

**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**  
**Tuesday, May 15, 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**

Minutes Approval – April 17, 2018

Closed Session Minutes Approval – April 17, 2018

Approval of the April Operational Checks

Approval of April Financial Reports

Director's Report & Strategic Plan Report

Friends Report

**7:15 Public Comment**

**7:20 Presentations**

**7:20 Actions Items**

1. Donations

**7:25 Discussion Items**

1. Staff In-Service
2. Millage
3. Patron Appeal 2017-1

**7:50 Reports**

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Fundraising Committee

**7:55 Public Comment**

**8:00 Other Items**

**8:05 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, April 17, 2018 6:45pm  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** C. Taylor, S. Lackey, E. Sensoli, A. Merkel, & TJ Helfferich.

**Trustees Absent:** J. Carr & G. Munce.

**Staff:** Director L. Coryell, R. Andrews, M. Bell, & C. Berggren.

**Guests:** Jordan Smith (representing Stevens, Kirinovic & Tucker P.C.) & Mary Budzinski.

**Welcome and Call to Order**

C. Taylor called the meeting to order at 6:48 p.m.

**Agenda Review, Additions, and Approval**

Charlie asked that Jordan Smith's presentation be moved to the start of the meeting and that Discussion Item #2 be moved to the very end, as it will require going into closed session.

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

**Presentation:**

Jordan Smith, SKT P.C., Audit findings and report:

- The firm has given Chelsea District Library a "Clean, Unmodified Opinion," which is the best audit outcome, for the 2017 audit.
- 3% revenue increase, which is relatively flat.
- Overall, Jordan said that CDL is remarkably well run and the firm rarely sees a library that stands out like this.
- Charlie asked Jordan's opinion on what specifically makes CDL standout? Jordan replied that there are many checks and balances and the internal controls are good.

**Compulsory Segments:**

**Minutes and Approval of Checks**

Charlie wanted a small wording change in the March 20 minutes, involving the endowment.

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the minutes of the March 20, 2018 Board Meeting, as amended. Discussion: None

All Ayes: 5-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept the General Fund Operational checks for March, 2018. Discussion: None

All Ayes 5-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept Financial Reports for March, 2018. Discussion: None

All Ayes: 5-0

**Director's Report Update:**

L. Coryell update:

- The Midwest Lit Walk is next Saturday and Lori would like the board members to spread that news via word of mouth and to help drum up support and excitement for the event.
- Safety and security updates on now being published on the library's website. The new value statement was also added.
- Lori has researched GoDaddy and found that they've cleaned up their act dramatically, and so we have no current plans to drop them as a vendor.
- Emailed out digital copies of the latest Michigan Library Trustee Manual to all board members.
- A discussion of ADA compliant websites stemmed from Lori's rundown on the library conference in Philadelphia. This involves encrypting web code so that the blind and sight impaired can navigate our site with descriptive programs that read and describe the images.
- Lori passed out a pamphlet titled *From Awareness to Funding*, which covers information about voter perceptions and millages, relative to public libraries.
- A graph showing month to month spikes and trends in library usage over the past two years that Mel created was also shared.
- Lori showed the board the carpet selections that Linda decided on.

### **Strategic Plan Update:**

- Lori read through her Strategic Plan report, which included the building's landscape project, moveable walls for the McKune Room, Walk to School Wednesdays, and proposed storyboard walks in Chelsea.
- Mel spoke on her work with the 4-H project: they got a grant from Microsoft and asked Mel to do a presentation on Surface Pro. Mel and Ron also volunteered to update their computers and give them recommendations on protection.

### **Friends Report Update:**

- The Friends met on April 10 and the following day put on the Staff Appreciation Luncheon in the McKune Room, which was a wonderful event.

### **Other Reports Notes:**

Charlie wanted to know what other big events were approaching, besides the Midwest Lit Walk and Summer Reading Program. Lori reported that Music in the Air is June 2 and that Artist in Residency will be in early July.

### **Public Comment: None**

### **Presentation: Ron and Mel on tech security:**

- The 1<sup>st</sup> level of security is the physical building of the library.
- The 2<sup>nd</sup> level are the servers, which are separated into Public and Staff for added security.
- The 3<sup>rd</sup> level is passwords.
- The 4<sup>th</sup> level is Symantec Endpoint software protection. The public computers also have Deepfreeze, so can't write to the hard drive, and require a reboot after logout, which wipes away everything the previous patron had worked on.
- So, can we prevent Ransomware? No, but...
- The 5<sup>th</sup> level is Firewall (which is an appliance that acts as a front door to our network). The Firewall only lets known entities in. Also, Mel will be upgrading to a newer Firewall later this year.
- The 6<sup>th</sup> level is backup. Backup is run daily on staff data and kept for 7 days. Additional financial data is backed up in 4 different ways: on an external hard

drive, on a thumb drive kept offsite, in the regular backup, and in a backed up copy of the original backup.

- The board asked about cameras. Ron explained that there will be two upstairs and one downstairs, covering the front door, and they've chosen a vendor and are now in the contract phase.
- Mel spoke about offsite storage for regular backup and exploration of options.
- Ron and Mel shared that they are also working on a tech plan for the next 5 years, which will be distributed at the May board meeting and presented at the June meeting.

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

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve and acknowledge the presented 2018 March donations of \$2,600.00.

Discussion: None

All Ayes: 5-0

#### **Discussion Item #1: Board Retreat**

Anne agreed to act as Retreat Coordinator and Susan agreed to help. Will set up an agenda and then present to the board.

#### **Committee Reports**

**Policy Committee –**

**Finance Committee –** Elizabeth passed out the draft minutes from the latest meeting.

**Personnel Committee –**

**Nominating Committee –**

**Fundraising Committee –**

**Public and Board Comment:** None

**Other Items:** None

**Discussion Item #2: Patron Appeal 2017-1**

MOTION made by A. Merkel, SECONDED by E. Sensoli to move to Closed Session, in the interest of patron privacy. Anne, as secretary, read the roll call vote to move to Closed Session, which passed unanimously.

**Adjourn:**

MOTION made by S. Lackey, SECONDED by TJ Helfferich to adjourn the meeting at 8:53 p.m.

All Ayes: 5-0

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

\_\_\_\_\_  
Date





# **FINANCE REPORTS**



# Chelsea District Library

## List of Checks for Board Approval

April 2018

05/09/18

Date	Num	Name	Memo	Paid Amount
<b>701 - Personnel Expenses</b>				
<b>701.100 - Wages</b>				
<b>701.120 - Retirement Pick up</b>				
04/12/2018	03252018PRST	Alerus Financial	04/13/2018 PR	1,736.52
04/13/2018	PR04132018		RETIREMENT	-1,736.52
04/26/2018	04092018PRST	Alerus Financial	04/27/2018 PR	1,736.52
04/27/2018	PR04272018		RETIREMENT	-1,736.52
Total 701.120 - Retirement Pick up				0.00
<b>701.100 - Wages - Other</b>				
04/13/2018	PR04132018		WAGES	35,767.30
04/27/2018	PR04272018		WAGES	36,244.04
Total 701.100 - Wages - Other				72,011.34
Total 701.100 - Wages				72,011.34
<b>701.110 - Retirement-Contributions</b>				
04/12/2018	03252018PRST	Alerus Financial	04/13/2018 PR	1,830.83
04/13/2018	PR04132018		RETIREMENT PICK UP	-1,830.83
04/26/2018	04092018PRST	Alerus Financial	04/27/2018 PR	1,830.83
04/27/2018	PR04272018		RETIREMENT PICK UP	-1,830.83
Total 701.110 - Retirement-Contributions				0.00
<b>701.115 - 401A Retirement Matching</b>				
04/13/2018	PR04132018		401 A MATCHING	1,363.22
04/27/2018	PR04272018		401 A MATCHING	1,366.08
Total 701.115 - 401A Retirement Matching				2,729.30
<b>701.200 - FICA</b>				
04/13/2018	PR04132018		FICA EMPLOYER	2,736.22
04/27/2018	PR04272018		FICA EMPLOYER	2,772.73
Total 701.200 - FICA				5,508.95
<b>701.300 - Flex Benefits</b>				
04/13/2018	PR04132018		Dep Life (CA & DL & HI)	-19.32
04/26/2018	04102018ST	Unum Life Insurance Co.	2018 Premium May	693.99
04/27/2018	PR04272018		Dep Life (CA & DL & HI)	-19.32
Total 701.300 - Flex Benefits				655.35
<b>701.500 - Workers Comp</b>				
04/10/2018			2017 Workmen's Comp Audit Refund	-383.00
Total 701.500 - Workers Comp				-383.00
Total 701 - Personnel Expenses				80,521.94

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# Chelsea District Library

## List of Checks for Board Approval

April 2018

Date	Num	Name	Memo	Paid Amount
<b>727 - Supplies</b>				
<b>727.200 - General Operations</b>				
04/12/2018	1700366	Arbor Springs Water Co. Inc.	water-3 bottles/Rental	31.50
04/12/2018	3345739	Baudville	Brass Anniversary Lapel Pins	50.15
04/12/2018	04102018Cards	Zoran, Amy	Handmade Cards	28.00
04/12/2018	04092018ST	Keybank	Costco - Copy Paper	153.65
04/26/2018	1702003	Arbor Springs Water Co. Inc.	Water-4 bottles	26.00
04/26/2018	473573	Smart Office Solutions	Miscellaneous Supplies	116.60
Total 727.200 - General Operations				405.90
<b>727.300 - Material Processing</b>				
<b>727.320 - Matl Processing Cases</b>				
04/05/2018			Circ Receipts - L/D	-20.49
04/18/2018			Circ Receipts - L/D	-15.00
04/26/2018	16659	Budget Library Supplies	DVD & CD Cases	584.00
Total 727.320 - Matl Processing Cases				548.51
<b>727.330 - Matl Processing Other</b>				
04/13/2018			Friends Reimbursement for USB Drives	-119.40
Total 727.330 - Matl Processing Other				-119.40
<b>727.340 - Repairs</b>				
04/12/2018	1979-V9WN-R...	Amazon Capital Services Inc	Charger for Play Away Views	47.36
04/26/2018	10667	ELM USA Inc	PRO-Pads	35.95
Total 727.340 - Repairs				83.31
Total 727.300 - Material Processing				512.42
<b>727.500 - Cleaning</b>				
<b>727.520 - Cleaning Supplies</b>				
04/12/2018	300231138	Cintas Corporation-300	Soap	14.78
04/26/2018	300240817	Cintas Corporation-300	Soap	14.78
Total 727.520 - Cleaning Supplies				29.56
<b>727.530 - Cleaning Rugs</b>				
04/12/2018	300226095	Cintas Corporation-300	Rugs 03/30/2018	36.69
04/12/2018	300231138	Cintas Corporation-300	Rugs 04/06/2018	36.69
04/26/2018	300236033	Cintas Corporation-300	Rugs 04/13/2018	36.69
04/26/2018	300240817	Cintas Corporation-300	Rugs 04/20/2018	36.69
Total 727.530 - Cleaning Rugs				146.76
Total 727.500 - Cleaning				176.32
<b>727.700 - Postage</b>				
<b>727.720 - Postage-Operating Postage</b>				

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## List of Checks for Board Approval

April 2018

Date	Num	Name	Memo	Paid Amount
04/12/2018	1006922854	Pitney Bowes	Postage	76.25
Total 727.720 · Postage-Operating Postage				76.25
Total 727.700 · Postage				76.25
Total 727 · Supplies				1,170.89
801 · Professional Services				
801.010 · Attorney				
04/26/2018	735148	Foster Swift Collins & Smith	General March	660.00
04/26/2018	735175	Foster Swift Collins & Smith	Civil Rights Complaint 2017	620.00
Total 801.010 · Attorney				1,280.00
801.020 · Auditor				
04/12/2018	0-720	Stevens, Kirinovic & Tucker PC	2017 Audit	7,300.00
04/26/2018	0-980	Stevens, Kirinovic & Tucker PC	2017 Audit Final Bill	300.00
Total 801.020 · Auditor				7,600.00
801.040 · Bookkeeper				
04/12/2018	201807	Budzinski & Associates	1/2 April 2018 Billing	375.00
04/26/2018	201808	Budzinski & Associates	1/2 April 2018 Billing	375.00
Total 801.040 · Bookkeeper				750.00
801.041 · Payroll Services				
04/12/2018	18927504	Payroll 1	2018 March	187.54
Total 801.041 · Payroll Services				187.54
801.079 · Library Strategic Plan				
04/12/2018	2176	Pareti Mobile Walls	Exhibition Walls 1.1 Goal: Facility Use	8,892.95
04/12/2018	04092018ST	Keybank	Sign Company Supply - Banner Brackets for West Side	205.42
Total 801.079 · Library Strategic Plan				8,898.37
801.090 · Collection Fees				
04/12/2018	460649	Unique Management Services Inc	Collection Fees 03/2018	26.85
Total 801.090 · Collection Fees				26.85
801.300 · Banking Fees				
801.310 · Bank Fees				
04/30/2018			Service Charge	15.40
Total 801.310 · Bank Fees				15.40
801.315 · Investment Fees				
04/30/2018	INV042018		Purchase New Bond	10.00

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# Chelsea District Library

## List of Checks for Board Approval

April 2018

Date	Num	Name	Memo	Paid Amount
Total 801.315 · Investment Fees				
04/06/2018	801.350 · Credit Card Fee Circ CCFee032018		Credit Card Fee 03/2018	10.00
Total 801.350 · Credit Card Fee Circ				
Total 801.300 · Banking Fees				
Total 801 · Professional Services				
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
04/12/2018	04092018ST	Keybank	IMC Direct - 3 Contactors, 2 Auxilliary Switches	507.20
Total 803.010 · Maint Svc Contingency				
803.100 · Copier				
803.101 · Public Copier				
04/26/2018	68270478	Wells Fargo Bank, NA	2018 Public Canon Lease-May	161.00
04/26/2018	5004749958	Wells Fargo Bank, NA	2018 Copier/Printer Maintenance-May	229.44
Total 803.101 · Public Copier				
803.102 · Staff Copier				
04/26/2018	5004749958	Wells Fargo Bank, NA	2018 Copier/Printer Maintenance-May	564.98
Total 803.102 · Staff Copier				
803.103 · Small Printer Maintenance				
04/26/2018	5004749958	Wells Fargo Bank, NA	2018 Copier/Printer Maintenance-May	153.34
Total 803.103 · Small Printer Maintenance				
Total 803.100 · Copier				
803.200 · HVAC				
803.210 · HVAC MA				
04/12/2018	31110	H.V. Burton Company	Annual Water Testing	425.00
04/12/2018	1-63751457961	Johnson Controls	Annual Maintenance	6,712.00
Total 803.210 · HVAC MA				
Total 803.200 · HVAC				
803.300 · Technology				
803.390 · Computers				
04/12/2018	55674746	GovConnection Inc.	Maintenance - 2 Dell Servers & 2 Lenovo Servers	1,260.55
Total 803.390 · Computers				
Total 803.300 · Computers				
Total 803.300 · Computers				

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

Date	Num	Name	Memo	Paid Amount
Total 803.300 · Technology				
803.600 · Building Maintenance				
803.605 · Janitorial				
04/12/2018	11501	A Production Cleaning Company Inc.	Cleaning 03/25 - 04/07/2018	1,440.85
04/26/2018	11520	A Production Cleaning Company Inc.	Cleaning 04/09 - 04/21/2018	1,440.85
04/26/2018	11521	A Production Cleaning Company Inc.	Window Cleaning Inside & Outside	1,300.00
Total 803.605 · Janitorial				
803.620 · Trash				
04/12/2018	18336	City of Chelsea	March 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				
04/12/2018	03252018ST	A T & T	02/26/18 - 03/25/18 Billing (March)	158.31
04/12/2018	04092018ST	Keybank	Star2Star - 2018 March	359.96
04/12/2018	04092018ST	Keybank	Star2Star - Phones	432.12
04/12/2018	04092018ST	Keybank	Star2Star - 2018 April	365.91
Total 850.120 · Telephone				
850.121 · Director's Cell Phone				
04/12/2018	9804376419	Verizon Wireless	Director's Cell Phone 2018 Apr	51.73
Total 850.121 · Director's Cell Phone				
Total 850.100 · Local & Long Distance Charges				
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
04/12/2018	9804376419	Verizon Wireless	Library Hotspots 2018 Apr	350.89
04/26/2018	261402854-040	Sprint	2018 Apr Lyndon/Circ Hotspots	392.44
Total 850.311 · WiFi Hotspots				
Total 850.300 · TLN Internet Service				
Total 850 · Telecommunications				
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
04/12/2018	04102018ST	Chelsea Update	Apr/May/June 2018 Ads	270.00

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# Chelsea District Library

## List of Checks for Board Approval

April 2018

Date	Num	Name	Memo	Paid Amount
04/26/2018	5442-R	The Sun Times	04-18-2018 Ad	60.00
Total 880.110 - Media Buy				330.00
Total 880.100 - Advertising				330.00
880.200 - Publications				
04/12/2018	880.230 - Newsletter Postage	Postmaster	Postage for 2018 Summer Newsletter	1,000.00
	04052018NLP			1,000.00
Total 880.230 - Newsletter Postage				1,000.00
Total 880.200 - Publications				
880.300 - Marketing Supplies				
04/12/2018	880.320 - Misc Marketing Supplies	Keybank	Walmart - Candy for Spring Expo	35.04
	04092018ST			35.04
Total 880.320 - Misc Marketing Supplies				
880.340 - Printed Items / Stationary				
04/26/2018	SI-1808210	Namify	Name Badges	34.24
Total 880.340 - Printed Items / Stationary				34.24
Total 880.300 - Marketing Supplies				69.28
880.400 - Program Promotion				
880.410 - Adult Program Promotion				
880.412 - Midwest Literary Walk				
04/12/2018	19662	Ann Arbor Observer	Display Ad - April for 2018 MWLW	580.60
04/12/2018	243654	Print-tech Inc.	MLW Brochures	425.27
04/12/2018	243699	Print-tech Inc.	MLW Large Lobby Posters	80.01
04/12/2018	1383835SC	iPromoteu.com Inc	MLW Coasters	306.63
04/26/2018	6221640	4 imprint	MLW Standing Retractable Banner	287.35
04/26/2018	1137	Chelsea Guardian	Guardian Ad - 4/20	50.00
Total 880.412 - Midwest Literary Walk				1,729.86
Total 880.410 - Adult Program Promotion				1,729.86
Total 880.400 - Program Promotion				1,729.86
880.500 - Purchased Services				
880.510 - General Purchased Services				
04/12/2018	04012018ST	Chelsea Lions Club	Flag Service 2018	40.00
04/12/2018	04092018ST	Keybank	Uberflip - 04/2018	30.85
04/12/2018	04092018ST	Keybank	Adobe Stock Monthly - Apr 2018	29.99
Total 880.510 - General Purchased Services				100.84



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# Chelsea District Library

## List of Checks for Board Approval

April 2018

Date	Num	Name	Memo	Paid Amount
Total 880.500 - Purchased Services				100.84
Total 880 - Promotional Materials				3,229.98
884 - Programming				
884.110 - Adult Speakers				
884.111 - Midwest Literary Walk				
04/12/2018	2033589616	Baker & Taylor Program Account	Schwalbe / Dyson	86.03
04/12/2018	04282018Rental	Chelsea Depot Association	Rental & Cleaning 04/28/2018 MLW	200.00
04/12/2018	04282018Rental	First Congregational United Church Christ	MLW 4/28/18 Rental	100.00
04/12/2018	04282018PRG	Limon, Ada	MLW Honorarium	2,000.00
04/26/2018	2033630902	Baker & Taylor Program Account	Dyson	17.50
Total 884.111 - Midwest Literary Walk				2,403.53
884.119 - General Adult Events				
04/12/2018	1VPD-YMY4-G...	Amazon Capital Services Inc	Miscellaneous Supplies	85.86
04/12/2018	1VPD-YMY4-Q...	Amazon Capital Services Inc	Books	42.36
04/12/2018	04092018ST	Keybank	ONYALife.com - Supplies for Earth Day 2018	63.39
04/12/2018	04092018ST	Keybank	Amazon - Brown & Blue Paper Dolls	62.48
04/26/2018	1VMT-6F9Q-6Y...	Amazon Capital Services Inc	Books	125.46
04/26/2018	04142018PRG	Nippersink Stories Inc	4/14 Storytelling Programs	400.00
04/26/2018	04142018STL	Sulecki, Keegan	04/14 Storytelling Lunch	18.53
04/26/2018	05092018PRG	Wiseley, Zuzana S.	05/09 Frosting with a Flourish	250.00
04/26/2018	04282018Rental	MainStreet Church	MLW Rental 04/28/2018	600.00
Total 884.119 - General Adult Events				1,648.08
Total 884.110 - Adult Speakers				4,051.61
884.120 - Adult Supplies				
884.121 - Refreshments				
04/12/2018	04072018PR	Brown, Laura	Purple Rose Refreshments	15.00
04/26/2018	04142018ST	Sulecki, Keegan	04/14 Storytelling Refreshments	12.00
Total 884.121 - Refreshments				27.00
884.126 - General Adult Programs				
04/26/2018	1G6V-31HK-TR...	Amazon Capital Services Inc	Frosting with a Flourish Supplies	119.76
Total 884.126 - General Adult Programs				119.76
Total 884.120 - Adult Supplies				146.76
884.210 - Youth Speakers				
884.211 - Authors in Chelsea				
884.922 - Youth Prog Rest Gifts Authors				
04/12/2018	04092018ST	Keybank	Common Grill - AinC Author Dinner	92.17
04/12/2018	04092018ST	Keybank	Just Imagine - 20 Incentive Books	168.48
04/12/2018	04092018ST	Keybank	Cottage Inn - AinC Lunch	60.33

# Chelsea District Library

## List of Checks for Board Approval

### April 2018

05/09/18

Date	Num	Name	Memo	Paid Amount
04/12/2018	04092018ST	Keybank	Cottage Inn - AinC Lunch	40.51
Total 884.922 · Youth Prog Rest Gifts Authors				
Total 884.211 · Authors in Chelsea				361.49
884.212 · General Youth Programs				
04/12/2018	04092018ST	Keybank	Common Grill - AinC Author Dinner	223.92
Total 884.212 · General Youth Programs				223.92
884.213 · Parenting Programs				
04/26/2018	04132018LI	Johnston, Jennifer R	04/13/2018 Lock-In	50.00
Total 884.213 · Parenting Programs				50.00
884.215 · Early Literacy				
04/12/2018	04252018DA	Batley, Beth	04/25 Dance Along	90.00
04/12/2018	04262018TT	DeMea, Karla	04/26 ToddlerTime	50.00
04/12/2018	03202018BT	Maveal, Jackie	03/20 Babytime	50.00
04/12/2018	04242018BT	Maveal, Jackie	04/24 Babytime	50.00
04/26/2018	05032018TT	DeMea, Karla	05/03 ToddlerTime	50.00
Total 884.215 · Early Literacy				290.00
Total 884.210 · Youth Speakers				925.41
884.220 · Youth Supplies				
884.226 · Summer Reading				
04/12/2018	04092018ST	Keybank	Oriental Trading - DIY Pin Wheels & Binoculars	203.57
Total 884.226 · Summer Reading				203.57
Total 884.220 · Youth Supplies				203.57
884.270 · Teen Supplies				
884.272 · Teen General Programs				
04/26/2018	147W-9YWN-9...	Amazon Capital Services Inc	Have You Seen this Wizard Prop	23.93
Total 884.272 · Teen General Programs				23.93
Total 884.270 · Teen Supplies				23.93
884.910 · Adult Programming Restricted				
884.915 · Aud Prg. Rst. Gifts Purple Rose				
04/12/2018	04282018PRG	Limon, Ada	MLW Travel Expenses	500.00
Total 884.915 · Aud Prg. Rst. Gifts Purple Rose				500.00
Total 884.910 · Adult Programming Restricted				500.00

05/09/18

# Chelsea District Library

## List of Checks for Board Approval

April 2018

Date	Num	Name	Memo	Paid Amount
Total 884 · Programming				
920 · Utilities				
920.110 · City of Chelsea Water				
04/12/2018	04052018ST	City of Chelsea-Elect & Water	02-28--2018 to 03-30-2018	5,851.28
Total 920.110 · City of Chelsea Water				
920.120 · City of Chelsea Sewer				
04/12/2018	04052018ST	City of Chelsea-Elect & Water	02-28--2018 to 03-30-2018	72.55
Total 920.120 · City of Chelsea Sewer				
920.130 · City of Chelsea Electric				
04/12/2018	04052018ST	City of Chelsea-Elect & Water	02-28--2018 to 03-30-2018	152.56
Total 920.130 · City of Chelsea Electric				
920.150 · City of Chelsea Sprinkler				
04/12/2018	04052018ST	City of Chelsea-Elect & Water	02-28--2018 to 03-30-2018	2,480.84
Total 920.150 · City of Chelsea Sprinkler				
920.200 · McKune Gas				
04/12/2018	04062018ST	DTE Energy	2018 March	27.47
Total 920.200 · McKune Gas				
Total 920 · Utilities				
960 · Board & Director Expense				
960.200 · Director Expense				
04/12/2018	04092018ST	Keybank	ZouZou's - American Farmer Program	48.92
04/12/2018	04092018ST	Keybank	Cleary's - AinC Lunch	57.50
Total 960.200 · Director Expense				
Total 960 · Board & Director Expense				
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
04/12/2018	13WJ-QDQN-P...	Amazon Capital Services Inc	Network Attached Storage for Offsite Backups	615.99
04/12/2018	1QFL-7Q93-R3...	Amazon Capital Services Inc	Canned Air	15.21
04/12/2018	11DT-1NMQ-1...	Amazon Capital Services Inc	Wireless mouse, VGA Display, USB Ports	111.38
Total 967.120 · Computers				
967.130 · Mobile Lab				
04/12/2018	11DT-1NMQ-1...	Amazon Capital Services Inc	New Steeves for HotSpots	742.58
Total 967.130 · Mobile Lab				
Total 967 · Equipment				
Total 967 · Board & Director Expense				

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

Date	Num	Name	Memo	Paid Amount
Total 967.130 · Mobile Lab				
Total 967.100 · Equipment Hardware				
967.200 · Equipment Software				
04/12/2018	04092018ST	Keybank	Apr 2018 Ninite Pro-Monthly non-Windows Updates Apr 2018 - Bisect Hosting - Hosted Minecraft Server Svcs SpringSignage.com - Annual Renewal Xibo Digital Signs	20.00
04/12/2018	04092018ST	Keybank		12.46
04/12/2018	04092018ST	Keybank		63.04
Total 967.200 · Equipment Software				
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
04/12/2018	11DT-1NMQ-1...	Amazon Capital Services Inc	OSMO Base for Makerspace	29.99
Total 967.310 · Makerspace Furnishings				
967.330 · Equipment - non-Computer				
04/12/2018	04092018ST	Keybank	ComplianceSigns - Handicap Entrance Signs Universal Library Sign & Arrow	98.50
04/26/2018	6353618	Demco Inc.		144.25
Total 967.330 · Equipment - non-Computer				
Total 967.300 · Equipment Furniture & Fixtures				
Total 967 · Equipment				
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.110 · Director Travel				
04/12/2018	04092018ST	Keybank	Rouge - PLA Meal Lori Coryell	42.14
04/12/2018	04092018ST	Keybank	The Dandelion - PLA Meal Lori Coryell	45.47
04/12/2018	04092018ST	Keybank	McDonald's - PLA Meal Lori Coryell	5.06
04/12/2018	04092018ST	Keybank	Taxi SVC Long Island - Taxi to Airport Lori Coryell	37.38
04/12/2018	04092018ST	Keybank	Hotel Palomar - PLA Lodging Lori Coryell	495.71
Total 969.110 · Director Travel				
969.120 · Information Services				
04/12/2018	04092018ST	Keybank	Panera - PLA Meal - Keegan Sulecki	19.40
04/12/2018	04092018ST	Keybank	Yards Brewing - PLA Meal - Keegan Sulecki	31.36
04/12/2018	04092018ST	Keybank	Smokin Bettys - PLA Meal - Keegan Sulecki	47.08
04/12/2018	04092018ST	Keybank	Love Grille - PLA Meal - Keegan Sulecki	21.42
04/12/2018	04092018ST	Keybank	Love Grille - PLA Meal - Keegan Sulecki	27.72
04/12/2018	04092018ST	Keybank	Taxi SVC Long Island - Taxi to Airport	34.62
04/12/2018	04092018ST	Keybank	Loews Hotel - PLA Lodging Keegan Sulecki	862.26
Total 969.120 · Information Services				
969.124 · Technology Services Travel				
Total 969.124 · Technology Services Travel				

# Chelsea District Library

## List of Checks for Board Approval

### April 2018

05/09/18

Date	Num	Name	Memo	Paid Amount
04/12/2018	03252018PLA	Andrews, Ron	PLA Expenses 2018	1,330.55
04/12/2018	04092018ST	Keybank	Cheesecake Factory - PLA Meal Ron Andrews	59.00
04/12/2018	04092018ST	Keybank	Starbucks - PLA Meal Ron Andrews	7.78
04/12/2018	04092018ST	Keybank	Taxi SVC Long Island - PLA Taxi to Airport Ron Andrews	34.98
Total 969.124 · Technology Services Travel				1,432.31
969.143 · Other Staff Travel				
04/12/2018	04092018ST	Keybank	Rouge - PLA Meal Patty Roberts	42.14
04/12/2018	04092018ST	Keybank	Taxi SVC Long Island - Group Taxi to Hotel	48.96
04/12/2018	04092018ST	Keybank	The Dandelion - PLA Meal Patty Roberts	45.46
04/12/2018	04092018ST	Keybank	Metro Parking - PLA Patty Roberts	39.00
04/12/2018	04092018ST	Keybank	Hotel Palomar - PLA Lodging Patty Roberts	445.46
04/12/2018	04092018ST	Keybank	DanDan - PLA Meal Patty Roberts	53.35
Total 969.143 · Other Staff Travel				674.37
Total 969.100 · Staff Travel				3,776.30
Total 969.001 · Travel				3,776.30
969.300 · Memberships				
04/26/2018	969.311 · Assistant Director	American Library Association Membership	Linda Ballard Renewal	50.00
Total 969.311 · Assistant Director				50.00
Total 969.300 · Memberships				50.00
969.600 · Staff Training				
04/12/2018	969.620 · Staff in Service	Keybank	ZouZou's - Staff Appreciation	45.00
Total 969.620 · Staff in Service				45.00
969.940 · Staff Appreciation - Restricted				
04/12/2018	04092018ST	Keybank	ZouZou's - Anniversary Cards	50.00
Total 969.940 · Staff Appreciation - Restricted				50.00
Total 969.600 · Staff Training				95.00
Total 969 · Continuing Education Expenses				3,921.30
980 · Capital Expense				
04/12/2018	975.200 · Capital Maintenance	Cynthia Silveri Design LLC	Front Entry Landscape Redesign	1,812.50
Total 975.200 · Capital Maintenance				1,812.50
980.300 · Computer Upgrades				
980.320 · Hardware Upgrades				

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# Chelsea District Library

## List of Checks for Board Approval

April 2018

Date	Num	Name	Memo	Paid Amount
<b>980.325 · PC Replacement</b>				
04/12/2018	55662990	GovConnection Inc.	5 All-In-One Catalog Machines	2,522.30
04/12/2018	55678935	GovConnection Inc.	5 Power Adapters for All-In-One Catalog Machines	15.95
Total 980.325 · PC Replacement				2,538.25
<b>Total 980.320 · Hardware Upgrades</b>				
Total 980.300 · Computer Upgrades				2,538.25
Total 980 · Capital Expense				4,350.75
<b>982 · Collection Expense</b>				
<b>982.100 · Audio Books</b>				
<b>982.120 · Adult Books on Disc</b>				
04/26/2018	95950265	Midwest Tape	95950265 - Mar Audio Bks	387.90
04/26/2018	95972349	Midwest Tape	95972349 - Mar Audio Bks	107.97
04/26/2018	95973573	Midwest Tape	95973573 - Apr Audio Bks	14.99
04/26/2018	95995721	Midwest Tape	95995721 - Mar Audio Bks	39.99
04/26/2018	95995723	Midwest Tape	95995723 - Apr Audio Bks	89.98
04/26/2018	96016669	Midwest Tape	96016669 - Mar Audio Bks	39.99
04/26/2018	96017461	Midwest Tape	96017461 - Apr Audio Bks	434.87
04/26/2018	95887687	Midwest Tape	95887687 - Feb Audio Bks	151.96
Total 982.120 · Adult Books on Disc				1,267.65
<b>982.140 · Youth Books on Disc</b>				
04/12/2018	1087207810	Penguin Random House LLC-New	Youth & Teen Audio Books	48.75
04/12/2018	1087309997	Penguin Random House LLC-New	Youth & Teen Audio Books	30.00
04/26/2018	1087541219	Penguin Random House LLC-New	Youth & Teen Audio Books	18.75
04/26/2018	75770758	Recorded Books Inc.	Youth CD	30.00
Total 982.140 · Youth Books on Disc				127.50
Total 982.100 · Audio Books				1,395.15
<b>982.400 · Non Print</b>				
<b>982.413 · Emags</b>				
04/26/2018	60971	The Library Network	2018 RB Digital Renewal	3,091.90
Total 982.413 · Emags				3,091.90
<b>982.420 · Adult Music on CD</b>				
04/26/2018	96017462	Midwest Tape	96017462 - Apr Music CDs	23.18
Total 982.420 · Adult Music on CD				23.18
<b>982.450 · Youth Music CD</b>				
04/26/2018	B85448400	Baker & Taylor-Entertainment	B85448400	106.07
04/26/2018	B85958140	Baker & Taylor-Entertainment	B85958140	6.39

# Chelsea District Library

## List of Checks for Board Approval

April 2018

Date	Num	Name	Memo	Paid Amount
04/26/2018	B86740150	Baker & Taylor-Entertainment	B86740150	13.74
Total 982.450 · Youth Music CD				126.20
982.460 · DVD Feature				
04/12/2018	95950263	Midwest Tape	95950263 - Feb Feat/LD DVDs	21.59
04/12/2018	95950264	Midwest Tape	95950264 - Mar Feat/LD DVDs	182.90
04/12/2018	95972348	Midwest Tape	95972348 - Mar Feat/LD DVDs	157.93
04/26/2018	95995720	Midwest Tape	95995720 - Mar Feat/LD DVDs	45.98
04/26/2018	96016667	Midwest Tape	96016667 - Mar Feat/LD DVDs	37.48
04/26/2018	96017463	Midwest Tape	96017463 - Apr Feat/LD DVDs	454.53
Total 982.460 · DVD Feature				900.41
982.470 · DVD Non-Fiction				
04/12/2018	95929795	Midwest Tape	95929795 - Mar NF DVDs	11.99
04/26/2018	B86277580	Baker & Taylor-Entertainment	B86277580	10.46
04/26/2018	95950267	Midwest Tape	95950267 - Mar NF DVDs	79.16
04/26/2018	95973571	Midwest Tape	95973571 - Mar NF DVDs	27.98
Total 982.470 · DVD Non-Fiction				129.59
982.480 · Youth Video DVD				
04/05/2018			Circ Receipts - L/D	-19.99
04/12/2018	95950268	Midwest Tape	95950268 - Mar Youth DVDs	192.88
04/18/2018			Circ Receipts - L/D	-19.99
04/26/2018	95973572	Midwest Tape	95973572 - Youth DVDs	153.48
04/26/2018	95995722	Midwest Tape	95995722 - Youth DVDs	80.54
Total 982.480 · Youth Video DVD				386.92
982.490 · Videogames				
04/12/2018	04092018ST	Keybank	Gamestop - Video Games for Collection	454.89
Total 982.490 · Videogames				454.89
Total 982.400 · Non Print				5,123.09
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
04/12/2018	2033584923	Baker & Taylor-Adult Large Print	2033584923	60.55
04/26/2018	2033622030	Baker & Taylor-Adult Large Print	2033622030	111.13
Total 982.710 · Adult Large Print				171.68
982.720 · Adult Print General				
04/05/2018			Circ Receipts - L/D	-102.98
04/12/2018	2033579596	Baker & Taylor-Adult	2033579596	608.31
04/12/2018	2033587379	Baker & Taylor-Adult	2033587379	353.35
04/12/2018	2033604289	Baker & Taylor-Adult	2033604289	216.58

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# Chelsea District Library

## List of Checks for Board Approval

April 2018

Date	Num	Name	Memo	Paid Amount
04/18/2018				
04/26/2018	2033616369	Baker & Taylor-Adult	Circ Receipts - L/D 2033616369	-29.95 701.43
	Total 982.720 · Adult Print General			1,746.74
04/26/2018				
	982.730 · Adult Ref.			
	2033613384	Baker & Taylor Reference Adult	2033613384	165.02
	Total 982.730 · Adult Ref.			165.02
04/26/2018				
	982.740 · Multiple Book Copies			
	2033616178	Baker & Taylor Books Adult Multiples	2033616178	64.00
	Total 982.740 · Multiple Book Copies			64.00
04/26/2018				
	982.750 · Professional Collection			
	2033620661	Baker & Taylor-Adult Memorial	2033620661	63.74
	Total 982.750 · Professional Collection			63.74
04/26/2018				
	Total 982.705 · Adult Print			2,211.18
04/05/2018				
	982.755 · Youth Print			
	982.760 · Youth Print General			
04/05/2018				
04/12/2018	ERG8880	The Book Farm Inc	Circ Receipts - L/D Circ Receipts - L/D Dexter Item Books	-25.97 -6.95 420.16
04/18/2018				
04/26/2018	2033596957	Baker & Taylor-Auto Yours Cats	Circ Receipts - L/D	-9.98
04/26/2018	2033607110	Baker & Taylor-Auto Yours Cats	2033596957	99.60
04/26/2018	2033587314	Baker & Taylor-Youth	2033607110	93.52
04/26/2018	2033624394	Baker & Taylor-Youth	2033587314	11.63
04/26/2018	2033586905	Baker & Taylor-Teen Fiction	2033624394	16.00
04/26/2018	2033610500	Baker & Taylor-Teen Fiction	2033586905	65.59
04/26/2018	2033616642	Baker & Taylor-Teen Fiction	2033610500	109.84
04/26/2018	2033587817	Baker & Taylor-Unlabeled	2033616642	141.42
04/26/2018	2033614199	Baker & Taylor-Unlabeled	2033587817	198.20
04/26/2018	2033615038	Baker & Taylor-Unlabeled	2033614199	292.31
04/26/2018	2033615068	Baker & Taylor-Unlabeled	2033615038	190.71
04/26/2018	ERG8881	The Book Farm Inc	2033615068 Books	140.70 594.20
	Total 982.760 · Youth Print General			2,330.98
04/12/2018				
	982.765 · Youth/Teen Special Needs Coll			
04/12/2018	1RC6-CFMT-3...	Amazon Capital Services Inc	Book	19.95
04/12/2018	4188510318	Lakeshore	Youth Collection - Big Books & Puzzles	34.07
	Total 982.765 · Youth/Teen Special Needs Coll			54.02
	982.770 · Youth Ref.			



05/09/18

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

Date	Num	Name	Memo	Paid Amount
04/26/2018	2033621270	Baker & Taylor- Reference Youth	2033621270	9.89
Total 982.770 · Youth Ref.				9.89
Total 982.755 · Youth Print				2,394.89
Total 982.700 · Print				4,606.07
982.800 · Collection Enhancement				
982.810 · Adult Enhancement				
04/12/2018	2033604445	Baker & Taylor-Adult Enhance Acct	2033604445	233.58
04/26/2018	2033624282	Baker & Taylor-Adult Enhance Acct	2033624282	18.63
Total 982.810 · Adult Enhancement				252.21
Total 982.800 · Collection Enhancement				252.21
Total 982 · Collection Expense				11,376.52
<b>TOTAL</b>				<b>151,155.65</b>



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

	TOTAL						
	Jan 18	Feb 18	Mar 18	Apr 18	Jan - Apr 18	Budget	% of Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
402 · District Revenue	929,949	337,546	332,190	46,253	1,645,938	1,719,298	96%
501.001 · Grants	300	0	0	0	300	300	100%
539.000 · State Grants	0	0	0	0	0	2,000	0%
540.100 · State Aid	0	0	0	5,463	5,463	8,500	64%
574.100 · Penal Fines	0	0	0	0	0	23,000	0%
607.100 · Non-Resident Fees	803	541	719	250	2,313	6,250	37%
645.100 · Copiers & Printers	588	339	744	1,105	2,776	7,000	40%
655.100 · Circulation Fines	1,498	1,009	1,511	1,502	5,520	22,000	25%
665.100 · Interest	23	32	32	23	110	100	110%
666.100 · Investment Earnings	38	44	3,541	1,239	4,862	46,000	11%
666.500 · Investment Change in Value	(13,082)	(5,104)	2,522	(8,683)	(24,347)		
674 · Contribution & Donation-Public	8,605	380	2,600	200	11,785	27,875	42%
675 · Donations Private	0	0	0	0	0	1,000	0%
<b>Total Income</b>	<b>928,722</b>	<b>334,787</b>	<b>343,859</b>	<b>47,352</b>	<b>1,654,720</b>	<b>1,863,323</b>	<b>89%</b>
<b>Gross Profit</b>	<b>928,722</b>	<b>334,787</b>	<b>343,859</b>	<b>47,352</b>	<b>1,654,720</b>	<b>1,863,323</b>	<b>89%</b>
<b>Expense</b>							
701 · Personnel Expenses	50,296	81,069	120,875	80,522	332,762	1,101,117	30%
727 · Supplies	1,872	1,194	1,470	1,171	5,707	27,300	21%
801 · Professional Services	12,397	3,232	4,364	18,878	38,871	110,336	35%
803 · Maintenance Service Contracts	11,256	14,303	11,042	14,235	50,836	126,540	40%
850 · Telecommunications	(953)	1,536	4,324	2,111	7,018	39,250	18%
880 · Promotional Materials	3,213	8,075	1,579	3,230	16,097	61,390	26%
884 · Programming	2,069	15,869	5,608	5,851	29,397	110,581	27%
885 · Volunteer	60	0	728	0	788	2,300	34%
920 · Utilities	0	4,897	4,484	4,267	13,648	59,400	23%
960 · Board & Director Expense	33	116	47	116	312	3,800	8%
965 · Automation Services	14,801	0	0	0	14,801	48,895	30%
967 · Equipment	613	1,632	1,499	1,125	4,869	30,500	16%
969 · Continuing Education Expenses	3,535	2,067	874	3,921	10,397	28,626	36%
980 · Capital Expense	6,150	0	0	4,351	10,501	101,850	10%
982 · Collection Expense	23,952	7,924	8,212	11,377	51,465	182,855	28%
<b>Total Expense</b>	<b>129,294</b>	<b>141,914</b>	<b>165,106</b>	<b>151,155</b>	<b>587,469</b>	<b>2,034,740</b>	<b>29%</b>
<b>Net Ordinary Income</b>	<b>799,428</b>	<b>192,873</b>	<b>178,753</b>	<b>(103,803)</b>	<b>1,067,251</b>	<b>(171,417)</b>	<b>1,238,668</b>
<b>Other Income/Expense</b>							
<b>Other Expense</b>							
999.001 · Transfer to Capital Improvement	0	0	0	0	0	(63,500)	0%
999.002 · Transfer to Capital Reserve Fun	0	0	0	0	0	(5,200)	0%
999.025 · Carry from General Fund	0	0	0	0	0	(102,717)	0%
<b>Total Other Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(171,417)</b>	<b>0%</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(171,417)</b>	<b>0%</b>
<b>Net Income</b>	<b>799,428</b>	<b>192,873</b>	<b>178,753</b>	<b>(103,803)</b>	<b>1,067,251</b>	<b>0</b>	<b>100%</b>

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

Ordinary Income/Expense

	Jan - Apr 18	Jan - Apr 17	\$ Change	% Change
<b>Income</b>				
402 · District Revenue	1,645,937.19	1,615,364.71	30,572.48	1.89%
501.001 · Grants	300.00	1,000.00	-700.00	-70.0%
539.000 · State Grants	0.00	0.00	0.00	0.0%
540.100 · State Aid	5,463.38	0.00	5,463.38	100.0%
607.100 · Non-Resident Fees	2,312.50	2,033.20	279.30	13.74%
645.100 · Copiers & Printers	2,776.01	2,466.25	309.76	12.56%
655.100 · Circulation Fines	5,519.24	7,114.76	-1,595.52	-22.43%
665.100 · Interest	110.48	106.86	3.62	3.39%
666.100 · Investment Earnings	4,862.23	4,250.88	611.35	14.38%
666.500 · Investment Change in Value	-24,346.30	3,506.75	-27,853.05	-794.27%
674 · Contribution & Donation-Public	11,785.00	15,360.00	-3,575.00	-23.28%
Total Income	1,654,719.73	1,651,203.41	3,516.32	0.21%
Gross Profit	1,654,719.73	1,651,203.41	3,516.32	0.21%
<b>Expense</b>				
701 · Personnel Expenses	332,762.59	322,954.99	9,807.60	3.04%
727 · Supplies	5,706.79	5,568.66	138.13	2.48%
801 · Professional Services	38,870.60	29,239.67	9,630.93	32.94%
803 · Maintenance Service Contracts	50,835.72	44,678.62	6,157.10	13.78%
850 · Telecommunications	7,018.42	1,480.54	5,537.88	374.05%
880 · Promotional Materials	16,095.85	15,655.42	440.43	2.81%
884 · Programming	29,397.88	34,428.42	-5,030.54	-14.61%
885 · Volunteer	788.71	213.30	575.41	269.77%
920 · Utilities	13,648.63	12,766.69	881.94	6.91%
960 · Board & Director Expense	312.30	726.18	-413.88	-56.99%
965 · Automation Services	14,801.28	24,618.43	-9,817.15	-39.88%
967 · Equipment	4,868.84	11,994.93	-7,126.09	-59.41%
969 · Continuing Education Expenses	10,398.27	5,643.43	4,754.84	84.25%
980 · Capital Expense	10,500.75	8,696.52	1,804.23	20.75%
982 · Collection Expense	51,464.48	45,831.14	5,633.34	12.29%
Total Expense	587,471.11	564,496.94	22,974.17	4.07%
Net Ordinary Income	1,067,248.62	1,086,706.47	-19,457.85	-1.79%
Net Income	1,067,248.62	1,086,706.47	-19,457.85	-1.79%

## CHELSEA DISTRICT LIBRARY

### Fund Balances

April-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
\$555,919.52	-\$96,134.25	\$459,785.27
\$874.50	\$0.04	\$874.54
\$19.12	\$0.00	\$19.12
<u>\$555,919.52</u>	<u>-\$96,134.21</u>	<u>\$460,678.93</u>

#### Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

##### Investment Partners Total

\$1,359,314.78	-\$7,453.93	\$1,351,860.85
\$600,000.00	\$0.00	\$600,000.00
<u>\$1,959,314.78</u>	<u>-\$7,453.93</u>	<u>\$1,951,860.85</u>

#### Total General Fund

<u>\$2,515,234.30</u>	<u>-\$103,588.14</u>	<u>\$2,412,539.78</u>
-----------------------	----------------------	-----------------------

#### Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$274,453.64</u>	<u>\$16,754.52</u>	<u>\$291,208.16</u>
---------------------	--------------------	---------------------

[illegible]



Chelsea District Library Investment Account  
As of 04/30/2018

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	Infinox Money Market Fund	1,737
	<b>Total Investment</b>	<b>1,077,957</b>

Investment Activity

Date	Value
4/30/2018	1,351,861
Invested	1,077,957
Increase 6/2009 – 12/31/2017	293,398
2018 Change (Current Year)	-19,494
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	273,904
(Interest - Fees + Change in Value)	1,351,861

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

Improvement Fd to General Fd

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

Capital Reserve Fund

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

Fund to General Fund

Note: Fund Adjusts entered 1/3/2018

Report for 04/30/2018



# Chelsea District Library Cash Flow 2018

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Budget
---------	-----	-----	-----	-----	-----	------	------	-----	------	-----	-----	-----	--------------	--------

Operating cash on hand	\$243,064	\$761,204	\$1,228,587	\$1,075,927	\$930,063	\$951,811	\$706,186	\$551,161	\$367,370	\$216,771	\$81,693	(\$56,625)	\$243,064	
Total income	\$672,206	\$615,962	\$62,616	\$33,117	\$72,324	\$11,608	\$9,516	\$36,528	\$39,595	\$15,861	\$4,617	\$240,448	\$1,814,398	
Total expenditures	\$154,066	\$148,579	\$215,276	\$178,981	\$150,576	\$157,233	\$164,541	\$220,319	\$190,194	\$150,939	\$142,935	\$158,176	\$2,031,815	
Net cash flow	\$518,140	\$467,383	(\$152,660)	(\$145,864)	(\$78,252)	(\$145,625)	(\$155,025)	(\$183,791)	(\$150,599)	(\$135,078)	(\$138,318)	\$82,272	(\$217,417)	
Ending balance	\$761,204	\$1,228,587	\$1,075,927	\$930,063	\$851,811	\$706,186	\$551,161	\$367,370	\$216,771	\$81,693	(\$56,625)	\$25,647	\$25,647	

## Income

Total income	\$727,345	\$340,238	\$337,996	\$55,559	\$17,529	\$11,608	\$9,516	\$14,086	\$39,595	\$15,861	\$4,617	\$240,448	\$1,814,398	
Other income PFI \$1/PP														

## Expenditures

Total Expense	\$187,113	\$142,307	\$162,410	\$151,694	\$150,576	\$157,233	\$164,541	\$220,319	\$190,194	\$150,939	\$142,935	\$158,176	\$1,978,437	
Other														

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Actual / Budget
----------------	-----	-----	-----	-----	-----	------	------	-----	------	-----	-----	-----	--------------	-----------------

Operating cash on hand	\$243,064	\$783,296	\$981,227	\$556,813	\$460,678	\$327,631	\$182,006	\$126,981	\$20,748	(\$29,851)	(\$64,929)	(\$103,247)	\$243,064	
Total income	\$727,345	\$340,238	\$337,996	\$55,559	\$17,529	\$11,608	\$9,516	\$14,086	\$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	\$151,694	\$150,576	\$157,233	\$164,541	\$220,319	\$190,194	\$150,939	\$142,935	\$158,176	\$1,978,437	
Net cash flow	\$540,232	\$197,931	(\$424,414)	(\$96,135)	(\$133,047)	(\$145,625)	(\$155,025)	(\$106,233)	(\$50,599)	(\$35,078)	(\$38,318)	\$182,272	(\$164,039)	
Ending balance	\$783,296	\$981,227	\$556,813	\$460,678	\$327,631	\$182,006	\$126,981	\$20,748	(\$29,851)	(\$64,929)	(\$103,247)	\$79,025	\$79,025	

\$ 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 April 2018

	Jan - Apr 18	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
501.001 · Grants			
501.200 · Chelsea Garden Club Grant	300	300	0
<b>Total 501.001 · Grants</b>	<b>300</b>	<b>300</b>	<b>0</b>
539.000 · State Grants			
539.300 · Michigan Humanities Council	0	2,000	(2,000)
<b>Total 539.000 · State Grants</b>	<b>0</b>	<b>2,000</b>	<b>(2,000)</b>
674 · Contribution & Donation-Public			
674.100 · Designated Adult Collection	25	25	0
674.110 · Designated Adult Programming	2,010	7,150	(5,140)
674.111 · Designated Youth Programming	3,600	6,100	(2,500)
674.120 · Undesignated Donation	950	400	550
674.121 · Annual Giving	0	4,100	(4,100)
674.141 · Designated Technology	3,000	3,000	0
674.200 · Friends of the Library Donation	600	600	0
<b>Total 674 · Contribution &amp; Donation-Public</b>	<b>10,185</b>	<b>21,375</b>	<b>(11,190)</b>
675 · Donations Private			
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
<b>Total 675 · Donations Private</b>	<b>0</b>	<b>1,000</b>	<b>(1,000)</b>
<b>Total Income</b>	<b>10,485</b>	<b>24,675</b>	<b>(14,190)</b>
<b>Gross Profit</b>	<b>10,485</b>	<b>24,675</b>	<b>(14,190)</b>
<b>Expense</b>			
803 · Maintenance Service Contracts			
803.900 · Maint Service Contacts Restrict	0	300	(300)
<b>Total 803 · Maintenance Service Contracts</b>	<b>0</b>	<b>300</b>	<b>(300)</b>
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WiFi Hot Spots - Restricted	0	8,000	(8,000)
<b>Total 850.300 · TLN Internet Service</b>	<b>0</b>	<b>8,000</b>	<b>(8,000)</b>
<b>Total 850 · Telecommunications</b>	<b>0</b>	<b>8,000</b>	<b>(8,000)</b>
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	2,470	2,500	(30)
884.953 · Youth Prog Rest Chelsea Ed Foun	0	1,000	(1,000)
<b>Total 884.211 · Authors in Chelsea</b>	<b>2,470</b>	<b>3,500</b>	<b>(1,030)</b>
<b>Total 884.210 · Youth Speakers</b>	<b>2,470</b>	<b>3,500</b>	<b>(1,030)</b>
884.400 · Music Focus			
884.960 · Sonic Sundays Restricted Gift	2,000	2,000	0
<b>Total 884.400 · Music Focus</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	0	1,000	(1,000)
<b>Total 884.500 · Artist In Residence</b>	<b>0</b>	<b>1,000</b>	<b>(1,000)</b>

**Chelsea District Library**  
**Donation and Restricted**  
January through April 2018

	Jan - Apr 18	Budget	\$ Over Budget
<b>884.910 • Adult Programming Restricted</b>			
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	500	1,000	(500)
884.971 • MCACA Grant - Midwest Lit Walk	0	2,000	(2,000)
<b>Total 884.910 • Adult Programming Restricted</b>	<b>4,311</b>	<b>9,471</b>	<b>(5,160)</b>
<b>884.920 • Youth Programming Restricted</b>			
884.921 • Youth Prog Rest Gifts Genl	0	1,000	(1,000)
884.923 • Youth Prog Rest Gifts SRP	0	2,600	(2,600)
<b>Total 884.920 • Youth Programming Restricted</b>	<b>0</b>	<b>3,600</b>	<b>(3,600)</b>
<b>Total 884 • Programming</b>	<b>8,781</b>	<b>19,571</b>	<b>(10,790)</b>
<b>967 • Equipment</b>			
967.900 • Equipment Restricted Gifts			
967.910 • Equipment Rest Gifts	0	5,000	(5,000)
<b>Total 967.900 • Equipment Restricted Gifts</b>	<b>0</b>	<b>5,000</b>	<b>(5,000)</b>
<b>Total 967 • Equipment</b>	<b>0</b>	<b>5,000</b>	<b>(5,000)</b>
<b>982 • Collection Expense</b>			
982.500 • Local History Preservation			
982.941 • Chelsea Standard Digitize - Res	410	410	0
<b>Total 982.500 • Local History Preservation</b>	<b>410</b>	<b>410</b>	<b>0</b>
982.910 • Adult Collection Restricted	0	25	(25)
<b>Total 982 • Collection Expense</b>	<b>410</b>	<b>435</b>	<b>(25)</b>
<b>Total Expense</b>	<b>9,191</b>	<b>33,306</b>	<b>(24,115)</b>
<b>Net Ordinary Income</b>	<b>1,294</b>	<b>(8,631)</b>	<b>9,925</b>
<b>Net Income</b>	<b>1,294</b>	<b>(8,631)</b>	<b>9,925</b>

# **DIRECTOR'S REPORT**



## **Library Director's Report on April 2018**

### **Respectfully submitted for May 2018 Board Meeting**

#### **Staff News**

- Adult Librarian Shannon Powers marked her two-year anniversary on April 18<sup>th</sup>; and Library Assistant Beth Easterwood celebrated her fourteen-year work anniversary on April 26<sup>th</sup>. We are so fortunate to work with both Shannon and Beth!
- Part-time Adult Librarian Sarah Conrad becomes a full-time librarian, effective May 28<sup>th</sup>. This increase in hours will allow Keegan to manage her team more effectively and free up managers for bigger picture issues and tasks.
- We recently posted a 15-hour a week part-time Marketing Assistant position to assist with marketing duties. Our hope is to have someone on board by the middle of July – just in time for fall promotions!

#### **Financial News**

We received the first of two State Aid checks in the amount of \$5,463.38.

#### **Word of Mouth Marketing for May**

- **Summer Reading** is just around the corner! Our theme for all ages is "Re4ading Takes You Everywhere!" Encourage friends, neighbors, and acquaintances to sign up and consider attending a program or tow (or three, or four) this summer.
- **Music in the Air** returns on Saturday, June 2<sup>nd</sup> at 2 p.m. in the Reading Garden and will feature soprano Joy Jan Jones and pianist Jacopo Giacomuzzi. A pre-event reception is planned for June 1<sup>st</sup> at 6 p.m. in the Reading Garden. Invitations will be sent digitally.

#### **Grant Opportunity with 5 Healthy Towns**

CDL is working with 5 Healthy Towns on a Learn, Play Every Day! proposal for the Ralph C. Wilson Jr. Foundation and Kaboom!'s *Play Everywhere* grant. If successful, Story Book Trail and Sensory in Motion Trail enhancements would be installed on the Hum Move and Groove Trail and trails crisscrossing St. Joe's and Silver Maples' property.

#### **City of Chelsea Human Rights Commission (HRC) Survey**

The HRC is seeking ideas from residents about human rights priorities in Chelsea to better serve the community. To that end, surveys are available at the Library on the second floor with a collection box. Survey results will be used to inform the public awareness and educational activities of the Commission. The survey closes on June 16<sup>th</sup>.

#### **Out and About -- April 2018**

- Attended Walk to School Wednesdays meeting– April 4<sup>th</sup>
- Attended Washtenaw Steering Committee meeting – April 5<sup>th</sup>
- Met with Lisa Allmendinger, Chelsea Update – April 9<sup>th</sup>
- Attended Friends Staff Appreciation Luncheon – April 11<sup>th</sup>
- Attended Chelsea 2030 meeting – April 16<sup>th</sup>
- Met with Paul McCann, Dexter District Library Director – April 19<sup>th</sup>
- Attended Chelsea Retirement Community's Volunteer Appreciation Celebration – April 19<sup>th</sup>

### **Looking Ahead to May 2018**

- Meet with David Zubl to discuss In-Service Day – May 3<sup>rd</sup>
- Chamber Ribbon Cutting for Guardian Newspaper – May 3<sup>rd</sup>
- The Library Network (TLN) Steering Committee and Membership meetings – May 4<sup>th</sup>
- Volunteer at Heart and Sole Run/Walk/Bike – May 11<sup>th</sup>
- Walk to School Wednesday preview – May 16<sup>th</sup>
- Little Free Library meeting at Chelsea High – May 16<sup>th</sup>
- Visions 2018 Trends in Assistive Technology Conference – May 16<sup>th</sup>
- Shared Automated System Users Group (SASUG) meeting – May 17<sup>th</sup>
- TLN All Staff Development Day – May 25<sup>th</sup>
- Migration to CARL – May 26<sup>th</sup>- 28<sup>th</sup>
- Carpet installation – May 26<sup>th</sup> – 28<sup>th</sup>
- Washtenaw Literacy Luncheon – May 31<sup>st</sup>



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

Goal progress from April – early May 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.*

- Landscape project for front of building continues with start date of May 10<sup>th</sup>.
- Portable wall system ordered for exhibitions.
- 

*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 multiple Michigan Broadband Cooperative meetings in response to the Lyndon Township RFI for Wholesale Broadband Providers.

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

- Collaborated with 5 Healthy Towns on Learn and Play, Every Day! Grant application.

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

- Continued 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.
- Working with CHS teacher Shawn Sinicola on Little Free Library for Alumni Arbor.

*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.*

- Our Midwest Literary Walk featured Michael Eric Dyson who was named amongst the 100 most influential African Americans by *Ebony Magazine*. He delivered a talk about race in the U.S. based on his book *Tears We Cannot Stop: A Sermon on Race to White America*.

*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.*

- Every month, Tracy Heydlauff's 5th grade class meets up with seniors from the CRC to share what they've been doing in school and work on small projects together. Their April meeting was at the library! The 5th graders shared their Passion Projects and their favorite historical fiction books with their seniors. Then, in honor of National Poetry Month, they wrote short acrostic poems together. The student-senior pairs brainstormed locations they've both been (Paris, the Grand Canyon, the beach, a 5th grade classroom), listed out descriptive details of their place, and then created short poems.



# Chelsea District Library Performance Dashboard April 2018

	Apr-17	Apr-18	2017 to date	2018 to date	%change from last year to date
<b>Circulation - Total</b>	<b>24391</b>	<b>23655</b>	<b>100525</b>	<b>95226</b>	<b>-5%</b>
Items	22354	21229	92551	86040	-7%
E-books/E-audio	1589	2129	6270	7898	26%
E-magazines	331	170	1277	785	-39%
Non-Traditional	16	30	129	119	-8%
Hotspots	16	17	63	84	33%
Deposit Collection Circulation	85	80	235	300	28%
<b>Self-Check Items - Total</b>	<b>2300</b>	<b>2095</b>	<b>10787</b>	<b>8828</b>	<b>-18%</b>
New Cards - Total	54	67	297	267	-10%
Reference Desk Interactions - Total	2133	1511	7266	7176	0%
Outside Group Room Rentals	NA	17	0	59	NA
<b>Engagement - Total</b>	<b>1246</b>	<b>1316</b>	<b>7502</b>	<b>7397</b>	<b>-2%</b>
Youth Program Attendance	327	391	1400	1316	-6%
Adult Program Attendance	232	185	922	634	-31%
Teen Program Attendance	14	21	59	99	68%
General Program Attendance	416	341	994	785	-21%
Outreach -- Youth	106	238	3070	3400	11%
Outreach -- Teen	0	0	205	220	7%
Outreach -- Adult	16	113	148	266	80%
Awareness Opportunities	135	0	764	660	-14%
Homebound Visits	N/A	27	0	61	NA
<b>Programs/Visits Offered - Total</b>	<b>51</b>	<b>43</b>	<b>275</b>	<b>219</b>	<b>-20%</b>
Youth	20	19	78	80	3%
Adult	16	11	59	49	-17%
Teen	4	3	11	13	18%
General	4	1	13	9	-31%
Outreach -- Youth	5	4	88	39	-56%
Outreach -- Teen	0	0	5	6	20%
Outreach -- Adult	2	5	19	21	11%
Awareness Events		0	2	2	0%
<b>Door Count - Total</b>	<b>NA</b>	<b>13637</b>	<b>0</b>	<b>51359</b>	<b>NA</b>
WiFi Data Usage (GB) - Total	1365.14	1971.4	6033.88	9733.97	61%
Library Internal Public WiFi	723.61	903.85	3257.15	3089.68	-5%
Total Hotspot WiFi	641.58	1067.55	2776.73	6644.29	139%
Lyndon Twp. Wifi	120.57	107.75	444.3	625.32	41%
Lima	1.063	9.15	4.192	25.463	507%
Sylvan	1.097	1.72	3.422	14.61	327%
Mobile Beacon Hotspots		500.93	0	3544.88	NA
Hotspots available for checkout	518.85	448.03	2327.66	2434.02	5%
<b>Computer Usage/Sessions - Total</b>	<b>6690</b>	<b>7609</b>	<b>29196</b>	<b>30576</b>	<b>5%</b>
Workstations	1249	1246	5351	4906	-8%
Wireless	5441	6363	23845	25670	8%
<b>Website Stats</b>					
Website Sessions	8462	8850	38450	37284	-3%
Website Users	5411	5608	24104	23048	-4%

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  
April 2018**

**Facility**

Spring is finally here and Johnson Controls has been out to do our scheduled spring maintenance to get our system ready for the warmer weather. All went well and no issues were found.

Our re-carpeting project hit a small snag due to the factory not being able to provide all of the carpet we ordered by Memorial Day weekend. They will have enough to complete the administration area (including circ/tech/staff areas) but we will have to schedule another time for the computer lab and the youth/media areas. Library Design Associates assures me that we can do it after hours and, since both areas have minimal furniture, it should go fairly quickly once started. The current estimate is that the remainder of the carpet should be available about mid-June. We like the admin/youth/media area carpet so much we are considering putting it upstairs also.

By the time you read this, the landscaping project should be underway! It is scheduled to start the second week of May and should only take one week. All of the plants we chose will not be available by then so Turner Landscaping will need to return to finish the plantings once they are available. We also received a small grant from the Chelsea Area Garden Club to spruce up Katie's Korner and volunteer Lynn Fox will be doing the work. The groundcover that was there was troublesome so it will be replaced with sedum and lots of bulbs planted to give us some lovely color out there every spring. I don't have an exact date for that project yet but expect it will also be in May.

Last but not least, our windows got their spring cleaning, in and out, so I hope things seem brighter!

**Volunteers**

We logged 103.25 non-book sale hours this month and 231 book sale hours. Book sale hours for March were 176. Used books continue to pour in daily by the thousands and donors seem so happy to have a place to bring their "old friends."

This month was also National Volunteer Week and Lori did the honors of passing out the small gifts we give each year to our volunteers as I was out of town that week. We have such wonderful, dedicated volunteers and they seem to really appreciate these small "thank yous" every year. I also enjoy having the chance to thank each one individually when I accompany them to the display case to pick their gift 😊

**Programming/Strategic Plan**

It was my pleasure to attend the Midwest Lit Walk this month and it was another amazing event! I think the afternoon only/three author model is working well as each venue was packed, with the Depot having standing room only. The committee did a great job choosing authors/poets and the order they presented in was just right, too. I heard so many positive comments from attendees as they milled about after each event. Can't wait until next year!

Respectfully submitted-  
Linda Ballard, Assistant Director









**Program Report: April**

Date	Event	Attendance
<b>Adult Programming (11 Programs, 185 Attendees)</b>		
4/3,18,19	Book Clubs: Reading Glasses, Next Chapter, Books & Banter	16,3,4
4/7	Purple Rose Theatre Concert Reading	80
4/10	Computer Training	2
4/10	3D Printing Workshop	9
4/14	Jim May Storytelling Workshop	11
4/16	Memories of Chelsea Community Hospital	18
4/19	Open Mic Night	28
4/21	Chelsea Community Forum	10
4/24	Ancestry Aficionados	4
<b>Youth Programming (19 Programs, 391 Adult &amp; Child Attendees)</b>		
4/2	Lego Club	13
4/3,10,17,24	Babytime	8,16,9,13
4/4,11,18	Preschool Storytime	22,12,20,30
4/5, 12, 19,26	Toddler time	39,32,27
4/6	Homeschool Meetup: Family Yoga Practice	8
4/9	Minecraft Monday	7
4/13	Super Library Lock-in	30
4/13	R.E.A.D. to Library Dog	5
4/14	Jim May Story Hour	40
4/24	Bouncing Into Spring Evening Storytime	40
4/25	Dance Along, Sing Along	20
<b>Teen Programming (3 Program, 21 Attendees)</b>		
4/5	That Thursday Thing: Chocolate, Electric Art	5,8
4/20	Night of 1,000 Fandoms	8
<b>General Programs (1 Programs, 341 Attendees)</b>		
4/28	Midwest Literary Walk	341
<b>Outreach ( Adult 5/113, Teen 0/0, Youth 4/238, Gen. 0/0, Awareness 0/0)</b>		
4/3,5,17 (A)	CRC: iPad, Computer Training, iPad	3,6,5
4/11(Y)	Storytime: Special Needs, Early Childhood Center	6,33
4/14(A)(Y)	Chelsea Spring Expo: Main Area, Kidzone	93,138
4/19 (Y)	5th Grade/CRC Visit	54
4/19 (A)	Pines Book Club	6
4/20 (Y)	Robotics & Scouts visit	7
<b>*Denoted Strategic Plan Initiative</b>		
<b>(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach (Aware) Denotes Awareness Events</b>		

### Statistics

	April 2018	April 2017
Ref Questions		
Homebound Book Deliveries	24 Individuals, 3 Deposit	N/A
Inter-library Loan	0 Due to Migration	13

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

April was a busy month with final preparations for Midwest Literary Walk. This included our pre-event, an Open Mic with Serendipity Books, some promotional pieces in collaboration with our partner DPTV as part of The Great American Read, and a radio spot with Martin Bandyke. We were also able to create a wonderful Earth Day display and enhanced our community's knowledge of available earth friendly products by having a raffle of a variety of items. I was also able to meet with Matt Pegouskie at 5 Healthy Towns to begin talking about the possibility of installing permanent Storybook Trails in the community. Ideally, it would be great to have one in each township to further our strategic planning initiative to reach more of that population. The meeting went well and I am hopeful we will be able to move of these opportunities in the near future. Finally, I began work on the 2019 projected budget. This will be my first time working on the budget since the department merger last year.

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

April ushered in the Midwest Literary Walk and associated events. This was my first year working on this event from start to finish, and I was thrilled to see the successful end product after months of committee meetings and time spent creating promotional materials and organizing event logistics with Keegan and Patty. In addition to preparing for and staffing the Lit Walk, I also spent April preparing for our next CDL Top 5 event, finishing up orders and weeding before the CARL migration, and creating CDL Garage resource sheets in order to have all new items ready for the summer. Jessica and I also met with Antoine Jackson, Project Director of Youth Sports Initiative at the Community Foundation of Southeast Michigan, to discuss the Garage collection in relation to his own future non-traditional collection. Finally, April saw an increase in patrons interested in homebound book delivery services. I'm currently testing a model for lending DVDs, a service recently requested by several patrons that we hitherto were unable to offer.

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

I was on vacation during the Reading Glasses meeting—Shannon graciously led the group in April. Place that Face was cancelled due to the room in the Senior Center being used for high school testing. Purple Rose read an excellent new play by one of its members—we also had great patron attendance. I did much weeding of the adult non-fiction collection. I also placed many book and media orders in my assigned collections in anticipation of the library catalog being unavailable during the CARL catalog migration. I attended the Michigan Loleta Fyan Small and Rural Library conference in Traverse City at the end of the month. It was exciting to see so many other Michigan libraries represented from all over the state. I attended some thoughtful sessions about diversity and gained some programming ideas for the fall!

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

This was a great month for outreach opportunities! I had the unique experience of hosting Mrs. Heydlauff's 5th grade class from South Meadows along with their senior partners from the CRC. The students shared their passion projects and favorite historical fiction novels with their CRC friends. In honor of National Poetry month, I then led a simple acrostic poetry writing exercise, asking the student-senior pairs to brainstorm places they've both been and then choose one location to write a poem about. It was very inspiring to see generations come together to connect for an hour. Shannon and I also met with Antoine Jackson of the Community Foundation for Southeast Michigan to discuss a new project he's working on related to our CDL Garage collection. We shared information about our storage choices, as well as considerations such as maintenance, staff time and workflow for starting up a new collection, and ease of use for patrons. Mr. Jackson's project has the possibility to go into libraries across Southeast Michigan, so we also suggested a few other collections and libraries to tour as he collects more information. Finally, a Daisy Girl Scout troop met in the McKune Room for their meeting, and I walked them through some simple robotics and coding games using some of our makerChelsea equipment for younger kids. This was a very fun hour, and the scouts left with the beginnings of basic coding logic skills.

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

April was busy month of programming, including two after-hours programs. I assisted with the extremely popular kids' lock-in and planned and ran the teen event called Night of 1,000 Fandoms. Unfortunately, Beach Middle School ended up scheduling a talent show for the same night as our teen event which impacted our attendance numbers, but those who attended had a great time with a variety of activities from different fandoms (Harry Potter, Star Wars, Hamilton, etc.). I also finalized the newsletter articles for summer events - we have a lot of great events planned for teens including their own exclusive finale party! Finally, I did a lot of ordering in advance of the migration to CARL.

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

Edith secured Dori Hillstad Butler for North Creek's Author in Chelsea in 2019, worked on preparations for 2018 Summer Reading, and awarded the YSG volunteer of the Year honor to Aiden Reames. Aiden also received special recognition from local state representative Donna Lasinski in April. For outreach, Edith visited ECC and special needs preschool classes for storytimes, and scheduled a final Summer Reading visit to North Creek Elementary in May. She also delivered a large collection of former book club books from other libraries to the CHS ELA teachers for use in their classes. Youth Service Group planning for summer is almost complete, with many volunteer opportunities including helping prep for Thursday Night Sounds & Sights, helping with big summer events like Summer Reading Kickoff, and of course the Summer Reading Table, where kids get to choose their prizes for reading. Edith was able to complete weeding for most of the children's Picture Book Collection, and looks forward to being able to order new books soon, after the TLN CARL migration.



# MARKETING BOARD REPORT

April 2018

## MARKETING HIGHLIGHTS

### Midwest Literary Walk



The 2018 MLW authors evoked many emotions at this year's event! Will Schwalbe began the day by walking us down memory lane recounting the many books that had influenced his life, which in turn had the audience sharing their own favorite books and memories. Ada Limón switched emotional gears by reading her heartfelt and honest poetry, bringing both tears and laughter to the audience. The day ended with a standing applause for Michael Eric Dyson, who through his humor and passion urged the audience to recognize what it means to benefit from white privilege and how, by understanding the plight of citizens of color, we can start to diminish the injustices to which they are subjected.

For the second year running, each of our Walk venues was filled to capacity! We continue to reach our goals of highlighting the power of literature in everyday life, opening up dialogue around current topics and issues of diversity, and offering an event that draws visitors from all over southeastern Michigan helping to fuel our local economy. In addition to news articles written directly from our press releases, the 2018 MLW received additional interest from the media and literary/cultural organizations resulting in articles in The Chelsea Guardian, AnnArbor Book Society newsletter, and the Detroit Performs.org website.

#### *Remarks from Walk attendees:*

**About Will:** "Will's love of reading is contagious!" **"LOVED! Total passion & connection. I crave that!"**  
"Wonderful! Informative! Enjoyed his presentation! Thank you, CDL, for planning this event!"  
**"Wonderful speaker and so well connected with audience."**



**About Ada:** "A wonderful sensitive humorous approach to life & its traumas." **"The emotion & vulnerability of her poems spoke to me. I enjoyed the back-story to the poems, too."** "As a non-poetry reader, I came to expand my horizons, and I'm a convert!" **"Poignant & moving."**

**About Michael:** "He opened my mind and spirit." **"Now I have a new perspective. It is 'whiteness' I must deal with! That's how to make a difference."** "I was offered hope, and a willingness to continue the fight for open communication." **"OMG! What to say — amazing — a life changing experience."**



### Summer Newsletter



As I write this month's board report, I am also putting the finishing touches on our summer newsletter before sending to print. Local artistic talent continues to be featured on our covers and this summer's edition offers submissions from not just one artist but six! What a pleasure it was to work with the Chelsea Senior Center Wood Carving Group for the summer edition. The love for their craft is unmistakable in both the pieces they produce and their enthusiasm in sharing them with the community!

I was also fortunate enough to work with Mo Tait on our feature article, which you will find on page 5. It is an inspiring story about her Appalachian Trail Adventure and how books not only helped her prepare for the physical journey, but how they inspired her mental journey as well! There are so many wonderful new programs offered this summer that I hope you take the time to read through all twelve pages of the newsletter and find the adventure that is just right for you! Newsletters are scheduled to hit mailboxes beginning May 18.

# MARKETING BOARD REPORT

April 2018

## Korner Stage



Have you heard? The Comedy Showcase has been expanded and renamed the **Korner Stage**! Now during June's Sounds & Sights on Thursday Nights, CDL will offer a variety of family-friendly entertainment at Katie's Korner on the lawn! This year's line-up includes comedy, acrobatics, and magic – a sure draw for audiences of all ages! We have created a new logo for the program (left) and updated its website page — [chelseadistrictlibrary.org/korner-stage/](http://chelseadistrictlibrary.org/korner-stage/). For recognition of our contribution to Sound & Sights, CDL will be listed on the Chelsea

Festival's website and in their brochure as a "Thursday Night Korner Stage Sponsor," which will receive recognition at the same level as Platinum sponsors. Look for articles in the local media as we get closer to the opening event on Thursday, June 7 and make sure to share the great news with all your friends and family!

## ADDITIONAL MARKETING PROJECTS IN PROGRESS

- Submitted Youth Service Group Volunteer of the Year press release to local media and posted on in-library monitors, in eNews, and on Facebook
- Walk to School Wednesdays
  - Worked with partners to promote the preview walk scheduled for Wednesday, May 16.
- Music in the Air
  - This year's event is scheduled for Saturday, June 2 in the Reading Garden from 2-3pm
  - Our featured performer is soprano Joy Jan Jones, who will be accompanied by returning pianist Jacopo Giacomuzzi
  - Poster and postcards have been created and sent to the printer
  - The marketing campaign is scheduled to roll out early May
- Artist in Residence – Rose Eichenbaum (July 12–14, 2018)
  - We are currently working with Rose on selecting exhibit/silent auction photographs and coordinating their printing
  - Building banners will be created for the west side of the building (McKune Building) and hung the beginning of June
- Summer Reading Programs
  - This year's theme is *Reading Takes You Everywhere!* I am currently working with the librarians to create reading logs, postcards, YSG volunteer t-shirts, and advertisements for the adult, teen, and youth programs.
- Annual Report
  - We are currently reviewing content for the 2017 Annual Report and determining the report format.
- CDL Song Fest
  - Working on the initial plans for our 2<sup>nd</sup> Annual CDL Song Fest, including venue, marketing campaign, and supporting programming
- Fall Programming
  - Met with Lori and Keegan to discuss ideas/theme for Fall 2018 programming

## MISCELLANEOUS MARKETING ACTIVITIES

- Gathered marketing needs for Chelsea Expo and ran through with Ron and Leslie, who worked the event
- Created March Madness winner graphics and posted on Facebook, website, and eNews
- Created summer quarter marketing schedules
- Coordinated the re-hanging of the west side building banners torn down in the fall by extreme winds
- Created signage for downloadable help guides
- Created a single worksheet to manage all CDL exhibit space

Respectfully submitted,  
Patty Roberts  
Head of Marketing



## Aiden Reames named Chelsea District Library Youth Services Group Volunteer of the Year

 [chelseaupdate.com/aiden-reames-named-chelsea-district-library-youth-services-group-volunteer-of-the-year/](http://chelseaupdate.com/aiden-reames-named-chelsea-district-library-youth-services-group-volunteer-of-the-year/)

April 17, 2018

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

The **Chelsea District Library (CDL)** is proud to announce that local **Chelsea High School** sophomore **Aiden Reames** has been named the library's 2018 Youth Service Group (YSG) Volunteer of the Year.

Started in 2015, this award recognizes a teen volunteer who has demonstrated outstanding leadership and commitment.

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."

**Beach Middle School's** 7th grade **Leadership Class** was what first brought Aiden to the library. "The leadership class I was in required students to get some public service hours for a grade. I had heard the library mentioned, so I decided to try out going there."

Aiden discovered that he liked volunteering at the library so much, he signed up for more shifts.

For Aiden, "volunteering is a way to feel useful, and a means to slow down in life, and get some time to think. I enjoy how relaxed it is, and how welcoming it feels to work there."

Aiden has discovered through his volunteering at the library that he would like to pursue a career in library and information services. CDL is proud to present this award to Aiden in appreciation of his hard work and dedication. A custom READ poster featuring Aiden will be on display in the library.

CDL is always looking for new members for the YSG who are going into seventh grade or above.

Interested students and their families can visit the Chelsea District Library website at [www.chesleaddistrictlibrary.org](http://www.chesleaddistrictlibrary.org) and look for the *How Do I...* tab to find volunteer information.

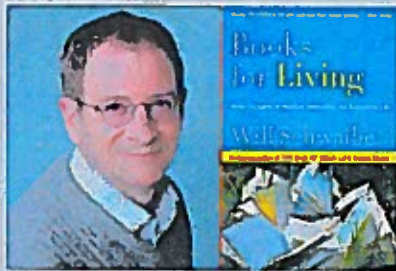
There is still time for students to sign up for spring volunteer opportunities by filling out an application and attending one of our YSG Orientation sessions.

YSG volunteers help with setup and cleanup for library programs, assist with running the Summer Reading Program, and support librarians in tasks important to the function of the library.





# CDL Announces 10th Annual Midwest Literary Walk Lineup



By: Patty Roberts  
The Chelsea District Library celebrates 10 years of the Midwest Literary Walk with another stellar author lineup. Known for showcasing nationally recognized authors and poets, this year's event will feature Michael Eric Dyson, Will Schwalbe, and Ada Limón. The Walk will take place at historic venues throughout downtown Chelsea on Saturday, April 28 from 1-5pm. It is open to the public and free of charge.

The 2018 Walk begins at 1pm at the First Congregational Church (121 E. Middle St.) featuring *New York Times* bestselling writer Will Schwalbe. Schwalbe is the author of *The End of Your Life Book Club*, winner

of Best Inspirational Memoir at the Books for a Better Life Awards and an established book club favorite. His latest work, *Books for Living*, is a warm and insightful book about books that explore the role literature plays in our lives, and how these stories can teach us to live more fully and meaningfully.

At 2:30pm, acclaimed poet Ada Limón joins us at the historic Chelsea Depot (125 Jackson St.). Limón is a National Book Award Finalist and winner of the Chicago Literary Award for Poetry. Her most recent collection, *Bright Dead Things*, was one of the *New York Times* Top Ten Poetry Books of the Year and examines a sense of self across time and geog-

raphy. Her poetry has been lauded as "consistently generous, accessible, and effortlessly lyrical" by the *New York Times*.

The final author session, starting at 4pm at Main Street Church (320 N. Main St.), features Michael Eric Dyson, author, activist, and Professor of Sociology at Georgetown University. Dyson is an American Book Award winner and recipient of two NAACP Image Awards for Outstanding Literary Work in Non-Fiction. With nearly 20 published works, he has written on everything from the devastation of Hurricane Katrina, to the life of Martin Luther King Jr., to the historic significance of Barack Obama's presidency. His 2017 book *Tears*

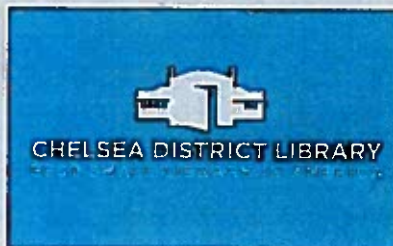
*We Cannot Stop* urges for social change in a time of racial strife and was declared "one of the most frank and searing discussions on race" and "a deeply serious, urgent book" by the *New York Times Book Review*.

Books will be available for purchase from Literati Bookstore at each location; and time will be reserved for book signings following each author session. After the final author talk, participants are invited to Zou Zou's Cafe (101 N. Main St.) for a 10th Anniversary Toast and gift card drawing. Midwest Literary Walk participants may also take advantage of a plethora of business discounts from local restaurants and shops before and after the walk.

To learn more about the 2018 Midwest Literary Walk and for information on local business discounts the day of the event, visit [midwestliterarywalk.org](http://midwestliterarywalk.org). This event is sponsored in part by Friends of Chelsea District Library and in partnership with Literati Bookstore, Detroit Public TV, WDET, Astral Road Media, ChelseaMich.com, and Serendipity Books.

Chelsea District Library is a not-for-profit organization whose

mission is to provide equal access to quality resources that serve the lifelong cultural, educational and informational needs and interests of all people. The Library currently serves 15,100 residents in the Chelsea district, which includes the City of Chelsea and the Dexter, Lima, Lyndon, and Sylvan townships. Approximately 16,000 individuals visit the library each month. For more information visit [chelseadistrictlibrary.org](http://chelseadistrictlibrary.org).



## The W4 Country Pet-of-the-Week Is Maybon

Still waters run deep. That's Maybon. He's a thinker, "then" a do-er. An intellectual introvert who can laugh at himself, enjoying Cat TV on YouTube. Take your time to get to know this handsome guy, and you'll be thoroughly rewarded with night-time cuddles-on-the-couch and day-time play-time (preferably with a wand toy, as they're smart and unpredictable). Maybon can get along with other cool cats and dogs, but he'd prefer no tiny humans, as they're not up to his sophisticated dialogue yet.

Maybon is currently living in one of our wonderful foster homes. Adopting from foster is easy! Please email [adoption@hshv.org](mailto:adoption@hshv.org) or call (734)662-5585 to arrange to meet Maybon today. All the animals available for adoption at the Humane Society of Huron Valley (HSHV) are spayed/neutered, up-to-date on their vaccinations and have a microchip I.D. which is included in their affordable adoption fee.



## The Lucy Ann Lance Show Pet-of-the-Week Is Carolina

Do you work long hours or have a busy social calendar but still want to have a furry friend around the house? Carolina might be perfect for you! Sometimes, we will just watch this silly kitty bat a toy mouse around the room all by herself for 20 minutes having a ball! She's a curious cat who marches to the beat of her own drum! She's so gentle and sweet. She'll purr at you endlessly, but she also really appreciates her me time! She will be a great companion!

All the animals available for adoption by the Humane Society of Huron Valley (HSHV) are spayed/neutered, up-to-date on their vaccinations and have a microchip I.D. which is included in their affordable adoption fee.

For more information call: 734-662-5585 or visit [www.hshv.org](http://www.hshv.org)

April 20, 2018

Page 2

The Chelsea Guardian



# Detroit Public TV Partners with Chelsea Midwest Literary Walk Event

New PBS Series, *The Great American Read*, to be Launched

Chelsea District Library (CDL) is proud to announce that the 2018 Midwest Literary Walk (MLW) was selected as a partner event with Detroit Public Television (DPTV) to help launch PBS's new series, *The Great American Read*.

Now in its 10th year, the MLW showcases award-winning authors and poets with a mission to highlight the power of literature and poetry in everyday life. This year, featured authors include: Michael Eric Dyson, Will Schwalbe, and Ada Limón. The MLW will take place at historic venues throughout downtown Chelsea on Saturday, April 28 from 1-5pm. It is open to the public and free of charge.

Books will be available for purchase from Literati Bookstore at each location, and time will be reserved for book signings following each author session.

In addition to an inspiring day of author talks, DPTV will be on-site to share information about a new upcoming PBS series *The Great*



broadcast and online series also features celebrities, athletes, experts, authors, and everyday Americans advocating for their favorite book. It will premiere on DPTV and other PBS stations Tuesday, May 22 at 8pm. For more about this exciting new series, attendees can visit *The Great American Read* table at each MLW venue or go online at [pbs.org/the-great-american-read](http://pbs.org/the-great-american-read).

To learn more about the 2018 Midwest Literary Walk, including a full event schedule and information on local business discounts the day of the event, visit [midwestliterarywalk.org](http://midwestliterarywalk.org). This event is sponsored in part by Friends of Chelsea District Library and in partnership with Literati Bookstore, Detroit Public TV, WDET, Astral Road Media, ChelseaMich.com, and Serendipity Books.

*American Read*. They will also be conducting short interviews with willing MLW attendees, inviting them to talk about their favorite book for use online or as part of one of the eight episodes.

Hosted by Meredith Vieira, *The Great American Read* series is designed to spark a national conversation about reading and the books that have inspired, moved, and shaped us. The eight-part

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  - June 8 ..... Tigers vs. Cleveland
  - June 13 ..... Mississippi River Cruise...Our 25th Trip
  - June 20-24 ..... "Jesus" at Sight & Sound Theatre...  
Lancaster, Pa./Gettysburg & Hershey, Pa.
  - June 23 ..... Detroit River Cruise
  - July 24-25 ..... "YOUNG AMERICANS"
  - Aug. 3 ..... "Wicked" Detroit Opera House
  - Aug. 18 ..... Saugatuck, Cruise & Lunch
  - Aug. 23-31 ..... New York City...4 Nights in Manhattan
  - Aug. 27-30 ..... AMISH - Holmes County
  - September... New England...Cape Cod... "Andre Bieu"
- TRIPS PICK-UP IN CHELSEA & MICH AUSTIN

# Spectacular Blaze Reduces 3 Barns to Ashes on Maple Rd.

Continued from Front Page

Schaible said the department faced two major problems: wind and water. The wind was blowing in from the north. Firefighters kept the blaze from spreading to two nearby sheds and barns, and more important, to the homestead on site. At times, firefighters also worked to extinguish small field fires as the embers blew from the barns into the fields.

"We hit it pretty good. The only problem we had is we ran low on water for a couple minutes," Schaible said. The other departments arrived with water tankers, which could be seen going back and forth for supplies from fire hydrants in the city. Firefighters soon had the raging fire under



A firefighter battles a blaze that destroyed three barns on Maple Road.  
Photo by Tim Langmore

home is being rented to the Johnston family.

It was a hectic scene as neighbors arrived to help remove items from a barn

stuff out of there," said Doug Hoelzer, who saw the fire and stopped to help. Cathy Koenig was on her way home from work

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# Chelsea Library staff, volunteers eager for Midwest Literary Walk to begin

## MIDWEST LITERARY WALK



By Jim Pruitt

jamespruitt7@gmail.com

The annual Midwest Literary Walk has become a staple in Chelsea and the event will celebrate its 10th year Saturday.

The event will feature authors Will Schwabe, Ada Limon and Michael Eric Dyson.

Why this collection of authors?

CDL: Midwest Literary Walk authors are selected by a committee that consists of library staff and community partners. We've been especially fortunate to have Chelsea residents Rich and Karen Fable on our Lit Walk committee, as their know-how and connections in the literary world (Rich is the founder of Astral Road Media and an executive producer at PBS Books) have helped us secure prominent authors.

When selecting authors for the event, we look for well-known authors with current, relevant works.

We've been lucky to secure nationally acclaimed, award-winning authors for this year's event and for past Walks. In accordance with the Chelsea

District Library's strategic plan, we strive to host authors with diverse viewpoints and perspectives.

We also try to represent a variety of literary genres. Poetry has been a staple of the Midwest Literary Walk. Our poets tend to be crowd favorites, even among people who don't normally read poetry. We've also had authors who write historical fiction and contemporary fiction, as well as authors of non-fiction works on historical and current social issues.

You can see former Lit Walk authors by visiting [midwestliterarywalk.org](http://midwestliterarywalk.org) and selecting "Past Walks" from the top menu bar.

What will the authors be doing?

CDL: The Midwest Literary Walk hosts authors at various venues around town. Each author will speak on their latest work, as well as on their writing process and inspiration. Author talks vary in format from a conversation style interview to a more structured presentation. Many include readings. A book signing follows each talk.

Is this a come-and-go event?

CDL: We will offer talks, refreshments, and opportunities for conversation from 1-5:15 p.m. (culminating with our 10th Anniversary Toast at ZouZou's Cafe). Many participants choose to

join us for the entire event, making their way from one venue to another. For those people who are unable to attend the entire Walk, they are welcome to join us for one or two of the talks. You can see the event schedule at <http://midwestliterarywalk.org/event-info/#schedule>.

How and why has this event grown? Who came up with the original idea?

The Midwest Literary Walk was originally formed through a collaboration between former Chelsea District Library Director Bill Harmer and Wayne State University professor and poet MD Liebler. They knew each other through WSU and Bill was inspired by MI's work and his poetry-for-the-people message.

Together, they came up with the MLW to put poetry out into the community to foster everyday interactions with the art form.

Through the years many different community members and organizations have been involved. This includes Liebler, Deb Greer from the River Gallery, Aubrey Martinson from the Chelsea Alehouse, and many more. While the walk has changed and grown over the years, the main goal of creating those opportunities for poetry and literature as an art-form available to the community has not

changed. We continue to strive to make each MLW memorable and inspiring.

How does this event help the library's mission and outreach to the community?

CDL: There are many ways that the Midwest Literary Walk fulfills the Chelsea District Library's mission and vision. Chelsea District Library Mission Statement: The mission of the Chelsea District Library is to engage, inspire and equip through evolving services and resources.

The event gives community members the chance to meet nationally-acclaimed authors and opens dialogue around a plethora of current topics and issues.

We hope that having a chance to hear from these authors will inspire residents in their own creative pursuits and inform them through professional presentations and polite discourse during the Q&A and after the event.

The Midwest Literary Walk allows us to partner with businesses and organizations in Chelsea, and highlights our community's beautiful and historical downtown area. Lit

Walk authors are doing great things across a national stage, and the event brings them

right here to small town Chelsea. We hope that this event makes

literature in its many forms accessible to the average person.

How much does the event cost?

CDL: The Midwest Literary Walk is free and open to all. Participants can join us at any stage of the Walk and registration is not required.

Who is coordinating the event?

CDL: The Midwest Literary Walk is primarily coordinated by the Chelsea District Library with support and funding from the Friends of the Chelsea District Library. We do have very generous sponsors and partners who give their time and in-kind resources, without which it would not be as successful and vibrant as it is today.

Those partners include: The Friends of the Chelsea District Library, ChelseaMich.com, Literati Bookstore, Astral Road Media, WDET, Serendipity Books, Detroit Public TV.

The 2018 Midwest Literary Walk was selected as a partner event with Detroit Public Television to help launch PBS's new series, *The Great American Read*. This partnership has allowed us to expand our marketing reach and adds an exciting new piece to the 2018 Walk.

What are their thoughts about the event?

Support for the Midwest Literary Walk

continues to grow year after year. Throughout the event's ten-year existence, our partnerships have expanded from local organizations and business to include several in the Southeastern Michigan area. Whether the partners' goals are to celebrate and share acclaimed literary works or to encourage tourism within our area, they recognize our event's uniqueness and stellar lineups as an excellent opportunity to achieve these goals.

From a committee viewpoint, our reward is providing a unique experience for people to explore different genres, an opportunity to engage with celebrated authors, and a platform for promoting dialogue about subjects that are important to the community.

What will the format be for each author?

Each author or poet gives a unique presentation that goes beyond a reading of their work. In the past, we have had multiple authors appear together in discussion of their common journey or themes, author interviews where one of our partners asks engaging questions to illustrate the background and process behind each work, and even information presentations for our nonfiction book authors who often touch on important topics.

[www.bellingrsc.com](http://www.bellingrsc.com)

April 27, 2018

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The Chelsea Guardian



## **Technology**

### **Summary of April 2018**



#### **From: Ron Andrews – Head of Technology**

##### **Technology**

We officially signed a proposal from Detection Systems and Engineering for our security camera project. They came highly recommended from one of our other TLN libraries. As a reminder we are replacing the three outdoor cameras (North & South porticos and the staff door) and three new cameras inside the building (2 cameras on second floor, 1 facing north and 1 facing south) and (1 camera near the elevator facing the front doors). This company will also be updating our secure Access system/doors as part of this project also. We will be retaining our current touch pads and key fobs.

Leslie Abcouwer and I managed a booth at the Chelsea Expo. Leslie was answering questions about circulation and I was answering questions and doing demonstration of our downloadable services. (OverDrive, Hoopla and RBDigital) We had quite a large number of people inquiring about the service and few questions about specific use.

Melanie and I also attending a very interesting project from the Washtenaw 4H group. They received a grant from Microsoft that came with some refurbished Microsoft Surfaces. We learned from the workshop that it is focused on teens and specifically teen mental health. The project is very much still in the formation stages so we volunteered to run all needed updates and install Microsoft office on all of the Surfaces. We completed this task and then met with Sheri Montoye to give her our recommendations for security and filtering of their machines. We also told her that we would help as support on an as needed basis.

Melanie and I also had a wonderful time explaining Network Security to you at the board meeting!

##### **Budget**

- Purchased and getting ready to install new Opac catalogs on the second floor. After the CARL upgrade we will look into replacing the catalogs on the first floor.
- DVD and Music orders have been temporarily suspended until after the CARL upgrade.

##### **Collections**

- It was a pleasure demonstrating the downloadable services at the Chelsea Expo.
- We will be exploring a new service called Kanopy that is similar to Hoopla but has more concentration on foreign and independent films.

##### **Programming**

- Assisting Lori with logistics for Music in the Air 2018. Piano secured, Senior site visits being booked, practice spaces being negotiated and program day audio needs being determined.

#### **From: Melanie Bell – Network Admin**

##### **Servers and Network:**

- Purchase and implemented the new Unitrends backup solution. Backups are running well. Ordered new hardware to implement an offsite backup solution.
- Configured a new firewall but was unable to get it working. After a bit of troubleshooting determined that the device was faulting. Meraki is shipping us a new one. We will once again configure and deploy in May.
- TLN replaced their equipment in our server room in preparations for the new telecommunications contract in July, (we will upgrade from 100Mbps to 150Mbps).

- As Ron mentioned we signed a contract for implementation of a new security camera system.

#### Public and Staff Computers:

- Put out new Windows 10 computer at one of the circulation desks. Working on bugs between Windows 10 and the 3M RFID Tagpad. Have contacted the vendor for updated drivers. Once bugs have been worked out will deploy new Windows 10 machines to the rest of the circ staff.

#### Website

- Ran updates for our websites.
- Assisted with updates to the Midwestliterarywalk.org website

#### 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. Four firms responded to the RFI for Wholesale Service Providers and Lyndon Township is following up those firms.
- Attended a few Michigan Broadband Cooperative meetings and a meeting with Lyndon Township.

#### Other:

- Assisted with 1:1 Computer Training at Chelsea Retirement Community and at the library.
- Assisted with Minecraft Monday setup.
- Setup our Amazon Whispercast account to work with our credit card. The Whispercast account is used to manage titles on the kindles that are checkout to the public.
- Began work on the 2019 budget.
- Worked on documentation of the current computer, and network infrastructure. Also began work on creating a five year tech plan.
- Presented on Surface Pro devices at 4H Teen Tech Café Mockup.

*Ron Andrews & Melanie Bell*

## **Circulation Supervisor's Report April 2018**

- Circulation – 23,655 or 3% lower than last April;  
95,226 YTD or 5% lower than this time last year.
- Patron Count- 13,637 or 24% lower than last April;  
51,359 YTD or 23% lower than last year.  
\*\* Does not include offsite programs.
- Circulation by township- for April
  - Dexter = 10% of total transactions – lower than last month
  - Lima = 14% of transactions – higher than last month
  - Lyndon = 15% of transactions – same as last month
  - Sylvan = 18% of transactions - higher than last month
  - Chelsea = 33% of transactions – lower than last month
- April Circulation: 77% were items from Chelsea and 23% were inter-loaned items.
- Automated phone renewals in April– 27, Self-check was 10% of items checked out in April;  
Overdrive = 2,057 in April; RBDigital = 170 in April; Hoopla = 78 in April.
- Registrations for April– 67 new cards; 7881 total card holders
  - \*Dexter = 1016 cards; Lima = 932 cards; Lyndon = 1222 cards
  - \*Sylvan = 1328 cards; Chelsea = 2834 cards; Nonresident = 549 cards

### **Circulation Activities:**

- We received 4 to 10 tubs in the run each day M-F with a total of 140 in April.
- Holds on the Hot Spots are 12 for Sprint & 29 for Verizon.
- On April 10<sup>th</sup> I had a conference call with Paul McCann & Mary Graulich from Dexter District Library about training staff for the new system. We will be exchanging some of our items so that we can recreate a more realistic training experience for our circ staff.
- On April 25<sup>th</sup>, I attended an MLA workshop on staff communication at Washtenaw Community College.
- So after 11-1/2 years at CDL Mindy Kinner as retired (for the second time, Mindy was a teacher in her previous life). April 26<sup>th</sup> was her official last day, although due to the passing of her father, she wasn't able to be here most of her last week. Mindy will be greatly missed by all who worked with her, but alas she has passed on her processing knowledge to Deb Pilarz with a wonderful "How to" book and Deb is getting used to her new schedule.
- And speaking of new schedules, when a staff member leaves it is our opportunity to shake things up, so you may notice that staff are now working some different shifts on a regular basis.

Respectfully submitted,  
Terri Lancaster  
Head of Circulation

**Chelsea District Library  
Monthly New Registration 2018**

	District	NonRes	School	Other	Total	Grand Total
January	53	9	2	4	68	8262
February	49	2	0	0	51	8113
March	63	16	1	1	81	8005
April	63	3	0	1	67	7881
May					0	
June					0	
July					0	
August					0	
September					0	
October					0	
November					0	
December					0	
<b>Totals</b>					<b>267</b>	

**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	568	523	508	486	444	466	272	13637	17932	-24%
May								17446		
June								20254		
July								19944		
August								18195		
Sept.								16439		
Oct.								14856		
Nov.								15660		
Dec.								14071		
<b>Total</b>								<b>51359</b>	<b>203684</b>	
<b>Monthly average</b>								<b>12,840</b>	<b>16,974</b>	
<b>Avg. % increase</b>										<b>-23%</b>

Replacement People counter went live on January 2018

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

1/2/2018

**Registered Card Holders**

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>District</b>	<b>8280</b>	<b>8708</b>	<b>9173</b>	<b>8898</b>	<b>9147</b>	<b>9002</b>	<b>9083</b>	<b>9109</b>	<b>9064</b>	<b>7837</b>	<b>7332</b>
Dexter	1198	1216	1258	1197	1222	1206	1211	1215	1230	1087	1016
Lima	1086	1124	1176	1169	1174	1156	1133	1109	1109	996	932
Lyndon	1477	1605	1673	1567	1579	1538	1539	1546	1522	1302	1222
Sylvan	1619	1743	1822	1800	1786	1693	1662	1667	1641	1412	1328
CityChel	2900	3020	3184	3165	3386	3409	3538	3572	3562	3040	2834
<b>NonRes</b>	<b>933</b>	<b>977</b>	<b>960</b>	<b>902</b>	<b>744</b>	<b>640</b>	<b>649</b>	<b>655</b>	<b>625</b>	<b>575</b>	<b>549</b>
Freedom	107	81	58	18	7	6	6	6	7	0	0
Sharon	151	153	150	149	141	118	122	118	110	107	107
Waterloo	391	421	423	411	365	336	348	352	333	249	247
GrassLk					15	26	29	28	25	37	35
Other	284	322	329	324	216	154	144	151	150	182	160
<b>Totals</b>	<b>9213</b>	<b>9685</b>	<b>10073</b>	<b>9800</b>	<b>9891</b>	<b>9642</b>	<b>9732</b>	<b>9764</b>	<b>9689</b>	<b>8412</b>	<b>7881</b>

Trans	% Tot	SEMOG Dec2010	% of Pop
Apr-18	Trans	Pop.	Regist % of Entity Pop.
18,518		15010	
1802	10%	2604	46% 42% Dexter
2559	14%	1909	61% 54% Lima
2779	15%	2720	57% 100% Lyndon
3241	18%	2833	60% 100% Sylvan
6202	33%	4944	69% 100% CityChel
			58%
368	2%		
504	3%		
937	5%		
126	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				SifChk/ Check-outs only			
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	642	847	727	726	910	441	24343
Feb.	720	938	745	782	708	434	21896
March	763	646	762	757	684	488	25332
April	814	830	729	656	577	416	23655
May							23111
June							25614
July							27762
August							27193
Sept.							23547
Oct.							25060
Nov.							22827
Dec.							22473
<b>Total</b>							<b>95226</b>
<b>Mnth Avg</b>							<b>288142</b>
<b>Avg.% Inc.</b>							<b>23,807</b>

with OD & RB, & deposit  
collection ckouts.

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

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

2018	Items Added	Total Items
Jan	900	67,467
Feb	470	67,073
Mar	801	67,275
April	969	66,725
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
<b>Total/Avg</b>	<b>3,140</b>	<b>67,135</b>

RB Digital Circ 2018 (downloadable e-magazines)				Overdrive Circ 2018 (e-books, audio books & music)			
2018	2017	2016	2015	2018	2017	2016	2015
Jan	180	292	219	1882	1577	1752	1752
Feb	144	271	297	1696	1401	1638	1638
Mar	291	383	207	2068	1703	1552	1552
April	170	331	254	2057	1589	1386	1386
May		238	213		1504	1464	1464
June		240	291		1570	1344	1344
July		239	160		1659	1508	1508
Aug		230	203		1724	1618	1618
Sept		264	125		1539	1438	1438
Oct		220	262		1644	1571	1571
Nov		172	267		1602	1504	1504
Dec		191	343		1639	1423	1423
<b>Total</b>	<b>785</b>	<b>3071</b>	<b>2,841</b>	<b>7703</b>	<b>19151</b>	<b>18198</b>	<b>18198</b>

Hoopla 2018 (e-books, audiobooks,music,movies)			
2018	2017	2016	2015
Jan	43		
Feb	38		
Mar	42		
April	78		
May			
June			
July			
Aug			
Sept			
Oct			
Nov			
Dec			
<b>Total</b>	<b>201</b>		

# 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	23,655	18,193	77%	5,462	23%	17,672	1,858
May							
June							
July							
August							
Sept.							
Oct.							
Nov.							
Dec.							
<b>Totals</b>	<b>95,226</b>	<b>73,865</b>	<b>78%</b>	<b>21,361</b>	<b>22%</b>	<b>72,121</b>	<b>7,239</b>
<b>Mnth Avg</b>	<b>23,807</b>	<b>18,466</b>		<b>5,340</b>		<b>18,030</b>	<b>1,810</b>

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

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	9,650	7,276	746
May			
June			
July			
August			
September			
October			
November			
December			
<b>Yearly Total</b>	<b>40,048</b>	<b>29,103</b>	<b>2,970</b>



# **ACTION ITEMS**



# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

May 15, 2018 Board Packet

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

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

<u>Income Line - Expense Line</u>	
Nancy Kush	Non-Designated (In Memory of Robert Kush)
Bob & Marge German	Music in the Air
674.120	975.100 \$100.00
674.112	884.962 \$100.00

Sub Total: \$200.00

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

Acknowledge the donations below toward the CDL Endowment.

Total General Donations: \$200.00

Sub Total: \$

Anne Merkel, Board Secretary

Date



# **DISCUSSION ITEMS**



# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

## **Library Board Fact Sheet** May 15, 2018 Meeting

### **Staff In-Service**

#### **Background:**

The library would like the board's permission to hold the annual staff in-service on Friday, August 17. The in-service date requires the library to remain closed that day. The library would like the board to move this to an action item, so that the calendar can be set for the rest of the year.





## **Discussion Item #2**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** May 15, 2018 Meeting

#### **Millage**

##### **Background:**

The library has a millage upcoming and the timing of when we want the millage proposal on the ballot needs to be discussed.



## **Discussion Item #3**

Chelsea District Library  
Board of Trustees

**Library Board Fact Sheet**  
May 15, 2018 Meeting

### **Patron Appeal 2017-1**

**Background:**

New information concerning Patron Appeal 2017-1 will be shared and discussed with the board.



# **COMMITTEE INFO & MINUTES**



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

Governance  
Appendix #3

Approved: January 16, 2018

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

Anne Merkel

1-16-18

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

\_\_\_\_\_  
Date

