

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, June 19, 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 – May 15, 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. Budget Hearing Notice
2. Committee Name Change
3. Board Retreat
4. Millage

7:40 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Fundraising Committee

7:50 Public Comment

7:55 Other Items

8:00 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, May 15, 2018 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: C. Taylor, A. Merkel, TJ Helfferich & Gary Munce.

Trustees Absent: S. Lackey, E. Sensoli & J. Carr.

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

Welcome and Call to Order

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

Agenda Review, Additions, and Approval

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve the agenda, as amended, to include Action Item #2: 2017 Audit Approval and Discussion Item #4: Costco Credit Card. Discussion: None

All Ayes: 4-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve the minutes of the April 17, 2018 Board Meeting. Discussion: None

All Ayes: 4-0

MOTION made by TJ Helfferich, SECONDED by A. Merkel to approve the Closed Session minutes of the April 17, 2018 Board Meeting. Discussion: None

All Ayes: 4-0

MOTION made by A. Merkel, SECONDED by TJ Helfferich to accept the General Fund Operational checks for April, 2018. Discussion: TJ asked about the collection agency and whether it was working out as well as we'd hoped. Linda replied that we're getting a lot more of our items returned because of it.

All Ayes: 4-0

MOTION made by A. Merkel, SECONDED by TJ Helfferich to accept Financial Reports for April, 2018. Discussion: None

All Ayes: 4-0

Director's Report Update:

L. Coryell update:

- Lori announced that invites and postcards have been sent out for the Music in the Air program. She passed out the postcards for board members to examine. Charlie emphasized that trustees need to personally talk this event up.
- New security cameras were installed today. They'll be activated tomorrow and the staff will be trained on how to properly monitor them.
- Landscaping was done around the flagpole and main entrance.
- Migrating to CARL over Memorial Day weekend. Getting new carpeting that same weekend.
- Tomorrow morning previewing the Walk to School Wednesday initiative that will go into full effect this coming fall.
- Noted from circulation report that circ numbers are up for Lima and Sylvan Township residents.
- Also noted that while overall program numbers are down, attendance at programs is dramatically up, it's just that we've had fewer programs and are concentrating on quality over quantity.
- The library is hiring a Part-Time Marketing Assistant. This was originally budgeted for as an intern position, but it's become clear we need to get someone with more of a vested interest on board. The posting for this position closes Friday and trustees were encouraged to spread the word to potential candidates.

Strategic Plan Update:

- Monthly report is in packet.
- Gary and Lori are meeting with Chelsea High School about the construction of/setting up of a mini library at the school's Alumni Arbor.

Friends Report Update:

- Are currently cleaning up their mailing list.
- Have discussed a Friends' strategic plan retreat.
- Have also discussed how to celebrate the Friends' upcoming 70th anniversary in 2019.
- Still have vacancies on their board. Trustees are encouraged to spread word of this, in an effort to help fill these vacancies.

Other Reports Notes:

- All attending trustees were very impressed with Ron and Mel's tech security presentation at the April board meeting.

Public Comment: None

Action Item #1: Donations

MOTION made by TJ Helfferich, SECONDED by A. Merkel to approve and acknowledge the presented 2018 April donations of \$200.00.

Discussion: None

All Ayes: 4-0

Action Item #2: 2017 Audit Approval

MOTION made by G. Munce, SECONDED by TJ Helfferich to approve the 2017 Audit as presented at the April 17, 2018, board meeting. Discussion: None.

All Ayes: 4-0

Discussion Item #1: Staff In-Service

Lori explained that we always choose a Friday because Friday's tend to be the slowest day of the library week and that August was chosen this year because it is, likewise, typically the library's slowest month.

MOTION made by A. Merkel, SECONDED by TJ Helfferich to move Discussion Item #1 to Action Item #3. Discussion: None.

All Ayes: 4-0

Action Item #3: Staff In-Service

MOTION made by TJ Helfferich, SECONDED by A. Merkel to approve the recommended date of Friday, August 17, 2018, for the staff in-service. Discussion: None.

All Ayes: 4-0

Discussion Item #2: Millage

The current millage expires December, 2019. Lori and Linda met with Shirley Bruursema, a millage strategist, who suggested that we target the August, 2019, special election timeslot. The cost of the special election would fall to the library; though, the schools may be putting something on the ballot, too, and others may pop up, as well, which would split up the costs. Gary suggested we appoint co-chairs to run the campaign effort, as it's a big task. He has a couple of possible candidates in mind. The Friends can help, too. Charlie would like to kick-off the millage renewal campaign by next May and suggested that the millage be a running monthly discussion item going forward.

Discussion Item #3: Patron Appeal 2017-1

All quiet on the western front in terms of new developments, but Linda reports that our insurance may cover any future legal/court action.

Discussion Item #4: Costco Credit Card

Linda has been using her personal card or cash for Costco purchases, as they do not accept Master Card, which is the card the library uses. It's inconvenient in terms of repayment and for tax exemption, which must be applied for after-the-fact for each purchase. Linda would like us to get a Costco institutional credit card, which would make all future purchases infinitely easier.

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

All Ayes: 4-0

Action Item #4: Costco Credit Card

MOTION made by TJ Helfferich, SECONDED by G. Munce to allow the library to apply for a Costco credit card. Discussion: None.

All Ayes: 4-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Fundraising Committee –

Public and Board Comment: None

Other Items:

Gary noted that Sounds & Sights at Palmer Lot are being relocated because the venue will not be ready.

Charlie complimented the library loan system and stated that he thinks the Toddler Story Time is an awesome program.

Adjourn:

MOTION made by TJ Helfferich, SECONDED by G. Munce to adjourn the meeting at 7:57 p.m.

All Ayes: 4-0

Anne Merkel, Board Secretary

Date

FINANCE REPORTS

06/07/18

Chelsea District Library

List of Checks for Board Approval

May 2018

Date	Num	Name	Memo	Paid Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
05/10/2018	04232018PRST	Alerus Financial	05/11/2018 PR	1,736.52
05/11/2018	PR05112018		RETIREMENT	-1,736.52
05/24/2018	05072018PRST	Alerus Financial	05/25/2018 PR	1,736.52
05/25/2018	PR05252018		RETIREMENT	-1,736.52
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
05/11/2018	PR05112018		WAGES	38,389.04
05/25/2018	PR05252018		WAGES	34,904.88
Total 701.100 - Wages - Other				73,293.92
Total 701.100 - Wages				73,293.92
701.110 - Retirement-Contributions				
05/10/2018	04232018PRST	Alerus Financial	05/11/2018 PR	1,830.83
05/11/2018	PR05112018		RETIREMENT PICK UP	-1,830.83
05/24/2018	05072018PRST	Alerus Financial	05/25/2018 PR	1,788.34
05/25/2018	PR05252018		RETIREMENT PICK UP	-1,788.34
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
05/11/2018	PR05112018		401 A MATCHING	1,366.18
05/25/2018	PR05252018		401 A MATCHING	1,327.93
Total 701.115 - 401A Retirement Matching				2,694.11
701.200 - FICA				
05/11/2018	PR05112018		FICA EMPLOYER	2,936.80
05/25/2018	PR05252018		FICA EMPLOYER	2,670.28
Total 701.200 - FICA				5,607.08
701.300 - Flex Benefits				
05/11/2018	PR05112018		Dep Life (CA & DL & HI)	-33.58
05/24/2018	05102018ST	Unum Life Insurance Co.	2018 Premium June + May Adjustments	746.55
05/25/2018	PR05252018		Dep Life (CA & DL & HI)	-33.58
Total 701.300 - Flex Benefits				679.39
Total 701 - Personnel Expenses				82,274.50
727 - Supplies				
727.200 - General Operations				
05/10/2018	1703864	Arbor Springs Water Co. Inc.	5/4 Bottles & Rental	38.00
05/10/2018	05072018ST	Petty Cash-	Office Max - March Madness Materials	6.34

Chelsea District Library

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Date	Num	Name	Memo	Paid Amount
05/10/2018	05072018ST	Petty Cash-	DIA - Card for Amy	3.71
05/10/2018	473940	Smart Office Solutions	Miscellaneous Supplies	95.18
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.06
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.23
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.04
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.34
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.38
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.06
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.27
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.02
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.04
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.07
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.04
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.03
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.04
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.07
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.07
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.27
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.30
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.67
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.03
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.01
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.01
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.07
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.43
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.12
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-1.09
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.63
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.82
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.08
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.10
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.16
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.07
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.07
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.27
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.10
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.26
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.34
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.20
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.28
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.11
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.18
05/23/2018	05092018ST	Keybank	Costco - Sales Tax Refund	-0.27
05/24/2018	1705537	Arbor Springs Water Co. Inc.	3 bottles	19.50
05/24/2018	072018RENEW	Costco Membership	Annual COSTCO Membership-2 cards	120.00
05/24/2018	6195154	Great Lakes Ace Hardware	9 Volt Batteries	13.29
Total 727.200 - General Operations				287.32

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Date	Num	Name	Memo	Paid Amount
727.300 - Material Processing				
727.320 - Matl Processing Cases				
05/07/2018			Circ Receipts	-33.00
				-33.00
Total 727.320 - Matl Processing Cases				
727.330 - Matl Processing Other				
05/10/2018	6367181	Demco Inc.	Covers	152.69
05/10/2018	05072018ST	Petty Cash-	Jo-Ann's - Silver Key Rings	1.90
05/10/2018	05072018ST	Petty Cash-	Dollar Tree - Nylon Cable Ties	2.12
				156.71
Total 727.330 - Matl Processing Other				
727.340 - Repairs				
05/10/2018	6367181	Demco Inc.	Tape & Repair Supplies	66.51
				66.51
Total 727.340 - Repairs				
Total 727.300 - Material Processing				
				190.22
727.500 - Cleaning				
727.510 - Cleaning Paper Products				
05/10/2018	474060	Smart Office Solutions	Paper Towels & Toilet Paper	273.84
05/23/2018	05092018ST	Keybank	Gordon Food Service - Paper Towels	0.04
05/23/2018	05092018ST	Keybank	Gordon Food Service - Paper Towels	0.07
05/24/2018	05092018ST	Keybank	Gordon Food Service - Paper Towels	31.38
				305.33
Total 727.510 - Cleaning Paper Products				
727.520 - Cleaning Supplies				
05/10/2018	05072018ST	Petty Cash-	Costco - Clorox Wipe Packs	24.36
05/24/2018	300255022	Cintas Corporation-300	Soap	14.78
				39.14
Total 727.520 - Cleaning Supplies				
727.530 - Cleaning Rugs				
05/10/2018	300245607	Cintas Corporation-300	Rugs 04/27/2018	36.69
05/24/2018	300255022	Cintas Corporation-300	Rugs 05/11/2018	54.99
				91.68
Total 727.530 - Cleaning Rugs				
				436.15
Total 727.500 - Cleaning				
727.700 - Postage				
727.710 - Postage- Circulation Notices				
05/10/2018	61119	The Library Network	1st Qtr 2018 Circ Notices	60.10
				60.10
Total 727.710 - Postage- Circulation Notices				
727.720 - Postage-Operating Postage				
05/10/2018	05072018ST	Petty Cash-	Postmaster - Certified Mailing	3.95

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Date	Num	Name	Memo	Paid Amount
05/21/2018			Circ Receipts	0.59
		Total 727.720 · Postage-Operating Postage		4.54
		Total 727.700 · Postage		64.64
		Total 727 · Supplies		978.33
		801 · Professional Services		
		801.010 · Attorney		
05/24/2018	736828	Foster Swift Collins & Smith	Patron Appeal 2017-1	160.00
05/24/2018	736918	Foster Swift Collins & Smith	Patron Appeal 2017-1	460.00
		Total 801.010 · Attorney		620.00
		801.040 · Bookkeeper		
05/10/2018	201809	Budzinski & Associates	1/2 May 2018 Billing	375.00
05/24/2018	201810	Budzinski & Associates	1/2 May 2018 Billing	375.00
		Total 801.040 · Bookkeeper		750.00
		801.041 · Payroll Services		
05/10/2018	19227489	Payroll 1	2018 April	226.36
		Total 801.041 · Payroll Services		226.36
		801.079 · Library Strategic Plan		
05/24/2018	44986	Detection Systems & Engineering	New Security Camera System	11,602.00
		Total 801.079 · Library Strategic Plan		11,602.00
		801.090 · Collection Fees		
05/10/2018	462044	Unique Management Services Inc	Collection Fees 04/2018	340.10
		Total 801.090 · Collection Fees		340.10
		801.300 · Banking Fees		
05/31/2018		801.310 · Bank Fees	Service Charge	12.20
		Total 801.310 · Bank Fees		12.20
		801.315 · Investment Fees		
05/31/2018	INV052018		Bond Purchase	20.00
		Total 801.315 · Investment Fees		20.00
		801.350 · Credit Card Fee Circ		
05/09/2018	CCFee042018		April Credit Card Fee	55.31
		Total 801.350 · Credit Card Fee Circ		55.31

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Date	Num	Name	Memo	Paid Amount
Total 801.300	Banking Fees			87.51
Total 801	Professional Services			13,625.97
803 - Maintenance Service Contracts				
803.100	Copier			
803.101	Public Copier	Wells Fargo Bank, NA	2018 Canon Copier Lease Payoff	489.75
05/10/2018	7722122-002			489.75
Total 803.101	Public Copier			
803.102	Staff Copier			
05/10/2018	68290151	Toshiba Financial Services	2018 Staff Copier Lease & Maintenance - May	561.56
Total 803.102	Staff Copier			561.56
Total 803.100	Copier			1,051.31
803.300	Technology			
803.390	Computers			
05/10/2018	55754106	GovConnection Inc.	1 year Maintenance for Lenovo server	625.00
05/24/2018	37789	SenSource	People Counter Annual Maintenance 6/30/18 - 6/30/19	240.00
Total 803.390	Computers			865.00
Total 803.300	Technology			865.00
803.600	Building Maintenance			
803.605	Janitorial			
05/10/2018	11542	A Production Cleaning Company Inc.	Cleaning 4/22 - 5/5/2018	1,440.85
05/24/2018	11549	A Production Cleaning Company Inc.	Cleaning 5/06 - 5/19/2018	1,440.85
Total 803.605	Janitorial			2,881.70
803.610	Lawn/Snow Service			
803.611	Lawn Service			
05/24/2018	10899	Association Maintenance Corp	Spring Clean	525.00
05/24/2018	10926	Association Maintenance Corp	Lawn	85.00
Total 803.611	Lawn Service			610.00
803.612	Snow			
05/10/2018	S16483A	Osinski Inc.	Snow - March 1st - 7th	443.00
Total 803.612	Snow			443.00
803.613	Sprinkler			
05/24/2018	10926	Association Maintenance Corp	Sprinkler Repair	12.00
Total 803.613	Sprinkler			12.00

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Date	Num	Name	Memo	Paid Amount
Total 803.610 · Lawn/Snow Service				
05/10/2018	803.620 · Trash 18380	City of Chelsea	April Trash	1,065.00
Total 803.620 · Trash				
05/10/2018	803.640 · Doors SCI/00050283	ASSA ABLOY Entrance Systems	2018-2019 Maintenance Contract	40.00
Total 803.640 · Doors				
05/24/2018	803.760 · Fire Ext/Emerg Lights 0D26070903	Cintas Fire Protection	Maintenance	40.00
Total 803.760 · Fire Ext/Emerg Lights				
Total 803.600 · Building Maintenance				
Total 803 · Maintenance Service Contracts				
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
05/09/2018	CW36572	CTS Companies	Service Call to CTS/Star2Star	95.00
05/09/2018	Mark05092018	CTS Companies	Credit for Inv#CW36572	-95.00
05/10/2018	04252018ST	A T & T	03/26/18 - 04/25/18 Billing (April)	157.39
05/10/2018	04242018INV	Navitas Credit Corp	VOIP Lease - 2018 May	212.81
05/23/2018	05092018ST	Keybank	Star2Star - 2018 May	0.42
05/23/2018	05092018ST	Keybank	Star2Star - 2018 May	0.82
05/24/2018	05092018ST	Keybank	Star2Star - 2018 May	363.15
Total 850.120 · Telephone				
850.121 · Director's Cell Phone				
05/10/2018	9806223805	Verizon Wireless	Director's Cell Phone 2018 May	734.59
Total 850.121 · Director's Cell Phone				
Total 850.100 · Local & Long Distance Charges				
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
05/10/2018	9806223805	Verizon Wireless	Library Hotspots 2018 May	51.70
05/24/2018	261402854-041	Sprint	2018 May Lyndon/Circ Hotspots	51.70
Total 850.311 · WiFi Hotspots				
Total 850.300 · TLN Internet Service				
Total 850 · Telecommunications				

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Date	Num	Name	Memo	Paid Amount
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy		The Sun Times		
05/10/2018	5478-R		04-25-2018 Ad	60.00
				60.00
Total 880.110 · Media Buy				
880.140 · Sponsorships				
05/10/2018	04302018INV	St Joseph Mercy Chelsea - SRSly	SRSly Cinema 2016 Bronze Sponsor	150.00
				150.00
Total 880.140 · Sponsorships				210.00
Total 880.100 · Advertising				
880.200 · Publications				
880.240 · Newsletter				
05/24/2018	244256	Print-tech Inc.	Summer Newsletter Printing & Mailing	4,193.78
				4,193.78
Total 880.240 · Newsletter				4,193.78
Total 880.200 · Publications				
880.300 · Marketing Supplies				
880.320 · Misc Marketing Supplies				
05/10/2018	05072018ST	Petty Cash-	Michael's - Daisies for Festival of Tables	5.73
05/23/2018	05092018ST	Keybank	Literati Bookstore - MLW Books	0.27
05/23/2018	05092018ST	Keybank	Literati Bookstore - MLW Books	0.14
05/24/2018	05092018ST	Keybank	Literati Bookstore - MLW Books	120.41
				126.55
Total 880.320 · Misc Marketing Supplies				
880.330 · Paper				
05/10/2018	473940	Smart Office Solutions	Color Paper	63.60
				63.60
Total 880.330 · Paper				190.15
Total 880.300 · Marketing Supplies				
880.400 · Program Promotion				
880.410 · Adult Program Promotion				
880.412 · Midwest Literary Walk				
05/10/2018	1152	Chelsea Guardian	Guardian Ad - 4/27	50.00
05/23/2018	05092018ST	Keybank	Just Imagine - Balloons for MLW	0.03
05/23/2018	05092018ST	Keybank	Just Imagine - Balloons for MLW	0.06
05/24/2018	05092018ST	Keybank	Just Imagine - Balloons for MLW	25.91
				76.00
Total 880.412 · Midwest Literary Walk				76.00
Total 880.410 · Adult Program Promotion				
880.420 · Youth / Teen Promotion				

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Date	Num	Name	Memo	Paid Amount
05/10/2018	880.423 · Summer Reading Program	Print-tech Inc.	Stickers for SRP Banner Footers	130.09
05/23/2018	244165	Keybank	Stevens Custom Signs - YSG/CDL Imprint on SRP Shirts	0.20
05/23/2018	05092018ST	Keybank	Stevens Custom Signs - YSG/CDL Imprint on SRP Shirts	0.38
05/24/2018	05092018ST	Keybank	Stevens Custom Signs - YSG/CDL Imprint on SRP Shirts	169.42
	Total 880.423 · Summer Reading Program			300.09
	Total 880.420 · Youth / Teen Promotion			300.09
05/10/2018	880.430 · Library Program Promotion			
	880.434 · Music in the Air	Print-tech Inc.	Music in the Air Postcards & Posters	371.29
	244234			371.29
	Total 880.434 · Music in the Air			371.29
	Total 880.430 · Library Program Promotion			747.38
	Total 880.400 · Program Promotion			
	880.500 · Purchased Services			
05/23/2018	880.510 · General Purchased Services			
05/23/2018	05092018ST	Keybank	Uberflip - 05/2018	0.05
05/23/2018	05092018ST	Keybank	Uberflip - 05/2018	0.07
05/23/2018	05092018ST	Keybank	Adobe Stock Monthly - May 2018	0.07
05/23/2018	05092018ST	Keybank	Adobe Stock Monthly - May 2018	0.04
05/24/2018	05092018ST	Keybank	Uberflip - 05/2018	30.73
05/24/2018	05092018ST	Keybank	Adobe Stock Monthly - May 2018	29.88
	Total 880.510 · General Purchased Services			60.84
	880.520 · Professional Services			
05/10/2018	880.521 · Graphic Design Services	MC creative design & photography LLC	Graphics & Photography Summer Newsletter	1,600.00
05/24/2018	0229	Koepping, Luna Marie Elizabeth	Music in the Air Graphic Design	250.00
	Total 880.521 · Graphic Design Services			1,850.00
05/24/2018	880.522 · Photography Services	Burrill Strong Photography	2018 Photography Services (1/2)+Addl Events	1,250.00
	05112018ST			1,250.00
	Total 880.522 · Photography Services			3,100.00
	Total 880.520 · Professional Services			3,160.84
	Total 880.500 · Purchased Services			8,502.15
	Total 880 · Promotional Materials			
	884 · Programming			
	884.110 · Adult Speakers			
	884.111 · Midwest Literary Walk			

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05/07/2018			Chelsea Depot - Return MLW Deposit	-150.00
05/10/2018	04282018MLW	Dyson, Michael Enc	2018 Midwest Lit Walk Honorarium	5,000.00
05/10/2018	04282018MLWH	Sulecki, Keegan	Ida Limon MLW Lodging	95.71
Total 884.111 - Midwest Literary Walk				4,945.71
884.114 - Comedy Showcase				
05/24/2018	06282018KS	A2 Aviary LLC	06/28 Korner Stage Performance	1,100.00
05/24/2018	06212018KS	The Improv Advantage LLC	06/21 Korner Stage Performance	700.00
Total 884.114 - Comedy Showcase				1,800.00
884.119 - General Adult Events				
05/10/2018	04282018MLW	Fahle, Rich	Michael Dyson Hotel & MLW Supplies	342.72
05/10/2018	05072018ST	Petty Cash-	Cottage Inn - Book Club Pizza	18.00
05/10/2018	05072018ST	Petty Cash-	Amazon - Kombucha Scobys	10.99
05/10/2018	04282018MLWH	Sulecki, Keegan	Ida Limon MLW Lodging	479.27
05/10/2018	04282018MLW	Powers, Shannon H	MLW Raffle Prizes	50.00
05/23/2018	05092018ST	Keybank	Common Grill Gift Certificates SRP	0.34
05/23/2018	05092018ST	Keybank	Common Grill Gift Certificates SRP	0.17
05/23/2018	05092018ST	Keybank	Polly's - Refreshments	0.04
05/23/2018	05092018ST	Keybank	Polly's - Refreshments	0.02
05/23/2018	05092018ST	Keybank	Gordon Foods - MLW Supplies	0.15
05/23/2018	05092018ST	Keybank	Gordon Foods - MLW Supplies	0.28
05/23/2018	05092018ST	Keybank	ZouZou's - Gift Cards	0.11
05/23/2018	05092018ST	Keybank	ZouZou's - Gift Cards	0.06
05/23/2018	05092018ST	Keybank	Golden Limousine - MLW Authors	0.18
05/23/2018	05092018ST	Keybank	Golden Limousine - MLW Authors	0.09
05/23/2018	05092018ST	Keybank	Golden Limousine - MLW Authors	0.14
05/23/2018	05092018ST	Keybank	Golden Limousine - MLW Authors	0.27
05/23/2018	05092018ST	Keybank	Golden Limousine - MLW Authors	0.14
05/23/2018	05092018ST	Keybank	Golden Limousine - MLW Authors	0.27
05/23/2018	05092018ST	Keybank	Golden Limousine - MLW Authors	0.27
05/23/2018	05092018ST	Keybank	Golden Limousine - MLW Authors	0.14
05/23/2018	05092018ST	Keybank	Golden Limousine - MLW Authors	0.15
05/23/2018	05092018ST	Keybank	Golden Limousine - MLW Authors	0.30
05/23/2018	05092018ST	Keybank	Meijer - Water for Korner Stage	0.01
05/23/2018	05092018ST	Keybank	Meijer - Water for Korner Stage	0.00
05/24/2018	05092018ST	Keybank	Common Grill Gift Certificates SRP	149.49
05/24/2018	05092018ST	Keybank	Polly's - Refreshments	17.22
05/24/2018	05092018ST	Keybank	Gordon Foods - MLW Supplies	126.16
05/24/2018	05092018ST	Keybank	ZouZou's - Gift Cards	49.83
05/24/2018	05092018ST	Keybank	Golden Limousine - MLW Authors	78.33
05/24/2018	05092018ST	Keybank	Golden Limousine - MLW Authors	120.49
05/24/2018	05092018ST	Keybank	Golden Limousine - MLW Authors	120.49
05/24/2018	05092018ST	Keybank	Golden Limousine - MLW Authors	120.49
05/24/2018	05092018ST	Keybank	Golden Limousine - MLW Authors	131.45
05/24/2018	05092018ST	Keybank	Meijer - Water for Korner Stage	3.58

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Total 884.119 - General Adult Events				
Total 884.110 - Adult Speakers				1,821.64
884.120 - Adult Supplies				8,567.35
884.121 - Refreshments				
05/10/2018	05072018ST	Petty Cash-	Chelsea Bakery - Purple Rose Reading	15.00
Total 884.121 - Refreshments				15.00
Total 884.120 - Adult Supplies				15.00
884.210 - Youth Speakers				
884.213 - Parenting Programs				
05/10/2018	06012018HSCC	Johnston, Jennifer R	06/01/2018 Homeschool Childcare	50.00
Total 884.213 - Parenting Programs				50.00
884.215 - Early Literacy				
05/24/2018	06052018BT	DeMea, Karla	06/05 BabyTime	50.00
05/24/2018	06182018KSC	Golick, Cynthia	Kindergarten Spanish Club (6 wks)	270.00
Total 884.215 - Early Literacy				320.00
884.210 - Youth Speakers - Other				
05/24/2018	06142018VS	Wawrzaszek, Jeff	06/14 Variety Showcase Magic Night	275.00
Total 884.210 - Youth Speakers - Other				275.00
Total 884.210 - Youth Speakers				645.00
884.220 - Youth Supplies				
884.222 - General Youth Programs				
05/10/2018	16QN-4VYV-M...	Amazon Capital Services Inc	Bunny Ears for Storytime	29.98
05/10/2018	1PNM-C66X-N...	Amazon Capital Services Inc	Film, Glo Sticks, Pencils	63.51
05/10/2018	2033673491	Baker & Taylor Program Account	2033673491	46.70
05/10/2018	05072018ST	Petty Cash-	Polly's - Chips for Program	7.97
05/10/2018	05072018ST	Petty Cash-	Polly's - Carrots & Dressing	8.28
05/23/2018	05092018ST	Keybank	Cottage Inn - Youth Lock-in Program	0.12
05/23/2018	05092018ST	Keybank	Cottage Inn - Youth Lock-in Program	0.23
05/23/2018	05092018ST	Keybank	Vault of Midnight - Comics for Free Comic Book Day	0.06
05/23/2018	05092018ST	Keybank	Vault of Midnight - Comics for Free Comic Book Day	0.03
05/23/2018	05092018ST	Keybank	Stumps - Star Wars Supplies	0.18
05/23/2018	05092018ST	Keybank	Stumps - Star Wars Supplies	0.34
05/23/2018	05092018ST	Keybank	Gordon Foods - Star Wars Day	0.01
05/23/2018	05092018ST	Keybank	Gordon Foods - Star Wars Day	0.01
05/23/2018	05092018ST	Keybank	Meijer - Star Wars Day	0.04
05/23/2018	05092018ST	Keybank	Meijer - Star Wars Day	0.07
05/24/2018	05092018ST	Keybank	Cottage Inn - Youth Lock-in Program	100.85
05/24/2018	05092018ST	Keybank	Vault of Midnight - Comics for Free Comic Book Day	27.91
05/24/2018	05092018ST	Keybank	Stumps - Star Wars Supplies	151.30

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05/24/2018	05092018ST	Keybank	Gordon Foods - Star Wars Day	5.97
05/24/2018	05092018ST	Keybank	Meijer - Star Wars Day	30.25
Total 884.222 - General Youth Programs				473.81
884.226 - Summer Reading				
05/23/2018	05092018ST	Keybank	iRead - Posters & Banners for SRP	0.14
05/23/2018	05092018ST	Keybank	iRead - Posters & Banners for SRP	0.26
05/23/2018	05092018ST	Keybank	Stumps - Fairytail Standee	0.10
05/23/2018	05092018ST	Keybank	Stumps - Fairytail Standee	0.20
05/23/2018	05092018ST	Keybank	Gordon Foods - SRP Cups	0.03
05/23/2018	05092018ST	Keybank	Gordon Foods - SRP Cups	0.01
05/23/2018	05092018ST	Keybank	Circuit Maze	29.77
05/24/2018	1DPG-KFJ3-J3...	Amazon Capital Services Inc	iRead - Posters & Banners for SRP	115.70
05/24/2018	05092018ST	Keybank	Stumps - Fairytail Standee	89.69
05/24/2018	05092018ST	Keybank	Gordon Foods - SRP Cups	11.33
Total 884.226 - Summer Reading				247.23
884.240 - Storytime Collection				
05/10/2018	05072018ST	Petty Cash-	Target - Felt Kils	15.90
05/10/2018	05072018ST	Petty Cash-	Target - Shower Curtains	6.34
Total 884.240 - Storytime Collection				22.24
Total 884.220 - Youth Supplies				743.28
884.270 - Teen Supplies				
884.272 - Teen General Programs				
05/10/2018	05072018ST	Petty Cash-	CVS - Peeps	8.72
05/24/2018	1DPG-KFJ3-J3...	Amazon Capital Services Inc	Supplies	30.98
Total 884.272 - Teen General Programs				39.70
884.273 - Teen Holiday Programs				
05/24/2018	1DPG-KFJ3-J3...	Amazon Capital Services Inc	Supplies	50.97
Total 884.273 - Teen Holiday Programs				50.97
884.276 - Teen Refreshments				
05/23/2018	05092018ST	Keybank	Kroger - Night of 1000 Fandoms	0.05
05/23/2018	05092018ST	Keybank	Kroger - Night of 1000 Fandoms	0.10
05/24/2018	05092018ST	Keybank	Kroger - Night of 1000 Fandoms	45.39
Total 884.276 - Teen Refreshments				45.54
884.277 - Teen Summer Reading				
05/24/2018	1DPG-KFJ3-J3...	Amazon Capital Services Inc	Books & Supplies	99.44
05/24/2018	1MVT-LFFN-F...	Amazon Capital Services Inc	Gift Certificate	100.00
05/24/2018	19TY-VRT6-Q...	Amazon Capital Services Inc	Star Wars Poster	6.15
05/24/2018	1RQJ-GTNR-F...	Amazon Capital Services Inc	Debby Socks	5.66

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05/24/2018	1RQJ-GTNR-N...	Amazon Capital Services Inc	HP Cursed Child	10.00
Total 884.277 · Teen Summer Reading				221.25
Total 884.270 · Teen Supplies				357.46
884.400 · Music Focus				
884.962 · Music in the Air - Restricted				
05/23/2018	05092018ST	Keybank	Delta - Jacapo Flight	1.09
05/23/2018	05092018ST	Keybank	Delta - Jacapo Flight	0.57
05/23/2018	05092018ST	Keybank	American - Joy Jan Flight	0.63
05/23/2018	05092018ST	Keybank	American - Joy Jan Flight	0.32
05/24/2018	06012018MinA	Giapopuzzi, Jacopo	Music in the Air Artist Fee	750.00
05/24/2018	06012018MinA	Jones, Joy Jan	Music in the Air Artist Fee	750.00
05/24/2018	05092018ST	Keybank	Delta - Jacapo Flight	484.74
05/24/2018	05092018ST	Keybank	American - Joy Jan Flight	278.05
05/29/2018	16923	King's Keyboard House	Music in the Air Concert-Piano Rental	950.00
Total 884.962 · Music in the Air - Restricted				3,215.40
Total 884.400 · Music Focus				3,215.40
884.600 · Technology Programming				
884.601 · Technology Programs General				
05/23/2018	05092018ST	Keybank	Polly's - TLN Tech Meeting	0.04
05/23/2018	05092018ST	Keybank	Polly's - TLN Tech Meeting	0.02
05/23/2018	05092018ST	Keybank	Panera Bread - TLN Tech Meeting	0.02
05/23/2018	05092018ST	Keybank	Panera Bread - TLN Tech Meeting	0.01
05/24/2018	05092018ST	Keybank	Polly's - TLN Tech Meeting	18.43
05/24/2018	05092018ST	Keybank	Panera Bread - TLN Tech Meeting	10.55
Total 884.601 · Technology Programs General				29.07
Total 884.600 · Technology Programming				29.07
884.700 · Consortium Meetings				
05/24/2018	05102018P	Lancaster, Terri	Refreshments TLN Circ Meeting	23.21
Total 884.700 · Consortium Meetings				23.21
884.910 · Adult Programming Restricted				
884.911 · Adult Prog Rest Gifts Comedy Sh				
05/24/2018	06072018VS	Kramis, Kevin J	06/07/2018 Variety Showcase	800.00
05/24/2018	06142018VS	Louie, Ming A	06/14/18 Variety Showcase	250.00
05/24/2018	06212018KS	The Improv Advantage LLC	06/21 Komer Stage Performance	150.00
Total 884.911 · Adult Prog Rest Gifts Comedy Sh				1,200.00
Total 884.910 · Adult Programming Restricted				1,200.00
884.920 · Youth Programming Restricted				

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05/24/2018	884.923 · Youth Prog Rest Gifts SRP 3505881	Time to Play Rentals LLC	SRP Kickoff - 06/14/2018	235.00
	Total 884.923 · Youth Prog Rest Gifts SRP			235.00
	Total 884.920 · Youth Programming Restricted			235.00
	Total 884 · Programming			15,030.77
	885 · Volunteer			
	885.200 · Supplies			
05/10/2018	1PNM-C66X-F	Amazon Capital Services Inc	Volunteer Candy	27.86
05/23/2018	05092018ST	Keybank	Gordon Food Service - Candy	0.02
05/23/2018	05092018ST	Keybank	Gordon Food Service - Candy	0.04
05/24/2018	05092018ST	Keybank	Gordon Food Service - Candy	16.72
	Total 885.200 · Supplies			44.64
	Total 885 · Volunteer			44.64
	920 · Utilities			
	920.110 · City of Chelsea Water			
05/10/2018	05032018ST	City of Chelsea-Elect & Water	03-30-2018 to 04-30-2018	66.11
	Total 920.110 · City of Chelsea Water			66.11
	920.120 · City of Chelsea Sewer			
05/10/2018	05032018ST	City of Chelsea-Elect & Water	03-30-2018 to 04-30-2018	145.12
	Total 920.120 · City of Chelsea Sewer			145.12
	920.130 · City of Chelsea Electric			
05/10/2018	05032018ST	City of Chelsea-Elect & Water	03-30-2018 to 04-30-2018	2,894.03
	Total 920.130 · City of Chelsea Electric			2,894.03
	920.150 · City of Chelsea Sprinkler			
05/10/2018	05032018ST	City of Chelsea-Elect & Water	03-30-2018 to 04-30-2018	27.47
	Total 920.150 · City of Chelsea Sprinkler			27.47
	920.200 · McKune Gas			
05/24/2018	05082018ST	DTE Energy	2018 April	986.32
	Total 920.200 · McKune Gas			986.32
	Total 920 · Utilities			4,119.05
	960 · Board & Director Expense			
	960.100 · Board Expenses			
05/10/2018	05072018ST	Petty Cash-	Busch's - Tea for Board Meetings	9.88

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Total 960.100 · Board Expenses				
960.200 · Director Expense				
05/10/2018	1XLQ-TYLL-KF ...	Amazon Capital Services Inc	Batons & Ribbons for Walk to School Wednesdays	69.62
05/10/2018	05072018ST	Petty Cash-	Chamber - Lunch at Chamber Event	12.00
05/23/2018	05092018ST	Keybank	Cleary's - Meeting with Chelsea Update	0.08
05/23/2018	05092018ST	Keybank	Cleary's - Meeting with Chelsea Update	0.04
05/23/2018	05092018ST	Keybank	Smokehouse 52-Meeting w/Paul McCann of DDL / CARL	0.05
05/23/2018	05092018ST	Keybank	Smokehouse 52-Meeting w/Paul McCann of DDL / CARL	0.10
05/23/2018	05092018ST	Keybank	Common Grill - David Zibi & Linda Ballard - In-Service Day	0.16
05/23/2018	05092018ST	Keybank	Common Grill - David Zibi & Linda Ballard - In-Service Day	0.08
05/23/2018	05092018ST	Keybank	Kroger - Starbucks Gift Card of TLN Speaker	0.07
05/23/2018	05092018ST	Keybank	Kroger - Starbucks Gift Card of TLN Speaker	0.03
05/23/2018	05092018ST	Keybank	Cleary's - Meeting with Chelsea Update	33.47
05/24/2018	05092018ST	Keybank	Smokehouse 52-Meeting w/Paul McCann of DDL / CARL	42.76
05/24/2018	05092018ST	Keybank	Common Grill - David Zibi & Linda Ballard - In-Service Day	69.00
05/24/2018	05092018ST	Keybank	Kroger - Starbucks Gift Card of TLN Speaker	29.90
Total 960.200 · Director Expense				257.36
Total 960 · Board & Director Expense				267.24
965 · Automation Services				
965.100 · Bibliographic Database				
05/10/2018	61069	The Library Network		2,427.00
Total 965.100 · Bibliographic Database				2,427.00
965.200 · Shared Automation System				
05/10/2018	61069	The Library Network		7,903.75
Total 965.200 · Shared Automation System				7,903.75
Total 965 · Automation Services				
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
05/10/2018	19Q4-LND4-W...	Amazon Capital Services Inc	Static Notes - rectangle	12.73
05/10/2018	13PV-9F1K-7C...	Amazon Capital Services Inc	Monitors, instaprint camera, external HDD, laptop stand	915.52
05/10/2018	194V-D9D1-P9...	Amazon Capital Services Inc	Gigabyte switch for server room & staff wireless mouse	156.95
05/24/2018	166Q-Y6Y4-M...	Amazon Capital Services Inc	SD Cards for 3D Printer & HDD Case	24.38
Total 967.120 · Computers				1,109.58
Total 967.100 · Equipment Hardware				1,109.58
967.200 · Equipment Software				
05/23/2018	05092018ST	Keybank	May 2018 Ninite Pro-Monthly non-Windows Updates	0.03
05/23/2018	05092018ST	Keybank	May 2018 Ninite Pro-Monthly non-Windows Updates	0.04
05/23/2018	05092018ST	Keybank	May 2018 - Bisect Hosting - Hosted Minecraft Server Svcs	0.01

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05/23/2018	05092018ST	Keybank	May 2018 - Bisect Hosting - Hosted Minecraft Server Svcs	0.03
05/24/2018	05092018ST	Keybank	May 2018 Ninite Pro-Monthly non-Windows Updates	19.93
05/24/2018	05092018ST	Keybank	May 2018 - Bisect Hosting - Hosted Minecraft Server Svcs	12.42
Total 967.200 · Equipment Software				32.46
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
05/24/2018	05212018IPad	Donnell, Edith	iPad Mini for Makerspace	90.00
Total 967.310 · Makerspace Furnishings				90.00
967.320 · Furniture				
05/10/2018	6364687	Demco Inc.	2 Step Stools	146.11
05/24/2018	05182018U2	Ballard, Linda P.	Table Umbrellas	135.67
Total 967.320 · Furniture				281.78
Total 967.300 · Equipment Furniture & Fixtures				371.78
Total 967 · Equipment				1,513.82
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.110 · Director Travel				
05/10/2018	05042018TLN	Coryell, Lori	TLN Steering Committee Mtg	49.70
05/24/2018	05172018SAS...	Coryell, Lori	SASUG Mtg Commerce Township	50.58
Total 969.110 · Director Travel				100.28
969.121 · Youth & Teen Services Travel				
05/10/2018	05022018RLC	Wolak, Jody	Rural Library Conference	530.00
Total 969.121 · Youth & Teen Services Travel				530.00
969.122 · Adult Services Travel				
05/10/2018	05022018RLC	Brown, Laura	Rural Library Conference	244.16
Total 969.122 · Adult Services Travel				244.16
969.123 · Circulation Services Travel				
05/10/2018	04252018MLA	Lancaster, Terri	04/25 MLA Workshop	27.80
05/10/2018	05022018CARL	Lancaster, Terri	05/01-05/02 CARL Training	16.56
Total 969.123 · Circulation Services Travel				44.36
969.143 · Other Staff Travel				
05/10/2018	04262018CARL	Smith, Lucille M.	TLN CARL Training	54.28
05/10/2018	05022018CARL	Smith, Lucille M.	CARL Training - Dexter	8.45

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	Total 969.143	Other Staff Travel		62.73
	Total 969.100	Staff Travel		981.53
	Total 969.001	Travel		981.53
	969.300	Memberships		
	969.500	Institutional Membership		
	969.510	Institutional Member Rotary		
05/10/2018	0620592	Rotary Club of Chelsea	Rotary 3rd Qtr Charges	158.00
	Total 969.510	Institutional Member Rotary		158.00
	969.530	Institutional Member MML		
	36186-518	Michigan Municipal League		
05/10/2018			7/1/2018 -6/30/2019 Membership	175.00
	Total 969.530	Institutional Member MML		175.00
	969.550	Institutional Member MLA		
	05182018DUES	Michigan Library Association	Organizational Dues 2018	1,558.46
05/24/2018				1,558.46
	Total 969.550	Institutional Member MLA		1,891.46
	Total 969.500	Institutional Membership		1,891.46
	Total 969.300	Memberships		
	969.600	Staff Training		
	969.930	Workplace Wellness Restricted		
	05072018ST	Petty Cash-	Menard's - Blinds	9.91
05/10/2018				9.91
	Total 969.930	Workplace Wellness Restricted		
	969.940	Staff Appreciation - Restricted		
	05092018ST	Keybank	Smokehouse 52 - Gift Certificate	0.07
05/23/2018			Smokehouse 52 - Gift Certificate	0.03
05/23/2018	05092018ST	Keybank	Smokehouse 52 - Gift Certificate	29.90
05/24/2018	05092018ST	Keybank		
	Total 969.940	Staff Appreciation - Restricted		30.00
	Total 969.600	Staff Training		39.91
	Total 969	Continuing Education Expenses		2,912.90
	980	Capital Expense		
	975.100	Building Improvement Additions		
	05222018EL	Turner's Nursery & Landscape	Entrance Landscaping	17,400.00
05/24/2018				17,400.00
	Total 975.100	Building Improvement Additions		
	980.300	Computer Upgrades		
	980.320	Hardware Upgrades		

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05/10/2018	980.321 • Servers & Storage B07731040101	PCM-G	Backup Solution for Servers	2,919.96
	Total 980.321 • Servers & Storage			2,919.96
05/24/2018	980.329 • Access Control System (Key Fobs 44985	Detection Systems & Engineering	New Key Fob System	6,946.00
	Total 980.329 • Access Control System (Key Fobs			6,946.00
	Total 980.320 • Hardware Upgrades			9,865.96
	Total 980.300 • Computer Upgrades			9,865.96
	Total 980 • Capital Expense			27,265.96
	982 • Collection Expense			
	982.100 • Audio Books			
	982.120 • Adult Books on Disc			
05/21/2018			Circ Receipts - L/D	-10.00
05/24/2018	96038277	Midwest Tape	96038277 - Apr Audio Bks	74.98
05/24/2018	96038460	Midwest Tape	96038460 - May/June Audio Bks	79.98
05/24/2018	96058585	Midwest Tape	96058585 - April Audio Bks	129.97
05/24/2018	96058588	Midwest Tape	96058588 - May/June Audio Bks	199.94
	Total 982.120 • Adult Books on Disc			474.87
05/24/2018	982.140 • Youth Books on Disc			
05/24/2018	1087788540	Penguin Random House LLC	Youth/Teen Audio Books	37.50
	75764698	Recorded Books Inc.	Youth CD	7.95
	Total 982.140 • Youth Books on Disc			45.45
	Total 982.100 • Audio Books			520.32
	982.400 • Non Print			
	982.410 • Electronic Products/Subs			
05/10/2018	1279	BiblioLabs LLC	Biblioboard Creator Service 7/1/18 to 6/30/19 Renewal	1,950.00
05/24/2018	24635	Pronunciator	Pronunciator Annual Library Subscript 7/1/18 to 6/30/2019	850.00
	Total 982.410 • Electronic Products/Subs			2,800.00
	982.416 • eContent/Kindle			
05/23/2018	05092018ST	Keybank	Amazon - Kindle Content	0.67
05/23/2018	05092018ST	Keybank	Amazon - Kindle Content	0.35
05/24/2018	05092018ST	Keybank	Amazon - Kindle Content	298.54
	Total 982.416 • eContent/Kindle			299.56
05/10/2018	982.420 • Adult Music on CD	Midwest Tape	96058587 - Apr Music CDs	15.99

Chelsea District Library

List of Checks for Board Approval

May 2018

Date	Num	Name	Memo	Paid Amount
Total 982.420 - Adult Music on CD				
982.450 - Youth Music CD				
05/10/2018	B87212860	Baker & Taylor-Entertainment	B87212860	11.03
05/10/2018	B87812730	Baker & Taylor-Entertainment	B87812730	8.67
05/24/2018	B89454170	Baker & Taylor-Entertainment	B89454170	10.85
Total 982.450 - Youth Music CD				
982.460 - DVD Feature				
05/07/2018			Circ Receipts - L/D	-19.99
05/10/2018	96038275	Midwest Tape	96038275 - Mar Feat/LD DVDs	41.83
05/10/2018	96038278	Midwest Tape	96038278 - Apr Feat/LD DVDs	337.16
05/10/2018	96057059	Midwest Tape	96057059 - Apr Feat/LD DVDs	203.41
05/10/2018	96058681	Midwest Tape	96058681 - May Feat/LD DVDs	33.73
05/24/2018	96081939	Midwest Tape	96081939 - Apr Feat DVDs	60.96
05/24/2018	96082032	Midwest Tape	96082032 - May Feat DVDs	82.46
Total 982.460 - DVD Feature				
982.470 - DVD Non-Fiction				
05/10/2018	96058680	Midwest Tape	96058680 - Apr/May NF DVDs	62.71
05/24/2018	96038279	Midwest Tape	96038279 - Apr/May NF DVDs	53.72
Total 982.470 - DVD Non-Fiction				
982.480 - Youth Video DVD				
05/07/2018			Circ Receipts - L/D	-19.99
05/10/2018	96017460	Midwest Tape	96017460 - Youth Videos	91.43
05/10/2018	96038276	Midwest Tape	96038276 - Youth Videos	44.98
05/24/2018	176J-1Q4L-Q11C	Amazon Capital Services Inc	Youth Videos	68.84
Total 982.480 - Youth Video DVD				
Total 982.400 - Non Print				
982.700 - Print				
982.705 - Adult Print				
982.710 - Adult Large Print				
05/10/2018	2033633840	Baker & Taylor-Adult Large Print	2033633840	91.99
05/10/2018	2033661002	Baker & Taylor-Adult Large Print	2033661002	159.46
05/10/2018	2033664920	Baker & Taylor-Adult Large Print	2033664920	211.55
05/24/2018	2033688452	Baker & Taylor-Adult Large Print	2033688452	52.39
Total 982.710 - Adult Large Print				
982.720 - Adult Print General				
05/07/2018			Circ Receipts - L/D	-90.97
05/10/2018	2033630343	Baker & Taylor-Adult	2033630343	579.39
05/10/2018	2033638278	Baker & Taylor-Adult	2033638278	804.86
05/10/2018	2033654552	Baker & Taylor-Adult	2033654552	458.00

Chelsea District Library

List of Checks for Board Approval

May 2018

Date	Num	Name	Memo	Paid Amount
05/10/2018	2033657544	Baker & Taylor-Adult	2033657544	707.69
05/10/2018	2033666933	Baker & Taylor-Adult	2033666933	520.04
05/10/2018	2033677388	Baker & Taylor-Adult	2033677388	783.68
05/21/2018			Circ Receipts - L/D	-61.98
05/24/2018	2033687836	Baker & Taylor-Adult	2033687836	412.95
05/24/2018	1DPG-KFJ3-J3...	Amazon Capital Services Inc	Books	22.78
Total 982.720 - Adult Print General				4,136.44
982.730 - Adult Ref.				
05/10/2018	2033654800	Baker & Taylor Reference Adult	2033654800	19.16
05/10/2018	2033666669	Baker & Taylor Reference Adult	2033666669	165.83
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Plat Book & License Manual	0.43
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	0.22
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.01
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.00
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.04
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.22
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.06
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.57
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.32
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.05
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.03
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.12
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.02
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.17
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.20
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.14
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.01
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.02
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.04
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.02
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.01
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.03
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.04
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.05
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.42
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.04
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.05
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.08
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.03
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.03
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.01
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.35
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.15
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.14
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.14
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.14
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.18

Chelsea District Library

List of Checks for Board Approval

May 2018

06/07/18

Date	Num	Name	Memo	Paid Amount
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.10
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.15
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.06
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.09
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.14
05/23/2018	05092018ST	Keybank	Rockford Map Publishers - Credit	-0.03
05/24/2018	05092018ST	Keybank	Rockford Map Publishers - Plat Book & License Manual	189.80
Total 982.730 - Adult Ref.				370.94
982.740 - Multiple Book Copies				
05/10/2018	2033638101	Baker & Taylor Books Adult Multiples	2033638101	15.45
05/10/2018	2033657517	Baker & Taylor Books Adult Multiples	2033657517	81.62
05/24/2018	2033683420	Baker & Taylor Books Adult Multiples	2033683420	77.68
Total 982.740 - Multiple Book Copies				174.75
982.750 - Professional Collection				
05/23/2018	05092018ST	Keybank	ALA Store - Privacy & Security Online	0.06
05/23/2018	05092018ST	Keybank	ALA Store - Privacy & Security Online	0.12
05/24/2018	05092018ST	Keybank	ALA Store - Privacy & Security Online	52.82
Total 982.750 - Professional Collection				53.00
Total 982.705 - Adult Print				5,250.52
982.755 - Youth Print				
982.760 - Youth Print General				
05/07/2018			Circ Receipts - L/D	-7.99
05/09/2018	0003089815	Baker & Taylor-Unlabeled	Credit from Inv#2033528166	-6.69
05/09/2018	2033638588	Baker & Taylor-Unlabeled	2033638588	6.69
05/10/2018	NA139085	The Child's World	NA139085	215.40
05/10/2018	2033634952	Baker & Taylor-Auto Yours Cats	2033634952	118.60
05/10/2018	2033664209	Baker & Taylor-Auto Yours Cats	2033664209	134.77
05/10/2018	2033633532	Baker & Taylor-Youth	2033633532	280.75
05/10/2018	2033654766	Baker & Taylor-Youth	2033654766	20.00
05/10/2018	2033637877	Baker & Taylor-Teen Fiction	2033637877	20.98
05/10/2018	2033654633	Baker & Taylor-Teen Fiction	2033654633	248.12
05/10/2018	2033657537	Baker & Taylor-Teen Fiction	2033657537	63.70
05/10/2018	2033638588	Baker & Taylor-Unlabeled	2033638588	75.74
05/10/2018	2033653739	Baker & Taylor-Unlabeled	2033653739	163.00
05/10/2018	2033659389	Baker & Taylor-Unlabeled	2033659389	113.59
05/10/2018	2033679030	Baker & Taylor-Unlabeled	2033679030	247.60
05/10/2018	ERG8881-1	The Book Farm Inc	Book	19.99
05/21/2018			Circ Receipts - L/D	-23.45
05/24/2018	2033680368	Baker & Taylor-Youth	2033680368	33.24
05/24/2018	2033687379	Baker & Taylor-Teen Fiction	2033687379	95.69
05/24/2018	2033688436	Baker & Taylor-Auto Yours Cats	2033688436	192.75
05/24/2018	2033704408	Baker & Taylor-Youth	2033704408	10.54

06/07/18

Chelsea District Library
List of Checks for Board Approval
May 2018

Date	Num	Name	Memo	Paid Amount
05/24/2018	2033697814	Baker & Taylor-Unlabeled	2033697814	208.21
Total 982.760 · Youth Print General				2,231.23
Total 982.755 · Youth Print				2,231.23
Total 982.700 · Print				7,481.75
Total 982 · Collection Expense				12,189.42
TOTAL				187,325.16

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

	TOTAL						
	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jan - May 18	Budget
Ordinary Income/Expense							% of Budget
Income							
402 · District Revenue	929,949	337,546	332,190	46,253	2,396	1,648,334	1,719,298
501.001 · Grants	300	0	0	0	0	300	300
539.000 · State Grants	0	0	0	0	0	0	2,000
540.100 · State Aid	0	0	0	5,463	0	5,463	8,500
574.100 · Penal Fines	0	0	0	0	0	0	23,000
607.100 · Non-Resident Fees	803	541	719	250	344	2,657	6,250
645.100 · Copiers & Printers	588	339	744	1,105	217	2,993	7,000
655.100 · Circulation Fines	1,498	1,009	1,511	1,502	1,592	7,112	22,000
665.100 · Interest	23	32	32	23	17	127	100
666.100 · Investment Earnings	38	44	3,541	1,239	18,196	23,058	46,000
666.500 · Investment Change in Value	(13,082)	(5,104)	2,522	(8,683)	1,804	(22,543)	
674 · Contribution & Donation-Public	8,605	380	2,600	200	850	12,635	28,075
675 · Donations Private	0	0	0	0	0	0	1,000
Total Income	928,722	334,787	343,859	47,352	25,416	1,680,136	1,863,523
Gross Profit	928,722	334,787	343,859	47,352	25,416	1,680,136	1,863,523
Expense							
701 · Personnel Expenses	50,296	81,069	120,875	80,522	82,275	415,037	1,101,117
727 · Supplies	1,872	1,194	1,470	1,171	978	6,685	27,300
801 · Professional Services	12,397	3,232	4,364	18,878	13,626	52,497	110,336
803 · Maintenance Service Contracts	11,256	14,303	11,042	14,235	6,710	57,546	126,540
850 · Telecommunications	(953)	1,536	4,324	2,111	1,560	8,578	39,250
880 · Promotional Materials	3,213	8,075	1,579	3,230	8,502	24,599	61,390
884 · Programming	2,069	15,869	5,608	5,851	15,031	44,428	110,681
885 · Volunteer	60	0	728	0	45	833	2,300
920 · Utilities	0	4,897	4,484	4,267	4,119	17,767	59,400
960 · Board & Director Expense	33	116	47	116	267	579	3,800
965 · Automation Services	14,801	0	0	0	10,331	25,132	48,895
967 · Equipment	613	1,632	1,499	1,125	1,514	6,383	30,500
969 · Continuing Education Expenses	3,535	2,067	874	3,921	2,913	13,310	28,626
980 · Capital Expense	6,150	0	0	4,351	27,266	37,767	101,950
982 · Collection Expense	23,952	7,924	8,212	11,377	11,974	63,439	182,855
Total Expense	129,294	141,914	165,106	151,155	187,111	774,580	2,034,940
Net Ordinary Income	799,428	192,873	178,753	(103,803)	(161,695)	905,556	(171,417)
Other Income/Expense							
Other Expense							
999.001 · Transfer to Capital Improvement	0	0	0	0	0	0	(63,500)
999.002 · Transfer to Capital Reserve Fun	0	0	0	0	0	0	(5,200)
999.025 · Carry from General Fund	0	0	0	0	0	0	(102,717)
Total Other Expense	0	0	0	0	0	0	(171,417)
Net Other Income	0	0	0	0	0	0	(171,417)
Net Income	799,428	192,873	178,753	(103,803)	(161,695)	905,556	0
							100%

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

	Jan - May 18	Jan - May 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,648,333.12	1,677,229.46	-28,896.34	-1.72%
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	2,656.25	2,140.20	516.05	24.11%
645.100 · Copiers & Printers	2,993.21	3,053.31	-60.10	-1.97%
655.100 · Circulation Fines	7,111.56	9,742.02	-2,630.46	-27.0%
665.100 · Interest	127.87	120.14	7.73	6.43%
666.100 · Investment Earnings	23,057.90	22,096.23	961.67	4.35%
666.500 · Investment Change in Value	-22,542.24	4,301.70	-26,843.94	-624.03%
674 · Contribution & Donation-Public	12,635.00	18,810.00	-6,175.00	-32.83%
Total Income	1,680,136.05	1,738,493.06	-58,357.01	-3.36%
Gross Profit				
Expense				
701 · Personnel Expenses	415,037.09	402,737.29	12,299.80	3.05%
727 · Supplies	6,685.12	6,665.43	19.69	0.3%
801 · Professional Services	52,496.57	37,208.14	15,288.43	41.09%
803 · Maintenance Service Contracts	57,545.59	52,848.34	4,697.25	8.89%
850 · Telecommunications	8,578.21	5,779.30	2,798.91	48.43%
880 · Promotional Materials	24,598.00	18,843.66	5,754.34	30.54%
884 · Programming	44,428.65	38,968.67	5,459.98	14.01%
885 · Volunteer	833.35	662.40	170.95	25.81%
920 · Utilities	17,767.68	16,400.62	1,367.06	8.34%
960 · Board & Director Expense	579.54	791.24	-211.70	-26.76%
965 · Automation Services	25,132.03	24,618.43	513.60	2.09%
967 · Equipment	6,382.66	13,368.28	-6,985.62	-52.26%
969 · Continuing Education Expenses	13,311.17	6,144.89	7,166.28	116.62%
980 · Capital Expense	37,766.71	9,791.52	27,975.19	285.71%
982 · Collection Expense	63,438.50	62,266.59	1,171.91	1.88%
Total Expense	774,580.87	697,094.80	77,486.07	11.12%
Net Ordinary Income	905,555.18	1,041,398.26	-135,843.08	-13.04%
Net Income	905,555.18	1,041,398.26	-135,843.08	-13.04%

CHELSEA DISTRICT LIBRARY

Fund Balances

May-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
\$459,785.27	-\$181,888.61	\$277,896.66
\$874.54	\$0.04	\$874.58
\$19.12	\$0.00	\$19.12
<u>\$459,785.27</u>	<u>-\$181,888.57</u>	<u>\$278,790.36</u>

Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

Investment Partners Total

\$1,351,860.85	\$19,979.73	\$1,371,840.58
\$600,000.00	\$0.00	\$600,000.00
<u>\$1,951,860.85</u>	<u>\$19,979.73</u>	<u>\$1,971,840.58</u>

Total General Fund

<u>\$2,411,646.12</u>	<u>-\$161,908.84</u>	<u>\$2,250,630.94</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$291,208.16</u>	<u>\$612.46</u>	<u>\$291,820.62</u>
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Chelsea District Library Investment Account
As of 05/31/2018

Original Investment

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

Investment Activity

Date	Value
5/31/2018	1,371,841
Invested	1,077,957
Increase 6/2009 – 12/31/2017	293,398
2018 Change (Current Year)	486
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	293,884
(Interest - Fees + Change in Value)	1,371,841

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

Improvement Fd to General Fd

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

Capital Reserve Fund

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

Fund to General Fund

Report for 05/31/2018

Note: Fund Adjusts entered 1/3/2018

Chelsea District Library Cash Flow 2018

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$243,064	\$761,204	\$1,228,587	\$1,075,927	\$930,063	\$851,811	\$706,186	\$551,161	\$367,370	\$216,771	\$81,693	(\$56,625)	\$243,064
Total Income	\$672,066	\$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

Budget

Income													
Total Income	\$727,345	\$340,238	\$337,996	\$55,559	\$5,959	\$23,178	\$9,516	\$14,086	\$39,595	\$15,861	\$4,617	\$240,448	\$1,814,398
Other income PPI \$1/P													

Expenditures													
Total Expense	\$187,113	\$142,307	\$162,410	\$151,694	\$187,847	\$157,233	\$164,541	\$220,319	\$190,194	\$150,939	\$142,935	\$158,176	\$2,015,708
Other													

Actual / Budget

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$243,064	\$783,296	\$981,227	\$556,813	\$460,678	\$278,790	\$144,735	\$89,710	(\$16,523)	(\$67,122)	(\$102,200)	(\$140,518)	\$243,064
Total Income	\$727,345	\$340,238	\$337,996	\$55,559	\$5,959	\$23,178	\$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	\$187,847	\$157,233	\$164,541	\$220,319	\$190,194	\$150,939	\$142,935	\$158,176	\$2,015,708
Net cash flow	\$540,232	\$197,931	(\$424,414)	(\$96,135)	(\$181,888)	(\$134,055)	(\$55,025)	(\$106,233)	(\$50,599)	(\$35,078)	(\$38,318)	\$182,272	(\$201,310)
Ending balance	\$783,296	\$981,227	\$556,813	\$460,678	\$278,790	\$144,735	\$89,710	(\$16,523)	(\$67,122)	(\$102,200)	(\$140,518)	\$41,754	\$41,754

\$ 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 May 2018

	Jan - May 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
501.001 · Grants			
501.200 · Chelsea Garden Club Grant	300	300	0
Total 501.001 · Grants	300	300	0
539.000 · State Grants			
539.300 · Michigan Humanities Council	0	2,000	(2,000)
Total 539.000 · State Grants	0	2,000	(2,000)
674 · Contribution & Donation-Public			
674.100 · Designated Adult Collection	25	25	0
674.110 · Designated Adult Programming	2,010	7,150	(5,140)
674.111 · Designated Youth Programming	4,350	6,100	(1,750)
674.120 · Undesignated Donation	950	500	450
674.121 · Annual Giving	0	4,100	(4,100)
674.141 · Designated Technology	3,000	3,000	0
674.200 · Friends of the Library Donation	600	600	0
Total 674 · Contribution & Donation-Public	10,935	21,475	(10,540)
675 · Donations Private			
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
Total 675 · Donations Private	0	1,000	(1,000)
Total Income	11,235	24,775	(13,540)
Gross Profit	11,235	24,775	(13,540)
Expense			
803 · Maintenance Service Contracts			
803.900 · Maint Service Contacts Restrict	0	300	(300)
Total 803 · Maintenance Service Contracts	0	300	(300)
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	0	8,000	(8,000)
Total 850.300 · TLN Internet Service	0	8,000	(8,000)
Total 850 · Telecommunications	0	8,000	(8,000)
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	2,470	2,500	(30)
884.953 · Youth Prog Rest Chelsea Ed Foun	0	1,000	(1,000)
Total 884.211 · Authors in Chelsea	2,470	3,500	(1,030)
Total 884.210 · Youth Speakers	2,470	3,500	(1,030)
884.400 · Music Focus			
884.960 · Sonic Sundays Restricted Gift	2,000	2,000	0
Total 884.400 · Music Focus	2,000	2,000	0
884.500 · Artist In Residence			
884.970 · Artist in Resdience Restricted	0	1,000	(1,000)
Total 884.500 · Artist In Residence	0	1,000	(1,000)

Chelsea District Library Donation and Restricted

January through May 2018

	Jan - May 18	Budget	\$ Over Budget
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	1,200	1,500	(300)
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	4,000	4,000	0
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
884.971 · MCACA Grant - Midwest Lit Walk	0	2,000	(2,000)
Total 884.910 · Adult Programming Restricted	5,511	9,471	(3,960)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	0	1,000	(1,000)
884.923 · Youth Prog Rest Gifts SRP	235	2,600	(2,365)
Total 884.920 · Youth Programming Restricted	235	3,600	(3,365)
Total 884 · Programming	10,216	19,571	(9,355)
967 · Equipment			
967.900 · Equipment Restricted Gifts			
967.910 · Equipment Rest Gifts	0	5,000	(5,000)
Total 967.900 · Equipment Restricted Gifts	0	5,000	(5,000)
Total 967 · Equipment	0	5,000	(5,000)
982 · Collection Expense			
982.500 · Local History Preservation			
982.941 · Chelsea Standard Digitize - Res	410	410	0
Total 982.500 · Local History Preservation	410	410	0
982.910 · Adult Collection Restricted	0	25	(25)
Total 982 · Collection Expense	410	435	(25)
Total Expense	10,626	33,306	(22,680)
Net Ordinary Income	609	(8,531)	9,140
Net Income	609	(8,531)	9,140

DIRECTOR'S REPORT

Library Director's Report on May 2018

Respectfully submitted for June 2018 Board Meeting

Staff News

Head of Technology Ron Andrews celebrated his 16-year work anniversary on May 8th. Library Assistant Heidi Glaubitz celebrated her two-year anniversary on May 9th. We marked Library Assistant Kathy Kahler's four-year anniversary on May 19th and Youth/Teen Librarian Jody Wolak's one-year anniversary on May 22nd. What a festive month! Congratulations to you all – and thank you for choosing CDL as the place to share your gifts, talent, and time.

CARL Migration

CDL survived the migration to the new ILS over the Memorial Day Weekend. A BIG shout out to Head of Circulation Terri Lancaster and the Circulation staff for handling the pressure with infinite patience and grace. From my perspective, the migration was seamless and patrons say they like the new system. Head of Technology Ron Andrews also deserved praise for his hard work throughout every step of the migration. What a team!

Music in the Air

We didn't think it possible, but the second annual Music in the Air concert was even better than the first! Pianist Jacopo Giacomuzzi and soprano Joy Jan Jones – two extremely talented artists – wowed the community with their artistry and charm. Not only did Jacopo and Joy give outstanding performances on Saturday afternoon (June 2nd), they visited (and delighted) the Senior Center, Silver Maples, and the Chelsea Retirement Community. Ron Andrews, Keegan Sulecki, Linda Ballard, Chris Berggren, and Patty Roberts all gave 110% to pull off this event. We are already looking forward to next year!

Word of Mouth Marketing for May

- **Summer Reading** is just around the corner! Our theme for all ages is "Reading Takes You Everywhere!" Encourage friends, neighbors, and acquaintances to sign up and consider attending a program or two (or three, or four) this summer.
- **Local Author Fair**
On June 16th, CDL hosts its first annual Local Author Fair. Local authors of fiction, non-fiction, teen, and children's titles will be on-hand to sell and sign their works. This is a wonderful way to honor and celebrate local talent.
- **Artist in Residence**
This year we celebrate the work of award-winning author and photographer Rose Eichenbaum who will visit CDL July 12th through 14th. We are offering workshops, portfolio assessment sessions with Rose to local photographers, and an opportunity to meet Rose and learn more about her and her art. She will visit the Chelsea Senior Center, Silver Maples, and the Chelsea Retirement Community.

A selection of her photographs are on display in the Library lobby through July 14th. These photos are available for sale, and the proceeds will benefit next year's residency.

New Art at CDL

- The Silhouette Project is the result of community art advocates working with 40 students at South Elementary. Principal Bataglia selected students for the project based on an essay each wrote describing a passion they have in their life. Students wrote about animals, reading, etc. The selected students were then photographed in action, and their silhouettes were hand painted onto colored boards. These board are being installed throughout the downtown community, and CDL was chosen as a display site. The boards are installed along the fence at the entrance to our building.
- When Bob Kush passed, his wife Nancy asked that donations in his memory be made to CDL. With these funds we commissioned a beautiful triptych of an outdoor scene from local artist Lindsey Dahl. We have installed this artwork in the youth area above the windows looking out to the entrance of our building. We will order a plaque and have a small ceremony celebrating Bob later in the summer.

Lucy Ann Lance's Non-Profit Spotlight

The Lucy Ann Lance Show launched a Non-Profit Spotlight this month and featured CDL. She and I sat down for an eight-minute interview on our organization and its mission. The interview aired along with interviews on the Ypsilanti District Library and Ann Arbor District Library four times on WLBY, W4 Country, Ann Arbor's 107one, and WTKA Sports. I also recorded a 30-second PSA promoting CDL.

Out and About -- May 2018

- Met with David Zubl to discuss In-Service Day – May 3rd
- Attended Chamber Ribbon Cutting for Guardian Newspaper – May 3rd
- Attended the Library Network (TLN) Steering Committee and Membership meetings – May 4th
- Volunteered at Heart and Sole Run/Walk/Bike – May 11th
- Participated in Walk to School Wednesday preview – May 16th
- Attended Little Free Library meeting at Chelsea High – May 16th
- Attended Shared Automated System Users Group (SASUG) meeting – May 17th
- Met with CSD Superintendent Julie Helber to discuss millages – May 21st
- Recorded interview with Lucy Ann Lance for Non-Profit Spotlight – May 31st
- Attended Rotary meetings – May 8th and 22nd

Looking Ahead to June 2018

- Rick Taylor Real Estate A2 Summer reception – June 9th
- Chelsea Community Foundation reception – June 12th
- Summer Reading Kickoff celebration – June 14th
- Chelsea 2030 Luncheon – June 18th
- Rotary Anniversary/President's Party – June 21st
- Carpet installation – June 23rd – 24th ; June 30th – July 1st
- Shared Automated System Users Group meeting – June 28th

Strategic Plan 2017-19 Update

Goal progress from May – early June 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.

- Portable wall system installed and exhibition hung in lobby.
- Upgrades to Reading Garden, including additional table seating and lanterns.
- Design Think team forwards recommendations to Admin Team.
- Landscape project for entrance to library completed.

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

- Donations secured for next year's Music in the Air concert.

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

- Staff attended Michigan Broadband Cooperative meeting.
- Upgraded Sprint hotspot at Lyndon Township Hall.

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

- Staff attended Kiwanis meeting to present on Summer Reading programs.

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

- Staff met with representatives from Washtenaw County Parks to begin discussions of placing storybook trails in the nature preserves located in the townships in our service area.

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

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

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

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

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

Chelsea District Library Performance Dashboard May 2018

	May-17	May-18	2017 to date	2018 to date	%change from last year to date
Circulation - Total	23111	18416	123636	113642	-8%
Items	21305	16300	113856	102340	-10%
E-books/E-audio	1504	1892	7774	9790	26%
E-magazines	238	170	1515	955	-37%
Non-Traditional	31	29	160	148	-8%
Hotspots	17	12	80	96	20%
Deposit Collection Circulation	16	13	251	313	25%
Self-Check Items - Total	2364	2225	13151	11051	-16%
New Cards - Total	62	60	359	327	-9%
Reference Desk Interactions - Total	1701	1735	8967	9011	0%
Outside Group Room Rentals	NA	21	0	80	NA
Engagement - Total	1162	1718	8724	9115	4%
Youth Program Attendance	461	444	1861	1760	-5%
Adult Program Attendance	177	145	1099	779	-29%
Teen Program Attendance	5	8	64	107	67%
General Program Attendance	0	0	994	785	-21%
Outreach -- Youth	483	479	3553	3879	9%
Outreach -- Teen	0	500	205	720	251%
Outreach -- Adult	36	39	184	305	66%
Awareness Opportunities		72	764	732	-4%
Homebound Visits	NA	31	0	92	NA
Programs/Visits Offered - Total	41	48	316	267	-16%
Youth	20	24	98	104	6%
Adult	12	12	71	61	-14%
Teen	1	2	12	15	25%
General	0	0	13	9	-31%
Outreach -- Youth	2	2	90	41	-54%
Outreach -- Teen	0	1	5	7	40%
Outreach -- Adult	6	5	25	26	4%
Awareness Events	0	2	2	4	100%
Door Count - Total	NA	12838	0	64197	NA
WiFi Data Usage (GB) - Total	1472.27	1803.31	7506.62	11537.3	54%
Library Internal Public WiFi	968.78	676.62	4225.93	3766.3	-11%
Total Hotspot Wifi	503.96	1126.7	3280.69	7771.02	137%
Lyndon Twp Wifi	125	107.75	569.3	733.07	29%
Lima	8.76	0.88	12.952	26.343	103%
Sylvan	1.81	1.43	5.232	16.04	207%
Mobile Beacon Hotspots		643.75	0	4188.63	NA
Hotspots available for checkout	368.39	372.92	2696.05	2806.94	4%
Computer Usage/Sessions - Total	7274	7360	36470	37936	4%
Workstations	1233	1074	6584	5980	-9%
Wireless	6041	6286	29886	31956	7%
Website Stats					
Website Sessions	8803	8952	47253	46236	-2%
Website Users	5611	5457	29715	28505	-4%

2016 and 207 are estimated based on circ number fluctuations
Started adding numbers from outside programs to door count May 2017

started recording Mobile Beacon Hotspot Numbers July 2017

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

Facility

Our carpeting project has been re-scheduled. We will do the circ/workroom area June 23-24 and the offices and staff lounge done the next weekend, June 30-July 1. We still don't have a firm material date for the youth/media area or the computer lab but will keep you posted.

The front landscaping project was completed in early May and I hope you agree that it is a vast improvement! Our goals were to solve three main issues: salt killing the grass along the walkway, endless weeding of euonymus, and decorative plants that had outlived their decorative value. We were also able to get a paved path from the western facing parking spaces to the front door that didn't involve tramping through our plants. Bonus 😊

Our Fairy Garden got a bit of a sprucing up this month due to the fact that the concrete "weather proof" houses we purchased last year absorbed moisture all winter and literally fell apart when the snow melted! The Garden Mill replaced them at no cost (of course) and we like the new houses even better. We also added a splash of color by creating a pond in the front corner and adding some blue stones to the stream near the back. A good weeding by myself and volunteers, and it was presentable for Music in the Air weekend.

Chelsea experienced two power outages on May 30th and unfortunately for us, our HVAC system was negatively impacted. I was able to get it running that evening but did not have access to the software due to our computer systems also being impacted, so I could not tell that the chillers did not restart. That means we had airflow but it was not cold 😞 Johnson Controls came out the next day and spent most of that day and all of the next getting the chiller running as well as the variable drive for the heating side of the system (our system uses hot and cold air year around). We had a very similar thing happen after a power outage in March so I am now exploring installing a whole building surge suppressor.

Volunteers

We logged 110 non-book sale hours this month and 188 book sale hours. With Summer Reading coming soon our numbers will start to climb!

Programming/Strategic Plan

In support of our strategic plan, Lori ordered a display wall system for the many photographic exhibits we will be bringing to the community. Patty, Lori, Kerry and myself got two large pallets off the delivery truck (the driver helped too!) and Lori did the painting. A small section of the whole system is currently in the lobby featuring the Rose Eichenbaum display. Can't wait to see the whole thing up for the farmers' exhibit later this year!

Respectfully submitted-
Linda Ballard, Assistant Director

Program Report: May

Date	Event	Attendance
Adult Programming (14 Programs, 145 Attendees)		
5/1,16,17	Book Clubs: Reading Glasses, Next Chapter, Books&Banter	10, 4,4
5/5	Purple Rose Concert Reading	50
5/7,14,21	ALI: Census program	7, 5, 5
5/8, 22	Computer Training 1:1	1,3
5/9	Place That Face	12
5/9	Frosting With a Flourish	22
5/15	CDL Top 5 at Zou Zou's	12
5/19	Chelsea Community Forum	9
5/29	Ancestry Aficionados	1
Youth Programming (24 Programs, 444 Adult & Child Attendees)		
5/1, 8, 15,22,29	Babytime	16,8,10,17,8
5/2, 9,16,23,30	Preschool Storytime	13, 13,9,24,25
5/3, 10,17,24,31	Toddler time	30,35,18,21,21
5/4	Homeschool Meetup: Family Hike	28
5/4	Star Wars Day	41
5/5	Free Comic Book Day	40
5/7	LEGO Club	10
5/10	READ to Library Dogs	9
5/14	Minecraft Mondays	14
5/15	Tween Book Club	11
5/19	Sensory Storytime	5
5/22	Hello! Hola! Bonjour! Evening Storytime	18
Teen Programming (2 Program,8 Attendees)		
5/3,17	That Thursday Thing: Glitter Slime, Nail Art	5, 3
Outreach (Adult 5/39, Teen 1/500, Youth 2/479, Gen. 0/0, Awareness 2/72)		
5/1, 3,15 (A)	iPad, Computer Training, iPad, Computer Training	6, 5,5,6
5/1 (Aware)	Presentation at RLA by Jody Wolak on Escape Rooms	60
5/9 (Y)	Storytime: Special Needs	6
5/10,17 (A)	Book Club: Silver Maples, Pines	9, 8
5/21 (Aware)	Presentation to Chelsea Kiwanis	12
5/31(Y)	SRP presentation @ North Creek Elementary	473
5/31 (T)	SRP Presentation @ Chelsea High School	500
*Denoted Strategic Plan Initiative		
(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach (Aware) Denotes Awareness Events		

Statistics

	May 2018	May 2017
Ref Questions	1,735	1,701
Homebound Book Deliveries	28 Individual, 3 deposit	N/A
Inter-library Loan	0 Due to Migration	26

From Keegan Sulecki, Head of Information Services

In May I worked with our Design Think Committee to make our collected data more digestible and met to make our recommendations to bring to management in June. I met with a group of other community organizations dedicated to providing adult enrichment to decide on at least one program for the fall that we would promote collectively. We decided to host an Art for Living series this fall. The partnership includes CDL, Chelsea Senior Center, ALI, and Adult Education through the schools. I attended the annual scheduling meeting for the schools so we can better arrange events next year so as not to compete. I also met with representatives from Washtenaw County Parks to begin discussions of placing storybook trails in local nature preserves in our townships. We plan to meet to explore locations in June. I also worked with 5 Healthy Towns on a proposal for our first storybook trail here in town and will continue to work with them as we seek grant funding. I went to a meeting for Kiwanis in May with Jessica to present about our 2018 Summer Reading program and supported both adult and youth & teen staff in the final stages of preparation for our respective kick-off events in June.

From Shannon Powers, Adult Information Services Librarian

May was a good month for programs and for Summer Reading prep. I hosted the Reading Glasses book club this month for Laura, and had a wonderful discussion on information literacy and the responsibility of readers with the group. May was also the month for this quarter's Top 5 game night, held at Zou Zou's Cafe. Attendance was light, but we attracted a whole new group of people at this new location, furthering library outreach. Laura and I also finalized and printed the Adult Summer Reading Bingo cards, shopped around town to create the local baskets we raffle for the grand prize, and gathered like new books for the book giveaway. Since May is the end of the quarter, I also created and schedule summer program slides for the LCD monitors and social media posts. On the local history front, I met with a representative from Proquest to discuss possible volunteers to assist with uploading Ralph Guenther's photos to biblioboard.

From Laura Brown, Adult Information Services Librarian

The beginning of the month brought me to the Small and Rural Library Conference in Traverse City. There I attended programs on diversity, collection development, and programming, among others. A fun time! I was honored to work with library assistant Beth Easterwood to develop the awesome button collection of her grandmother into a display. It has elicited many positive comments all month long. Shannon and I were busy planning and buying for Adult Summer Reading. I hosted Frosting with a Flourish, Mother's Day Cupcakes with Zuzana Wiseley, as well as another fun round of Place that Face at the Senior Center. Purple Rose had another wonderful original play reading at its May showing at the library. Silver Maples had a fun discussion of Midwest Lit Walk author Will Schwalbe's novel, *Books for Living*. I worked with

CDL's Design Think committee to finalize our recommendations for library space usage. I attended the first meeting of the Washtenaw Reads Committee as we start narrowing down the book suggestions for next year's county-wide read. I attended Visions 2018 at the Ann Arbor library to see the latest offerings for the visually impaired. I worked with a CDL volunteer to secure a collection of scanned photos from Chelsea photographer Vern Otto, provided by his son, Scott. I'd be remiss not to mention the CARL trainings and ordering materials in abundance in anticipation of the catalog switch over. And we celebrated Sarah Conrad's graduation from library school with a department dinner, welcoming her as a CDL full-time employee!

From Jessica Zubik, Youth & Teen Information Services Librarian

May was a great month for wrapping up some successful school-year programs and preparing for Summer Reading. At my final Tween Book Club, two kids requested to write a letter to the author (Sharon Creech) rather than the planned activity. Of course I said yes, and we actually received a response back! And the final Kinderconcert of the season saw our highest attendance yet-- more than 70 kids and adults. This has been a wonderful partnership with the Ann Arbor Symphony Orchestra and I am excited to continue it through 2018-19. Summer Reading planning has also been coming along with purchasing Grand Prizes, planning out some new activities for the Discovery Center and Math and Science Stations, and scheduling time to visit each classroom at South Meadows to talk about SRP.

From Jody Wolak, Youth & Teen Information Services Librarian

At the beginning of May I was able to attend the Loleta Fyan Small and Rural Libraries Conference in Traverse City, where I delivered a presentation on Escape Rooms in the library. My talk was well attended with about 60 people in the audience and I received a lot of positive feedback. I had additional professional development opportunities this month by attending a TLN workshop on civility in the workplace as well as attending the regularly scheduled TLN Youth and Teen Services Committee meetings. At the library, I prepared for the end of our school year programming (That Thursday Thing and preschool storytime). I also selected and purchased grand prizes for the teen summer reading program and updated the program materials. I finished off the month by visiting English classes at Chelsea High School to promote summer reading (and will be visiting Beach Middle School in June).

From Edith Donnell, Youth & Teen Information Services Librarian

Edith prepared for Summer Reading this month, and so much more! She visited North Creek Elementary and spoke to all students, from the Young Fives up through 2nd Graders and their teachers about the great events at the library this summer, and of course talked about how to sign up for the Summer Reading Game. Kids were wowed by videos from some of our upcoming attractions, including Alex Thomas & Friends and Nelson's Wildlife Safari. Edith also took her homeschool group on a wild tour of the Eddy Discovery Center with ranger Katie McGlashen, scooping up good from the bottom of an off-the-path pond and looking at the tiny life hidden inside! Edith confirmed Dori Hillstad Butter for North Creek Elementary Author's in Chelsea Author for 2019 and last but not least, orchestrated a really exciting meeting between Chelsea Library staff and Chelsea School District Instructional Technology Coordinator Joe

Tinsley. We discussed lots of ways that Chelsea Librarians could help CSD teachers and students, and started the conversation about next steps for improving coordination of programs, services and database technology between organizations.

Technology

Summary of May 2018



From: Ron Andrews – Head of Technology

Technology

CARL was very much the major part of the month of May. Melanie, Terri and I were busy making sure we were prepared with information and software for the staff. Melanie and I both loaded client software for training purposes at circulation and the service desks so that staff could “play” in the test database. On Memorial day Melanie and I spent most of the day installing updates and clients on all of the library staff using the new system. I also provided training on the Discovery module (catalog) before we opened the week before going live.

The security camera system was also installed in May and is now fully functional. The company also update our security doors and system.

Melanie and I also deployed new catalog workstations for the public for use with the new CARL system.

Melanie and I have been researching and are getting ready to purchase some VR (Virtual Reality) equipment for the library. This new equipment will be used to education and give hands on experience to our senior population, library users, teens and perhaps even the youth. We will be working closely with Jody to plan some teen programming using VR. There is lots of research about how VR is now being used with seniors and in medical situations. Seniors can take virtual trips and experience things like hang-gliding using VR. Some hospitals are using VR to calm and distract patients during surgery. So we will be planning this new service to enlighten, education and give hands-on experiences to our users.

The rest of my month was spent prepping for the upcoming Music in the Air concert by: arranging for the piano delivery, tuning and placement, securing practice locations, securing air travel for both performers and general logistics for their stay and the performance venue.

Budget

- Resumed ordering DVDs and music CDs
- Continuing to plan and tweak 2019 budget for technology
- Putting together order for VR equipment

Collections

- Downloadable services are continuing to operate and good levels. I will be working on some more exposure for them related to summer.
-

Programming

- Continuing to hold regular and successful programs at the CRC for Computer Training 1:1 and iPad classes.
- Planning for VR workshops for the fall here at the library and also to take to CRC, Senior Center and Silver Maples.

From: Melanie Bell – Network Admin

Servers and Network:

- Updated our one of our servers from Windows server 2008 R2 to Windows Server 2016.
- Spent Memorial Day weekend doing the following:
 - Upgraded one of our servers from Windows Server 2008 R2 to Windows Server 2016
 - Updated Windows Server 2012 R2 on all of the other servers.

- Configured and deployed our new firewall. Waiting for final licenses for malware and intrusion detection. Once we receive the license, I should be able to enable these services on our new firewall. The new firewall also comes with a new VPN client which is a little more difficult to setup but easier to use.
 - Replaced the keyboard video mouse (KVM) switch in the server room as we were having trouble with the old one. This switch allows you to monitor several computers from one keyboard, mouse, and monitor.
 - As Ron mentioned we deployed the CARL client and made all the changes necessary to our network for the new CARL ILL system.
- As Ron mentioned we managed the installation of the security camera system and key fob system. I received training on both systems and finished importing all of our staff into the key fob system.

Public and Staff Computers:

- Installed new drivers on the new Windows 10 machine at circulation and it seems to have stabilized the tagpad. Will work on deploying the rest of the new circulation machines next month.
- Ron and I updated the catalog stations.

Website

- Ran updates for our websites.
- Updated all links to the catalog with the new url.

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 have also hired Midwest Energy and Communications to be the ISP operator for Lyndon Townships Network
- On May 8 2016, Sharon Township voted no on a 3.26 mill broadband bond proposal. They had 319 Yes votes (35%) and 587 No votes (65%).
- Gave a brief presentation on broadband to Rotary.
- Attended a Michigan Broadband Cooperative meeting.

Other:

- Assisted with 1:1 Computer Training at Chelsea Retirement Community and at the library.
- Assisted with Minecraft Monday setup.
- Finalized work on the 2019 budget.
- Ran a 3D print session.
- Worked on documentation of the current computer, and network infrastructure. Also continued work on creating a five year tech plan.

Ron Andrews & Melanie Bell

MARKETING BOARD REPORT

May 2018

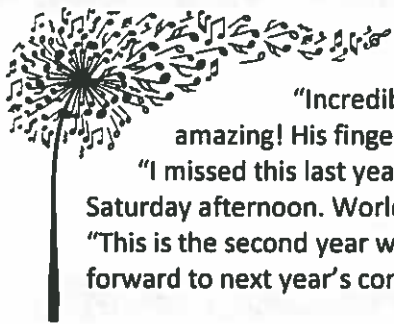
MARKETING HIGHLIGHTS

2nd Annual Music in the Air



Once again, we were blessed with beautiful weather for our 2nd Annual Music in the Air concert! Joy Jan Jones and Jacopo Giacomuzzi performed to a full house of 135 in the library's Reading Garden. The mix of this year's audience was more varied, drawing a greater number from younger set! Joy did a wonderful job of introducing opera to the crowd; explaining each aria she sang and noting the opera to which it belonged. Jacopo also delighted the audience with a some solo performances. While I could go on and on about how wonderful the afternoon was, the quotes below do a much better job of capturing the audience's appreciation.

Remarks from Music in the Air attendees:



"Wonderful, Wonderful, Wonderful! Music was terrific & the performers were delightful."

"Incredible! The variety was delightful! Joy sang with such expression and delight. Jacopo was amazing! His fingers just flew. Loved it! Hope you have more concerts like this! Truly entertaining!"

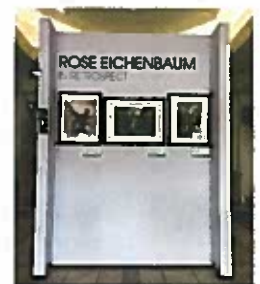
"I missed this last year and was NOT going to miss it again. *Magnifique!* What a beautiful way to spend a Saturday afternoon. World class indeed! Thank you CDL!"

"This is the second year we've attended and enjoyed the beautiful music and picture-perfect setting...We look forward to next year's concert!"

Thanks to the support of the following for helping make this program possible: Michael D. Kunkel & Henry Cox, Friends of CDL, Marge & Bob German, and Elizabeth & Tony Sensoli.

Artist in Residence Program and Exhibit

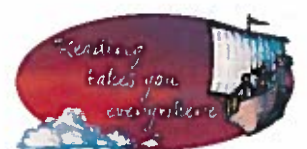
It has been a while since our last Artist in Residence program and we are very excited to host one again this summer! Rose Eichenbaum, an acclaimed photographer, author, and educator specializing in dance and portraiture will be joining us July 12–14 to share her talents through a series of workshops, programs, and public events. Since Rose's work speaks for itself, we thought it the most powerful tool available to promote the exhibit and residency. Certainly, the exhibit is sure to peak interest in the programs she will offer during her residency! With the use of our new exhibit walls, Rose's photography has been professionally displayed in our front lobby. It contains nineteen striking subjects — an exhibit you shouldn't miss! And should you find that her work really speaks to you, all photographs are available for purchase to support future Artist in Residence programs.



In addition, a bookmark and building banners were created; showcasing her work in a very dramatic way. We have distributed the bookmarks to local organizations, including the Chelsea High School art department and Chelsea Ballet, who could benefit greatly from Rose's expertise. We also hope to attract foot traffic with our McKune building banners during Sights & Sounds and our Summer Reading programs.

Summer Reading Program

With summer just around the corner, we've been busy preparing for one of our most popular programs — Summer Reading! This year's theme "Reading Takes You Everywhere" will be used universally to



MARKETING BOARD REPORT

May 2018

promote the youth, teen, and adult programs. Join us for the youth kickoff on Thursday, June 14 on the library lawn, where we'll be having fun with Exploration Stations! If you're an adult – register for our bingo game, where you'll have fun exploring the library and our community. Both programs promote the love of reading while offering encouragement through programs and prizes. To register or learn more about our summer reading programs, visit chelseadistrictlibrary.org/srp.

Special thanks to our sponsors: Friends of CDL, Mason Olive Lodge #156, Chelsea Lions, Kiwanis Club of Chelsea, Wendy's, and the many prize donors who support this program.

CDL SongFest



Song Fest is back for its second year! Last year's inaugural event was such a success, we've decided to make it an annual fall offering! Scheduled for Saturday, September 29, this year's featured artist is Freddy Johnston who is known for his songcraft and often described as a "songwriter's songwriter".^[1] His chiming, catchy single, "Bad Reputation," first put him on the charts, and his new album *Neon Repairman* is currently attracting a lot of attention.

If you happened to miss last year's event, make sure to save this year's date, as CDL's 2018 Song Fest is sure to deliver another incredible day celebrating the art and craft of songwriting.

[1] van Alstyne, Rob (October 8, 2003). "[Freddy Johnston: Ready for Round Two](#)". *Pulse of the Twin Cities*. Archived from [the original](#) on 2007-09-28.

ADDITIONAL MARKETING PROJECTS IN PROGRESS

- Antique Button Display
 - Promote display through website, eNews, and Facebook
- Prepare 2019 Marketing Budget
- Korner Stage Program
 - Submit press release to local media
- New ILS System – CARL
- MAP (Michigan Activity Pass) launched May 24. Updated CDL MAP webpage with 2018-19 information

MISCELLANEOUS MARKETING ACTIVITIES

- Created business card for information desk allowing librarians ability to give contact information for program registration, follow-up questions, or general reference referrals.
- Finalized Marketing Assistant Position job description, hiring timeline, interview questions, and create postings in eNews, CDL website, Facebook, and Chelsea Update. Review applications, select candidates, and schedule interviews.
- Attended training workshop for new catalog system, explore test database
- Created Summer quarter marketing schedules
- Created Summer quarter library monitor slides and schedule to run
- Requested the help of the City of Chelsea to hang large building banners
- Updated CDL website and eNews with link to Summer Newsletter
- Sent Memorial/System upgrade closing alerts through Nixle, website, eNews, and social media
- Created and schedule May and June website highlights
- Distributed Summer newsletter throughout community

OUTREACH ACTIVITIES

- Attended Chamber ribbon cutting for The Chelsea Guardian

Respectfully submitted,
Patty Roberts
Head of Marketing

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Old National is proud to be part of Washtenaw County. We're glad to know you through volunteer work, school activities, local events or just shopping at the same grocery store. And like any good neighbor, we are here to help you. If you want help reaching your financial goals, visit your nearby Old National banking center to discuss your needs with someone who understands.

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amy.matteson@oldnational.com

Alexandra Aikens
Saline Retail Center Manager
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survivors of suicide loss.
Check-in/registration begins at 2 p.m. and the walk begins at 3 p.m.
For more information call Megan Linski at 734-478-7293 or email mlinski7@gmail.com.

Everett, Nancy Feldkamp, Barbara Gilbert, Kathy Hiner, Linda JK Klenczar, Sandy Knapp, Bill Knudstrup, Lois Lovejoy, Barbara MacKellar, Dee Overly, Toni Stevenson, Corine Vivian, Marty Walker and Carolyn Weins.

To submit events for the calendar, email jnickle@thesuntimesnews.com.

Music in the Air Returns To Chelsea Library With Twice the Talent

From Patty Roberts

The Chelsea District Library hosts its second annual Music in the Air concert featuring soprano Joy Jan Jones and pianist Jacopo Giacomuzzi on Saturday, June 2 at 2pm in the library's Reading Garden. This open air concert is an opportunity to hear classical music in a casual, outdoor environment. This year's event is sponsored by the Friends of Chelsea District Library and Michael D. Kunkel and Henry Cox. It is free of charge and open to the public.

Joy Jan Jones is a versatile artist in high demand. She has received top honors from the Classical Singer and MTNA Competitions; and holds a Bachelor and Master of Music in Vocal Performance from Sam Houston University and Crane School of Music at SUNY Potsdam respectively. Her operatic repertoire includes Gretel in Hansel and Gretel, Adina in L'elisir d'amore, Clorinda in La Cenerentola, Pamina in The Magic Flute, and originated the role of Mother in Daniel Felsenfeld's opera-in-development The Inner Circle. She has sung at Carnegie Hall, The Cathedral of St. John the Divine, Lincoln Center's Bruno Walter Auditorium, and National Sawdust in Brooklyn.

Continued on Page 11



Joy Jan Jones

Jacopo Giacomuzzi

Music in the Air Returns To Chelsea Library

Continued from Page 6

Last year, Jacopo thrilled us with his piano virtuosity and won the hearts of the Chelsea community. This year he will accompany Jones and perform selections as a soloist. He has performed at major festivals and venues, lectured, served on competition juries, and won numerous competitions throughout the United States and Italy.

Jacopo studied at Liszt Hochschule, the Conservatory of Verona, and the International Piano Academy of Imola. He is a graduate in Piano Performance from the University of Southern California.

The program for the afternoon will include works by Quilter, Argento, Donizetti, and Rossini, among other composers. Music lovers of all ages are

invited to come together to share their love of and appreciation for classical music. Grab a seat or bring a blanket and enjoy classical music in the open air.

For more information on Music in the Air, visit chelseadistrictlibrary.org and select the events tab or call Lori Coryell at (734) 475-8732 ext. 206.

Explore Worlds Near and Far with CDL's Summer Reading Program

From *Patty Roberts*

"Reading Takes You Everywhere" is the theme of the 2018 Summer Reading Program at Chelsea District Library (CDL). "This program encourages everyone to explore worlds near and far, real and imagined, by engaging with books, conversing with neighbors, and seeking opportunities to create and learn," said Keegan Salecki, Head of Information Services. All ages are invited to join in the fun, with tailored kickoff events and programs for adult, youth, and teen participants.

The Adult Kickoff will take place in conjunction with CDL's 2nd annual Music in the Air event on Saturday, June 2, from 2-3 pm in the Reading Garden. This program features soprano Joy Jan Jones accompanied by classical pianist Jacopo Giacopuzzi, last year's featured artist. Sign up for the Adult Summer Reading Game and enjoy this open-air concert in downtown Chelsea. Arrive early to grab a seat or bring a blanket and find a spot on the lawn.

Summer Reading for adults includes a bingo-style game with options for reading and doing activities around town. "We want adults to model good reading behavior for the young people in their lives and to explore the great resources available in the library and in the Chelsea community," explained Salecki. Get one bingo to earn a completion prize, such as a \$3 coupon to Zou Zou's or the Chelsea Bakery, plus an entry for one of the Adult Grand Prizes. Prizes include a \$50 gift cards to Common Grill, Winces on Main, Thompson's Pizza, Smokehouse 52 BBQ, and Chelsea Alehouse, or a gift basket filled with items purchased locally. Each additional square completed earns participants another entry for a Grand Prize. Complete three bingos and choose a free book.

For kids and teens, the Summer Reading Kickoff is Thursday, June 14, from 12-2 pm. Check out Exploration Stations on the Library Lawn, where kids can create pinwheels, visit with the Beach Middle School Robotics Team, create DIY binoculars, try a space-tastic obstacle course, take a turn in the bounce house, and earn an ice pop by completing six or

more activities.

All ages can register for their respective games online at cheleasdistrictlibrary.org/arp. Elementary and middle school students in the Chelsea School District will bring home an online registration instruction sheet in early June. Those who are unable to register online from home are welcome to visit the library and sign up in-person.

Students who read at least 20 hours will earn a free book, plus small prizes along the way and entries into the grand prize drawing. This year's grand prizes for kids include tickets to Cedar Point, classes at ATA Martial Arts, a pass to the Chelsea Treehouse, and more. Teens also have a chance to win their own Cedar Point tickets and a host of other fun prizes like iTunes gift cards and movie tickets.

Children and teens can earn Drawing slips by completing Challenge Cards, take-home activities to extend learning and encourage them to get to know their community. "New Challenge Cards to engage and inspire are available with activities to satisfy a variety of interests," said Youth & Teen Librarian Jessica Zubik. Also returning this year is the Discovery Center, featuring science and technology activities for elementary students, and math and science stations for preschoolers, with more chances for kids to earn drawing slips.

A special thanks to Platinum Sponsor Friends of the Chelsea District Library; Silver Sponsor Mason Olive Lodge #156; and Bronze Sponsors Kiwanis Club of Chelsea and Wendy's, as well as the following businesses and organizations for their donations and support: The Henry Ford, Chelsea Bakery, the Lion's Club, Cottage Inn, Chelsea Treehouse, ZapZone, Chelsea ATA Martial Arts, Chelsea Lanes, Collected Treasures Farm, and Pandya Family Dentistry.

For more information about this year's Summer Reading Program, contact Keegan Salecki, Head of Information Services at 734-475-8733 x218 or at kalecki@cheleasdistrictlibrary.org. Information can also be found in the library's summer newsletter or online at cheleasdistrictlibrary.org/arp.

Chelsea Softball Swaps Woodhaven

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Family-friendly Entertainment on the Library Lawn in June!

CHELSEA DISTRICT LIBRARY

KORNER STAGE



By: Shannon Powers

This June, after nearly ten years of providing comic entertainment for the Sounds & Sights Festival, the Chelsea District Library (CDL) is shaking things up with an exciting new lineup of family-friendly performers. Formerly called Comedy Showcase and now renamed Korner Stage, this new Sounds & Sights on Thursday Nights series features a variety of different entertainers and will take place each Thursday night in June (6/7, 6/14, 6/21, and 6/28) from 6:30-8pm at Katie's Korner on the library lawn.

On June 7, Korner Stage will kick off with a throwback

to summers past as Chelsea favorite and long-standing Comedy Showcase comedian Kevin Kramis takes the stage. Kramis is a veteran stand-up comedian, having opened for Tim Allen, Jeff Foxworthy, and many others. Join us for a night of cheers and laughs with Kramis' unique stage presence and off-beat improvisations. The show will also feature comedian Tim Steele as Master of Ceremonies, and Comedy Juggler Tim Rowlands as a feature act.

Magic is in the air on June 14 as Michigan magicians Jeff Wawrzasek and Ming the Magnificent light up the stage. Jeff has been

with his magical illusions for over 50 years and will be performing both stand-up magic on the stage, and close-up magic as he walks among the crowd. His performance is sure to delight all ages, as will magician Ming the Magnificent's sleight-of-hand. Since the age of 12, Ming's has awed crowds with his magic, inspired by his Chinese heritage. Ming and his wife Barbara will close the night with a unique act blending magic, music, dance, and illusion. Together these magicians will bring A Touch of Magic right here to downtown Chelsea.

Comedy comes in many forms, and on June 21 CDL welcomes

ComedySportz, an improvisational comedy group that has been entertaining crowds of all kinds with their clean, family-oriented performances since 1984. ComedySportz takes improv comedy (unplanned, humorous sets and scenes) and turns it into a sport! Two improv teams will compete for laughs and points, while a referee monitors and calls out fouls. The audience can enjoy the show, suggest improv scenes, and then vote for the winning team!

The final Korner Stage performance will take place on June 28 and feature the Aviary Aerial and Circus Arts. The Aviary is an Ann Arbor-based aerial arts

training studio and performance troupe. Aviary performers will be suspended midair for a beautiful, colorful performance consisting of dreamy dance-like routines and dynamic acrobatics on the aerial silks, trapeze, rope, and lyra. The performance will be in two parts, with a presentation on aerial arts by a between each set. This thrilling event will make anyone want to run away with the circus!

For more information about the Korner Stage visit chelseadistrictlibrary.org/korner-stage or call (734) 475-8732, ext 219. In the event of rain, performances will be relocated indoors.

Korner Stage is sponsored by the Friends of Chelsea District Library.

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

Circulation Supervisor's Report May 2018

- Circulation – 18,416 or 20% lower than last May;
113,642 YTD or 8% lower than this time last year.
- Patron Count- 12,838 or 26% lower than last May;
64,197 YTD or 24% lower than last year.
** Does not include offsite programs.
- Circulation by township- for May
 - Dexter = 11% of total transactions – higher than last month
 - Lima = 13% of transactions – lower than last month
 - Lyndon = 14% of transactions – lower than last month
 - Sylvan = 17% of transactions - lower than last month
 - Chelsea = 34% of transactions – higher than last month
- May Circulation: 78% were items from Chelsea and 22% were inter-loaned items.
- Automated phone renewals in May– 19, Self-check was 13% of items checked out in May;
Overdrive = 1813 in May; RBDigital = 170 in May; Hoopla = 79 in May.
- Registrations for May– 60 new cards; 7774 total card holders
*Dexter = 1009 cards; Lima = 920 cards; Lyndon = 1196 cards
*Sylvan = 1317 cards; Chelsea = 2790 cards; Nonresident = 542 cards

Circulation Activities:

- **The BIG news is that we now have our new system from The Library Corporation (TLC) which is called CARL.** The system was installed over Memorial Day weekend and Tuesday May 29th was a busy day with emails & phone calls from patrons along with many questions from those who came in. The Circ staff did a fantastic job of explaining our new system, making changes & updates to patron accounts for text and emails. Unfortunately, the new system was not sending out text or emails for holds or items coming due and we have so many patrons who rely on the courtesy notices that we received many calls about this. We are hoping that TLN & TLC will resolve this issue soon.
- **Why are our numbers down? The old system was down for 1-1/2 days at the beginning of May and then the system wasn't available during the 3-day change over and we were on the new system for the last 3 days of the month. If at some time when the new system reports are up and running and I can get data for the last 3 days, I will revise the May checkout numbers.**
- We received 3 to 8 tubs in the run each day M-F with a total of 115 in May.
- Holds on the Hot Spots are 16 for Sprint & 34 for Verizon.
- We had two anniversaries in the circ department in May, Heidi Glaubitz celebrated her 2nd anniversary on May 9th and Kathy Kahler celebrated her 4th anniversary on May 19th.

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library
2018

Average Daily Circulation									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2018 Total	2017 Total
Jan.	642	847	727	726	910	655	441	24343	25453
Feb.	720	938	745	782	708	605	434	21896	23360
March	763	646	762	757	684	608	488	25332	27351
April	814	830	729	656	577	623	416	23655	24391
May	734	761	632	624	545	551	407	18416	23111
June								25614	27762
July								27762	27193
August								23547	25060
Sept.								22827	22473
Oct.								113642	298142
Nov.								22,728	24,845
Dec.									
Total									
Mnth Avg									
Avg. % Inc.									

with OD & RB, & deposit
collection ckouts.

-8%

SifChk/ Check-outs only				
2017 Totals	2018 Total	Days	Per Day	% ChkOuts
3061	2273	30	76	13%
2384	2061	26	79	11%
3042	2399	31	77	12%
2300	2095	29	83	10%
2364	2225	28	79	13%
3102				
3263				
3159				
2653				
2701				
2110				
1981				
32120	11053			12%

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

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

2018	Items Added	Total Items
Jan	900	67,467
Feb	470	67,073
Mar	801	67,275
April	969	66,725
May	425	66,322
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	3,565	66,972

RB Digital Circ 2018 (downloadable e-magazines)				Overdrive Circ 2018 (e-books, audio books & music)			
	2018	2017	2016		2018	2017	2016
Jan	180	292	219	Jan	1882	1577	1752
Feb	144	271	297	Feb	1696	1401	1638
Mar	291	383	207	Mar	2068	1703	1552
April	170	331	254	April	2057	1589	1386
May	170	238	213	May	1813	1504	1464
June		240	291	June		1570	1344
July		239	160	July		1659	1508
Aug		230	203	Aug		1724	1618
Sept		264	125	Sept		1539	1438
Oct		220	262	Oct		1644	1571
Nov		172	267	Nov		1602	1504
Dec		191	343	Dec		1639	1423
Total	955	3071	2,841	Total	9516	19151	18198

Hoopla 2018 (e-books, audiobooks,music,movies)	
2018	
Jan	43
Feb	38
Mar	42
April	78
May	79
June	
July	
Aug	
Sept	
Oct	
Nov	
Dec	
Total	280

Chelsea District Library
Monthly New Registration 2018

	District	NonRes	School	Other	Total Month	Grand Total
January	53	9	2	4	68	8262
February	49	2	0	0	51	8113
March	63	16	1	1	81	8005
April	63	3	0	1	67	7881
May	59	0	0	1	60	7774
June					0	
July					0	
August					0	
September					0	
October					0	
November					0	
December					0	
Totals					327	

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	529	514	480	449	422	399	252	12838	17446	-26%
June								20254		
July								19944		
August								18195		
Sept.								16439		
Oct.								14856		
Nov.								15660		
Dec.								14071		
Total								64197	203684	
Monthly average								12,839	16,974	
Avg. % Increase										-24%

Replacement People counter went live on January 2018

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

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
District	8280	8708	9113	8898	9147	9002	9083	9109	9064	7837	7232
Dexter	1198	1216	1258	1197	1222	1206	1211	1215	1230	1087	1009
Lima	1086	1124	1176	1169	1174	1156	1133	1109	1109	996	920
Lyndon	1477	1605	1673	1567	1579	1538	1539	1546	1522	1302	1196
Sylvan	1619	1743	1822	1800	1786	1693	1662	1667	1641	1412	1317
CityChel	2900	3020	3184	3165	3386	3409	3538	3572	3562	3040	2790
NonRes	933	977	960	902	744	640	649	655	625	575	542
Freedom	107	81	58	18	7	6	6	6	7	0	0
Sharon	151	153	150	149	141	118	122	118	110	107	105
Waterloo	391	421	423	411	365	336	348	352	333	249	246
GrassLk					15	26	29	28	25	37	35
Other	284	322	329	324	216	154	144	151	150	182	156
Totals	9213	9685	10073	9800	9891	9642	9732	9764	9689	8412	7774

Trans	% Tot	SEMCOG Dec2010	% of Pop
May-18	Trans	Pop.	Regist % of Entity Pop.
14,227		15010	
1549	11%	2604	46%
1906	13%	1909	61%
2017	14%	2720	57%
2380	17%	2833	60%
4891	34%	4944	69%
			58%
262	2%		
526	4%		
599	4%		
97	1%		
	100%		

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

Item Circulation 2018

	All items circled at Chel inc: OD & Zinio	Chel items circled at Chel inc: OD & Zinio	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/ renewed anywhere in system	Chel items circled other libraries
Jan.	24,343	18,758	77%	5,585	23%	18,449	1,894
Feb.	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	18,416	14,378	78%	4,038	22%	13,655	1,352
June							
July							
August							
Sept.							
Oct.							
Nov.							
Dec.							
Totals	113,642	88,243	78%	25,399	22%	85,776	8,591
Mnth Avg	22,728	17,649		5,080		17,155	1,718

Circulation by Department - Percentage			
Adult	Youth	Teen	
January	59%	37%	4%
February	55%	41%	4%
March	54%	42%	4%
April	55%	41%	4%
May	56%	39%	5%
June			
July			
August			
September			
October			
November			
December			
Yearly Avg.	56%	40%	4%

Circulation by Department - Total Checkouts			
Adult	Youth	Teen	
January	10,772	6,873	804
February	9,204	6,843	598
March	10,422	8,111	822
April	9,650	7,276	746
May	7,701	5,320	634
June			
July			
August			
September			
October			
November			
December			
Yearly Total	47,749	34,423	3,604

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

June 19, 2018 Board Packet

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

Accept May donations and changes to the 2018 FY Budget.

		Income Line -	Expense Line
Olive Lodge, No. 156	Summer Reading Program	674.111	884.923
Gary Zenz	Music in the Air (In Memory of Marshall Carr)	674.112	884.962
Kiwanis Club of Chelsea	Summer Reading Program	674.111	884.923
Gary & Jo Ann Munce	Non-Designated	674.120	884.961
Jean M. Vargas	Non-Designated (In Memory of Marshall Carr)	674.120	884.962
Elizabeth & Tony Sensoli	Music in the Air	674.112	884.962

Sub Total: \$1,870.00

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

Sub Total: \$

Acknowledge the donations below toward the CDL Endowment.

Total General Donations: \$1,870.00

Anne Merkel, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 19, 2018 Meeting

2019 Budget Hearing Notice

Background:

Every August the library must present a balanced budget for the next fiscal year to the board and have an open hearing for the public. This is the resolution that the board will approve in July for the publication of the Hearing Notice in the Sun Times and Chelsea Update prior to the August 21, 2018 hearing.

NOTICE OF PUBLIC HEARING
Chelsea District Library
2019 PROPOSED BUDGET

A PUBLIC HEARING WILL BE HELD ON August 21, 2018 at approximately 6:45 p.m. at the Chelsea District Library, 221 S. Main Street, Chelsea, Michigan on the following proposed 2019 budget:

Expense	Fiscal Year 2019 Budget
Personnel Expenses	1,141,773
Supplies	18,050
Professional Services	100,306
Maintenance Services Contracts	127,429
Telecommunications	22,400
Promotional Materials	61,501
Programming Expenses	111,935
Volunteer Services	2,400
Utilities	56,550
Board Expenses	3,200
Automation Services	42,795
Equipment	25,000
Staff Development & Travel	22,000
Capital Expenses	82,057
Collection Expenses	173,370
Capital Reserve Fund	22,100
	<hr/>
TOTAL	2,012,866

The property tax millage rate proposed to be levied to support the proposed budget is the subject of this hearing.

<u>Operating</u>	Rate
Operating Total	1.9231
Bond Debt	0.7000
	<hr/>
	2.6231

The proposed 2019 budget documents are available at the Chelsea District Library for public examination.

Lori Kunkel-Coryell, Library Director
Chelsea District Library

Individuals with disabilities requiring auxiliary aids or services should contact Lori Kunkel-Coryell Director, Chelsea District Library, 221 S. Main Street, Chelsea, MI 48118, (734) 475-8732 x 206

PUBLISHED: July 25, 2018

BOARD OF TRUSTEES OF THE
CHELSEA DISTRICT LIBRARY
RESOLUTION NO. 2018-07-17

RESOLUTION APPROVING BUDGET HEARING AND NOTIFICATION

Minutes of a regular meeting of the Board of Trustees of the Chelsea District Library, County of Washtenaw, State of Michigan, held in the McKune Meeting Room at the Library on the 17th day of July, 2018 at Six forty-five, p.m., prevailing Eastern Time.

PRESENT: Charlie Taylor, Susan Lackey, Jan Carr, Elizabeth Sensoli, Anne Merkel, TJ Helfferich, & Gary Munce.

ABSENT:

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

WHEREAS, in accordance with the Truth in Budgeting Act, there will be presented to the Board of Trustees of the Chelsea District Library (the "Library") on August 21, 2018 the proposed budget for fiscal year 2019; and

WHEREAS, the notice of hearing on the budget is to include the following statement printed in 11-point bold-faced type:

The property tax millage rate proposed to be levied to support the proposed budget is the subject of this hearing.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library Board hereby directs its Library Director to schedule the 2019 Budget Hearing for Tuesday, August 21, 2018; and
2. The Library Board hereby directs its Library Director to arrange for publication of Notice of Hearing in the *The Sun Times News & Chelsea Update* for their July 25th publication

date.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Trustees: Charlie Taylor, Susan Lackey, Jan Carr, Elizabeth Sensoli, Anne Merkel, TJ Helfferich, & Gary Munce.

NAYS: Trustees:

RESOLUTION DECLARED ADOPTED.

Anne Merkel, Secretary, Board of Trustees
Chelsea District Library
County of Washtenaw
State of Michigan

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Chelsea District Library, County of Washtenaw, Michigan, at a regular meeting held on the 17th day of July, 2018, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Anne Merkel, Secretary, Board of Trustees
Chelsea District Library
County of Washtenaw
State of Michigan

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 19, 2018 Meeting

Committee Name Change

Background:

The library would like the board's approval to change the name of the Fundraising Committee to the Community Outreach Committee. The library believes that the real purpose of this committee goes beyond just fundraising efforts. The library would like the board to move with item to action.

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 19, 2018 Meeting

Board Retreat

Background:

The library would like to discuss with the board possible dates, locations, and activities for the 2019 Board Retreat.

Discussion Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 19, 2018 Meeting

Millage

Background:

The library's current operating millage expires December, 2019, and the board has asked that the millage be an ongoing discussion item as we move toward that all-important campaign.

COMMITTEE INFO & MINUTES

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

Governance
Appendix #3

Approved: January 16, 2018

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

Anne Merkel

1-16-18

Anne Merkel, Board Secretary

Date

