

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, April 17, 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 – March 20, 2018

Approval of the March Operational Checks

Approval of March Financial Reports

Director's Report, Strategic Plan Report & Friends Report

7:15 Public Comment

7:20 Presentations:

1. Jordan Smith, from Stevens, Kirinovic & Tucker P.C., presenting the audit findings and report.
2. Mel and Ron presentation about tech security.

7:50 Action Items

1. Donations

7:55 Discussion Items

1. Board Retreat
2. Patron Appeal 2017-1

8:10 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Fundraising Committee

8:15 Public Comment

8:20 Other Items

8:25 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, March 20, 2018 6:45pm
Meeting Location: McKune Meeting Room

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

Trustees Absent: C. Taylor

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

Guests: Lisa Carolin (Chelsea Update)

Welcome and Call to Order

S. Lackey called the meeting to order at 6:45 p.m.

Agenda Review, Additions, and Approval

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the agenda as presented. Discussion: None All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Carr, SECONDED by G. Munce to approve the minutes of the February 20, 2018 Board Meeting. Discussion: None All Ayes: 6-0

MOTION made by A. Merkel, SECONDED by E. Sensoli to accept the General Fund Operational checks for February, 2018. Discussion: TJ and Gary voiced their disapproval over using GoDaddy and asked if we can change to a different company once our contract is up. TJ also wanted to know why we didn't use the free version of Survey Monkey. The free service is limited, however, and we wouldn't be able to gain the same number of responses. All Ayes 6-0

MOTION made by E. Sensoli, SECONDED by G. Munce to accept Financial Reports for February, 2018. Discussion: None All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Lori mentioned that the Midwest Lit Walk is the library's next big event upcoming and encouraged board members to promote the event through word of mouth.
- Showed the board the plaque given to the library by Chelsea Robotics in thanks for our partnership in hosting the First Lego League Jr. program.
- Shared a letter from the Michigan Department of Civil Rights that the investigation into the shoeless patron has been reopened.
- Announced that a certified letter had been mailed to Ben Bridges, notifying him that his suspension had been lengthened, following his court sentencing.
- Received an email from TLN with an attachment containing old patron files that needed to be cleared out, but the attachment was empty because the CDL circ staff had proactively cleaned up their records.
- Several board members asked about the endowment. Specifically, how much has to be in it for us to use the money and why we haven't used any? Lori explained that it's basically an emergency fund and we haven't needed it.
- Elizabeth asked about the American Farmer exhibit that is coming to the library in September. Lori mentioned that this exhibit has a tie in with our Song Fest headliner, Freedy Johnston, who sold his family farm in Kansas to finance his second album. She also mentioned possibly trying to bring in Jason Ringenberg, as his kid's musician persona, Farmer Jason. Using the Chelsea Fair, which is two weeks before the farmer exhibition, to promote the exhibit was mentioned, as well.
- Jan brought up the stabilization check, which was more than the library had anticipated, and wondered if it will continue to be that high in the future. Lori acknowledged that it was a nice surprise, but that we have no way to assume that's the norm.
- Jan also noted that with the Frida Kahlo exhibit slated for 2022, perhaps the library needs to beef up its collection of Kahlo material.
- Elizabeth asked about the Awareness Opportunities number on the Performance Dashboard. Lori explained that the number came from the Washtenaw Reads event and was included because we had a table at the event.
- Gary thanked Lori for volunteering to be a judge for Sounds & Sights performance.

Strategic Plan Update:

Lori pointed to the write up in the board packet, but didn't read the specifics to the board.

Friends Report Update:

Lori reported that the Friends met on March 8 and that their secretary is doing a great job of updating their FaceBook page. On April 11, they will host their annual Staff Appreciation Day luncheon in the McKune Room from 12-1:30 and they'd like the board members to attend, too. Friends info will be available at the library's Chelsea Expo table on April 14.

Other Reports Notes:

Susan acknowledged Jan Carr winning the Sylvan Township Person of the Year honor.

Both Anne and Gary spoke about Authors in Chelsea, noting that it's a wonderful event. Gary read an email from one of the visiting authors, in which she shared her amazement at how well and how closely the CDL and Chelsea school libraries work together, and noted that in her experience, usually the opposite is true. Lori requested that Gary forward the email to her.

Public Comment: None

Presentation: Jan Carr reported on the FOML Trustee Alliance workshop that she attended on March 8. She read from a pair of handouts that she'd distributed and shared some of the things she'd learned.

Action Item #1: Donations

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to approve and acknowledge the presented 2018 February donations of \$380.00.

Discussion: None

All Ayes: 6-0

Action Item #2: Value Statement

MOTION made by A. Merkel, SECONDED by TJ Helfferich to add the proposed value statement to the list of library core values on the website. Discussion: None.

All Ayes: 6-0

Action Item #3: Policy 435 Update

MOTION made by A. Merkel, SECONDED by E. Sensoli to adopt the proposed revisions to Policy 435: Library Violation Enforcement Policy. Discussion: None.

All Ayes: 6-0

Discussion Item #1: Budget Development Calendar

The proposed calendar was looked over. One question that was raised was whether the Chelsea Update can be used as the publication to announce the budget or whether it needs to be a print paper?

Discussion Item #2: Resolution to Revise Patron Behavior Policy

Lori explained that this Resolution is the method that Anne Seurnynck, our attorney, recommended, in the interest of expediency and firmer language.

MOTION made by J. Carr, SECONDED by E. Sensoli to move Discussion Item #2 to Action Item #4. Discussion: None.

All Ayes: 6-0

Action Item #4: Resolution to Revise Patron Behavior Policy

MOTION made by E. Sensoli, SECONDED by G. Munce to pass the presented Resolution to revise the Patron Behavior Policy. Discussion: None.

All Ayes: 6-0

Committee Reports

Policy Committee – Jan and Lori would both like to schedule more routine meetings to look at policies that haven't been updated recently.

Finance Committee –

Personnel Committee –

Nominating Committee –

Fundraising Committee – Elizabeth wondered if we should fundraise around Music in the Air.

Public and Board Comment:

Gary wanted the other trustees to be aware that the library had recently experienced an 8-hour network outage. He acknowledged that it was only that short because Mel and Ron had a plan in place and had the spare part that was needed to repair the server in hand. Gary would like to see the library put together as strong a disaster preparation plan as possible for this type of emergency and have the board financially back that plan, due to the importance of the network in this digital age.

Other Items: None

Adjourn:

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to adjourn the meeting at 7:50 p.m. All Ayes: 6-0

Anne Merkel, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library

List of Checks for Board Approval

March 2018

04/10/18

Date	Num	Name	Memo	Paid Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
03/01/2018	02122018PRST	Alerus Financial	03/02/2018 PR	1,736.52
03/02/2018	PR03022018		RETIREMENT	-1,736.52
03/15/2018	02262018PRST	Alerus Financial	03/16/2018 PR	1,736.52
03/16/2018	PR03162018		RETIREMENT	-1,736.52
03/29/2018	03122018PRST	Alerus Financial	03/30/2018 PR	1,736.52
03/30/2018	PR03302018		RETIREMENT	-1,736.52
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
03/02/2018	PR03022018		WAGES	37,411.05
03/16/2018	PR03162018		WAGES	34,641.19
03/30/2018	PR03302018		WAGES	35,828.10
Total 701.100 - Wages - Other				107,880.34
Total 701.100 - Wages				107,880.34
701.110 - Retirement-Contributions				
03/01/2018	02122018PRST	Alerus Financial	03/02/2018 PR	1,830.83
03/02/2018	PR03022018		RETIREMENT PICK UP	-1,830.83
03/15/2018	02262018PRST	Alerus Financial	03/16/2018 PR	1,830.83
03/16/2018	PR03162018		RETIREMENT PICK UP	-1,830.83
03/29/2018	03122018PRST	Alerus Financial	03/30/2018 PR	1,830.83
03/30/2018	PR03302018		RETIREMENT PICK UP	-1,830.83
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
03/02/2018	PR03022018		401 A MATCHING	1,355.62
03/16/2018	PR03162018		401 A MATCHING	1,355.62
03/30/2018	PR03302018		401 A MATCHING	1,363.22
Total 701.115 - 401A Retirement Matching				4,074.46
701.200 - FICA				
03/02/2018	PR03022018		FICA EMPLOYER	2,861.99
03/16/2018	PR03162018		FICA EMPLOYER	2,650.07
03/30/2018	PR03302018		FICA EMPLOYER	2,740.94
Total 701.200 - FICA				8,253.00
701.300 - Flex Benefits				
03/02/2018	PR03022018		Dep Life (CA & DL & HI)	-19.32
03/16/2018	PR03162018		Dep Life (CA & DL & HI)	-19.32
03/29/2018	03102018ST	Unum Life Insurance Co.	2018 Premium April	614.67
03/30/2018	PR03302018		Dep Life (CA & DL & HI)	-19.32

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March 2018

Date	Num	Name	Memo	Paid Amount
Total 701.300 - Flex Benefits				
				556.71
701.400 - Unemployment				
03/29/2018	1stQtr22018	Michigan Municipal League-Unemp	1st QTR 2018	110.54
Total 701.400 - Unemployment				
				110.54
Total 701 - Personnel Expenses				
				120,875.05
727 - Supplies				
727.200 - General Operations				
03/15/2018	03052018COS...	Ballard, Linda P.	Tape	29.98
03/29/2018	1698412	Arbor Springs Water Co. Inc.	water-4 bottles/4 deposits	50.00
03/29/2018	03262018COS...	Ballard, Linda P.	Napkins	8.49
03/29/2018	472870	Smart Office Solutions	Miscellaneous Office Supplies	171.24
03/29/2018	473004	Smart Office Solutions	2 Cases TP	59.96
Total 727.200 - General Operations				
				319.67
727.300 - Material Processing				
727.320 - Mail Processing Cases				
03/15/2018	6318893	Demco Inc.	2-ring CD Cases	189.88
Total 727.320 - Mail Processing Cases				
				189.88
727.330 - Mail Processing Other				
03/15/2018	6318893	Demco Inc.	Tape, Labels, CD Dividers	190.28
03/29/2018	MCC7822	cdw Government	USB Drives for sale by Friends	119.40
Total 727.330 - Mail Processing Other				
				309.68
727.340 - Repairs				
03/29/2018	6337557	Demco Inc.	Book Tape	133.10
Total 727.340 - Repairs				
				133.10
Total 727.300 - Material Processing				
				632.66
727.500 - Cleaning				
727.510 - Cleaning Paper Products				
03/29/2018	03262018COS...	Ballard, Linda P.	Cleaning Paper Products	93.98
03/29/2018	473003	Smart Office Solutions	Paper Towel	77.87
Total 727.510 - Cleaning Paper Products				
				171.85
727.520 - Cleaning Supplies				
03/15/2018	300211042	Cintas Corporation-300	Soap	14.78
03/15/2018	300191524	Cintas Corporation-300	Soap	14.78
03/29/2018	300220948	Cintas Corporation-300	Soap	14.78
Total 727.520 - Cleaning Supplies				
				44.34

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Date	Num	Name	Memo	Paid Amount
727.530 - Cleaning Rugs				
03/15/2018	300206164	Cintas Corporation-300	Rugs 03/02/2018	36.69
03/15/2018	300211042	Cintas Corporation-300	Rugs 03/09/2018	36.69
03/15/2018	300191524	Cintas Corporation-300	Rugs 02/09/2018	36.69
03/29/2018	300220948	Cintas Corporation-300	Rugs 03/23/2018	36.69
03/29/2018	300215961	Cintas Corporation-300	Rugs 03/16/2018	36.69
Total 727.530 - Cleaning Rugs				183.45
Total 727.500 - Cleaning				
Total 727.500 - Cleaning				399.64
727.600 - Printing				
727.620 - Printing Forms				
03/29/2018	38926	Chelsea Print & Graphics	Withdrawn & Suggest a Title Slips	105.00
Total 727.620 - Printing Forms				105.00
Total 727.600 - Printing				
Total 727.600 - Printing				105.00
727.800 - Maintenance				
727.830 - Maintenance General				
03/29/2018	5914/154	Great Lakes Ace Hardware	Wire/Hooks for Signs	12.82
Total 727.830 - Maintenance General				12.82
Total 727.800 - Maintenance				
Total 727.800 - Maintenance				12.82
Total 727 - Supplies				
801 - Professional Services				
801.010 - Attorney				
03/08/2018	03082018FOIA	City of Chelsea	FOIA Request - Police	55.40
03/15/2018	732491	Foster Swift Collins & Smith	Legal Advice on 2 Patron Issues	160.00
03/15/2018	732520	Foster Swift Collins & Smith	Patron Appeal 2017.1	320.00
Total 801.010 - Attorney				535.40
801.040 - Bookkeeper				
03/15/2018	201805	Budzinski & Associates	1/2 March 2018 Billing	375.00
03/29/2018	201806	Budzinski & Associates	1/2 March 2018 Billing	375.00
Total 801.040 - Bookkeeper				750.00
801.041 - Payroll Services				
03/15/2018	18613522	Payroll 1	2018 February	187.90
Total 801.041 - Payroll Services				187.90
801.070 - Computer Specialist				
03/14/2018	CW35936	CTS Companies	Voice Service Tech - Remote Call	142.50
03/14/2018	CW36013	CTS Companies	Charges Waived - CW35936	-142.50

Chelsea District Library

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Date	Num	Name	Memo	Paid Amount
Total 801.070	Computer Specialist			0.00
801.079	Library Strategic Plan	A&R Stone Masonry		
03/29/2018	3665		Installation of Brackets, Banners & Signs	2,800.00
Total 801.079	Library Strategic Plan			2,800.00
801.090	Collection Fees			
03/15/2018	459242	Unique Management Services Inc	Collection Fees 02/2018	26.85
Total 801.090	Collection Fees			26.85
801.300	Banking Fees			
801.310	Bank Fees			
03/31/2018			Service Charge	11.60
Total 801.310	Bank Fees			11.60
801.350	Credit Card Fee Circ			
03/06/2018	CCFee022018		February Credit Card Fee	52.02
Total 801.350	Credit Card Fee Circ			52.02
Total 801.300	Banking Fees			63.62
Total 801	Professional Services			4,363.77
803	Maintenance Service Contracts			
803.010	Maint Svc Contingency			
03/15/2018	33479	Creature Control	Slab ants / KidSpot	149.00
03/15/2018	1-61984911343	Johnson Controls	Upgrade Metasys	1,655.52
03/29/2018	1-63429433942	Johnson Controls	Hot Deck VFD Repair	1,427.00
Total 803.010	Maint Svc Contingency			3,231.52
803.100	Copier			
803.101	Public Copier			
03/29/2018	5004678153	Wells Fargo Bank, NA	2018 April Copier & Print Maintenance	229.44
03/29/2018	68175106	Wells Fargo Bank, NA	2018 April Public Canon Lease	161.00
Total 803.101	Public Copier			390.44
803.102	Staff Copier			
03/15/2018	68118263	Toshiba Financial Services	2018 Staff Copier Lease & Maintenance - March	561.56
03/29/2018	5004678153	Wells Fargo Bank, NA	2018 April Copier & Print Maintenance	564.98
03/29/2018	68199507	Toshiba Financial Services	2018 Staff Copier Lease & Maintenance - April	561.56
Total 803.102	Staff Copier			1,688.10
803.103	Small Printer Maintenance			
03/29/2018	5004678153	Wells Fargo Bank, NA	2018 April Copier & Print Maintenance	153.34

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Date	Num	Name	Memo	Paid Amount
Total 803.103 · Small Printer Maintenance				
Total 803.100 · Copier				
803.300 · Technology				
803.395 · Website Hosting & Service				
03/14/2018	03092018ST	Keybank	GoDaddy - Transfer all Domains to GoDaddy	4.83
03/14/2018	03092018ST	Keybank	GoDaddy - Transfer all Domains to GoDaddy	2.42
03/14/2018	03092018ST	Keybank	Vimeo Plus+ - 2018-2019 Renewal	11.91
03/15/2018	03092018ST	Keybank	GoDaddy - Transfer all Domains to GoDaddy	19.51
03/15/2018	03092018ST	Keybank	GoDaddy - Transfer all Domains to GoDaddy	9.75
03/15/2018	03092018ST	Keybank	Vimeo Plus+ - 2018-2019 Renewal	48.04
Total 803.395 · Website Hosting & Service				
Total 803.300 · Technology				
803.600 · Building Maintenance				
803.605 · Janitorial				
03/15/2018	11458	A Production Cleaning Company Inc.	Cleaning 02/25/18-03/10/2018	1,440.85
03/29/2018	11476	A Production Cleaning Company Inc.	Carpet & chair cleaning	1,065.00
03/29/2018	11489	A Production Cleaning Company Inc.	Cleaning 03/11 - 03/24/2018	1,440.85
Total 803.605 · Janitorial				
803.610 · Lawn/Snow Service				
803.612 · Snow				
03/15/2018	S16476	Osinski Inc.	Snow - 2/4 thru 2/13/2018	1,388.00
03/29/2018	S16483	Osinski Inc.	Snow - March 2018	107.00
Total 803.612 · Snow				
Total 803.610 · Lawn/Snow Service				
803.620 · Trash				
03/15/2018	18294	City of Chelsea	February Trash	40.00
Total 803.620 · Trash				
Total 803.600 · Building Maintenance				
Total 803 · Maintenance Service Contracts				
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
03/01/2018	02242018ST	Navitas Credit Corp	VOIP Lease - 2018 March	244.73
03/15/2018	02252018ST	A T & T	01/26/18 - 02/25/18 Billing (February) Adjusted	16.04
03/29/2018	03242018ST	Navitas Credit Corp	VOIP Lease - 2018 April	180.89
Total 850.120 · Telephone				

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Date	Num	Name	Memo	Paid Amount
03/15/2018	850.121 · Director's Cell Phone 9802527634	Verizon Wireless	Director's Cell Phone 2018 Mar	51.78
	Total 850.121 · Director's Cell Phone			51.78
	Total 850.100 · Local & Long Distance Charges			493.44
	850.300 · TLN Internet Service			
	850.310 · Internet			
03/13/2018	12312017MAF	The Library Network	USF Deposit to MAF for Chelsea	-2,898.55
03/13/2018	60817	The Library Network	2018 Internet Service - Jan to March	2,898.55
03/15/2018	60817	The Library Network	2018 Internet Service - Jan to March	82.91
	Total 850.310 · Internet			82.91
	850.311 · WiFi Hotspots			
03/15/2018	9802527634	Verizon Wireless	Library Hotspots 2018 Mar	350.89
03/29/2018	261402854-039	Sprint	2018 Mar Lyndon/Circ Hotspots	498.59
	Total 850.311 · WiFi Hotspots			849.48
	Total 850.300 · TLN Internet Service			932.39
	Total 850 · Telecommunications			1,425.83
	880 · Promotional Materials			
	880.100 · Advertising			
	880.110 · Media Buy			
03/14/2018	03092018ST	Keybank	Chelsea Update - Spring Contribution	19.86
03/15/2018	5161-R	The Sun Times	02-21-2018 Ad	60.00
03/15/2018	5193-R	The Sun Times	02-28-2018 Ad	60.00
03/15/2018	5231-R	The Sun Times	03-07-2018 Ad	60.00
03/15/2018	03092018ST	Keybank	Chelsea Update - Spring Contribution	80.14
03/29/2018	72214	CRG Directories	2018-19 Phone Book / Yellow Pages w/Website	135.00
	Total 880.110 · Media Buy			415.00
	Total 880.100 · Advertising			415.00
	880.300 · Marketing Supplies			
	880.330 · Paper			
03/29/2018	472870	Smart Office Solutions	Paper Labels	14.17
	Total 880.330 · Paper			14.17
	880.340 · Printed Items / Stationary			
03/01/2018	SI-1798658	Namify	Name Badges	34.24
	Total 880.340 · Printed Items / Stationary			34.24
	Total 880.300 · Marketing Supplies			48.41

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March 2018

Date	Num	Name	Memo	Paid Amount
03/15/2018	880.400	Program Promotion		
03/29/2018	880.410	Adult Program Promotion		
	880.412	Midwest Literary Walk		
	243067	Print-tech Inc.	MLW Banner Footer Stickers	99.59
	243476	Print-tech Inc.	Postcards, Posters, Brochures, Banner Footers	522.95
	Total 880.412	Midwest Literary Walk		622.54
	Total 880.410	Adult Program Promotion		622.54
03/29/2018	880.420	Youth / Teen Promotion		
	880.421	General Youth/Teen Promotion		
	243445	Print-tech Inc.	Large Poster - YSG VOY	53.23
	Total 880.421	General Youth/Teen Promotion		53.23
03/15/2018	880.422	Authors in Chelsea		
	1037	Chelsea Guardian	Guardian Ads - 3/2 & 3/9	100.00
	Total 880.422	Authors in Chelsea		100.00
03/29/2018	880.423	Summer Reading Program		
	143255	iRead	Staff T-Shirts	162.00
	Total 880.423	Summer Reading Program		162.00
	Total 880.420	Youth / Teen Promotion		315.23
03/15/2018	880.440	Service / Resource Promotion		
	880.441	General Service/Resource Promo		
	6318589	Demco Inc.	Labels & Book Supports	116.51
	Total 880.441	General Service/Resource Promo		116.51
	Total 880.440	Service / Resource Promotion		116.51
	Total 880.400	Program Promotion		1,054.28
03/14/2018	880.500	Purchased Services		
03/14/2018	880.510	General Purchased Services		
03/15/2018	03092018ST	Keybank	Uberflip - 03/2018	6.12
03/15/2018	03092018ST	Keybank	Adobe Stock Monthly - Mar 2018	5.96
03/15/2018	03092018ST	Keybank	Uberflip - 03/2018	24.73
03/15/2018	03092018ST	Keybank	Adobe Stock Monthly - Mar 2018	24.03
	Total 880.510	General Purchased Services		60.84
	Total 880.500	Purchased Services		60.84
	Total 880	Promotional Materials		1,578.53
	884	Programming		

Chelsea District Library

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Date	Num	Name	Memo	Paid Amount
884.110 - Adult Speakers				
884.111 - Midwest Literary Walk				
03/15/2018	2033521774	Baker & Taylor Program Account	Bright Dead Things	45.60
03/29/2018	1XVQ-M99V-13...	Amazon Capital Services Inc	Books for Living	109.55
03/29/2018	2033551098	Baker & Taylor Program Account	Lucky Wreck	16.16
Total 884.111 - Midwest Literary Walk				171.31
884.119 - General Adult Events				
03/14/2018	03092018ST	Keybank	Meijer - Kombucha Class	1.27
03/14/2018	03092018ST	Keybank	Polly's - Kombucha Class	1.04
03/15/2018	03092018ST	Keybank	Meijer - Kombucha Class	5.11
03/15/2018	03092018ST	Keybank	Polly's - Kombucha Class	4.21
03/29/2018	1G3C-11WG-V...	Amazon Capital Services Inc	Magnetic Tape	14.99
Total 884.119 - General Adult Events				26.62
Total 884.110 - Adult Speakers				197.93
884.120 - Adult Supplies				
884.123 - CSC Movie License				
03/15/2018	03022018LIC	Chelsea Senior Center	Movie License 2018	164.75
Total 884.123 - CSC Movie License				164.75
Total 884.120 - Adult Supplies				164.75
884.210 - Youth Speakers				
884.211 - Authors in Chelsea				
884.922 - Youth Prog Rest Gifts Authors				
03/29/2018	03132018INV	Chelsea House Victorian Inn	Authors 3/12 & 3/13/18	809.60
03/29/2018	03132018AIC	Donnell, Edith	Food for Authors Lunch	37.57
03/29/2018	03132018AinC	Wolak, Jody	ZouZou's - Nora Baskin Lunch	30.03
03/29/2018	03132018AinC	Zubik, Jessica	AinC Lunch ZouZou's	17.76
Total 884.922 - Youth Prog Rest Gifts Authors				894.96
Total 884.211 - Authors in Chelsea				894.96
884.212 - General Youth Programs				
03/29/2018	04062018HSY	Breathe Yoga LLC	04/06/18 Homeschool Yoga	100.00
03/29/2018	03292018LC	Clairvoyancy, LLC	03/29/18 Lost Cat Program	250.00
Total 884.212 - General Youth Programs				350.00
884.213 - Parenting Programs				
03/29/2018	04132018LI	Ashley, Michelle	04/13/18 Lock-In Childcare	50.00
03/29/2018	04132018LI	McArthur, Judy	Lock-In Childcare 04/13/18	50.00
Total 884.213 - Parenting Programs				100.00

Chelsea District Library

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Date	Num	Name	Memo	Paid Amount
884.215 • Early Literacy				
03/15/2018	03142018ST	DeMea, Karla	03/14 & 3/21 Storytime	100.00
03/29/2018	04052018TT	DeMea, Karla	04/05 Toddlerline	50.00
Total 884.215 • Early Literacy				150.00
Total 884.210 • Youth Speakers				1,494.96
884.220 • Youth Supplies				
884.222 • General Youth Programs				
03/14/2018	03092018ST	Keybank	Downtown Home & Garden - HomeSchool Meeting	10.52
03/15/2018	1979-H9KM-VJ...	Amazon Capital Services Inc	Plastic Table Cloth Roll	23.23
03/15/2018	03092018ST	Keybank	Downtown Home & Garden - HomeSchool Meeting	42.45
03/29/2018	1HCW-ND6R-3...	Amazon Capital Services Inc	Lego Building Block Tape	23.98
Total 884.222 • General Youth Programs				100.18
Total 884.220 • Youth Supplies				100.18
884.270 • Teen Supplies				
884.272 • Teen General Programs				
03/14/2018	03092018ST	Keybank	Target - Minecraft & TTT Spy Science	6.11
03/14/2018	03092018ST	Keybank	CVS - Supplies	16.13
03/15/2018	03092018ST	Keybank	Target - Minecraft & TTT Spy Science	24.66
03/15/2018	03092018ST	Keybank	CVS - Supplies	65.10
03/29/2018	1G3C-11WG-V...	Amazon Capital Services Inc	Bertie Bott's Beans	38.55
Total 884.272 • Teen General Programs				150.55
Total 884.270 • Teen Supplies				150.55
884.910 • Adult Programming Restricted				
884.914 • Adult Prog Rest Gifts MWest LW				
03/15/2018	209226948-2	Penguin Random House LLC-New	MLW 2018 - Contract#209226948 / Schwalbe	3,500.00
Total 884.914 • Adult Prog Rest Gifts MWest LW				3,500.00
Total 884.910 • Adult Programming Restricted				3,500.00
Total 884 • Programming				5,608.37
885 • Volunteer				
885.200 • Supplies				
03/15/2018	05954224	Positive Promotions	Nail Volunteer Week Supplies	250.69
03/29/2018	143255	iRead	YSG T-Shirts	477.70
Total 885.200 • Supplies				728.39
Total 885 • Volunteer				728.39
920 • Utilities				
920.110 • City of Chelsea Water				

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Date	Num	Name	Memo	Paid Amount
03/15/2018	03052018ST	City of Chelsea-Elect & Water	01-31--2018 to 02-28-2018	66.11
Total 920.110 · City of Chelsea Water				66.11
03/15/2018	03052018ST	City of Chelsea-Elect & Water	01-31--2018 to 02-28-2018	145.12
Total 920.120 · City of Chelsea Sewer				145.12
03/15/2018	03052018ST	City of Chelsea-Elect & Water	01-31--2018 to 02-28-2018	2,760.86
Total 920.130 · City of Chelsea Electric				2,760.86
03/15/2018	03052018ST	City of Chelsea-Elect & Water	01-31--2018 to 02-28-2018	27.47
Total 920.150 · City of Chelsea Sprinkler				27.47
03/15/2018	03082018ST	DTE Energy	2018 February	1,484.53
Total 920.200 · McKune Gas				1,484.53
Total 920 · Utilities				4,484.09
03/14/2018	03092018ST	Keybank	Common Grill - Emily Meloche/Silver Maples	9.38
03/15/2018	03092018ST	Keybank	Common Grill - Emily Meloche/Silver Maples	37.84
Total 960.200 · Director Expense				47.22
Total 960 · Board & Director Expense				47.22
03/15/2018	13DH-FPLR-LV...	Amazon Capital Services Inc	Power Cubes for 2nd Floor Reorg	181.39
03/15/2018	1JKQ-FLR9-NJ...	Amazon Capital Services Inc	Braided Fishing Line for Assembly	9.97
03/15/2018	1QD3-FW9H-G...	Amazon Capital Services Inc	USB Drives & Cable Cleanup Sleeves	119.46
03/15/2018	1MWP-F7VF-9...	Amazon Capital Services Inc	Public Computer Port Cables & Adapters	165.57
03/15/2018	1XPV-WQMW...	Amazon Capital Services Inc	Batteries for books	8.19
03/29/2018	1VWG-MMWK...	Amazon Capital Services Inc	Keyboard, video, mouse switch for Server Room / HDMI	265.85
Total 967.120 · Computers				750.43
Total 967.100 · Equipment Hardware				750.43
03/14/2018	03092018ST	Keybank	Mar 2018 Ninite Pro-Monthly non-Windows Updates	3.97
03/14/2018	03092018ST	Keybank	Mar 2018 - Bisect Hosting - Hosted Minecraft Server Svcs	2.47

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Date	Num	Name	Memo	Paid Amount
03/14/2018	03092018ST	Keybank	Adobe Systems - Creative Cloud renewal	71.47
03/14/2018	03092018ST	Keybank	Adobe Systems - Creative Cloud Renewal	75.75
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-9.38
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-11.91
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-131.79
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-1.27
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-10.52
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-16.13
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-14.19
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-21.84
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-6.11
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-19.86
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-2.42
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-4.83
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-25.52
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-75.75
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-71.47
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-2.47
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-3.97
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-5.96
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-6.12
03/14/2018	03092018ST	Keybank	Asana - Refund 10 User Version	-1.04
03/15/2018	03092018ST	Keybank	Mar 2018 Ninite Pro-Monthly non-Windows Updates	16.03
03/15/2018	03092018ST	Keybank	Mar 2018 - Bisect Hosting - Hosted Minecraft Server Svcs	9.99
03/15/2018	03092018ST	Keybank	Adobe Systems - Creative Cloud renewal	288.41
03/15/2018	03092018ST	Keybank	Adobe Systems - Creative Cloud Renewal	305.72
Total 967.200 - Equipment Software				323.81
967.300 - Equipment Furniture & Fixtures				
967.310 - Makerspace Furnishings				
03/14/2018	03092018ST	Keybank	3D Universe - Assembly Kit for 3D Printer	7.45
03/15/2018	03092018ST	Keybank	3D Universe - Assembly Kit for 3D Printer	30.05
Total 967.310 - Makerspace Furnishings				37.50
967.320 - Furniture				
03/15/2018	03052018COS...	Ballard, Linda P.	Fabric Shade Sail	24.99
Total 967.320 - Furniture				24.99
967.330 - Equipment - non-Computer				
03/14/2018	03092018ST	Keybank	ComplianceSigns - Entrance Signs	25.52
03/15/2018	03092018ST	Keybank	ComplianceSigns - Entrance Signs	102.98
03/29/2018	6337557	Demco Inc.	Book Supports	234.10
Total 967.330 - Equipment - non-Computer				362.60

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Date	Num	Name	Memo	Paid Amount
Total 967.300	Equipment Furniture & Fixtures			425.09
Total 967	Equipment			1,499.33
969	Continuing Education Expenses			
969.001	Travel			
969.100	Staff Travel			
969.110	Director Travel			
03/15/2018	03022018TLN	Coryell, Lori	03/02/18 TLN Steering Committee	57.22
03/29/2018	03252018PLA	Coryell, Lori	PLA Conference-Non Credit Card	69.39
Total 969.110	Director Travel			126.61
969.120	Information Services			
03/29/2018	03272018PLAM	Sulecki, Keegan	PLA Meals	17.01
03/29/2018	03262018PLAM	Wolak, Jody	PLA Meals	70.32
Total 969.120	Information Services			87.33
969.121	Youth & Teen Services Travel			
03/29/2018	03142018AinC	Zubik, Jessica	AinC Author Transportation	86.54
Total 969.121	Youth & Teen Services Travel			86.54
969.122	Adult Services Travel			
03/14/2018	03092018ST	Keybank	Library of MI - Rural Library Conference	21.84
03/15/2018	03092018ST	Keybank	Library of MI - Rural Library Conference	88.16
03/29/2018	03152018PLA	Sulecki, Keegan	PLA Airport Parking	41.00
Total 969.122	Adult Services Travel			151.00
969.143	Other Staff Travel			
03/29/2018	03242018PLA	Robertis, Patty	Non Credit Card PLA Expense	51.51
Total 969.143	Other Staff Travel			51.51
969.144	Committee Meetings			
03/15/2018	03082018TLN	Lancaster, Terri	TLN Circ Meeting 3/08/18	52.32
Total 969.144	Committee Meetings			52.32
Total 969.100	Staff Travel			555.31
Total 969.001	Travel			555.31
969.300	Memberships			
969.320	Information Services			
03/15/2018	03132018MEM	American Library Association Membership	Sulecki & Donnell Renewals	319.00
Total 969.320	Information Services			319.00

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Date	Num	Name	Memo	Paid Amount
Total 969.300 · Memberships				
Total 969 · Continuing Education Expenses				
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
03/01/2018	95748144	Midwest Tape	95748144 - Jan Audio Bks	109.97
03/15/2018	95846113	Midwest Tape	95846113 - Feb Audio Bks	339.91
03/15/2018	95866318	Midwest Tape	95866318 - Feb Audio Bks	84.98
03/20/2018			Circ Receipts - L/D	-29.99
03/29/2018	95907578	Midwest Tape	95907578 - Feb Audio Bks	44.99
03/29/2018	95908442	Midwest Tape	95908442 - Mar Audio Bks	111.96
03/29/2018	95929794	Midwest Tape	95929794 - Mar Audio Bks	266.93
03/29/2018	SINV07521510	The Great Courses	March Order Adult BOCD	39.95
Total 982.120 · Adult Books on Disc				968.70
982.140 · Youth Books on Disc				
03/05/2018			Circ Receipts - L/D	-28.00
03/29/2018	1087158792	Penguin Random House LLC-New	Youth & Teen Audio Books	264.74
Total 982.140 · Youth Books on Disc				236.74
Total 982.100 · Audio Books				1,205.44
982.400 · Non Print				
982.420 · Adult Music on CD				
03/15/2018	95823464	Midwest Tape	95823464 - Feb Mucis CDs	82.74
03/15/2018	95888230	Midwest Tape	95888230 - Mar Music CDs	9.59
03/29/2018	95908441	Midwest Tape	95908441 - Mar Music CDs	12.99
03/29/2018	95929793	Midwest Tape	95929793 - Mar Music CDs	25.98
Total 982.420 · Adult Music on CD				131.30
982.431 · NT Collections - Supplies				
03/01/2018	1FGP-XRVG-X...	Amazon Capital Services Inc	Camera Bag & Storage Box	31.37
03/01/2018	117V-JJ7C-J6LQ	Amazon Capital Services Inc	Neoprene Case	17.99
03/14/2018	03092018ST	Keybank	The Container Store - Document Cases	14.19
03/15/2018	03092018ST	Keybank	The Container Store - Document Cases	57.25
Total 982.431 · NT Collections - Supplies				120.80
982.460 · DVD Feature				
03/15/2018	95823466	Midwest Tape	95823466 - Feb Feat LD DVDs	195.51
03/15/2018	95866316	Midwest Tape	95866316 - Feb Feat/LD DVDs	129.33
03/15/2018	95887686	Midwest Tape	95887686 - Feb Feat/LD DVDs	104.95
03/15/2018	95887689	Midwest Tape	95887689 - Mar Feat/LD DVDs	292.85
03/15/2018	95892986	Midwest Tape	95892986 - Mar Feat/LD DVDs	91.96
03/20/2018			Circ Receipts - L/D	-20.00
03/29/2018	95907579	Midwest Tape	95907579 - Mar Feat/LD DVDs	258.66

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Date	Num	Name	Memo	Paid Amount
03/29/2018	95929791	Midwest Tape	95929791 - Mar Feat/LD DVDs	239.49
Total 982.460 · DVD Feature				1,292.75
982.470 · DVD Non-Fiction				
03/01/2018	95748145	Midwest Tape	95748145 - Jan NF DVDs	19.99
03/15/2018	95845739	Midwest Tape	95845739 - Jan NF DVDs	15.99
03/15/2018	95866314	Midwest Tape	95866314 - Feb NF DVDs	15.99
03/29/2018	SINV07521510	The Great Courses	March Order Adult NF DVDs	103.81
Total 982.470 · DVD Non-Fiction				155.78
982.480 · Youth Video DVD				
03/05/2018				
03/15/2018	95866315	Midwest Tape	Circ Receipts - L/D	-29.98
03/29/2018	95887685	Midwest Tape	95866315 - Youth DVDs	51.95
			95887685 - Youth DVDs	53.97
Total 982.480 · Youth Video DVD				75.94
982.490 · Videogames				
03/14/2018	03092018ST	Keybank	Gamestop - Video Games for Collection	131.79
03/15/2018	03092018ST	Keybank	Gamestop - Video Games for Collection	531.85
Total 982.490 · Videogames				663.64
Total 982.400 · Non Print				2,440.21
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
03/15/2018	2033519275	Baker & Taylor-Adult Large Print	2033519275	54.16
03/29/2018	2033549967	Baker & Taylor-Adult Large Print	2033549967	102.34
Total 982.710 · Adult Large Print				156.50
982.720 · Adult Print General				
03/05/2018			Circ Receipts - L/D	35.90
03/15/2018	2033513915	Baker & Taylor-Adult	2033513915	222.56
03/15/2018	2033537212	Baker & Taylor-Adult	2033537212	215.75
03/20/2018			Circ Receipts - L/D	-56.93
03/29/2018	1G3C-11WG-V...	Amazon Capital Services Inc	Legacy of Lies / Rebel Treasure	33.90
03/29/2018	2033554080	Baker & Taylor-Adult	2033554080	457.87
03/29/2018	2033556747	Baker & Taylor-Adult	2033556747	558.86
03/29/2018	2033566163	Baker & Taylor-Adult	2033566163	151.96
Total 982.720 · Adult Print General				1,619.87
982.740 · Multiple Book Copies				
03/29/2018	2033553379	Baker & Taylor Books Adult Multiples	2033553379	86.07
03/29/2018	1HCW-ND6R-3...	Amazon Capital Services Inc	Educated: A Memoir / An American Marriage	49.14

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Date	Num	Name	Memo	Paid Amount
03/29/2018	2033573535	Baker & Taylor Books Adult Multiples	2033573535	16.54
Total 982.740 · Multiple Book Copies				151.75
Total 982.705 · Adult Print				1,928.12
982.755 · Youth Print				
982.760 · Youth Print General				
03/05/2018			Circ Receipts - L/D	-57.96
03/15/2018	2033537166	Baker & Taylor-Youth	2033537166	78.98
03/15/2018	2033537777	Baker & Taylor-Auto Yours Cats	2033537777	168.68
03/15/2018	2033516571	Baker & Taylor-Unlabeled	2033516571	330.25
03/15/2018	2033516596	Baker & Taylor-Unlabeled	2033516596	180.59
03/15/2018	2033528166	Baker & Taylor-Unlabeled	2033528166	361.01
03/15/2018	2033546017	Baker & Taylor-Unlabeled	2033546017	215.72
03/20/2018			Circ Receipts - L/D	-13.94
03/29/2018	2033556999	Baker & Taylor-Teen Fiction	2033556999	305.67
03/29/2018	2033555381	Baker & Taylor-Unlabeled	2033555381	308.44
03/29/2018	2033556119	Baker & Taylor-Unlabeled	2033556119	61.56
03/29/2018	2033563241	Baker & Taylor-Youth	2033563241	208.07
03/29/2018	2033567333	Baker & Taylor-Auto Yours Cats	2033567333	58.80
03/29/2018	2033564708	Baker & Taylor-Unlabeled	2033564708	220.09
03/29/2018	03272018LD	Dexter District Library	Lost Book Payment	6.95
Total 982.760 · Youth Print General				2,432.91
982.770 · Youth Ref.				
03/15/2018	2033513775	Baker & Taylor- Reference Youth	2033513775	9.35
Total 982.770 · Youth Ref.				9.35
Total 982.755 · Youth Print				2,442.26
Total 982.700 · Print				4,370.38
982.800 · Collection Enhancement				
982.810 · Adult Enhancement				
03/29/2018	2033553407	Baker & Taylor-Adult Enhance Acct	2033553407	169.68
03/29/2018	2033570132	Baker & Taylor-Adult Enhance Acct	2033570132	26.72
Total 982.810 · Adult Enhancement				196.40
Total 982.800 · Collection Enhancement				196.40
Total 982 · Collection Expense				8,212.43
TOTAL				162,208.67

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

	TOTAL					Jan 18	Feb 18	Mar 18	Jan - Mar 18	Budget	\$ Over Budget	% of Budget
	Income	Expense	Net Income	Net Expense	Net Total							
Ordinary Income/Expense												
Income												
402 • District Revenue	929,949	337,546	332,190	1,599,685	1,719,298						(119,613)	93%
501.001 • Grants	300	0	0	300	300						0	100%
539.000 • State Grants	0	0	0	0	2,000						(2,000)	0%
540.100 • State Aid	0	0	0	0	8,500						(8,500)	0%
574.100 • Penal Fines	0	0	0	0	23,000						(23,000)	0%
607.100 • Non-Resident Fees	803	541	719	2,063	6,250						(4,187)	33%
645.100 • Copiers & Printers	588	339	744	1,671	7,000						(5,329)	24%
655.100 • Circulation Fines	1,498	1,009	1,511	4,018	22,000						(17,982)	18%
655.100 • Interest	23	32	32	87	100						(13)	87%
666.100 • Investment Earnings	38	44	3,541	3,623	46,000						(42,377)	8%
666.500 • Investment Change in Value	(13,082)	(5,104)	2,522	(15,664)								
674 • Contribution & Donation-Public	8,605	380	2,600	11,585	27,775						(16,190)	42%
675 • Donations Private	0	0	0	0	1,000						(1,000)	0%
Total Income	928,722	334,787	343,859	1,607,368	1,863,223						(255,855)	86%
Gross Profit	928,722	334,787	343,859	1,607,368	1,863,223						(255,855)	86%
Expense												
701 • Personnel Expenses	50,296	81,069	120,875	252,240	1,101,117						(848,877)	23%
727 • Supplies	1,872	1,194	1,470	4,536	27,300						(22,764)	17%
801 • Professional Services	12,397	3,232	4,364	19,993	110,336						(90,343)	18%
803 • Maintenance Service Contracts	11,256	14,303	11,042	36,601	126,540						(89,939)	29%
850 • Telecommunications	(953)	1,536	4,324	4,907	39,250						(34,343)	13%
880 • Promotional Materials	3,213	8,075	1,579	12,867	61,390						(48,523)	21%
884 • Programming	2,069	15,869	5,608	23,546	110,481						(86,935)	21%
885 • Volunteer	60	0	728	788	2,300						(1,512)	34%
920 • Utilities	0	4,897	4,484	9,381	59,400						(50,019)	16%
950 • Board & Director Expense	33	116	47	196	3,800						(3,604)	5%
955 • Automation Services	14,801	0	0	14,801	48,895						(34,094)	30%
957 • Equipment	613	1,632	1,499	3,744	30,500						(26,756)	12%
959 • Continuing Education Expenses	3,535	2,067	874	6,476	28,626						(22,150)	23%
980 • Capital Expense	6,150	0	0	6,150	101,850						(95,700)	6%
982 • Collection Expense	23,952	7,924	8,212	40,088	182,855						(142,767)	22%
Total Expense	129,294	141,914	165,106	436,314	2,034,640						(1,598,326)	21%
Net Ordinary Income	799,428	192,873	178,753	1,171,054	(171,417)						1,342,471	
Other Income/Expense												
Other Expense												
999.001 • Transfer to Capital Improvement	0	0	0	0	(63,500)						63,500	0%
999.002 • Transfer to Capital Reserve Fun	0	0	0	0	(5,200)						5,200	0%
999.025 • Carry from General Fund	0	0	0	0	(102,717)						102,717	0%
Total Other Expense	0	0	0	0	(171,417)						171,417	0%
Net Other Income	0	0	0	0	171,417						(171,417)	0%
Net Income	799,428	192,873	178,753	1,171,054	0						1,171,054	100%

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

	Jan - Mar 18	Jan - Mar 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,599,684.40	1,591,962.00	7,722.40	0.49%
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	2,062.50	1,658.70	403.80	24.34%
645.100 · Copiers & Printers	1,671.01	1,791.00	-119.99	-6.7%
655.100 · Circulation Fines	4,017.15	5,475.05	-1,457.90	-26.63%
665.100 · Interest	87.70	89.65	-1.95	-2.18%
666.100 · Investment Earnings	3,622.86	4,235.26	-612.40	-14.46%
666.500 · Investment Change in Value	-15,663.00	247.10	-15,910.10	-6,438.73%
674 · Contribution & Donation-Public	11,585.00	9,860.00	1,725.00	17.5%
Total Income	1,607,367.62	1,616,318.76	-8,951.14	-0.55%
Gross Profit				
Expense				
701 · Personnel Expenses	252,240.65	243,058.00	9,182.65	3.78%
727 · Supplies	4,535.90	4,940.59	-404.69	-8.19%
801 · Professional Services	19,992.46	24,504.10	-4,511.64	-18.41%
803 · Maintenance Service Contracts	36,600.51	22,494.03	14,106.48	62.71%
850 · Telecommunications	4,907.06	621.97	4,285.09	688.95%
880 · Promotional Materials	12,865.87	12,962.94	-97.07	-0.75%
884 · Programming	23,546.60	23,955.06	-408.46	-1.71%
885 · Volunteer	788.71	192.51	596.20	309.7%
920 · Utilities	9,381.57	8,831.48	550.09	6.23%
960 · Board & Director Expense	195.88	531.62	-335.74	-63.15%
965 · Automation Services	14,801.28	14,383.13	418.15	2.91%
967 · Equipment	3,744.04	8,594.46	-4,850.42	-56.44%
969 · Continuing Education Expenses	6,476.97	3,615.50	2,861.47	79.15%
980 · Capital Expense	6,150.00	0.00	6,150.00	100.0%
982 · Collection Expense	40,087.96	37,503.14	2,584.82	6.89%
Total Expense	436,315.46	406,188.53	30,126.93	7.42%
Net Ordinary Income	1,171,052.16	1,210,130.23	-39,078.07	-3.23%
Net Income	1,171,052.16	1,210,130.23	-39,078.07	-3.23%

CHELSEA DISTRICT LIBRARY

Fund Balances

March-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
\$980,333.20	-\$424,413.68	\$555,919.52
\$874.46	\$0.04	\$874.50
\$19.12	\$0.00	\$19.12
<u>\$980,333.20</u>	<u>-\$424,413.64</u>	<u>\$556,813.14</u>

Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

Investment Partners Total

\$1,353,251.44	\$6,063.34	\$1,359,314.78
\$0.00	\$600,000.00	\$600,000.00
<u>\$1,353,251.44</u>	<u>\$606,063.34</u>	<u>\$1,959,314.78</u>

Total General Fund

<u>\$2,333,584.64</u>	<u>\$181,649.70</u>	<u>\$2,516,127.92</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$724,994.37</u>	<u>-\$450,540.73</u>	<u>\$274,453.64</u>
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Chelsea District Library Investment Account
As of 03/31/2018

Original Investment

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

Investment Activity

Date	Value
3/31/2018	1,359,315
Invested	1,077,957
Increase 6/2009 – 12/31/2017	293,398
2018 Change (Current Year)	-12,040
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	281,358
(Interest - Fees + Change in Value)	1,359,315

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

Improvement Fd to General Fd

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

Capital Reserve Fund

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

Fund to General Fund

Report for 03/31/2018

Note: Fund Adjusts entered 1/3/2018

Chelsea District Library Cash Flow 2018

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Budget
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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)	(\$83,791)	(\$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	\$337,996	\$33,117	\$17,529	\$11,608	\$9,516	\$36,528	\$39,595	\$15,861	\$4,617	\$240,448	\$1,814,398	
Other income PPI SIPP														

Expenditures														
Total Expense	\$187,113	\$142,307	\$162,410	\$178,981	\$150,576	\$157,233	\$164,541	\$220,319	\$190,194	\$150,939	\$142,935	\$158,176	\$2,005,724	
Other														

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Actual / Budget
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Opening cash on hand	\$243,064	\$763,296	\$981,227	\$556,813	\$410,949	\$277,902	\$132,277	\$77,252	(\$6,539)	(\$57,138)	(\$92,216)	(\$130,534)	\$243,064	
Total Income	\$727,345	\$340,238	\$337,996	\$33,117	\$17,529	\$11,608	\$9,516	\$36,528	\$39,595	\$15,861	\$4,617	\$240,448	\$1,814,398	
Money Market Flow			(\$600,000)				\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$0	
Expenditures	\$187,113	\$142,307	\$162,410	\$178,981	\$150,576	\$157,233	\$164,541	\$220,319	\$190,194	\$150,939	\$142,935	\$158,176	\$2,005,724	
Net cash flow	\$540,232	\$197,931	(\$424,414)	(\$145,864)	(\$133,047)	(\$145,625)	(\$55,025)	(\$83,791)	(\$150,599)	(\$135,078)	(\$138,318)	\$82,272	(\$191,326)	
Ending balance	\$783,296	\$981,227	\$556,813	\$410,949	\$277,902	\$132,277	\$77,252	(\$6,539)	(\$57,138)	(\$92,216)	(\$130,534)	\$51,738	\$51,738	

\$ 600,000 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 March 2018

Ordinary Income/Expense

Income

501.001 · Grants

501.200 · Chelsea Garden Club Grant

300	300	0
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Total 501.001 · Grants

300	300	0
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539.000 · State Grants

539.300 · Michigan Humanities Council

0	2,000	(2,000)
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Total 539.000 · State Grants

0	2,000	(2,000)
---	-------	---------

674 · Contribution & Donation-Public

674.100 · Designated Adult Collection

25	25	0
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674.110 · Designated Adult Programming

2,010	7,150	(5,140)
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674.111 · Designed Youth Programming

3,600	6,000	(2,400)
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674.120 · Undesignated Donation

850	400	450
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674.121 · Annual Giving

0	4,100	(4,100)
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674.141 · Designated Technology

3,000	3,000	0
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674.200 · Friends of the Library Donation

600	600	0
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Total 674 · Contribution & Donation-Public

10,085	21,275	(11,190)
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675 · Donations Private

675.400 · Chelsea Ed Foundation

0	1,000	(1,000)
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Total 675 · Donations Private

0	1,000	(1,000)
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Total Income

10,385	24,575	(14,190)
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Gross Profit

10,385	24,575	(14,190)
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Expense

803 · Maintenance Service Contracts

803.900 · Maint Service Contacts Restrict

0	300	(300)
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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)
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Total 850 · Telecommunications

0	8,000	(8,000)
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884 · Programming

884.210 · Youth Speakers

884.211 · Authors in Chelsea

884.922 · Youth Prog Rest Gifts Authors

2,109	2,500	(391)
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884.953 · Youth Prog Rest Chelsea Ed Foun

0	1,000	(1,000)
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Total 884.211 · Authors in Chelsea

2,109	3,500	(1,391)
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Total 884.210 · Youth Speakers

2,109	3,500	(1,391)
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884.400 · Music Focus

884.960 · Sonic Sundays Restricted Gift

2,000	2,000	0
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Total 884.400 · Music Focus

2,000	2,000	0
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884.500 · Artist In Residence

884.970 · Artist In Residence Restricted

0	1,000	(1,000)
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Total 884.500 · Artist In Residence

0	1,000	(1,000)
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Chelsea District Library
Donation and Restricted
January through March 2018

	Jan - Mar 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	3,500	4,000	(500)
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	3,811	9,471	(5,660)
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	7,920	19,471	(11,551)
967 • Equipment			
967.900 • Equipment Restricted Gifts			
967.910 • Equipment Rest Gifts	0	5,000	(5,000)
Total 967.900 • Equipment Restricted Gifts	0	5,000	(5,000)
Total 967 • Equipment	0	5,000	(5,000)
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	8,330	33,206	(24,876)
Net Ordinary Income	2,055	(8,631)	10,686
Net Income	2,055	(8,631)	10,686

Chelsea District Library
Performance to Budget

Final Fiscal Year 2017

	TOTAL												\$ Over Budget	% of Budget
	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan - Dec 17	Budget
Ordinary Income/Expense														
Income														
402 - District Revenue	827,294	707,905	56,763	23,403	61,865	1,704	(475)	(185)	212	(338)	0	(303)	1,677,845	1,693,231
501.001 - Grants	1,000	0	0	0	0	0	0	500	0	500	0	0	2,000	2,000
539.000 - State Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0
540.100 - State Aid	0	0	0	0	0	4,875	0	4,943	0	0	0	0	9,818	8,500
574.100 - Penal Fines	0	0	0	0	0	0	0	22,469	0	0	0	0	22,469	23,000
607.100 - Non-Resident Fees	696	636	328	375	107	375	134	562	455	393	406	375	4,842	5,500
645.100 - Copiers & Printers	92	1,000	699	675	587	738	181	1,591	562	600	104	7,054	13,883	7,500
655.100 - Circulation Fines	1,650	2,200	1,624	1,640	2,627	1,972	1,728	1,733	2,048	2,205	1,651	2,185	23,263	23,500
665.100 - Interest	21	32	36	17	13	8	5	5	5	6	6	3,603	3,757	3,757
666.100 - Investment Earnings	6	6	4,223	16	17,845	2,381	174	174	3,666	825	17,800	2,308	49,424	45,500
666.500 - Investment Change in Value	354	1,593	(1,699)	3,280	795	(6,613)	548	5,123	(9,078)	(143)	(5,893)	(2,193)	(13,946)	0
674 - Contribution & Donation-Public	1,260	8,500	100	5,500	3,450	1,056	1,000	2,949	0	10,090	505	11,100	45,510	51,330
675 - Donations Private	0	0	0	0	0	0	0	0	0	0	1,000	0	1,000	1,000
Total Income	832,373	721,672	62,074	34,886	87,289	6,486	3,295	39,864	(2,130)	14,138	15,579	24,129	1,839,865	1,861,061
Gross Profit	832,373	721,672	62,074	34,886	87,289	6,486	3,295	39,864	(2,130)	14,138	15,579	24,129	1,839,865	1,861,061
Expense														
701 - Personnel Expenses	46,315	80,054	116,689	79,897	79,782	83,689	79,605	78,716	119,045	79,035	78,122	119,757	1,040,706	1,066,156
727 - Supplies	1,386	1,298	2,257	628	1,097	823	2,029	981	1,016	879	1,365	3,393	17,152	17,300
801 - Professional Services	12,400	1,957	10,147	4,736	7,968	2,794	2,836	5,698	1,168	3,400	5,854	7,042	65,800	66,243
803 - Maintenance Service Contracts	3,182	9,290	10,022	22,185	8,170	8,505	5,372	11,572	8,330	7,710	5,354	19,489	119,191	119,769
850 - Telecommunications	(2,411)	929	2,105	859	4,299	1,812	4,513	2,363	4,382	2,065	7,875	1,963	30,754	31,178
880 - Promotional Materials	2,213	3,567	7,182	2,692	3,188	7,097	642	8,436	4,034	1,382	2,670	8,517	51,820	52,300
884 - Programming	3,779	1,889	18,287	10,473	4,540	4,046	5,173	9,911	3,942	3,141	2,081	3,819	71,081	77,193
885 - Volunteer	0	16	177	21	449	0	20	26	22	44	1,000	247	2,022	2,250
920 - Utilities	0	4,725	4,106	3,935	3,634	3,838	4,475	4,657	4,925	4,276	4,170	8,959	51,700	56,200
960 - Board & Director Expense	268	184	80	195	65	108	243	74	0	396	67	125	1,805	3,350
965 - Automation Services	14,383	0	0	10,235	0	0	10,235	0	0	10,566	0	575	45,994	48,212
967 - Equipment	2,195	2,325	4,074	3,400	1,373	987	158	3,325	3,239	2,862	1,249	430	25,617	25,949
969 - Continuing Education Expenses	641	1,794	1,181	2,028	501	597	3,152	1,687	415	1,275	433	1,259	14,963	19,351
990 - Capital Expense	0	0	0	8,697	1,095	8,668	18,224	0	10,800	4,776	4,206	(2,713)	53,753	57,500
982 - Collection Expense	845	22,963	13,695	8,328	16,435	15,897	8,696	27,149	10,440	9,434	11,509	21,249	166,640	177,428
Total Expense	85,196	130,991	190,002	158,309	132,596	138,861	145,373	154,595	171,758	131,241	125,755	194,121	1,758,798	1,818,379
Net Ordinary Income	747,177	590,681	(127,928)	(123,423)	(45,307)	(132,365)	(142,078)	(114,731)	(173,888)	(117,103)	(110,176)	(169,992)	81,067	42,682
Other Income/Expense														
Other Expense														
999.001 - Transfer to Capital Improvement	0	0	0	0	0	0	0	0	0	0	0	0	0	(22,500)
999.002 - Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000
999.025 - Carry from General Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	60,182
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	42,682
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	(42,682)
Net Income	747,177	590,681	(127,928)	(123,423)	(45,307)	(132,365)	(142,078)	(114,731)	(173,888)	(117,103)	(110,176)	(169,992)	81,067	0

DIRECTOR'S REPORT

Library Director's Report on March 2018

Respectfully submitted for April 2018 Board Meeting

Staff News

Adult Librarian Laura Brown celebrated her one-year anniversary on March 13th. Congratulations, Laura!

Library Assistant Mindy Kinner announced her retirement, effective April 26th. While we are all thrilled that Mindy and Jim will be closer to their grandkids, we are very sorry to lose her. She brightens our day considerably! As a result of Mindy's retirement, newly-hired Library Aide Mandy Higgins will move up to Library Assistant and Beth Goodgall will join the team as a new Library Aide. Phew...

Financial News

- I met with Michael Voorhies of Chelsea State Bank Investment Services and CDL Bookkeeper Mary Budzinski on March 14th for a quarterly meeting to review the values, schedules, and security ratings of CDL's investment portfolio.
- Administrative Assistance Chris Berggren and I made a bond payment via wire transfer on March 22nd.

PLA 2018

I appreciate the opportunity to attend the Public Library Association's biannual conference, held March 20-24 in Philadelphia.

I attended sessions on staff training and coaching, elimination of fines and fees for children because they pose a significant barrier to library access and use, and the ethics and implications of private and corporate donations. I also attended a sobering session entitled *Voter Perceptions: Getting from Awareness to Funding in 2018* – which was particularly relevant in light of our renewal millage in 2019. In the session, key findings and analysis from the PLA, ALA Office for Library advocacy, and OCLC research study on voter perceptions and support of public libraries was shared. The entire study may be accessed at oc.lc/awareness2018.

Standouts for me from the Exhibits Hall included Library Market's Browsealoud – accessibility tools for our website and public access computers; Library Design Systems' flexible furniture; and the creative and engaging children's furnishings of TMC, Inc.

I also was able to visit the Parkway Central Library location of the Free Library of Philadelphia and spent some time talking with a BRIC (Business & Innovation Center) librarian. Particularly impressive was BRIC's "Pitch Corner" – a semi-private space where entrepreneurs, nonprofit professionals, and job seekers can practice and view their elevator pitch, development pitch, and answers to potential interview questions. The space offers a video camera, tripod, and backdrop. Librarians help users get started, and the videos are delivered via Google Drive to users.

Walk to School Wednesdays

CDL is partnering with 5 Healthy Towns, Chelsea Schools, the City of Chelsea, and Silver Solutions on Walk to School Wednesdays – a healthy and fun initiative. The program will launch with a spring preview on March 16th with plans to begin weekly Wednesday walks throughout the school year starting in September. CDL will serve as the starting point for walks to South Meadows and Beach Middle Schools. North Creek students will meet up at the Clocktower Complex. Walkers will walk with adult volunteers to keep everyone safe and on time. Library staff will provide monthly themes for the walk. The program is modeled after successful programs around the country – including Manchester which sees up to 100 students walking three times a week during the school year. CDL is excited to collaborate on this project.

CDL Staff on the Move

Youth & Teen Services Librarian Jody Wolak will represent CDL at the 2018 Loleta Fyan Small & Rural Libraries Conference in Traverse City in April. Jody's proposed a program on escape rooms, and that proposal was accepted. We're proud of Jody and know she will do a fantastic job representing CDL!

Head of Technology Ron Andrews and Library Assistant Leslie Abcouwer will host the Library table at Chelsea Spring Expo at the Chelsea Senior Center on April 14th. They will share incentives and information on Library services and programs like Hoopla and Libby and Friends materials.

National Surveys

I completed and filed the following surveys this month:

- The Public Library Data Services Statistical Report for 2017
- The 2017 U.S. Department of Commerce Survey of Local Government Finance

Out and About -- March 2018

- Attended portion of Chelsea Community Foundation program – Generating Revenues for Sustainable Nonprofits – March 1st Closed early due to snow storm
- Attended The Library Network (TLN) Steering Committee meeting – March 2nd
- Attended TLN Membership meeting – March 2nd
- Served as judge for Sounds & Sights – March 5th
- Participated in Chelsea Senior Center Key Stakeholder interview – March 6th
- Met with Chelsea Senior Center quilters group re: newsletter artwork – March 6th
- Participated in Chelsea School District Wellness Committee meeting – March 6th
- Met with Meet with Kory Zhao, Legacy Land Conservancy re: American Farmer exhibit – March 12th
- Met with Kerry Sheldon, of Bridgeport Consulting, to discuss strategic planning -- March 19th
- Attended Public Library Association bi-annual conference in Philadelphia – March 21st – 24th
- Attended Safe Routes to Schools/Walking to School Wednesdays meeting – March 27th
- Attended Rotary meetings – March 20th & 27th (worked on planning of and created marketing pieces for Quartermania and wrote several pieces for Chelsea Update on Rotary)
- Met with Monica Monsma—Executive director, Chelsea Area Chamber of Commerce – March 30th

Looking Ahead to April 2018

- Walk to School Wednesdays meeting – April 4th
- Washtenaw Steering Committee meeting – April 5th
- Lisa Allmendinger, Chelsea Update meeting – April 9th
- Friends Staff Appreciation Luncheon – April 11th
- Chelsea 2030 meeting – April 16th
- Midwest Lit Walk – April 28th
- On Leave – April 25th – 29th

Strategic Plan 2017-19 Update

Goal progress from March– early April 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.

- Begin exploring options for display system for exhibitions we will host in McKune.
- Landscape project for front of building begun.

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

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

- Attended two Michigan Broadband Cooperative meetings. First meeting discussed response to Lyndon Townships RFI for Wholesale Broadband Providers and the second meeting we discussed collaborative tools and introduced Google Drive and Slack.

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

- Continue to work with 5 Healthy Towns, Silver Solutions, and Chelsea Schools on Walk to School Wednesdays initiative.

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

- Began exploring the idea of creating Storywalks at different walking paths, parks, etc in the townships to provide a service for those patrons who may not regularly visit the library directly.

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

- Continue to work with 5 Healthy Towns, Silver Solutions, and Chelsea Schools on Walk to School Wednesdays initiative.

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.

- Continue to work with 5 Healthy Towns, Silver Solutions, and Chelsea Schools on Walk to School Wednesdays initiative.

Chelsea District Library Performance Dashboard March 2018

	Mar-17	Mar-18	%change from last Mar	2017 to date	2018 to date
Circulation - Total	27321	25332	-7%	76134	71571
Items	25124	22818	-9%	70197	64811
E-books/E-audio	1703	2110	24%	4681	5769
E-magazines	383	291	-24%	946	615
Non-Traditional	36	27	-25%	113	89
Hotspots	17	22	29%	47	67
Deposit Collection Circulation	58	64	10%	150	220
Self-Check Items - Total	3042	2399	-21%	3487	6733
New Cards - Total	75	81	8%	243	200
Reference Desk Interactions - Total	1396		-100%	5133	3840
Outside Group Room Rentals	NA	15	NA	0	42
Engagement - Total	2580	1040	-60%	6316	4989
Youth Program Attendance	468	416	-11%	1073	925
Adult Program Attendance	138	132	-4%	690	449
Teen Program Attendance	30	29	-3%	45	78
General Program Attendance	170	135	-21%	578	444
Outreach -- Youth	1535	284	-81%	2964	2290
Outreach -- Teen	190	0	-100%	205	0
Outreach -- Adult	49	44	-10%	132	153
Awareness Opportunities		0	NA	629	#REF!
Homebound Visits		24	NA	0	34
Programs/Visits Offered - Total	88	48	-45%	224	156
Youth	22	22	0%	58	61
Adult	14	11	-21%	43	38
Teen	5	3	-40%	7	10
General	2	2	0%	9	8
Outreach -- Youth	35	5	-86%	83	21
Outreach -- Teen	4	0	-100%	5	0
Outreach -- Adult	6	5	-17%	17	16
Awareness Events			NA	2	2
Door Count - Total	NA	13539	NA	0	37722
WiFi Data Usage (GB) - Total	1613.4	2325.5	44%	4668.68	7762.54
Library Internal Public WiFi	972.45	692.46	-29%	2533.54	2185.83
Total Hotspot Wifi	640.96	1633.04	155%	2135.14	5576.71
Lyndon Twp Wifi	120.5	145.14	20%	323.73	517.57
Lima	1.282	1.486	16%	3.129	16.313
Sylvan	0.325	2.73	740%	2.325	12.89
Mobile Beacon Hotspots		767.17	NA	0	3043.95
Hotspots available for checkout	518.86	716.57	38%	1808.81	1985.99
Computer Usage/Sessions - Total	8208	8023	-3%	22506	22967
Workstations	1519	1306	-14%	4102	3660
Wireless	6779	6717	-1%	18404	19307
Website Stats					
Website Sessions	10848	9622	-11%	29988	28434
Website Users	6711	5876	-12%	18693	17440

2016 and 207 are estimated based on circ number fluctuations

started recording Mobile Beacon Hostpot Numbers July 2017

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

Facility

The Metasys software upgrade has been completed and we shouldn't need another one for 2-3 years. We have had three power outages/interruptions so far this year and the last one damaged two contactors in the hot air handler. That issue was repaired and I hope all of the severe cold weather behind us at this point.

I joined Ron and Mel to meet with one of the three security companies who will give us proposals on updating our current security cameras and adding two new ones. I was not able to join them for the others but hope to sit in when they discuss the proposals.

After many carpet samples and visits from movers, we received three proposals for the new carpet and decided on Library Design Associates. We have worked with them on several projects over the years and have been very happy with their work and customer service. Since they also installed most of our original furniture, they are well versed in how it comes apart for moving. They are also available to do the job over the Memorial Day weekend. We are excited about the carpet choices and have chosen one for the circ/admin area that we think will wear well and hide dirt and salt well, too. We have chosen a very different pattern for the lab and are excited to see it installed. We are considering expanding the scope of the project to include the area around the first floor reference desk so none of the old rust colored carpet remains on the first floor. We like the carpet we have chosen for the circ/admin area so much we think it may be a good idea to use it for the non-stack areas on the second floor but will make that decision once the first floor project is complete.

We have received a very lovely and practical plan to improve the landscaping along our front entrance. A call for bids will go out the first week of April to seven landscaping companies in hopes of getting 2-3 good options. We plan to do the work in May or August, before or after our Summer Reading program.

Volunteers

We logged 82.50 non-book sale hours this month and I don't have the book sale hours as I write this. I oriented two new volunteers this month, one who will help with the CPU program and one who will work on the book sale.

Programming/Strategic Plan

Authors in Chelsea once again brought an outstanding group of authors to town and I had the pleasure of listening to their presentations at our public evening event, as well as seeing Nora Raleigh Baskin work with the six graders at Beach Middle School. She was even more impressive with the kids at Beach than I thought she was during her evening presentation. I very much enjoyed Helen Frost, Rick Lieder, and Michael Buckley's presentations also. Midwest Lit Walk is up next and I am really looking forward to hearing from those authors and poets.

Respectfully submitted-
Linda Ballard
Assistant Director

Program Report: March

Date	Event	Attendance
Adult Programming (11 Programs, 132 Attendees)		
3/1	Outdoor Living & Landscape Design	9
3/6	Reading Glasses	14
3/7	Brewing Kombucha for Beginners (ALI)	22
3/13, 27	Computer Training 1:1	0, 1
3/14	Place That Face	16
3/14	Create Your Own Miniature Garden	48
3/15	Books & Banter	4
3/17	Chelsea Community Forum	12
3/21	Next Chapter Book Club	5
3/2729	Ancestry	1
Youth Programming (22 Programs, 416 Adult & Child Attendees)		
3/1,8,15,22,29	Toddler time	30,39,37,39,36
3/2, 9	Homeschool Meetup: Gardening & Permaculture	16, 21
3/5	LEGO Club	11
3/6,13,20,27	Babytime	13,14,10,6
3/6	Tween Book Club	12
3/6	I love to Read! Evening Storytime	11
3/7,14,21,28	Preschool Storytime	12,10,10,9
3/9	READ to Library Dogs	8
3/12	Minecraft Mondays	9
3/18	Ballet Storytime	53
3/29	Lost & Found Cat: Author Visit	10
Teen Programming (3 Program, 29 Attendees)		
243/15, 29	That Thursday Thing: What do you meme?, Int'l. Candy	7,4
APRIL	Peeps Photo Contest	18
General Programming (2 Program, 135 Attendees)		
3/4	Intro to Bullet Journaling (Adults & Teens)	15
3/13	Authors in Chelsea Meet the Authors	120
Outreach (Adult 5/44, Teen 0/0, Youth 5/284, Gen. 0/0, Awareness 0/0)		
3/1, 2 (Y)	Guest Reader @SME, Reading Night @NCE	162, 55
3/1,6,20 (A)	CRC: Computer Training, iPad Class	6, 4,4,7
3/7, 21 (Y)	Special Needs Storytime, Storytime at ECC	5, 14
3/8,15 (A)	Book Clubs: Silver Maples, Pines	14,9
3/15 (Y)	Winter/Spring Preschool Open House	48
*Denoted Strategic Plan Initiative		

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

Upcoming Programs

In April we will be preparing for our 10th Annual Midwest Literary Walk. In addition to the event itself, we have two pre-events included a book club featuring Will Schwalbe's *Books for Living* and an Open Mic, both in partnership with Serendipity Books. In addition, we have another After Hours Teen event, Night of 1,000 Fandoms, that our teens are sure to enjoy!

Statistics

	March 2018	March 2017
Ref Questions	1,925	1,396
Homebound Book Deliveries	21 individuals, 3 Deposit Coll.	N/A
Inter-library Loan	21	16

From Keegan Sulecki, Head of Information Services

In March, I worked hard with my staff to finalize our Summer programming and get the content ready for our newsletter. In addition, I reached out to former SRP sponsors to see if they were interested in supporting us again this year. I also attended the PLA conference in Philadelphia and took part in some great sessions, including one about coaching your staff to greatness. I taught a class for Chelsea Adult Learners on how to begin brewing Kombucha at home and received some great feedback from community members interested in doing this. March was also our Authors in Chelsea event and the first one since I became Head of Information Services. This was a great program to be a part of and community members who attended the Meet the Authors event had a great time! Finally, I began looking into the possibility of installing Storybook Trails in our townships. This will be a great way to do more with our more rural service area, but it may take some time to get off the ground.

From Shannon Powers, Adult Information Services Librarian

March was devoted heavily to program planning. The summer quarter is fast approaching, so this month I worked on finalizing the performers for Korner Stage, the new program series set to replace Comedy Showcase. With aerial circus acts, magicians, and improv, it's a promising line-up. I met with two community partners in March, Marie-Ann Fody to discuss future programs at Zou Zou's, and Michelle Mykala to discuss continued opportunities to work with Thompson's Pizza. Finally, as the Midwest Literary Walk is less than a month away, much of March was also spent on continued preparation for the event, including putting up this year's website, dropping off promotional materials around Chelsea and Ann Arbor, and solidifying contracts and other details with authors and Lit Walk partners.

From Laura Brown, Adult Information Services Librarian

I celebrated my one-year anniversary working at CDL on 3/13/18 and have thoroughly enjoyed my time working here. This month I hosted three book clubs: Reading Glasses read *A Thousand Splendid Suns* by Khalid Hosseini. The Silver Maples book club read *The Sandcastle Girls* by Chris Bohjalian. The Senior Center book club read *A Week in Winter* by Maeve Binchy. I also

hosted Place that Face at the Senior Center, as well as the Chelsea Garden Club's annual program featuring Jennifer Fairfield from the Garden Mill. The March 16 deadline for our first annual local author fair gave us a great selection of local author talent for our upcoming June event. More fun adult events are planned for the summer, so stay tuned!

From Jessica Zubik, Youth & Teen Information Services Librarian

March was a very exciting month with Authors in Chelsea and all of our Summer Reading planning wrapping up. I was even able to book an author for next year's Authors in Chelsea, a very special (and secret, for now) guest for our 10th Anniversary of AIC! On the SRP side of things, I have been in contact with the organizer of Camp Gabika (Community Ed's summer day camp) and we have a great schedule lined up with outreach visits to the camp as well as the kids coming to the library throughout the summer. It's the first time we have worked with Camp Gabika in this manner, and it great to have this planned in advance and worked into our summer schedule!

From Jody Wolak, Youth & Teen Information Services Librarian

March was a busy month with Authors in Chelsea, the PLA annual conference, and several teen programs. I was the liaison for Nora Raleigh Baskin, who visited the sixth graders at Beach Middle School. She gave three presentations about her book, *Nine, Ten: A September 11 Story*, and ran three writing workshops. The students responded wonderfully to her and her presentations were thoughtful and thought-provoking. I was also fortunate to attend the PLA annual conference in Philadelphia. Some of the sessions I attended focused on partnering with WIC centers, increasing diversity in children's collections, and partnering with daycares and other organizations to expand summer reading programs. Finally, I ran what I hope will be our first annual Peeps Photography Contest for teens. The display of prizes and sample photographs was very eye-catching and we received 20 submissions for the contest!

From Edith Donnell, Youth & Teen Information Services Librarian

March was a busy month! I hosted author Helen Frost and artist Rick Lieder at North Creek Elementary for Authors in Chelsea. I coordinated with elementary school staff and teachers, Helen's agent, and ordered pizza so that the visit went seamlessly. I was also able to facilitate the display of Rick Lieder's photography in the library lobby. The visit drew rave reviews from teachers and students! March was also the month when our Summer Programming was due, so I wrote descriptions for upcoming programs and planned Summer Reading Kickoff activities.

Technology

Summary of March 2018



From: Ron Andrews – Head of Technology

Technology

PLA was the third week of March in Philadelphia and was a rewarding and difficult trip. Luckily I was able to get in on Tuesday before the weather turned bad with their 4th NorEaster. Conference sessions were good but not great. One of the most interesting was an Opening Session with Tim Wu, the gentleman who created the Net Neutrality theory. It was very interesting to hear his thoughts on the current status of the net and the latest happenings with Facebook. The best session I went to was on VR and public libraries. I got some interesting ideas and some contacts to check on so that I can push our VR project here at the library further.

Melanie and I have received quotes for the security camera project and will be reviewing those early in April and proceeding with installation.

On the tech side, we did have an incident on March 19th we a squirrel decided to examine a transformer somewhere close to the library. We lost server and public computer power for about 2.5 hours. Melanie was able to bring the servers safely down before the battery backups were drained. We were back up pretty quickly once power was restored by the city in record time.

I updated the Friends laptop and am working on three laptops for use with the public for proctor, test taking and hopefully video connections like Skype for person and professional use.

Budget

- Will be working with Linda for the unplanned budgetary needs for the Security camera project. We also asked the companies for a quote to update our security access system (electronic door lock)

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 Chelsea Expo with laptop and iPad in hand to promote our downloadable collections (Hoopla, RGDigital and Libby/OverDrive)

Programming

- 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:

- Tested the Unitrends backup solution and so far have been very impressed. However, my tests with Unitrends brought up a few more questions about the Veeam backup solution so I'm taking another look at that solution as well. Should have new solution in place by mid-April with local backups running. Offsite backups should be running by mid-May
- The primary Cisco switch went down March 13 and had to be replaced. There is hardware called SFP modules that allow the switch to provide uplink connections to all the other switches in our building. These modules failed. So replacing the Cisco switch with a spare Cisco switch did not fix the issue. Fortunately, we had already planned on replacing this old Cisco switch and

had purchased a replacement in 2017 that we had not yet deployed. We were able to program a new Meraki switch with new SFP modules and get our network back up and running.

Currently all of the switches in our building are less than five years old.

- As Ron mentioned we had a power outage on March 19 but all computer and network systems came back online as expected after the power outage.
- Ron, Linda and I met with security camera vendors to conduct a walkthrough and request quotes.
- Renewed maintenance on our servers

Public and Staff Computers:

- Began work on new circulation staff computers.
- Ordered and deployed new cordless phones for reference staff. Wrote up documentation on how to use the new phones.
- Purchase new catalog machines. Plan to have those deployed before the implementation of our new ILS – CARL.

Website

- Moved the Family History database to a new host that will run PHP 5 code. Pictures are still not loading but the database is once again able to be searched and modified. Next steps will be to find a new system for accessing the database.

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 hired the Finley Engineering Firm as the project engineer, construction manager, and inspection service for the Fiber to the Home build out. They also released an RFI for Wholesale Service Providers,
- Attended MBC Board meeting where the discussion revolved around Michigan Broadband Cooperative's response to the Wholesale Service Provider RFI.
- Attended MBC Neighborhood lead meeting and briefly highlighted Slack and Google Drive as collaborative tools.
- Ron and I met with Sprint representatives to discuss our current Sprint hotspots. We will be upgrading the hotspots (at no cost to the library) to newer devices that should have better speed and coverage. We have placed holds on our 10 hotspots in early June so that we can get them out of circulation and replace them with 10 new hotspots in early July.
- Contacted AT&T for hotspot quote. Will need to reach out to them again as I have yet to receive the quote.

Other:

- Assisted with 1:1 Computer Training at Chelsea Retirement Community and at the library.
- Assisted with Minecraft Monday setup.
- Changed our payment options with Amazon to use their Pay By Invoice solution instead of a third party crediting system. This should make it easier to receive invoices. Wrote up and distributed instructions on how to use the new Pay By Invoice system to the staff who order from Amazon.

Ron Andrews & Melanie Bell

MARKETING BOARD REPORT

March 2018

MARKETING HIGHLIGHTS

Authors in Chelsea



The Ninth Annual AinC was another success! Here's what attendees at the *An Evening with the Authors* event had to say:

"We love that our children consistently have contact with 'real live authors.' It's very inspiring for dreams." *"My favorite childhood author came, his book first got me interested in reading. So excited to meet him."* "I loved this program. It was fun and amazing. It's fun to meet the authors. I hope you keep doing this program." *"My daughter has been looking forward to this since last year's authors' visit. She loves to read and really loves meeting authors that inspire her."*

Midwest Literary Walk

10TH ANNUAL
MIDWEST LITERARY WALK
CHelsea DISTRICT LIBRARY
SATURDAY
APRIL 28, 2018
1-5PM
DOWNTOWN CHelsea

Nationally Acclaimed Authors & Poets
For a complete schedule visit midwestliterarywalk.org
or text MLWNEWS to 22828 for email updates.



The line up for our 10th Annual Midwest Literary Walk (MLW) has been set! Joining us this year is bestselling author Will Schwalbe ~ *Books For Living* and *The End of Your Life Book Club*; acclaimed poet Ada Limón, author of *Bright Dead Things*, one of the *New York Times* Top Ten Poetry Books of the Year; and Micheal Eric Dyson, Detroit-born Georgetown University sociology professor and author of *New York Times* bestseller *Tears We Cannot Stop: A Sermon to White America*.

The month of March was spent creating and executing elements of the marketing campaign, which included avenue banners, print and online advertisements, postcards, posters, brochures, social media campaign, MLW website updates, press releases, in-library monitor slides, eNewsletters, and major calendar postings.

We continue to partner with local and southeastern MI organizations to promote the MLW. This year, we were thrilled to be chosen by Detroit Public TV (DPTV) as a local event partner to support *The Great American Read (TGAR)*, a new PBS eight-part television series hosted by television personality and journalist Meredith Vieira. The *TGAR* series (scheduled to launch May 22 @

8pm) and nationwide campaign aim to spark a national conversation about books and reading by taking viewers on a journey across the country to uncover the nation's 100 most-loved novels, the people who love them, and their authors. In addition to helping promote the MLW, DPTV will also be on hand the day of the walk to share information about this exciting new series and engage MLW attendees about their love of books.

Also partnering with us this year are: Astral Road Media (author selection & media), Serendipity Books (pre-event programs & media), ChelseaMich.com (media), Literati Bookstore (media & event book sales), and WDET (media). The Friends of Chelsea District Library continue their loyal support of this event as a sponsor.

To celebrate the program's ten-year milestone, we will be ending our Walk with a 10th Anniversary Toast at Zou Zou's Café to celebrate and honor all those who have helped to make the MLW a success since its inception. We hope to see you at this year's event!

2018 YSG Volunteer of the Year



Congratulations to this year's Youth Service Group Volunteer of the Year – Aiden Reames! Like our Adult Volunteer and Friend of the Year, we recognize those teens whose volunteer contributions have helped make a difference at CDL.

Aiden is a special asset to the library, helping librarians during the week with everything from collection management to craft preparation. "Aiden was a bit shy at first, but over the years we have seen him grow and develop as a volunteer," said Youth Librarian Jessica Zubik. Edith Donnell, head of the YSG at the library, agrees. "Aiden signs up for every shift that involves helping with collection-related work. Gradually he has signed up for more activities involving the public. He comes all year round, which shows great dedication." Look for a press release mid April.

MARKETING BOARD REPORT

March 2018

Summer Newsletter Highlights

I have been working with the Chelsea Senior Center Wood Carving Group for the summer newsletter's cover, which will showcase several members' carved walking sticks. These amazingly detailed works of art will be sure to engage and inspire our readers to join in our summer reading program themed "Reading Takes You Everywhere!" Additionally, readers will be in for a treat as they experience Mo Tait's journey hiking the Appalachian Trail through her guest article. The newsletter will also include information about our 2nd annual Music in the Air, Artist in Residence Rose Eichenbaum, the renaming and expansion of the Comedy Showcase to the Korner Stage, and so much more!

PLA Conference

What a treat it was to attend the 2018 PLA Conference in Philadelphia. As a one-man department, it is a challenge to keep my creative side fresh. There is always so much inspiration to be found to at the PLA conference, whether it's through a session, exhibit, or conversation with other attendees. This year, my focus was learning more about digital literacy training, local partnering, program & service outcome evaluation, and general library promotion. While it always takes me a bit to digest what I've learned, these new ideas provide me with inspiration throughout the year.

ADDITIONAL MARKETING PROJECTS IN PROGRESS

- Artist in Residence – Rose Eichenbaum (July 12–14, 2018)
 - Lori and I worked with Rose to determine programming during her residency
 - We continue to work with Rose to identify photographs for the exhibit/silent auction
 - We have begun to identify and develop the marketing campaign for the residency and exhibit/silent auction
- New Catalog System – CARL
 - We continue to communicate to the public the upcoming launch of our new catalog system (May 29, 2018.) We are currently running a series of articles with helpful tips and changes to the user interface in our weekly eNews and will be distributing a reminder bookmark at the Check Out desk beginning May 1
- Farmer's Exhibit (Sep–Oct 2018)
 - Download and review exhibit assets
- Earth Day (April 22, 2018)
 - Meet with Keegan and Lori to identify CDL's participation in Earth Day
 - Work with Keegan to create Earth Day display and engagement
- Chelsea Spring Expo
 - We have decided to promote our downloadable collections (Overdrive, RB Digital, and Hoopla) at this year's expo through live demos, which will include the opportunity to set up collection accounts

MISCELLANEOUS MARKETING ACTIVITIES

- Revise Material Suggestion Form and reorder
- Coordinate the re-hanging of the west side building banners torn down in the fall by extreme winds

OUTREACH

- Meet with Chelsea Senior Center Quilter's group to discuss showcasing their work on future newsletter cover.
- Meet with Legacy Land Conservancy to explore partnering on programming to support fall Farmer's exhibit.

Respectfully submitted,
Patty Roberts
Head of Marketing

Author Nora Raleigh Baskin tells Beach students how she translates her life into books

 chelseaupdate.com/author-nora-raleigh-baskin-tells-beach-students-translates-life-books/

March 16, 2018



Photo by Lisa Carolin. Author Nora Raleigh Baskin talks to students at Beach Middle School Wednesday.

Story and photos by Lisa Carolin

This year's **Authors in Chelsea** event brought author Helen Frost and photographer Rick Lieder to **North Creek Elementary School**, author Michael Buckley to **South Meadows Elementary School**, and author Nora Raleigh Baskin to **Beach Middle School**.

Raleigh Baskin's March 14 presentation to Beach students coincided with the student walk out against guns, something she compared to the turbulent events in her own life.

She told students about growing up in the 1960s, and the effects the assassinations of President John F. Kennedy, his brother Bobby Kennedy, and the Reverend Martin Luther King Junior had on her life.

"Suddenly the world changed dramatically and was a very divided place," she said. "There were protests in the street. Does that remind you of anytime?"

Students immediately responded that it reminded them of right now.

Raleigh Baskin talked about her book *Nine/Ten: A 9/11 Story* and how 9/11 changed the students' history.

"Think of all the new words it added to your vocabulary like terrorism, Taliban, ground zero, homeland security, and xenophobia," she said.

Raleigh Baskin has written 13 novels for young readers, and sixth-graders at Beach are reading her latest novel, *Nine/Ten: A 9/11 Story*, about four kids from different parts of the U.S. and how their lives are affected by the events of 9/11.

During her presentation to sixth-graders in the media center, Raleigh Baskin told students that most of her books are about her life.

"When I was your age, I was getting in trouble," she said. "When I was in sixth-grade, my teacher told me there was another way I could express myself and that was by writing novels. I felt so much freer."



Author Nora Raleigh Baskin.

Raleigh Baskin has taught creative writing to kids and adults for more than 15 years and lives with her family in Connecticut.

The goal of **Chelsea District Library's** Authors in Chelsea presentations is to encourage students to explore the art and craft of writing to better read and appreciate literature.



Author Nora Raleigh Baskin presents to Beach Middle School students.

Circulation Supervisor's Report March 2018

- Circulation – 25,332 or 7% lower than last March;
71,571 YTD or 6% lower than this time last year.
- Patron Count- 13,539 or 27% lower than last March;
37,722 YTD or 23% lower than last year.
** Does not include offsite programs.
- Circulation by township- for March
 - Dexter = 11% of total transactions – higher than last month
 - Lima = 12% of transactions – lower than last month
 - Lyndon = 15% of transactions – same as last month
 - Sylvan = 17% of transactions - same as last month
 - Chelsea = 35% of transactions – same as last month
- March Circulation: 79% were items from Chelsea and 21% were inter-loaned items.
- Automated phone renewals in March– 12, Self-check was 12% of items checked out in March;
Overdrive = 2,068 in March; RBDigital = 291 in March; Hoopla = 42 in March.
- Registrations for March– 81 new cards; 8005 total card holders
*Dexter = 1035 cards; Lima = 950 cards; Lyndon = 1243 cards
*Sylvan = 1348 cards; Chelsea = 2874 cards; Nonresident = 555 cards

Circulation Activities:

- We received 3 to 9 tubs in the run each day M-F with a total of 132.5 in March. We didn't receive a run on March 30th as TLN was closed for Good Friday.
- Holds on the Hot Spots are holding steady with 18 for Sprint & 27 for Verizon.
- Chris, Mindy & I set up the Detroit Tiger display in honor of the 1968 World Series 50th anniversary.
- I attended one of the 2nd grade Author's In Chelsea presentations and really enjoyed Helen Frost & Rick Lieder's interactions with the kids.
- On March 8th, I attended the TLN circ meeting in Farmington Hills. Our attendance has been higher the past few meetings with many questions about our new system and trying to work on collection & patron database cleanup as well as the upcoming training schedule. Leslie & I will be attending the circulation class in Dexter on May 1st.
- We have some staff changes happening in the circulation department. Mindy Kinner will be retiring on April 26th. She and her husband Jim will be moving to the west side of the state sometime in May. We hired Mandy Higgins to replace Fatemeh in February and she worked the Library Aide position for 6 weeks and then we offered her the Library Assistant position opened by Mindy leaving. We then hired Beth Goodgall to replace Mandy as the new Library Aide. Whew! Training is going well for both Mandy & Beth.

Respectfully submitted,
Terri Lancaster
Head of Circulation

**Chelsea District Library
Monthly New Registration 2018**

District	NonRes	School	Other	Total Month	Grand Total
January	53	9	2	4	8262
February	49	2	0	0	8113
March	63	16	1	81	8005
April				0	
May				0	
June				0	
July				0	
August				0	
September				0	
October				0	
November				0	
December				0	
Totals				200	

Average Daily Door Count 2018

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	2017	% Diff
Jan.	442	509	490	450	371	410	287	12828	16132	-20%
Feb.	531	515	484	470	452	390	244	11355	14193	-20%
March	531	576	477	509	448	421	286	13539	18562	-27%
April									17932	
May									17446	
June									20254	
July									19944	
August									18195	
Sept.									16439	
Oct.									14856	
Nov.									15660	
Dec.									14071	
Total								37722	203684	
Monthly average								12,574	16,974	
Avg. % Increase										-23%

Replacement People counter went live on January 2018

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

Registered Card Holders

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
District	8280	8708	9113	8898	9147	9002	9083	9109	9064	7837	7450
Dexter	1198	1216	1258	1197	1222	1206	1211	1215	1230	1087	1035
Lima	1086	1124	1176	1169	1174	1156	1133	1109	1109	996	950
Lyndon	1477	1605	1673	1567	1579	1538	1539	1546	1522	1302	1243
Sylvan	1619	1743	1822	1800	1786	1693	1662	1667	1641	1412	1348
CityChel	2900	3020	3184	3165	3386	3409	3538	3572	3562	3040	2874
NonRes	933	977	960	902	744	640	649	655	625	575	555
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	246
GrassLk					15	26	29	28	25	37	35
Other	284	322	329	324	216	154	144	151	150	182	168
Totals	9213	9685	10073	9800	9891	9642	9732	9764	9689	8412	8005

Trans	% Tot	SEMCOG Dec2010	% of Pop
Mar-18	Trans	Pop.	Regist. % of Entity Pop.
20,055		15010	
2121	11%	2604	46%
2486	12%	1909	61%
2960	15%	2720	57%
3503	17%	2833	60%
6927	35%	4944	69%
			58%
396	2%		
573	3%		
941	5%		
148	1%		
	100%		

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

Chelsea District Library
2018

Average Daily Circulation											
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.					
	Sun.	2018									
	Total	2017									
	%Diff.										
Jan.	642	847	727	726	910	655	441	24343	25453	-4%	
Feb.	720	938	745	782	708	605	434	21896	23360	-6%	
March	763	646	762	757	684	608	488	25332	27351	-7%	
April									24391		
May									23111		
June									25614		
July									27762		
August									27193		
Sept.									23547		
Oct.									25060		
Nov.									22827		
Dec.									22473		
Total								71571	298142		
Mnth Avg								23,857	24,845		
Avg.% Inc.								with OD & RB, & deposit collection ckouts.			-6%

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

SfChk/ Check-outs only				
2018	2017	% Diff.		
Total	Totals	2018	2017	%Diff.
2273	3061	25453	25453	-4%
2061	2384	23360	23360	-6%
2399	3042	27351	27351	-7%
	2300	24391	24391	
	2364	23111	23111	
	3102	25614	25614	
	3263	27762	27762	
	3159	27193	27193	
	2653	23547	23547	
	2701	25060	25060	
	2110	22827	22827	
	1981	22473	22473	
6733	32120	71571	298142	
12%		23,857	24,845	

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

2018	Items Added	Total Items
Jan	900	67,467
Feb	470	67,073
Mar	801	67,275
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	2,171	67,272

RB Digital Circ 2018 (downloadable e-magazines)			Overdrive Circ 2018 (e-books, audio books & music)		
2018	2017	2016	2018	2017	2016
Jan	180	292	1882	1577	1752
Feb	144	271	1696	1401	1638
Mar	291	383	2068	1703	1552
April		331		1589	1386
May		238		1504	1464
June		240		1570	1344
July		239		1659	1508
Aug		230		1724	1618
Sept		264		1539	1438
Oct		220		1644	1571
Nov		172		1602	1504
Dec		191		1639	1423
Total	615	3071	5646	19151	18198

Hoopla 2018 (e-books, audiobooks, music, movies)		
2018		
Jan	43	
Feb	38	
Mar	42	
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total	123	

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	25,332	19,989	79%	5,343	21%	19,355	1,831
April							
May							
June							
July							
August							
Sept.							
Oct.							
Nov.							
Dec.							
Totals	71,571	55,672	78%	15,899	22%	54,449	5,381
Mnth Avg	23,857	18,557		5,300		18,150	1,794

Circulation by Department - Percentage			
Adult	Youth	Teen	
January	59%	37%	4%
February	55%	41%	4%
March	54%	42%	4%
April			
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Avg.	56%	40%	4%

Circulation by Department - Total Checkouts			
Adult	Youth	Teen	
January	10,772	6,873	804
February	9,204	6,843	598
March	10,422	8,111	822
April			
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Total	30,398	21,827	2,224

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

April 17, 2018 Board Packet

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

Accept March donations and changes to the 2018 FY Budget.

	Income Line -	Expense Line
Chelsea Lions Club	674.111	884.923
Youth Programming – SRP		\$100.00

Sub Total: \$100.00

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

Friends of the CDL Youth Programming – Authors in Chelsea 674.111 884.922 \$2,500.00

Sub Total: \$2,500.00

Acknowledge the donations below toward the CDL Endowment.

Total General Donations: \$2,600.00

Anne Merkel, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet April 17, 2018 Meeting

Board Retreat

Background:

The library would like to discuss with the board the options for a 2018 board retreat. At question for the retreat are what, where, and when.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet April 17, 2018 Meeting

Patron Appeal 2017-1 Update

Background:

There is new information pertaining to Patron Appeal 2017-1 that the library would like to share with the board. Because of Michigan's Library Privacy Act, if the board wishes to discuss these developments in more detail, then this item must be moved to Closed Session.

KEUSCH, FLINTOFT & FINK, PLLC

JOHN P. KEUSCH (DECEASED)
YEARS OF PRACTICE 1933-2013

PETER C. FLINTOFT

MARIAH EVANS FINK

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April 11, 2018

Chelsea City Council
Chelsea City Human Rights Commission
Chelsea City Hall
305 South Main Street, Ste. 100
Chelsea, MI 48118

RE: HRC Complaint 2018-1
[REDACTED] v Chelsea District Library

Dear City Council and Commission Members:

[REDACTED] filed with the City on or about July 23, 2017 a complaint, alleging that the Library policy and requirement that shoes be worn in the Library building violated her constitutionally protected right of religious exercise, in that she as a Wiccan walked barefoot in her daily life. The complaint was accompanied by several communications between the parties.

On November 12, 2017, as City attorneys, we reviewed the complaint under the City of Chelsea Non-Discrimination Ordinance, Section 33 Compiled Ordinances City of Chelsea, Ordinance #175, effective January 19, 2016, and found that the Library could constitutionally enforce its 'no shoes, no service'¹ policy within the Library building itself, on grounds of public health. Although the Library offered little evidential support for its policy, a review of several court decisions and opinions provided convincing authority that the policy would withstand constitutional challenge ultimately, whether that be on what is known as the 'rational' basis or the more detailed 'strict scrutiny' basis of judicial review.

Subsequently, the Library adopted a series of policy amendments including one which expanded the 'no shoes, no service' to the Library's grounds, effective January 16, 2018, by amending the relevant provision to read: *"Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property."* Significant to the City was the inclusion of a provision that a breach of policy authorized Library personnel to call upon local law enforcement to remove an offending patron.

¹The Library titles its policy more elegantly as a 'Patron Behavior Policy'.

On February 2, 2018, [REDACTED] then filed a second complaint alleging that this amendment was an act of retaliation for her having made the first complaint, and that it was in and of itself another infringement of her constitutional liberty to practice her Wicca religion, by prohibiting her from walking barefoot on the lawn of the Library.

Given the fact that there is literally no law about walking barefoot outside of a building, the public health concerns traditionally advanced by libraries regarding the need for shoes in a building would not necessarily apply to the outside Library grounds and therefore, may well be found to be an infringement of religious liberty. An actual physical confrontation was possible, if the amended policy was literally enforced. Therefore, on March 13, 2018 this office wrote to the complainant and to the attorneys for the Library, offering our offices to discuss a conciliation in the hope of resolving the matter and avoid any future conflict.

On the evening of March 20, 2018 the Library again amended its 'no shoes, no service' policy so that it applied to the interior of the building and not to the grounds.

On March 21, 2018 both parties replied to our suggestion of a reconciliation process. The position of [REDACTED] is that the Library Board's action of amending the policy on January 16, 2018 remains a willful act of retaliation and she demand redress on both complaints. The position of the Library is that the second policy amendment March 20, 2018 has rendered her second complaint moot, noting '*we believe that [REDACTED] second complaint is now rendered moot. Please be advised that the previous version of the policy was never enforced against her. She has not been prevented at any time from going barefoot on Library property outside of the Library building.*' We forwarded this communication to the complainant. She has responded several times subsequent, again demanding redress for the actions of January 16, 2018. She has not alleged an actual enforcement of the 'no shoes, no service' policy on the outside grounds of the Library on any specific date, against any person, only that the short-lived policy amendment in and of itself must be an act of retaliation. She contends that the Library Board directed the amendment on January 16th at her personally for having made the first complaint.

The relevant Ordinance provision reads:

'No person shall coerce, threaten or retaliate against an individual for making a complaint or assisting

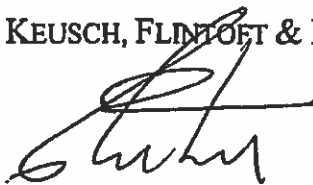
April 11, 2018
Chelsea City Council
Chelsea City Human Rights Commission
- page 3 -

in the investigation regarding a violation or alleged violation of this chapter, nor require, conspire with, assist or coerce another person to retaliate against an individual for making a complaint or assisting in an investigation.'

The Ordinance has its origins in the Elliot-Larsen Civil Rights Act, MCL 37.2101, *et seq.* 'Coerce, threaten or retaliate' as used in the Act with regard to actions following the making of a complaint is almost repeated verbatim in the Ordinance. But each claim of prohibited conduct requires some causal connection between an act and an adverse impact upon a person. See, generally, *Lange v City of Benton Harbor*, 111 F. Supp. 3d 785, reversed in part, 644 Fed. Appx. 672 (2016). There is nothing alleged or disclosed in the actions of the Library Board in adopting or amending policies that is causally connected to an adverse effect upon the person, condition, or the circumstances of the complainant, other than the complainant's belief of improper motives by individual members of the Library Board to single her out for her religious practice by proscribing all barefoot activities on the Library grounds. However, without more evidence, the complaint cannot be supported legally as a violation of the Ordinance.

Yours very truly,

KEUSCH, FLINTOFT & FINK, PLLC



Peter C. Flintoft

P/
cc/


Foster, Swift
attorneys for Chelsea District Library

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

