day event.

The event brings in nationally known authors that are engaging to children and educators. The event includes assemblies and workshops for more than 1,000 students in grades 1-6 so they can explore the art and craft of writing, encourage them to read and appreciate literature, and experience "The Power of Writing."

This year's lineup includes painter and photographer Rick Lieder with poet and author Helen Frost, who will be visiting first- and second-grade students at North Creek Elementary School. Books featuring Frost's poetry and Lieder's photography include Step Gentry Out, Sweep up the Sun, among others.

Visiting third-fifth graders at South Meadows School is Michael Buckley, author of The New York Times best-selling series The Sisters Grimm.

All sixth graders at Beach Middle School will be joined by

thors at Washington Street Education Center beginning at 6:30 p.m. March 13 in the board room.

The public is invited.

Each author will share their journey into the world of writing along with a Q&A session with the audience. There will also be an opportunity to purchase books to be signed by the authors, courtesy of Just Imagine. The first 20 families to arrive will also receive a free book.

The public is also encouraged to visit the library between now and March 14 to enjoy the Wild Light exhibit of Rick Lieder's photography and paintings.

Lieder's paintings, photography, and digital art have appeared in award-winning novels for both adults and children, and have been exhibited in galleries in the Midwest and Canada. The nature photography featured in his Wild Light exhibit centers on ordinary backyard wildlife and includes luminous photographs of honey bees and small birds in flight, glowing fireflies, majestic egrets, and more.

Support from the Chelsea Education Foundation and the Friends of the Chelsea District Library has allowed for the nur-



Wild Light Exhibit



CHELSEA DISTRICT LIBRARY
BEST SMALL LIBRARY IN AMERICA

Chelsea Guardian

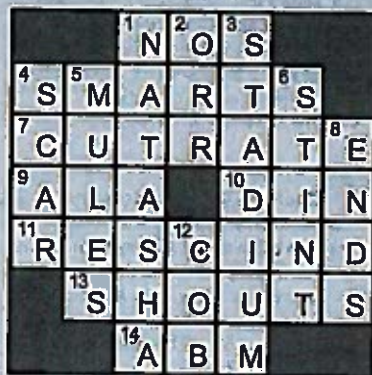
The New York Times best-selling series The Sisters Grimm.

All sixth graders at Beach Middle School will be joined by award-winning author Nora Raleigh Baskin, author of Anything But Typical (ALA Schneider Family Book Award) and Nine/Ten: A 9/11 Story.

Copies of the authors' books are available to students in their classrooms and for check-out at CDL.

The community will be able to interact with the authors at "An Evening with the Au-

Support from the Chelsea Education Foundation and the Friends of the Chelsea District Library has allowed for the purchase of more than 300 books by this year's visiting authors. The books were distributed to classrooms and the media centers at each of the three participating Chelsea schools in advance of the authors' visits. For further information about the Authors in Chelsea program, visit chelsea-districtlibrary.org/authors-in-chelsea/.



Across: 1 Nos, 4 Smarts,

7 Cut-rate, 9 A la, 10 Din,

11 Rescind, 13 Shouts, 14 A-B M.

Down: 1 Natasha, 2 Orr, 3 Stadium,

4 Scar, 5 Mules, 6 Stint, 8 Ends,

12 Cob.

March 2, 2018

Page 6

CEF and Friends of the Library support Authors in Chelsea

 chelseaupdate.com/cef-friends-library-support-authors-chelsea/

February 6, 2018



Photo by Burrill Strong. South Meadows Students are all ears during Gordon Korman's inspiring assembly last year about how to write a story.

(Chelsea Update would like to thank Edith Donnell for the information in this story.)

The **Chelsea District Library (CDL)** recently announced that the 9th annual **Authors in Chelsea** will once again be supported by a grant from the **Chelsea Education Foundation (CEF)**.

Authors in Chelsea brings nationally known authors to Chelsea schools, providing children close contact with award winning authors to explore the power of writing and encourages students to read and appreciate literature. Authors in Chelsea takes place each year in March.

The CEF award of \$1,000 pays for books by the visiting authors for school classrooms and media centers. This event also receives generous support through the fundraising efforts of the **Friends of Chelsea District Library**, which provides \$2,500 to offset authors' appearance fees.

"We are grateful for the support of the Chelsea Education Foundation and the Friends of the Chelsea District Library which allows 1,025 children in grades 1-6 to participate," says **Keegan Sulecki**, head of Information Services at CDL.

The 2018 lineup features four distinguished guests, including author **Helen Frost** and artist **Rick Lieder** (Among a Thousand Fireflies), author **Michael Buckley** (The Sisters Grimm series), and author **Nora Raleigh Baskin** (Nine, Ten: A 9/11 Story).

In addition to visiting Chelsea schools' classrooms, this year's guests will also be present for An Evening with the Authors for the entire Chelsea community at Washington Street Education Center on March 13 at 6:30 p.m.



Photo by Burrill Strong. During the 2017 program, Beach Middle School students had lots of fun learning how to develop a character with Gary D. Schmidt, author of the popular book, *Wednesday Wars*.

Professional Integrity

Katie was a strong, independent woman who loved her family and took pride in her home and career. Her passion was running: Chicago Marathon, NYC Marathon, Costa Rica Marathon, Marine Corps Marathon, Detroit Marathon, Chicago Lakefront Ultra-marathon, Dances with Dirt Ultra-marathon, just to name a few. But Katie didn't run for the medals, she ran because she loved the experience. The passion extended to health and nutrition, and attended Bar Method classes every day at lunch.

Katie adored her cats, Prince George and Elizabeth Taylor, and had an overall love for animals. Katie enjoyed traveling with her Mother to many exciting and adventurous places, most recently Hawaii.

To be in her presence was a joy. Everyone who knew her, is heart-broken.

Visitation is Saturday, February 17 from 2pm until time of service 6pm at Drechsler, Brown & Williams Funeral Home, 203 S. Marion St., Oak Park, Illinois. Interment private. Funeral info: drechslerbrownwilliams.com or 708-383-3191.

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Thursday, February 15, 2018 from 3-5pm at Borek Jennings Funeral Home, Manchester Chapel. His Farewell will take place Friday, February 16, 2018 at 11am from Community Bible Church 8400 Sharon Hollow Rd., Manchester where he will lie in state from 10am until time of service. Pastor Ron Clark will be officiating with burial following at Oak Grove Cemetery in Manchester. Memorial contributions are suggested to Prostate Cancer Foundation 1250 Fourth St., Ste. 360, Santa Monica, CA 90401. Please leave a message of comfort for Kenny's family at 1-877-231-7900, or sign his guestbook at www.borekjenning.com.



Volunteers Needed To Deliver Meals On Wheels

The Meals on Wheels program needs volunteers. We would love the opportunity for you to be part of our team of volunteers. This is a commitment of 1-2 hours of your time as little or as often as you would like. Once a month, once a week, temporary or on a permanent basis. **YOUR HELP IS NEEDED!** We are looking for someone to deliver hot meals to our homebound seniors in the Gregory/Stokbridge area and also Hamburg/Pittsford. Please consider volunteering.

For more information please call Lucy McKinnon @ 810-632-2155 or email info@fwmow.org

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Sylvan Township's Citizen of the Year



Sylvan Township resident Jan Carr was selected as the township's 2017 Citizen of the Year. Supervisor Tom McKernan made the announcement during the Board of Trustees February 6 meeting, saying the board voted in January to select Carr from a list of numerous nominations. "She's been heavily involved in our township and is very proactive and very informative," McKernan said. "She's a tireless advocate of the library and gives countless hours of volunteerism. We're lucky to have her." Carr uncharacteristically had "no words," she said, upon receiving the honor. Carr currently serves on the Chelsea District Library Board of Trustees as secretary as well as chair of the policy and personnel committees.

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stjoeschelsea.org/wm

BeRemarkable.

**Circulation Supervisor's Report
February 2018**

- Circulation – 21,896 or 6% lower than last February;
46,239 YTD or 5% lower than this time last year.
- Patron Count- 11,355 or 20% lower than last February;
24,183 YTD or 20% lower than last year.
** Does not include offsite programs.
- Circulation by township- for February
 - Dexter = 9% of total transactions – lower than last month
 - Lima = 13% of transactions – same as last month
 - Lyndon = 15% of transactions – lower than last month
 - Sylvan = 17% of transactions - same as last month
 - Chelsea = 35% of transactions – same as last month
- February Circulation: 77% were items from Chelsea and 23% were inter-loaned items.
- Automated phone renewals in February– 4, Self-check was 11% of items checked out in February; Overdrive = 1696 in February; RBDigital = 144 in February; Hoopla = 38 in February.
- Registrations for February– 51 new cards; 8113 total card holders
 - *Dexter = 1048 cards; Lima = 963 cards; Lyndon = 1264 cards
 - *Sylvan = 1369 cards; Chelsea = 2924 cards; Nonresident = 549 cards
- Unique Collections update YTD: 37 Accounts sent to collections; \$395.21 Paid items; \$820.90 Returned items; \$50.30 Waived fees.

Circulation Activities:

- We received 4 to 8 tubs in the run each day M-F with a total of 122.5 in February. We didn't receive a run on February 9th due to the snow storm.
- Holds on the Hot Spots are holding steady with 25 for Sprint & 21 for Verizon.
- Helped with set up our table for the Senior Center's Festival of Tables.
- Food & More for Fines: We didn't get the response I was hoping for, but this could be due to the timing. We received 102 food/personal items and 16 laundry soaps. We will move it to March next year which will be right after the spring newsletter is mailed out to patrons and will hopefully be fresh in their minds!

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library
2018

Average Daily Circulation						
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Jan.	642	847	727	726	910	655
Feb.	720	938	745	782	708	605
March						
April						
May						
June						
July						
August						
Sept.						
Oct.						
Nov.						
Dec.						
Total						
Mnth Avg						
Avg.% Inc.						

SifChk/ Check-outs only				
2017 Totals	2018 Total	Days	Per Day	% ChkOuts
3061	2273	30	76	13%
2384	2061	26	79	11%
3042				
2300				
2364				
3102				
3263				
3159				
2653				
2701				
2110				
1981				
32120	4334			12%

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

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

2018	Items Added	Total Items
Jan	900	67,467
Feb	470	67,073
Mar		
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	1,370	67,270

RB Digital Circ 2018 (downloadable e-magazines)			
2018	2017	2016	2015
Jan	180	292	219
Feb	144	271	297
Mar		383	207
April		331	254
May		238	213
June		240	291
July		239	160
Aug		230	203
Sept		264	125
Oct		220	262
Nov		172	267
Dec		191	343
Total	324	3071	2,841

Hoopla 2018 (e-books, audiobooks.music,movies)			
2018	2017	2016	2015
Jan	43		
Feb	38		
Mar			
April			
May			
June			
July			
Aug			
Sept			
Oct			
Nov			
Dec			
Total	81		

**Chelsea District Library
Monthly New Registration 2018**

	District	NonRes	School	Other	Total Month	Grand Total
January	53	9	2	4	68	8262
February	49	2	0	0	51	8113
March					0	
April					0	
May					0	
June					0	
July					0	
August					0	
September					0	
October					0	
November					0	
December					0	
Totals					119	

Average Daily Door Count 2018						
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Jan.	442	509	490	450	371	410
Feb.	531	515	484	470	452	390
March						
April						
May						
June						
July						
August						
Sept.						
Oct.						
Nov.						
Dec.						
Total						
Monthly average						
Avg. % increase						

Replacement People counter went live on January 2018

Estimates for all of 2017 totals due to people counter not being accurate 1/2/2018

Trans		% Tot	SEMCOG Dec2010	% of Pop
Feb-18	Trans		Pop.	Regist % of Entity Pop.
17,304			15010	
1642	9%		2604	46% Dexter
2176	13%		1909	61% Lima
2664	15%		2720	57% Lyndon
2950	17%		2833	60% Sylvan
6082	35%		4944	100% CityChel
				58%
398	2%			
501	3%			
806	5%			
85	0%			
	100%			

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

Registered Card Holders												
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	
District	8280	8708	9113	8898	9147	9002	9083	9109	9064	7837	7568	
Dexter	1198	1216	1258	1197	1222	1206	1211	1215	1230	1087	1048	
Lima	1086	1124	1176	1169	1174	1156	1133	1109	1109	996	963	
Lyndon	1477	1605	1673	1567	1579	1538	1539	1546	1522	1302	1264	
Sylvan	1619	1743	1822	1800	1786	1693	1662	1667	1641	1412	1369	
CityChel	2900	3020	3184	3165	3386	3409	3538	3572	3562	3040	2924	
NonRes	933	977	960	902	744	640	649	655	625	575	549	
Freedom	107	81	58	18	7	6	6	6	7	0	0	
Sharon	151	153	150	149	141	118	122	118	110	107	106	
Waterloo	391	421	423	411	365	336	348	352	333	249	241	
GrassLk					15	26	29	28	25	37	33	
Other	284	322	329	324	216	154	144	151	150	182	169	
Totals	9213	9685	10073	9800	9891	9642	9732	9764	9689	8412	8117	

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.	21,896	16,925	77%	4,971	23%	16,645	1,656
March							
April							
May							
June							
July							
August							
Sept.							
Oct.							
Nov.							
Dec.							
Totals	46,239	35,683	77%	10,556	23%	35,094	3,550
Mnth Avg	23,120	17,842		5,278		17,547	1,775

	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	55%	41%	4%	9,204	6,843	598
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Yearly Avg:	57%	39%	4%	19,976	13,716	1,402

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

March 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 February donations and changes to the 2018 FY Budget.

<u>Income Line -</u>		<u>Expense Line</u>
Cheryl Voss + Craig & Chuck Kus	Non-Designated (In Memory of Robert Kush)	674.120 \$60.00
Carolyn Gatza	Non-Designated (In Memory of Robert Kush)	674.120 \$50.00
Janet Seefeld	Non-Designated (In Memory of Robert Kush)	674.120 \$50.00
Aaron & Jennifer Enzer	Non-Designated (In Memory of Robert Kush)	674.120 \$220.00

Sub Total: \$380.00

Acknowledge the donations below that are already in the 2018 budget.

Sub Total: \$

Acknowledge the donations below toward the CDL Endowment.

Total General Donations: \$380.00

Anne Merkel, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
March 20, 2018 Meeting

Value Statement

Background:

This action would add the value statement “A safe, secure environment for all library visitors” to our Core Values (on website under Strategic Plan). This item was discussed at the February board meeting.

Anne Merkel, Board Secretary

Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
March 20, 2018 Meeting

Policy Revision

Background:

Policy 435 (Library Violation Enforcement Policy) has been revised and those revisions were discussed at the February board meeting. This action will make those revisions permanent.

Anne Merkel, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 20, 2018 Meeting

FY 2019 Budget Development Calendar

Background:

The 2019 budget development process will be starting soon and the board reviews the calendar for this process. The time line is guided by the fact that we have to submit our L-4029 form to the townships, city & county by September 19th.

**Chelsea District Library
Budget Development Calendar
For FY 2019
Dates to be confirmed by Director & Treasurer**

Activity	2019 Budget Year (Dates in 2018)
Set Budget Preparation Calendar Meet with board treasurer	Week of March 5th
Review Budget Process with Board	March 20 th Board Meeting
Staff Prepare Budget Materials	March 27 th (Pre-Budget) May 1 st May 8 th May 15 th May 22 nd May 29 th
Qualifying Statement filed with State Treasury Dept. by Director	After audit approval & filed with state by auditor
<u>First</u> Presentation to the Finance Committee	June 5 th
<u>Second</u> Presentation to the Finance Committee	June 12 th
Full Board to Discuss Hearing Notice	June 19 th Board Meeting
<u>Third</u> Presentation to the Finance Committee	June 26 th -If Needed
Distribute Budget Materials to Board	July 17 th Board Meeting
Board Action to Approve Hearing Notice and Hearing Date	July 17 th Board meeting
Submit Hearing Notice to <i>The Sun Times News</i>	July 18 th Deadline [Wednesday]
Announce Budget Hearing Published in <i>The Sun Times News</i>	July 25 th Publication Date [Wednesday]
Put Budget Out for Public Inspection	July 25 th
Budget Hearing	August 21 st Board Meeting
Budget Approval Levy Amount Approval	September 18 th Board Meeting
Turn in Form L-4029 (Levy amount) to County and Township Clerks	September 19 th Key Deadline
Budget Takes Effect	January 1 st , 2019

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 20, 2018 Meeting

Policy Revision Resolution

Background:

This is a Resolution that was written by the library's attorney, Anne Seurnyck, that will remove the portion of the Patron Behavior Policy that requires patrons to wear shirts and shoes outside the actual building. This will remain a requirement inside the building, but is not enforceable in outdoor areas of the library's premises. This item will need to move to Action and the Resolution will need to be signed by Trustees in attendance.

BOARD OF TRUSTEES
CHELSEA DISTRICT LIBRARY

RESOLUTION TO REVISE PATRON BEHAVIOR POLICY

At a regular meeting of the Board of Trustees of the Chelsea District Library, County of Washtenaw, held in the Library on March 20, 2018 at ____ p.m., prevailing Eastern Time.

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered by Member _____
and supported by Member _____:

WHEREAS, the Chelsea District Library ("Library") was established under the provisions of the District Library Establishment Act, 1989 PA 24 ("DLEA"); and

WHEREAS, pursuant to the DLEA the Library has authority to adopt policies to regulate the use of the Library; and

WHEREAS, the Library previously adopted a Patron Behavior Policy ("Policy") in order to regulate the use of the Library; and

WHEREAS, the Library recently entirely replaced the previous Policy with a revised Policy in order to address some issues with children's safety in the Library;

WHEREAS, the Library inadvertently included a provision that requires patrons to wear shoes in outdoor areas of the Library's property; and

WHEREAS, the Library now desires to amend the Policy in order to remove a provision regarding shoes and shirts in areas outside of the Library building; and

WHEREAS, the Library has determined that such amendment is in the best interests of the health, safety and welfare of the Library and its patrons.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Library amends Section III. T as follows:

T. Shirts and Shoes. Shirts and shoes are required for health reasons and must be worn at all times inside the Library building.

2. The remainder of the Policy shall remain in full force and effect.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution shall be and the same hereby are rescinded.

AYES: Members _____

NAYS: Members _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF WASHTENAW)

I, the undersigned, the duly qualified and acting Secretary of the Chelsea District Library, Washtenaw County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board at a regular meeting held on March 20, 2018 at _____ p.m.

Secretary

COMMITTEE INFO & MINUTES

**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
TJ Helfferich		Chair		X	X
Anne Merkel	Chair	X			
Gary Munce	X			X	
Elizabeth Sensoli	X		Chair		
Charlie Taylor			X		X
Susan Lackey			X		Chair
Jan Carr		X		Chair	

Anne Merkel

1-16-18

Anne Merkel, Board Secretary

Date

