

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, January 15, 2019—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda Review, Additions, and Approval

Oath of Office for Board

6:55 Compulsory Segments

Board Meeting Minutes Approval – December 18, 2018

Closed Session Minutes Approval – December 18, 2018

Approval of the December Operational Checks

Approval of December Financial Reports

Director's, Strategic Plan, and Friends Reports

7:25 Public Comment

7:30 Presentations: None

7:30 Action Items

1. Donations
2. 2018 Board Officers (New officers to continue the meeting)
3. 2018 Board Committees

7:40 Discussion Items

1. Millage
2. Patron Appeal 2017-1

7:55 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Fundraising Committee

8:00 Public Comment

8:05 Other Items

8:10 Adjournment

Public Participation

Meetings held by the Chelsea District Library are for the purpose of conducting library business. A Chelsea District Library meeting is not a “public meeting.” It is a “meeting held in public.” The difference between these two types of meetings is that a public meeting is usually designed for the free flow of information among all in attendance, whereas a meeting held in public is for observation and “Public Input” at specific times on the agenda.

Public Participation at Open Meetings

Meetings held by the Chelsea District Library are for the purpose of conducting library business. Public input is allowed during set times of these meetings and for specific amounts of time.

There are two ways to participate in a Board meeting:

- You may call the Board President or Library Director at least five days in advance of the Board meeting and ask to be placed on the agenda. The Board President or the Library Director shall use their discretion in accepting these requests. The Board decides what agenda items are to be discussed when they formally adopt the agenda at the start of their meeting. Once approved, you will be allowed to make your presentation to the Board.
- You may address the Board during agenda items listed as “Comments from the Public.”

Individuals who are addressing the Board at a Board Meeting must state their name and the name of the organization or group they are representing, if that is the case.

Board members may question speakers, but the Board will not enter into debate or conversation during this portion of the meeting. In general, issues are referred to the Director for investigation, study and recommendation, designation as a future agenda item, or answered through written communication.

**Chelsea District Library Board of Trustees
Minutes of Regular Meeting**

Tuesday, December 18, 2018 6:45pm
Meeting Location: McKune Meeting Room

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

Trustees Absent: J. Carr

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

Guests: None

Welcome and Call to Order

C. Taylor called the meeting to order at 6:46 p.m.

Agenda Review, Additions, and Approval

Added Action Item #6 December Budget Adjustments to the Agenda.

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve the agenda, as amended. Discussion: None

All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the minutes of the November 20, 2018 Board Meeting. Discussion: Elizabeth wants extra pages that are prepared separately and brought to the board meetings to be added to the online packet, so trustees have easy access to past materials. Gary brought up switching to an electronic-formatted packet and mentioned some other boards that use them. Lori will look into this option and the board will revisit this option in 2019.

All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept the General Fund Operational checks for November, 2018. Discussion: The board decided that a list of checks and a registry is redundant and that going forward they will only request a list of checks appear in the packet.

All Ayes 6-0

MOTION made by E. Sensoli, SECONDED by S. Lackey to accept Financial Reports for November, 2018. Discussion: Susan asked about CSB and whether they had hired a new local financial advisor. Gary asked about the number of C.D.s the library holds.

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Merchant Solutions credit card machine was hacked during off hours, but was discovered right away and fraudulent return charges were cancelled.
 - We've since changed the password, switched from online to a phone jack, filed a police report, and put up extra firewall.
 - We're also looking for a new vendor, as we were not satisfied with Merchant Solutions' response.
- Trustee Reappointments for the two open spots are being completed. Jan Carr was reappointed by Sylvan Township in early December for a new 4-year term (ending in 2022) and the Dexter Township board is currently meeting with Charlie Taylor's reappointment on their docket.
- The library received a \$10,000 grant from the Chelsea Community Foundation to help bring Luis Rodriguez to Chelsea, as the library's annual Artist in Residence and as a part of 2019's Midwest Lit Walk.

Strategic Plan Update:

- Lori reviewed the highlights from the Strategic Plan Update in the board packet.

Friends Report Update:

- The Friends will be joining the board for the February meeting to hear Library of Michigan Library Law Consultant Clare Membiela. This will be a joint Q&A portion at the beginning of the meeting.
- Annual Friends Meeting is scheduled for January 26 from 10:30-Noon in the McKune Room.
- There is some question whether or not Friends can donate money to the library's millage campaign. Lori has referred this question to our attorney for counsel.

Other Reports Notes:

- Charlie asked if programs with poor attendance were evaluated. Lori told him they were. There were also questions about Edelwiss that were answered.

Public Comment: None

Action Item #1: Donations

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve and acknowledge the presented 2018 November donations of \$145.00.

Discussion: None

All Ayes: 6-0

Action Item #2: 2019 Calendar of Operations and Holidays

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the 2019 Calendar of Operations and Holidays.

Discussion: None

All Ayes: 6-0

Action Item #3: 2019 Board Meeting Calendar

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the 2019 Board Meeting Calendar.

Discussion: Elizabeth noted that she will be absent from the January and May meetings, while Charlie noted he won't be in attendance in February.

All Ayes: 6-0

Action Item #4: Capital Improvement Fund Commitment

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the transfer of funds to maintain the commitment to the capital improvement fund.

Discussion: The board wanted the numbers to reflect that Additional funds of \$63,500.00 will be transferred to maintain the commitment of \$100,000.00 to the Capital Improvement Fund. This is an action that occurs at the end of each year, so the library goes into the new year with a fully funded Capital Improvement Fund.

All Ayes: 6-0

Action Item #5: 2018 to 2019 Budget Carryovers

MOTION made by A. Merkel, SECONDED by S. Lackey to approve the carryovers from the 2018 budget to the 2019 budget.

Discussion: None

All Ayes: 6-0

Action Item #6: December Budget Adjustment

MOTION made by S. Lackey, SECONDED by G. Munce to approve the budget adjustments for the end of the 2018 budget.

Discussion: Linda explained that this adjustment was to fund an elevator repair that we were expecting in January, but had the opportunity to do early, in December. She also stressed that the money culled to do this was all money that was being left on the table from the 2018 budget, which needed to be moved to this specific budget line to cover the elevator repair. The removal of the grants that weren't applied for/received was put on the adjustment at the request of bookkeeper Mary Budzinski. Susan asked that a more thorough explanation accompany any budget adjustment going forward.

All Ayes: 6-0

Discussion Item #1: 2019 Board Officers

- Susan shared the Nominating Committee's recommendations for officers for 2019:
 - President: Susan Lackey
 - President-Elect: TJ Helfferich
 - Treasurer: Elizabeth Sensoli
 - Secretary: Anne Merkel
- These positions will go to an Action Item vote in January.

Discussion Item #2: 2019 Board Committees

- New committees were also formed and will be approved in January.

Discussion Item #3: Director's Annual Review

MOTION made by S. Lackey, SECONDED by E. Sensoli to move the meeting into closed session. Discussion: None

Secretary Anne Merkel read a Roll Call Vote to go into Closed Session to discuss the Director's review and Discussion Item #4: Patron Appeal 2017-1. G. Munce, Aye; S. Lackey, Aye; E. Sensoli, Aye; C. Taylor, Aye; TJ Helfferich, Aye; and A. Merkel, Aye.

Discussion Item #4: Patron Appeal 2017-1

Discussion Item #3 and #4 were both covered in Closed Session.

MOTION made by TJ Helfferich, SECONDED by A. Merkel to move Discussion Item #3 to Action Item #7. Discussion: None.

All Ayes: 6-0

Action Item #7: Annual Review of the Director

MOTION made by S. Lackey, SECONDED by G. Munce to follow the Personnel Committee's recommendations for the annual director review.

Discussion: None

All Ayes: 6-0

Discussion Item #5: Millage

- Anne explained that she's organizing a committee meeting for January, in which we'll decide which resolution will go on the ballot. There's also the question of which method to campaign with.
- Lori suggested creating a calendar.
- Susan asked when the resolution for the ballot has to be filed and suggested doing as much pre-leg-work as possible leading up to that date.

Committee Reports

Policy Committee –

Finance Committee – Elizabeth went over the committee draft minutes.

Personnel Committee – TJ noted that everything from their meeting was covered in the Closed Session.

Nominating Committee –

Community Outreach Committee –

Public and Board Comment:

- Charlie spoke about how even though it's, at times, been a trying year for the board, he feels that they've learned an awful lot from the experience and are in better shape to deal with similar experiences going forward.

Other Items: None

Adjourn:

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to adjourn the meeting at 8:28 p.m.

All Ayes: 6-0

Anne Merkel, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library

List of Checks for Board Approval

December 2018

Date	Num	Name	Memo	Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
12/04/2018	11192018PRST	Alerus Financial	12/07/2018 PR	1,746.52
12/07/2018	PR12072018		RETIREMENT	-1,746.52
12/19/2018	12032018PRST	Alerus Financial	12/21/2018 PR	1,746.52
12/21/2018	PR12212018		RETIREMENT	-1,746.52
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
12/07/2018	PR12072018		WAGES	37,183.79
12/21/2018	PR12212018		WAGES	37,787.10
12/31/2018	PRACctual1		Accrue 1/4/2019 PR 100%	36,431.47
12/31/2018	PRACctual1		Accrue 1/4/2019 PR-FICA 100%	2,697.24
12/31/2018	PRACctual1		Accrue 1/4/2019 PR-401A 100%	1,428.46
Total 701.100 - Wages - Other				115,528.06
Total 701.100 - Wages				115,528.06
701.110 - Retirement-Contributions				
12/04/2018	11192018PRST	Alerus Financial	12/07/2018 PR	1,811.95
12/07/2018	PR12072018		RETIREMENT PICK UP	-1,811.95
12/19/2018	12032018PRST	Alerus Financial	12/21/2018 PR	1,811.95
12/21/2018	PR12212018		RETIREMENT PICK UP	-1,811.95
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
12/07/2018	PR12072018		401 A MATCHING	1,443.05
12/21/2018	PR12212018		401 A MATCHING	1,443.05
Total 701.115 - 401A Retirement Matching				2,886.10
701.200 - FICA				
12/07/2018	PR12072018		FICA EMPLOYER	2,844.63
12/21/2018	PR12212018		FICA EMPLOYER	2,890.69
Total 701.200 - FICA				5,735.32
701.300 - Flex Benefits				
12/07/2018	PR12072018		Dep Life (CA & DL & HI)	-33.58
12/19/2018	12102018ST	Unum Life Insurance Co.	2019 Premium January	730.54
12/19/2018	12182018ST	Transcend	January 2019 BCN/BCBS	2,457.11
12/20/2018	Prepay20194		Transcend - Jan 2019 BCN/BCBS	-2,457.11
12/20/2018	Prepay20194		Unum Life Ins Co - Jan 2019 Premium	-730.54
12/21/2018	PR12212018		Dep Life (CA & DL & HI)	-33.58
Total 701.300 - Flex Benefits				-67.16

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December 2018

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Date	Num	Name	Memo	Amount
701.400 - Unemployment				
12/19/2018	12312018UnEmp	Michigan Municipal League-Unemp	4th QTR 2018	11.77
Total 701.400 - Unemployment				11.77
701.500 - Workers Comp				
12/05/2018	WDHA509527-19	Citizens Insurance Co	2019 Workmen's Comp Policy 12/18/18-12/18/2019	2,072.00
12/05/2018	2019PrePay2		2019 Workmen's Comp Policy	-2,072.00
Total 701.500 - Workers Comp				0.00
Total 701 - Personnel Expenses				124,094.09
727 - Supplies				
727.200 - General Operations				
12/05/2018	1729421	Arbor Springs Water Co. Inc.	Bottled Water	38.50
12/05/2018	478457	Detroit Pencil Company	Office supplies	173.85
12/05/2018	478958	Detroit Pencil Company	Office supplies	-6.03
12/05/2018	11262018INV	Zoran, Amy	Cards	32.00
12/19/2018	1731297	Arbor Springs Water Co. Inc.	Bottled Water/Rental	38.00
12/19/2018	WO-9040-1	Detroit Pencil Company	Office supplies	168.87
12/31/2018	APAccrue1		Arbor Springs Water Co	13.00
12/31/2018	APAccrue1		Petty Cash	13.43
Total 727.200 - General Operations				471.62
727.300 - Material Processing				
727.310 - Matl Processing Tags				
12/05/2018	S10046534-US	Bibliothea, LLC	Block Tag with Buddy Tag & Encoding	5,084.00
Total 727.310 - Matl Processing Tags				5,084.00
727.320 - Matl Processing Cases				
12/04/2018			Circ Receipts - Refund	10.00
12/20/2018			Circ Receipts - L/D	-15.00
Total 727.320 - Matl Processing Cases				-5.00
727.330 - Matl Processing Other				
12/19/2018	6512972	Demco Inc.	Book Tape	161.07
Total 727.330 - Matl Processing Other				161.07
Total 727.300 - Material Processing				5,220.07
727.500 - Cleaning				
727.510 - Cleaning Paper Products				
12/05/2018	478457	Detroit Pencil Company	Paper Towel Rolls	59.70
Total 727.510 - Cleaning Paper Products				59.70
727.520 - Cleaning Supplies				

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Date	Num	Name	Memo	Amount
12/05/2018	12032018Pollys	Ballard, Linda P.		
12/05/2018	300391898	Cintas Corporation-300	Soap	3.33
12/19/2018	300403110	Cintas Corporation-300	Soap	14.78
12/31/2018	APAccrue1		Soap	14.78
			Cintas	14.78
Total 727.520 · Cleaning Supplies				47.67
727.530 · Cleaning Rugs				
12/05/2018	300391898	Cintas Corporation-300	Rugs 11/23/2018	78.07
12/19/2018	300403110	Cintas Corporation-300	Rugs 12/07/2018	78.07
12/31/2018	APAccrue1		Cintas	78.07
Total 727.530 · Cleaning Rugs				234.21
Total 727.500 · Cleaning				341.58
727.700 · Postage				
727.720 · Postage-Operating Postage				
12/31/2018	APAccrue1		Petty Cash	17.63
Total 727.720 · Postage-Operating Postage				17.63
Total 727.700 · Postage				17.63
727.800 · Maintenance				
727.810 · Maintenance Light Bulbs				
12/31/2018	APAccrue1		Amazon Capital Services	15.49
Total 727.810 · Maintenance Light Bulbs				15.49
727.830 · Maintenance General				
12/31/2018	APAccrue1		Petty Cash	5.12
12/31/2018	APAccrue1		Petty Cash	3.00
12/31/2018	APAccrue1		Petty Cash	5.29
Total 727.830 · Maintenance General				13.41
Total 727.800 · Maintenance				28.90
Total 727 · Supplies				6,079.80
801 · Professional Services				
801.010 · Attorney				
12/06/2018	751156	Foster Swift Collins & Smith	Millage Question, Confidentiality Policy	740.00
Total 801.010 · Attorney				740.00
801.040 · Bookkeeper				
12/05/2018	201823	Budzinski & Associates	1/2 December 2018 Billing	425.00
12/19/2018	201824	Budzinski & Associates	1/2 December 2018 Billing	425.00

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Date	Num	Name	Memo	Amount
Total 801.040 · Bookkeeper				
				850.00
801.041 · Payroll Services				
12/06/2018	21362067	Payroll 1	2018 November	182.90
Total 801.041 · Payroll Services				
				182.90
801.042 · Financial Services				
12/05/2018	101896	Public Financial Management	Annual Disclosure Filing 2018	1,000.00
Total 801.042 · Financial Services				
				1,000.00
801.086 · Special Assessments				
12/05/2018	12042018Fee	City of Chelsea	Drainage Assessment Fee	5.76
Total 801.086 · Special Assessments				
				5.76
801.090 · Collection Fees				
12/19/2018	480754	Unique Management Services Inc	Collection Fees 11/2018	35.80
Total 801.090 · Collection Fees				
				35.80
801.200 · Insurance				
801.210 · General Liability Insurance				
12/05/2018	ODHA509529-19	Citizens Insurance Co	2019 Business Liability Policy 12/18/18-12/18/19	9,507.00
12/05/2018	2019PrePay2		2019 General Liability Policy	-9,507.00
12/05/2018	12282018Renew	Travelers	2019 Crime Insurance	865.00
12/05/2018	2019PrePay3		2019 Crime Insurance Prepay	-865.00
Total 801.210 · General Liability Insurance				
				0.00
Total 801.200 · Insurance				
				0.00
801.300 · Banking Fees				
801.310 · Bank Fees				
12/31/2018			Service Charge	11.80
Total 801.310 · Bank Fees				
				11.80
801.350 · Credit Card Fee Circ				
12/06/2018	CCFee112018		November 2018 Fee	66.63
12/10/2018	CircCCMiss		CC Deposit 12/10 on Bank St not in System	-23.28
Total 801.350 · Credit Card Fee Circ				
				43.35
801.360 · Pay Pal Fees				
12/05/2018	Paypal		Donation Staffeld / Staffeld	14.80
12/15/2018	Paypal		Donation Cross / Macheske	1.03
12/15/2018	Paypal		Donation Cross / Macheske	1.03
Total 801.360 · Pay Pal Fees				
				16.86

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Date	Num	Name	Memo	Amount
Total 801.300	Banking Fees			72.01
Total 801	Professional Services			2,886.47
803	Maintenance Service Contracts			
803.010	Maint Svc Contingency			
12/19/2018	0D26073688	Cintas Fire Protection	Sprinkler System Repair	2,814.82
12/31/2018	APAccrue1		Ken Cook's Plumbing & Heating	647.00
Total 803.010	Maint Svc Contingency			3,461.82
803.100	Copier			
803.101	Public Copier			
12/05/2018	5005532611	Wells Fargo Bank, NA	2018 Copier Printer Maintenance - December	229.44
Total 803.101	Public Copier			229.44
803.102	Staff Copier			
12/05/2018	5005532611	Wells Fargo Bank, NA	2018 Copier Printer Maintenance - December	584.28
Total 803.102	Staff Copier			584.28
803.103	Small Printer Maintenance			
12/05/2018	5005532611	Wells Fargo Bank, NA	2018 Copier Printer Maintenance - December	153.34
Total 803.103	Small Printer Maintenance			153.34
Total 803.100	Copier			967.06
803.600	Building Maintenance			
803.605	Janitorial			
12/04/2018	11774	A Production Cleaning Company Inc.	Cleaning 11/18-12/01/2018	1,440.85
12/19/2018	11792	A Production Cleaning Company Inc.	Cleaning 12/02-12/15/2018	1,440.85
12/19/2018	11793	A Production Cleaning Company Inc.	Carpet & Furniture Cleaning	570.00
12/31/2018	APAccrue1		A Production	1,440.85
Total 803.605	Janitorial			4,892.55
803.610	Lawn/Snow Service			
803.611	Lawn Service			
12/19/2018	11013	Association Maintenance Corp	Mowing- July 6th	65.00
12/19/2018	11214	Association Maintenance Corp	Fall Clean-up	980.00
Total 803.611	Lawn Service			1,045.00
803.612	Snow			
12/06/2018	18755	Osinski Inc.	Snow - 11/10 - 11/29/2018	464.00
Total 803.612	Snow			464.00
Total 803.610	Lawn/Snow Service			1,509.00

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Date	Num	Name	Memo	Amount
12/06/2018	803.620 - Trash 18657	City of Chelsea	Trash November	40.00
	Total 803.620 - Trash			40.00
	Total 803.600 - Building Maintenance			6,441.55
	Total 803 - Maintenance Service Contracts			10,870.43
	850 - Telecommunications			
	850.100 - Local & Long Distance Charges			
	850.120 - Telephone			
12/04/2018	11252018ST	A T & T	10/26/18 - 11/25/18 Billing (November)	157.61
12/05/2018	11242018ST	Navitas Credit Corp	VOIP Lease - 2018 December	212.81
12/20/2018	12092018ST	Keybank	Star2Star - 2018 Dec Phone System	367.65
	Total 850.120 - Telephone			738.07
	Total 850.100 - Local & Long Distance Charges			738.07
	850.300 - TLN Internet Service			
	850.311 - WiFi Hotspots			
12/06/2018	9819273413	Verizon Wireless	Library Hotspots 2018 November	27.06
12/19/2018	261402854-048	Sprint	2018 Dec Lyndon/Circ Hotspots	458.13
	Total 850.311 - WiFi Hotspots			485.19
	850.910 - WiFi Hot Spots - Restricted			
12/06/2018	9819273413	Verizon Wireless	Library Hotspots 2018 November	600.67
12/19/2018	12062018ST	A T&T Mobility	Hot Spot Service 2018 November	217.44
	Total 850.910 - WiFi Hot Spots - Restricted			818.11
	Total 850.300 - TLN Internet Service			1,303.30
	Total 850 - Telecommunications			2,041.37
	880 - Promotional Materials			
	880.100 - Advertising			
	880.110 - Media Buy			
12/05/2018	11302018INV	Chelsea Update	Oct/Nov/Dec 2018 Ads	270.00
	Total 880.110 - Media Buy			270.00
	880.130 - Signs/Banners/Posters			
12/31/2018	APAccrue1		Amazon Capital Services	177.69
	Total 880.130 - Signs/Banners/Posters			177.69
	880.140 - Sponsorships			
12/19/2018	12112018Spon...	Chelsea High School Yearbook	2019 Yearbook Gold Sponsor-Future Plans Section	125.00

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Date	Num	Name	Memo	Amount
12/20/2018	Prepay20194		Chelsea High School Yearbook 2019 Ad	-125.00
	Total 880.140 · Sponsorships			0.00
	Total 880.100 · Advertising			447.69
880.200 · Publications				
880.240 · Newsletter				
12/05/2018	247222	Print-tech Inc.	Winter Newsletter	4,193.78
	Total 880.240 · Newsletter			4,193.78
	Total 880.200 · Publications			4,193.78
880.300 · Marketing Supplies				
880.311 · Exhibits				
12/19/2018	7438/154	Great Lakes Ace Hardware	Picture Wire	9.48
	Total 880.311 · Exhibits			9.48
880.320 · Misc Marketing Supplies				
12/19/2018	14M7-XNFF-L6...	Amazon Capital Services Inc	Paper Trimmer	21.03
	Total 880.320 · Misc Marketing Supplies			21.03
880.330 · Paper				
12/05/2018	478457	Detroit Pencil Company	Colored Paper	86.02
	Total 880.330 · Paper			86.02
880.340 · Printed Items / Stationary				
12/20/2018	12092018ST	Keybank	Foresight Group - Business Cards	60.00
	Total 880.340 · Printed Items / Stationary			60.00
	Total 880.300 · Marketing Supplies			176.53
880.400 · Program Promotion				
880.410 · Adult Program Promotion				
880.411 · General Adult Promotion				
12/20/2018	12092018ST	Keybank	Useful Products - Coffee Sleeves for HRCN	169.22
	Total 880.411 · General Adult Promotion			169.22
	Total 880.410 · Adult Program Promotion			169.22
880.420 · Youth / Teen Promotion				
880.422 · Authors in Chelsea				
12/06/2018	12062018AinC	City of Chelsea	2019 Avenue Banners A in C	55.00
12/18/2018	2019Prepay3		2019 Avenue Banners AinC	-55.00
12/31/2018	Prepay5		AinC 2019 Banner Pay from 2018 Budget	55.00

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Date	Num	Name	Memo	Amount
		Total 880.422 • Authors in Chelsea		55.00
		Total 880.420 • Youth / Teen Promotion		55.00
		880.430 • Library Program Promotion		
12/05/2018	247432	Print-tech Inc.	Volunteer & Friend of the Year Posters	89.44
12/05/2018	247511	Print-tech Inc.	Washtenaw Reads Avenue Banner Footers	224.18
12/19/2018	247820	Print-tech Inc.	Washtenaw Reads Large Poster	68.46
12/31/2018	APAccrue1		Print-Tech	65.44
		Total 880.431 • General Library Prog Promotion		447.52
12/18/2018		880.434 • Music in the Air		
		Adj/Accounts	Spend Restricted Funds First	-185.71
		Total 880.434 • Music in the Air		-185.71
		Total 880.430 • Library Program Promotion		261.81
		880.440 • Service / Resource Promotion		
12/19/2018	191X-YYGC-TT...	Amazon Capital Services Inc	Cruise Tags	57.45
		Total 880.441 • General Service/Resource Promo		57.45
		Total 880.440 • Service / Resource Promotion		57.45
		Total 880.400 • Program Promotion		543.48
		880.500 • Purchased Services		
12/20/2018	12092018ST	Keybank	Uberflip - 12/2018	29.95
12/20/2018	12092018ST	Keybank	Adobe Stock Monthly - Dec 2018	29.99
		Total 880.510 • General Purchased Services		59.94
		880.520 • Professional Services		
12/19/2018	Dec2018	Koepping, Luna Marie Elizabeth	Graphic Design for Authors in Chelsea Posters/Brochures	300.00
12/19/2018	0283	MC creative design & photography LLC	CDL Delivers Brochure	400.00
		Total 880.521 • Graphic Design Services		700.00
		Total 880.520 • Professional Services		700.00
		Total 880.500 • Purchased Services		759.94
		Total 880 • Promotional Materials		6,121.42
		884 • Programming		
		884,110 • Adult Speakers		

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Date	Num	Name	Memo	Amount
884.119 · General Adult Events				
12/05/2018	1506596SC	iPromoteu.com Inc	Hot Reads for Cold Nights Coasters	283.21
12/31/2018	APAccrue1		Hazel Park District Library	28.00
12/31/2018	APAccrue1		Print-Tech	364.10
Total 884.119 · General Adult Events				675.31
Total 884.110 · Adult Speakers				
884.120 · Adult Supplies				
884.121 · Refreshments				
12/05/2018	11192018PR	Brown, Laura	Purple Rose Cookies	15.00
12/20/2018	12092018ST	Keybank	Eco Products - Insulated Cups & Lids	181.94
Total 884.121 · Refreshments				196.94
884.122 · Craft Supplies				
12/05/2018	1773-76N6-13FM	Amazon Capital Services Inc	Wreath Making Supplies	14.02
Total 884.122 · Craft Supplies				14.02
884.126 · General Adult Programs				
12/05/2018	1D7P-GN9C-9...	Amazon Capital Services Inc	Wreath Making	163.76
12/05/2018	1773-76N6-13FM	Amazon Capital Services Inc	Wreath Making Supplies	221.74
12/05/2018	1X41-PYFT-36J1	Amazon Capital Services Inc	Wreath Making Supplies	12.90
12/05/2018	1VKR-L77Q-G...	Amazon Capital Services Inc	Wreath Making Supplies	12.90
Total 884.126 · General Adult Programs				411.30
Total 884.120 · Adult Supplies				
884.210 · Youth Speakers				
884.211 · Authors in Chelsea				
12/31/2018	APAccrue1		Baker & Taylor - Program Account	25.72
Total 884.211 · Authors in Chelsea				25.72
884.215 · Early Literacy				
12/05/2018	12052018ST	DeMea, Karla	12/05 Storytime / 12/06 Toddlertime	100.00
12/05/2018	12122018TT	DeMea, Karla	12/12 Storytime / 12/13 Toddlertime	100.00
12/20/2018	12202018ST	DeMea, Karla	12/19 & 12/20 Storytimes	100.00
Total 884.215 · Early Literacy				300.00
Total 884.210 · Youth Speakers				
884.220 · Youth Supplies				
884.222 · General Youth Programs				
12/31/2018	APAccrue1		Petty Cash	18.49
12/31/2018	APAccrue1		Petty Cash	4.24
12/31/2018	APAccrue1		Petty Cash	9.54

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Date	Num	Name	Memo	Amount
Total 884.222 · General Youth Programs				
884.223 · Holiday Programs				
12/05/2018	1D7P-GN9C-9...	Amazon Capital Services Inc	Teen & Tween Gift Making	84.84
12/05/2018	12032018GFS	Sulecki, Keegan	Teen/Tween Gift Making & Refreshments	82.88
12/20/2018	12092018ST	Keybank	Oriental Trading - Ornaments & Bowls	76.34
12/20/2018	12092018ST	Keybank	Klever Kreations - Teen & Tween Gift Making	48.79
Total 884.223 · Holiday Programs				292.85
884.226 · Summer Reading				
12/19/2018	18295140	Scholastic Inc.	Books	585.98
Total 884.226 · Summer Reading				585.98
884.228 · Authors in Chelsea				
12/31/2018	APAccrue1		Baker & Taylor - Program Account	329.61
Total 884.228 · Authors in Chelsea				329.61
Total 884.220 · Youth Supplies				1,240.71
884.260 · Teen Speakers				
884.264 · Teen General Programs				
12/05/2018	2034159768	Baker & Taylor Program Account	2034159768	26.36
12/19/2018	2034174586	Baker & Taylor Program Account	2034174586	47.90
Total 884.264 · Teen General Programs				74.26
Total 884.260 · Teen Speakers				74.26
884.270 · Teen Supplies				
884.272 · Teen General Programs				
12/19/2018	1X9H-QFL4-1...	Amazon Capital Services Inc	Supplies	72.61
Total 884.272 · Teen General Programs				72.61
884.273 · Teen Holiday Programs				
12/05/2018	1D7P-GN9C-9...	Amazon Capital Services Inc	Teen & Tween Gift Making	90.24
Total 884.273 · Teen Holiday Programs				90.24
884.276 · Teen Refreshments				
12/05/2018	19R9-W9YQ-T...	Amazon Capital Services Inc	Teen Storage Box	81.57
12/20/2018	12092018ST	Keybank	Polly's - Teen & Youth Program Snacks	29.08
12/31/2018	APAccrue1		Amazon Capital Services	35.44
Total 884.276 · Teen Refreshments				146.09
884.277 · Teen Summer Reading				
12/05/2018	2034137177	Baker & Taylor Program Account	2034137177	116.82

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Date	Num	Name	Memo	Amount
	Total 884.277	Teen Summer Reading		116.82
	Total 884.270	Teen Supplies		425.76
	884.400	Music Focus		
	884.411	Songfest		
12/18/2018		AdjAccounts	Spend Restricted Funds First	-15.00
	Total 884.411	Songfest		-15.00
	884.412	Music In the Air		
12/18/2018		AdjAccounts	Spend Restricted Funds First	-350.24
	Total 884.412	Music in the Air		-350.24
	884.961	Songfest - Restricted Gift		
12/18/2018		AdjAccounts	Spend Restricted Funds First	15.00
	Total 884.961	Songfest - Restricted Gift		15.00
	884.962	Music in the Air - Restricted		
12/18/2018		AdjAccounts	Spend Restricted Funds First	185.71
12/18/2018		AdjAccounts	Spend Restricted Funds First	350.24
	Total 884.962	Music in the Air - Restricted		535.95
	Total 884.400	Music Focus		185.71
	884.500	Artist In Residence		
	884.510	Artist In Residence		
12/18/2018		AdjAccounts	Spend Restricted Funds First	-600.00
	Total 884.510	Artist in Residence		-600.00
	884.970	Artist in Residence Restricted		
12/18/2018		AdjAccounts	Spend Restricted Funds First	600.00
	Total 884.970	Artist in Residence Restricted		600.00
	Total 884.500	Artist In Residence		0.00
	884.920	Youth Programming Restricted		
	884.921	Youth Prog Rest Gifts Genl		
12/31/2018		APAccrue1	Baker & Taylor - Program Account	100.00
	Total 884.921	Youth Prog Rest Gifts Genl		100.00
	Total 884.920	Youth Programming Restricted		100.00
	Total 884	Programming		3,649.73
	885	Volunteer		

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Date	Num	Name	Memo	Amount
885.100 · Programs				
12/05/2018	11262018Costco	Ballard, Linda P.	Volunteer Appreciation Food	32.97
12/05/2018	12032018Pollys	Ballard, Linda P.	Volunteer Appreciation Food	67.93
12/05/2018	E00576	Wesley's Catering	Volunteer Appreciation Party	1,000.00
12/20/2018	12092018ST	Keybank	Common Grill - Awardee Gift Cards	100.00
12/20/2018	12182018ST	Costco Anywhere Visa	Annual Appreciation Food	113.71
Total 885.100 · Programs				1,314.61
885.200 · Supplies				
12/31/2018	APAccrue1		Petty Cash	21.47
Total 885.200 · Supplies				21.47
Total 885 · Volunteer				1,336.08
920 · Utilities				
920.110 · City of Chelsea Water				
12/19/2018	12072018ST	City of Chelsea-Elect & Water	10-30--2018 to 11-30-2018	66.11
Total 920.110 · City of Chelsea Water				66.11
920.120 · City of Chelsea Sewer				
12/19/2018	12072018ST	City of Chelsea-Elect & Water	10-30--2018 to 11-30-2018	145.12
Total 920.120 · City of Chelsea Sewer				145.12
920.130 · City of Chelsea Electric				
12/19/2018	12072018ST	City of Chelsea-Elect & Water	10-30--2018 to 11-30-2018	2,648.97
Total 920.130 · City of Chelsea Electric				2,648.97
920.150 · City of Chelsea Sprinkler				
12/19/2018	12072018ST	City of Chelsea-Elect & Water	10-30--2018 to 11-30-2018	27.47
Total 920.150 · City of Chelsea Sprinkler				27.47
920.200 · McKune Gas				
12/19/2018	2477019	Constellation NewEnergy-Gas Division LLC	November 2018 Gas Service	1,059.11
Total 920.200 · McKune Gas				1,059.11
Total 920 · Utilities				3,946.78
960 · Board & Director Expense				
960.200 · Director Expense				
12/19/2018	114P-W64V-C...	Amazon Capital Services Inc	Table Cloths	63.00
12/19/2018	1RCL-H676-KN...	Amazon Capital Services Inc	Clown Noses - Walk to School	9.99
12/20/2018	12092018ST	Keybank	Polly's - Artful Aging Reception	41.02
12/20/2018	12092018ST	Keybank	Homegoods - Artful Aging Reception	62.44
12/20/2018	12092018ST	Keybank	Kirklands - Artful Aging Reception	10.57
12/31/2018	APAccrue1		Petty Cash	23.32

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Date	Num	Name	Memo	Amount
12/31/2018	APAccrue1		Petty Cash	6.34
12/31/2018	APAccrue1		Petty Cash	9.99
Total 960.200 · Director Expense				226.67
Total 960 · Board & Director Expense				226.67
967 · Equipment				
967.100 · Equipment Hardware				
967.110 · Tech Research				
12/31/2018	APAccrue1		Amazon Capital Services	720.82
Total 967.110 · Tech Research				720.82
967.120 · Computers				
12/19/2018	1WXJ-JG3X-C...	Amazon Capital Services Inc	Bar Code Scanners & AV Supplies	376.12
12/19/2018	1C63-MVGW-J...	Amazon Capital Services Inc	Receipt Printer & Silhouette Supplies	253.60
12/19/2018	1MNT-J9CG-R...	Amazon Capital Services Inc	Monitor/Docking Station/USB Charger & Adapters	381.71
12/31/2018	APAccrue1		Amazon Capital Services	128.93
Total 967.120 · Computers				1,140.36
967.160 · Kindle Lending Program				
12/31/2018	APAccrue1		Amazon Capital Services	196.44
Total 967.160 · Kindle Lending Program				196.44
Total 967.100 · Equipment Hardware				2,057.62
967.200 · Equipment Software				
12/20/2018	12092018ST	Keybank	Dec 2018 Ninile Pro-Monthly non-Windows Updates	20.00
12/20/2018	12092018ST	Keybank	Dec 2018 - Blisect Hosting - Hosted Minecraft Server Svcs	12.46
12/20/2018	12092018ST	Keybank	SkryptGaming - Minecraft Admin Control Plug-In	5.86
Total 967.200 · Equipment Software				38.32
967.300 · Equipment Furniture & Fixtures				
967.320 · Furniture				
12/20/2018	12092018ST	Keybank	Office Max - Chair Mats	209.93
12/20/2018	12092018ST	Keybank	Versare - Study Table Dividers	188.00
Total 967.320 · Furniture				397.93
967.330 · Equipment - non-Computer				
12/20/2018	12092018ST	Keybank	Digilock - Patron Locks & Keys	415.65
12/20/2018	12182018ST	Costco Anywhere Visa	2nd Messenger for Staff	17.99
Total 967.330 · Equipment - non-Computer				433.64
Total 967.300 · Equipment Furniture & Fixtures				831.57

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Date	Num	Name	Memo	Amount
Total 967 - Equipment				
969 - Continuing Education Expenses				
12/19/2018	969.001	Travel		2,927.51
12/20/2018	969.100	Staff Travel		
12/19/2018	969.111	Asst Director	Airfare to ALA Midwinter Meeting - 2019	494.40
12/20/2018	12112018AMEX	Ballard, Linda P.	L.Ballard - ALA Midwinter Mtg Airfare	-494.40
12/20/2018	Prepay20194			0.00
Total 969.111 - Asst Director				
969.124 - Technology Services Travel				
12/19/2018	969.124	Technology Services Travel	Training System Configuration & Net Administration	1,990.00
12/19/2018	O25373710101	PCM-G		1,990.00
Total 969.124 - Technology Services Travel				
969.144 - Committee Meetings				
12/19/2018	12062018TLN	Coryell, Lori	TLN Exec Committee Mtg	42.51
12/19/2018	12132018SAS...	Coryell, Lori	TLN SASUG Meeting	42.51
Total 969.144 - Committee Meetings				
969.145 - Workshops				
12/19/2018	12062018TLN	Glaubitz, Heidi	TLN Circ Training	65.84
12/19/2018	12062018TLN	Ogden, Susan	TLN Circ Training	15.00
12/31/2018	APAccrue1		Terri Lancaster	44.15
Total 969.145 - Workshops				
Total 969.100 - Staff Travel				
Total 969.001 - Travel				
969.300 - Memberships				
969.500 - Institutional Membership				
12/19/2018	969.540	Institutional Member Chamber	2019 Membership	450.00
12/20/2018	Y9612	Chelsea Area Chamber of Commerce-New	Chelsea Area Chamber of Comm 2019 Dues	-450.00
12/20/2018	Prepay20194			0.00
Total 969.540 - Institutional Member Chamber				
Total 969.500 - Institutional Membership				
Total 969.300 - Memberships				
969.930 - Staff Training				
12/05/2018	969.930	Workplace Wellness Restricted	Desk Riser / Massager	154.99
12/20/2018	12052018Costco	Ballard, Linda P.	2nd Massager for Staff	37.00
12/20/2018	12182018ST	Costco Anywhere Visa		
Total 969.930 - Workplace Wellness Restricted				

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Total 969.600 · Staff Training				
				191.99
Total 969 · Continuing Education Expenses				
				2,392.00
980 · Capital Expense				
975.200 · Capital Maintenance				
12/05/2018	18-168-03	Library Design Associates Inc.		
Total 975.200 · Capital Maintenance				
			Carpet Computer Lab	3,828.00
980.100 · Media Area Remodel				
12/19/2018	12132018Dep	Creative Windows		3,828.00
Total 980.100 · Media Area Remodel				
			50% Deposit on Shade/Large Study Rm	1,195.00
Total 980 · Capital Expense				
				1,195.00
Total 980.100 · Media Area Remodel				
				5,023.00
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
12/05/2018	96649300	Midwest Tape	96649300 - Nov Audio Bks	169.96
12/05/2018	96649303	Midwest Tape	96649303 - Oct Audio Bks	39.99
12/19/2018	96626473	Midwest Tape	96626473 - Nov Audio Bks	275.94
12/19/2018	96687752	Midwest Tape	96687752 - Nov Audio Bks	76.98
12/31/2018	APAccrue1		Midwest Tape	29.99
Total 982.120 · Adult Books on Disc				
				592.86
982.140 · Youth Books on Disc				
12/05/2018	272302	Findaway World, LLC	Youth & Teen Playaways	67.49
12/05/2018	272310	Findaway World, LLC	Youth & Teen Playaways	930.85
12/05/2018	1084130147	Penguin Random House LLC-New	Youth & Teen Audio Books	71.25
12/05/2018	1084492616	Penguin Random House LLC-New	Youth & Teen Audio Books	18.00
12/05/2018	76038008	Recorded Books Inc.	Youth & Teen CD Books	29.99
Total 982.140 · Youth Books on Disc				
				1,117.58
Total 982.100 · Audio Books				
				1,710.44
982.400 · Non Print				
982.416 · eContent/Kindle				
12/20/2018	12092018ST	Keybank	Amazon Whispercass - Youth Kindles	201.37
12/20/2018	12092018ST	Keybank	Amazon Whispercass - Teen Kindles	192.80
12/20/2018	12092018ST	Keybank	Amazon Whispercass - Adult Kindles	530.20
Total 982.416 · eContent/Kindle				
				924.37
982.420 · Adult Music on CD				
12/05/2018	96649301	Midwest Tape	96649301 - Nov Music CDs	34.18
12/05/2018	96666139	Midwest Tape	96666139 - Nov Music CDs	23.98

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Date	Num	Name	Memo	Amount
12/19/2018	96687754	Midwest Tape	96687754 - Nov Music CDs	32.98
Total 982.420 - Adult Music on CD				91.14
982.430 - Non-Traditional Collections				
12/31/2018	APAccrue1		Amazon Capital Services	307.06
12/31/2018	APAccrue1		Amazon Capital Services	-49.99
Total 982.430 - Non-Traditional Collections				257.07
982.450 - Youth Music CD				
12/05/2018	H10721870	Baker & Taylor-Entertainment	H10721870	90.98
12/05/2018	H11032200	Baker & Taylor-Entertainment	H11032200	17.35
12/05/2018	H11273870	Baker & Taylor-Entertainment	H11273870	11.88
12/19/2018	H15158040	Baker & Taylor-Entertainment	H15158040	11.88
12/19/2018	H15469620	Baker & Taylor-Entertainment	H15469620	11.03
Total 982.450 - Youth Music CD				143.12
982.460 - DVD Feature				
12/05/2018	96650252	Midwest Tape	96650252 - Nov Feat DVDs	506.76
12/05/2018	96666138	Midwest Tape	96666138 - Oct Feat DVDs	11.24
12/05/2018	96666961	Midwest Tape	96666961 - Nov Feat DVDs	238.33
12/05/2018	96666962	Midwest Tape	96666962 - Sept Feat DVDs	12.74
12/19/2018	96687753	Midwest Tape	96687753 - Oct Feat DVDs	60.78
12/19/2018	96687756	Midwest Tape	96687756 - Nov Feat DVDs	253.64
12/19/2018	96716519	Midwest Tape	96716519 - Nov Feat DVDs	98.39
12/19/2018	96720192	Midwest Tape	96720192 - Nov Feat DVDs	15.99
12/31/2018	APAccrue1		Midwest Tape	18.74
Total 982.460 - DVD Feature				1,216.61
982.470 - DVD Non-Fiction				
12/04/2018			Circ Receipts - L/D	-19.99
12/05/2018	96650254	Midwest Tape	96650254 - Nov NF DVDs	22.49
12/19/2018	96626472	Midwest Tape	96626472 - Oct NF DVDs	22.49
12/19/2018	96687757	Midwest Tape	96687757 - Nov NF DVDs	22.49
12/19/2018	96716531	Midwest Tape	96716531 - Oct NF DVDs	19.99
12/19/2018	96716532	Midwest Tape	96716532 - Nov NF DVDs	27.18
Total 982.470 - DVD Non-Fiction				94.65
982.480 - Youth Video DVD				
12/05/2018	1917-4JKH-67QP	Amazon Capital Services Inc	DVDs for Family Collection	393.46
12/05/2018	1Q13-GKWD-P...	Amazon Capital Services Inc	DVDs for Family & Anime	774.11
12/05/2018	1P6W-HNXV-V...	Amazon Capital Services Inc	Replacement DVDs	221.30
12/05/2018	1PQX-X9WC-F...	Amazon Capital Services Inc	Replacement DVDs	-24.99
12/31/2018	APAccrue1		Amazon Capital Services	29.96
12/31/2018	APAccrue1		Amazon Capital Services	35.92
12/31/2018	APAccrue1		Amazon Capital Services	15.98
12/31/2018	APAccrue1		Amazon Capital Services	28.92

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12/31/2018	APAccrue1		Amazon Capital Services	75.82
12/31/2018	APAccrue1		Amazon Capital Services	17.96
Total 982.480 - Youth Video DVD				1,568.44
982.485 - Playaway Views				
12/05/2018	271824	Findaway World, LLC	Playaway Video Units	1,419.90
Total 982.485 - Playaway Views				1,419.90
982.490 - Videogames				
12/05/2018	1XG1-FJFF-QN...	Amazon Capital Services Inc	Video Games	31.99
12/05/2018	1X3Q-GCMX-F...	Amazon Capital Services Inc	Video Games	96.01
12/31/2018	APAccrue1		Amazon Capital Services	48.00
Total 982.490 - Videogames				176.00
Total 982.400 - Non Print				5,891.30
982.700 - Print				
982.705 - Adult Print				
982.710 - Adult Large Print				
12/05/2018	2034130412	Baker & Taylor-Adult Large Print	2034130412	12.78
12/05/2018	2034145235	Baker & Taylor-Adult Large Print	2034145235	320.18
12/19/2018	2034167033	Baker & Taylor-Adult Large Print	2034167033	320.76
12/19/2018	2034195611	Baker & Taylor-Adult Large Print	2034195611	59.60
12/31/2018	APAccrue1		Baker & Taylor - Adult Large Print	55.64
Total 982.710 - Adult Large Print				768.96
982.720 - Adult Print General				
12/04/2018			Circ Receipts - L/D	-76.00
12/05/2018	2034106005	Baker & Taylor-Adult	2034106005	733.38
12/05/2018	2034112434	Baker & Taylor-Adult	2034112434	436.13
12/05/2018	2034133477	Baker & Taylor-Adult	2034133477	445.16
12/05/2018	2034120900	Baker & Taylor-Adult	2034120900	365.33
12/05/2018	2034124120	Baker & Taylor-Adult	2034124120	614.65
12/05/2018	2034137767	Baker & Taylor-Adult	2034137767	408.19
12/19/2018	2034149791	Baker & Taylor-Adult	2034149791	444.64
12/19/2018	2034160927	Baker & Taylor-Adult	2034160927	944.22
12/19/2018	2034165130	Baker & Taylor-Adult	2034165130	431.79
12/19/2018	2034165153	Baker & Taylor-Adult	2034165153	467.35
12/19/2018	2034178700	Baker & Taylor-Adult	2034178700	796.95
12/20/2018			Circ Receipts - L/D	-28.99
12/31/2018	CircAccrual		Accrue Circ Last 2 Days of 12/2018	-24.95
12/31/2018	APAccrue1		Baker & Taylor - Adult	405.52
Total 982.720 - Adult Print General				6,363.37
982.740 - Multiple Book Copies				
12/05/2018	2034103054	Baker & Taylor Books Adult Multiples	2034103054	147.88

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Date	Num	Name	Memo	Amount
12/05/2018	2034133576	Baker & Taylor Books Adult Multiples	2034133576	481.59
12/19/2018	2034170022	Baker & Taylor Books Adult Multiples	2034170022	82.10
Total 982.740 · Multiple Book Copies				711.57
Total 982.705 · Adult Print				7,843.90
982.755 · Youth Print				
982.760 · Youth Print General				
12/04/2018				
12/04/2018				
12/04/2018				
12/05/2018	1FL1-7XTF-XK...	Amazon Capital Services Inc	Circ Receipts - L/D	-39.89
12/05/2018	1N1L-4X66-KH...	Amazon Capital Services Inc	Circ Receipts - Livonia Item	-16.99
12/05/2018	2034151845	Baker & Taylor-Auto Yours Cats	Buddy Files #7	15.98
12/05/2018	2034161207	Baker & Taylor-Auto Yours Cats	Michigan Chillers	11.98
12/05/2018	2034098266	Baker & Taylor-Youth	2034151845	42.17
12/05/2018	2034120610	Baker & Taylor-Youth	2034161207	52.05
12/05/2018	2034158116	Baker & Taylor-Youth	2034098266	360.66
12/05/2018	2034097764	Baker & Taylor-Teen Fiction	2034120610	245.62
12/05/2018	2034097784	Baker & Taylor-Teen Fiction	2034158116	206.54
12/05/2018	2034123799	Baker & Taylor-Teen Fiction	2034097764	333.64
12/05/2018	2034149747	Baker & Taylor-Teen Fiction	2034097784	301.48
12/05/2018	2034130372	Baker & Taylor-Unlabeled	2034123799	9.94
12/05/2018	11272018LBFine	Livonia Civic Center Library	2034149747	106.41
12/19/2018	2034184496	Baker & Taylor-Auto Yours Cats	2034130372	36.14
12/19/2018	2034143936	Baker & Taylor-Youth	Lost Book Paid at Chelsea	16.99
12/19/2018	2034146662	Baker & Taylor-Youth	2034184496	43.39
12/19/2018	2034186833	Baker & Taylor-Youth	2034143936	62.06
12/19/2018	2034133278	Baker & Taylor-Teen Fiction	2034146662	194.94
12/19/2018	2034170243	Baker & Taylor-Teen Fiction	2034186833	319.67
12/19/2018	2034173083	Baker & Taylor-Teen Fiction	2034133278	216.21
12/19/2018	2034175878	Baker & Taylor-Teen Fiction	2034170243	82.82
12/19/2018	2034140020	Baker & Taylor-Unlabeled	2034173083	113.23
12/19/2018	2034153112	Baker & Taylor-Unlabeled	2034175878	414.00
12/19/2018	2034179136	Baker & Taylor-Unlabeled	2034140020	193.14
12/20/2018			2034153112	100.83
12/29/2018			2034179136	52.86
12/31/2018	APAccrue1		Circ Receipts - L/D	-30.88
12/31/2018	APAccrue1		Circ Receipts - L/D	-75.91
12/31/2018	APAccrue1		Baker & Taylor - Auto Yours Cat	51.84
12/31/2018	APAccrue1		Baker & Taylor - Auto Yours Cat	18.71
12/31/2018	APAccrue1		Baker & Taylor - Auto Yours Cat	7.62
12/31/2018	APAccrue1		Baker & Taylor - Youth	10.71
12/31/2018	APAccrue1		Baker & Taylor - Teen Fiction	148.87
12/31/2018	APAccrue1		Baker & Taylor - Unlabeled	6.64
Total 982.760 · Youth Print General				3,613.47
Total 982.755 · Youth Print				3,613.47
Total 982.700 · Print				11,457.37

01/07/19

Chelsea District Library
List of Checks for Board Approval
December 2018

Date	Num	Name	Memo	Amount
Total 982 - Collection Expense				19,059.11
TOTAL				190,654.46

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

TOTAL

Ordinary Income/Expense	Income	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
402 - District Revenue		929,949	337,546	332,190	46,253	2,396	60,838	(260)	29,092	197	0	(761)	0	1,737,440	1,719,298	18,142	101%
501.001 - Grants		300	0	0	0	0	0	0	0	0	(300)	0	0	0	0	0	0%
539.000 - State Grants		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
540.100 - State Aid		0	0	0	5,463	0	0	0	5,544	0	0	0	0	11,007	8,500	2,507	129%
574.100 - Penal Fines		0	0	0	0	0	0	0	21,000	0	0	0	0	21,000	23,000	(2,000)	91%
607.100 - Non-Resident Fees		803	541	719	250	344	729	469	156	156	406	375	500	5,448	6,250	(802)	87%
645.100 - Copiers & Printers		588	339	744	1,105	217	847	504	711	631	799	169	804	7,458	7,000	458	107%
655.100 - Circulation Fines		1,498	1,009	1,511	1,502	1,592	1,972	2,562	2,278	1,850	3,255	1,772	2,011	22,812	22,000	812	104%
665.100 - Interest		23	32	32	23	17	12	8	12	11	16	13	9	208	100	108	208%
666.100 - Investment Earnings		38	44	3,541	1,239	18,196	2,985	683	699	4,208	0	18,541	2,339	52,513	46,000	6,513	114%
666.500 - Investment Change in Value		(13,082)	(5,104)	2,522	(8,683)	1,804	(3,080)	(5,113)	3,812	(8,719)	0	3,059	14,099	(18,475)			
674 - Contribution & Donation-Public		8,605	380	2,600	200	850	8,170	14,525	2,430	500	165	145	750	39,320	42,220	(2,900)	93%
675 - Donations Private		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Total Income		928,722	334,787	343,859	47,352	25,416	72,473	13,378	65,734	(1,166)	4,341	23,323	20,512	1,878,731	1,874,368	4,363	100%
Gross Profit		928,722	334,787	343,859	47,352	25,416	72,473	13,378	65,734	(1,166)	4,341	23,323	20,512	1,878,731	1,874,368	4,363	100%
Expense																	
701 - Personnel Expenses		50,296	81,069	120,875	80,522	82,275	80,163	80,121	121,185	82,812	84,966	83,086	124,054	1,071,464	1,101,117	(29,653)	97%
727 - Supplies		1,872	1,194	1,470	1,171	978	632	1,981	901	1,914	1,388	1,298	6,080	20,879	23,400	(2,521)	89%
801 - Professional Services		12,397	3,232	4,364	18,878	13,628	2,086	1,712	1,442	1,363	1,336	1,353	2,886	64,875	65,431	(756)	99%
803 - Maintenance Service Contracts		11,256	14,303	11,042	14,235	6,710	13,378	14,846	10,256	3,170	6,622	5,273	10,870	121,961	134,240	(12,279)	91%
850 - Telecommunications		(953)	1,536	4,324	2,111	1,560	1,667	4,823	1,973	2,033	4,197	5,045	2,041	30,357	34,250	(3,893)	89%
880 - Promotional Materials		3,213	8,075	1,579	3,230	8,502	3,569	2,936	11,291	1,319	601	2,854	6,121	53,290	60,040	(6,750)	89%
884 - Programming		2,069	15,869	5,695	5,851	15,031	5,968	13,221	10,741	9,105	3,124	2,557	3,650	92,881	98,466	(6,585)	93%
885 - Volunteer		60	0	728	0	45	0	18	0	0	0	0	1,336	2,187	2,300	(113)	95%
920 - Utilities		0	4,897	4,484	4,267	4,119	4,289	4,962	5,813	5,755	5,771	3,802	3,947	52,108	59,400	(7,292)	86%
960 - Board & Director Expense		33	116	47	116	267	0	97	31	669	479	395	227	2,477	3,800	(1,323)	65%
965 - Automation Services		14,801	0	0	0	10,331	0	10,331	0	0	250	9,424	0	45,137	48,895	(3,758)	92%
967 - Equipment		613	1,632	1,499	1,125	1,514	7,422	4,168	980	755	5,954	1,385	2,928	29,975	30,500	(525)	98%
989 - Continuing Education Expenses		3,535	2,067	788	3,921	2,913	55	553	1,829	1,718	1,720	284	2,392	21,775	25,626	(3,851)	85%
980 - Capital Expense		6,150	0	0	4,351	27,266	4,320	21,773	0	5,099	0	0	5,023	73,982	75,219	(1,237)	98%
982 - Collection Expense		23,952	7,924	8,212	11,377	11,974	9,860	15,538	14,906	5,000	8,792	27,378	19,059	163,970	171,983	(8,013)	95%
Total Expense		129,294	141,914	165,107	151,155	187,111	133,409	177,080	181,348	120,712	125,200	144,132	190,854	1,847,116	1,935,667	(88,551)	95%
Net Ordinary Income		799,428	192,873	178,752	(103,803)	(161,695)	(60,936)	(163,702)	(115,614)	(121,878)	(120,859)	(120,809)	(170,142)	31,615	(81,299)	92,914	
Other Income/Expense																	
Other Expense																	
999.001 - Transfer to Capital Improvement		0	0	0	0	0	0	0	0	0	0	0	0	0	(63,500)	63,500	0%
999.002 - Transfer to Capital Reserve Fun		0	0	0	0	0	0	0	0	0	0	0	0	0	(5,200)	5,200	0%
999.025 - Carry from General Fund		0	0	0	0	0	0	0	0	0	0	0	0	0	7,401	(7,401)	0%
Total Other Expense		0	0	0	0	0	0	0	0	0	0	0	0	0	(61,299)	61,299	0%
Net Other Income		0	0	0	0	0	0	0	0	0	0	0	0	0	61,299	(61,299)	0%
Net Income		799,428	192,873	178,752	(103,803)	(161,695)	(60,936)	(163,702)	(115,614)	(121,878)	(120,859)	(120,809)	(170,142)	31,615	0	31,615	100%

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

	Jan - Dec 18	Jan - Dec 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 • District Revenue	1,737,438.41	1,677,845.37	59,593.04	3.55%
501.001 • Grants	0.00	2,000.00	-2,000.00	-100.0%
539,000 • State Grants	0.00	0.00	0.00	0.0%
540.100 • State Aid	11,007.16	9,818.00	1,189.16	12.11%
574.100 • Penal Fines	20,999.62	22,468.60	-1,468.98	-6.54%
607.100 • Non-Resident Fees	5,447.91	4,838.70	609.21	12.59%
645.100 • Copiers & Printers	7,457.83	13,882.55	-6,424.72	-46.28%
655.100 • Circulation Fines	22,811.83	23,263.42	-451.59	-1.94%
665.100 • Interest	208.53	3,759.37	-3,550.84	-94.45%
666.100 • Investment Earnings	52,512.44	49,424.20	3,088.24	6.25%
666.500 • Investment Change in Value	-18,473.39	-13,948.05	-4,525.34	-32.44%
674 • Contribution & Donation-Public	39,320.00	45,509.63	-6,189.63	-13.6%
675 • Donations Private	0.00	1,000.00	-1,000.00	-100.0%
Total Income	1,878,730.34	1,839,861.79	38,868.55	2.11%
Gross Profit				
Expense	1,878,730.34	1,839,861.79	38,868.55	2.11%
701 • Personnel Expenses	1,071,465.15	1,040,707.08	30,758.07	2.96%
727 • Supplies	20,877.93	17,151.81	3,726.12	21.72%
801 • Professional Services	64,673.27	65,799.05	-1,125.78	-1.71%
803 • Maintenance Service Contracts	121,960.97	119,191.21	2,769.76	2.32%
850 • Telecommunications	30,359.27	30,750.70	-391.43	-1.27%
880 • Promotional Materials	53,288.90	51,622.66	1,666.24	3.23%
884 • Programming	92,879.56	71,081.73	21,797.83	30.67%
885 • Volunteer	2,187.42	2,021.13	166.29	8.23%
920 • Utilities	52,105.96	51,700.10	405.86	0.79%
960 • Board & Director Expense	2,477.30	1,803.34	673.96	37.37%
965 • Automation Services	45,136.79	45,994.94	-858.15	-1.87%
967 • Equipment	29,973.70	25,619.39	4,354.31	17.0%
969 • Continuing Education Expenses	21,775.25	14,961.84	6,813.41	45.54%
980 • Capital Expense	73,981.56	53,753.17	20,228.39	37.63%
982 • Collection Expense	163,970.42	166,641.18	-2,670.76	-1.6%
Total Expense	1,847,113.45	1,758,799.33	88,314.12	5.02%
Net Ordinary Income	31,616.89	81,062.46	-49,445.57	-61.0%
Net Income	31,616.89	81,062.46	-49,445.57	-61.0%

CHELSEA DISTRICT LIBRARY

Fund Balances

December-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
\$152,781.40	-\$54,937.03	\$97,844.37
\$0.00	\$0.00	\$0.00
\$145.05	\$533.14	\$678.19
<u>\$152,926.45</u>	<u>-\$54,937.03</u>	<u>\$98,522.56</u>

Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

Investment Partners Total

\$1,388,866.45	\$16,437.52	\$1,405,303.97
\$0.00	\$0.00	\$0.00
<u>\$1,388,866.45</u>	<u>\$16,437.52</u>	<u>\$1,405,303.97</u>

Total General Fund

<u>\$1,541,792.90</u>	<u>-\$38,499.51</u>	<u>\$1,503,826.53</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$262,553.94</u>	<u>\$15,101.99</u>	<u>\$277,655.93</u>
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[illegible]

Chelsea District Library Investment Account

As of 12/31/2018

Ameriprise

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
12/31/2018	1,405,304
Invested	1,077,957
Increase 6/2009 – 12/31/2017	293,398
2018 Change (Current Year)	33,949
Withdrawal / Deposit	0

Investment Distribution

Fund	Value
Capital Reserve Fund	870,600
Capital Improvement Fund	100,000
General Fund from Investment	107,357
Investment Services Fund	327,347
(Interest - Fees + Change in Value)	1,405,304

Report for 12/31/2018

Note: 2018 Budget moves \$63,500 from Capital Improvement Fd to General Fd
 Note: 2018 Budget moves \$21,800 from General Fund to Capital Reserve Fund
 Note: 2018 Budget moves \$27,000 from Capital Reserve Fund to General Fund
 Note: December 2018 Board approved increasing the Capital Improvement Fund by \$63,500 from General Fund monies to \$100,000

Chelsea District Library Cash Flow 2018

Budget

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

Income													
Total Income	\$727,345	\$340,238	\$337,996	\$55,559	\$5,959	\$72,868	\$18,352	\$61,585	\$3,908	\$5,075	\$3,057	\$106,859	\$1,738,801
Other income PFI SPP													

Expenditures													
Total Expense	\$187,113	\$142,307	\$162,410	\$151,694	\$187,847	\$133,710	\$156,075	\$203,260	\$121,240	\$125,931	\$150,492	\$161,263	\$1,883,342
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	\$217,948	\$180,225	\$138,550	\$121,218	\$150,362	\$152,927	\$243,064
Total Income	\$727,345	\$340,238	\$337,996	\$55,559	\$5,959	\$72,868	\$18,352	\$61,585	\$3,908	\$5,075	\$3,057	\$106,859	\$1,738,801
Money Market Flow			(\$600,000)				\$100,000	\$100,000	\$100,000	\$150,000	\$150,000	\$0	\$0
Expenditures	\$187,113	\$142,307	\$162,410	\$151,694	\$187,847	\$133,710	\$156,075	\$203,260	\$121,240	\$125,931	\$150,492	\$161,263	\$1,883,342
Net cash flow	\$540,232	\$197,931	(\$424,414)	(\$96,135)	(\$181,888)	(\$60,842)	(\$37,723)	(\$41,675)	(\$17,332)	\$29,144	\$2,565	(\$54,404)	(\$144,541)
Ending balance	\$783,296	\$981,227	\$556,813	\$460,678	\$278,790	\$217,948	\$180,225	\$138,550	\$121,218	\$150,362	\$151,927	\$98,523	\$98,523

\$ 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 December 2018

Ordinary Income/Expense

Income

501.001 · Grants

501.200 · Chelsea Garden Club Grant

0 0 0

Total 501.001 · Grants

0 0 0

539.000 · State Grants

539.300 · Michigan Humanities Council

0 0 0

Total 539.000 · State Grants

0 0 0

674 · Contribution & Donation-Public

674.100 · Designated Adult Collection

25 25 0

674.102 · Designated CD/DVD Collection

100 100 0

674.105 · Youth Christy Rest

0 0 0

674.110 · Designated Adult Programming

8,360 8,360 0

674.111 · Designated Youth Programming

5,900 5,850 50

674.112 · Designated Music Focus Programs

7,715 7,715 0

674.120 · Undesignated Donation

13,020 11,870 1,150

674.121 · Annual Giving

0 4,100 (4,100)

674.141 · Designated Technology

3,000 3,000 0

674.143 · Designated Maintenance

100 100 0

674.200 · Friends of the Library Donation

600 600 0

Total 674 · Contribution & Donation-Public

38,820 41,720 (2,900)

675 · Donations Private

675.400 · Chelsea Ed Foundation

0 0 0

Total 675 · Donations Private

0 0 0

Total Income

38,820 41,720 (2,900)

Gross Profit

38,820 41,720 (2,900)

Expense

727 · Supplies

727.900 · Supplies Restricted Gifts

100 100 0

Total 727 · Supplies

100 100 0

803 · Maintenance Service Contracts

803.900 · Maint Service Contracts Restrict

0 0 0

Total 803 · Maintenance Service Contracts

0 0 0

850 · Telecommunications

850.300 · TLN Internet Service

850.910 · WIFI Hot Spots - Restricted

8,000 8,000 0

Total 850.300 · TLN Internet Service

8,000 8,000 0

Total 850 · Telecommunications

8,000 8,000 0

884 · Programming

884.210 · Youth Speakers

884.211 · Authors in Chelsea

884.922 · Youth Prog Rest Gifts Authors

2,500 2,500 0

884.953 · Youth Prog Rest Chelsea Ed Foun

0 0 0

Total 884.211 · Authors in Chelsea

2,500 2,500 0

Total 884.210 · Youth Speakers

2,500 2,500 0

Chelsea District Library
Donation and Restricted
January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget
884.400 · Music Focus			
884.960 · Sonic Sundays Restricted Gift	2,000	2,000	0
884.961 · Songfest - Restricted Gift	1,065	1,065	0
884.962 · Music in the Air - Restricted	4,670	4,670	0
Total 884.400 · Music Focus	7,735	7,735	0
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	1,600	1,600	0
Total 884.500 · Artist In Residence	1,600	1,600	0
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	1,500	1,500	0
884.912 · Adult Prog Rest Gifts General	321	(189)	510
884.913 · Adult Prog Rest Gifts SRP	650	650	0
884.914 · Adult Prog Rest Gifts MWest LW	4,000	4,000	0
884.915 · Aud Prg. Rst. Gifts Purple Rose	1,000	1,000	0
884.971 · MCACA Grant - Midwest Lit Walk	0	0	0
Total 884.910 · Adult Programming Restricted	7,471	6,961	510
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	100	100	0
884.923 · Youth Prog Rest Gifts SRP	3,350	3,350	0
Total 884.920 · Youth Programming Restricted	3,450	3,450	0
Total 884 · Programming	22,756	22,246	510
967 · Equipment			
967.900 · Equipment Restricted Gifts			
967.910 · Equipment Rest Gifts	5,000	5,000	0
Total 967.900 · Equipment Restricted Gifts	5,000	5,000	0
Total 967 · Equipment	5,000	5,000	0
982 · Collection Expense			
982.400 · Non Print			
982.930 · Non Print Restricted gifts			
982.931 · CD/DVD Coll Restricted Gifts	100	100	0
Total 982.930 · Non Print Restricted gifts	100	100	0
Total 982.400 · Non Print	100	100	0
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	25	25	0
Total 982 · Collection Expense	535	535	0
Total Expense	36,391	35,881	510
Net Ordinary Income	2,429	5,839	(3,410)
Net Income	2,429	5,839	(3,410)

DIRECTOR'S REPORT

Library Director's Report on December 2018
Respectfully submitted for January 2019 Board Meeting

Staff News

Library Aide Jennie Medeiros celebrated her 13-year work anniversary on December 17.

Library Aide Mary Tobin celebrated her five-year work anniversary on December 18.

Word of Mouth Marketing for January

Hot Reads for Cold Nights

Cozy up with a good book and win prizes! Jan 2 kicks off CDL's winter reading program, Hot Reads for Cold Nights. Read any book of your choice, share a review card on the 2nd floor display, and your name will be entered into weekly prize drawings. Don't know about you, but I find that logo designed by Luna Koepping of the penguin to be absolutely charming!

Washtenaw Reads

Michelle Kuo, author of the 2019 Read title, *Reading with Patrick*, will appear at Rackham Auditorium (915 E. Washington Street) on Wednesday, January 16, at 7 pm, to talk about the book and take questions from the audience. A book signing will follow.

Kuo taught English at an alternative school in the Arkansas Delta for two years. After teaching, she attended Harvard Law School as a Paul and Daisy Soros Fellow, and worked at a nonprofit for undocumented immigrants in the Fruitvale district of Oakland, California on a Skadden Fellowship, with a focus on tenants' and workers' rights. She also clerked for a federal appeals court judge in the Ninth Circuit.

2020 Centennial Celebration of 19th Amendment

CDL has been asked by the League of Women Voters of the Ann Arbor Area to join with other organizations throughout the community to explore ways to work together to increase public awareness of the importance of this milestone throughout our culture – past, present, and future. From the invitation:

In 2020 we will celebrate the 100th anniversary of the passage of the 19th Amendment to the US Constitution and the founding of the League of Women Voters. Throughout the year the League will reflect on our history, showcase our current role as leaders in democracy, and set the stage for vibrant growth over the next century. But this anniversary is not just for the League of Women Voters. It is a historic milestone in the history of our democracy. Because of this significance, we invite you to join us in planning a year-long series of events across Washtenaw County. What might your organization be able to showcase? Can you set up a display or sponsor a lecture series? What about a play or art exhibit focusing on empowerment? Might you be able to reach out to schools or social organizations with an educational presentation? Or might you be able to support the effort of others by contributing services or resources?

I will attend the initial planning event on January 16.

Friends of CDL Annual Meeting

The meeting will take place on Saturday, January 26 from 10:30 am – noon. Hope to see you there!

Out and About – December 2018

- Led Walk to School Wednesdays – December 5, 12, 19
- Attended Chelsea School District Committee meeting – December 3
- Christmas at Waterloo Farm Museum – December 10
- CDL Volunteer Appreciation Party – December 10
- Hosted *Artful Aging* Reception – December 6
- Attended TLN Executive Committee meeting – December 6
- Met with Chelsea Chamber Executive Director, Monica Monsma – December 10
- Attended Rotary meetings – December 4, 11, 18
- Chaired SASUG meeting – December 13
- Visited CRC residents – December 18
- Served Holiday Lunch at Chelsea Senior Center – December 14
- Met with Trinh Pifer (Chelsea Senior Center Executive Director) and Melissa Johnson (City of Chelsea Mayor)
- Visited art classroom at South Meadows – December 17

Looking Ahead to January 2019

- St. Louis Center to discuss technology programming – January 10
 - Howdy Holmes Lunch & Learn – January 14
 - Rotary meetings – January 8, 15, 29
 - League of Women Voters Meeting on Centennial Celebration of 19th Amendment – January 16
 - Washtenaw Reads Event – January 17
 - Chelsea Education Foundation meeting – January 21
 - SASUG – January 24
 - CDL Friends Annual Meeting – January 26
-

Strategic Plan 2017-19 Update

Goal progress from December 2018 is shared below.

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

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

- Received \$500 donation from Chelsea Rotary Club.
- Donations received in memory of Dottie Staffeld will be used to pay for Reading Garden seating. A dedication ceremony will be held in the spring.
-

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

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

- Hosted Artful Aging exhibition and reception.
- Hot Reads for Cold Nights to be featured on Zou Zou's coffee sleeves in January.

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

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

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

- Began offering teen virtual reality programs.

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 December 2018

	Dec-18	2017 to date	2018 to date	%change from last year to date
Annual Items in Collection	67455	69446	67455	-3%
Annual Registered Borrowers	8300	8412	8,300	-1%
Circulation - Total	20805	298112	281314	-6%
Items	17989	274593	254585	-7%
E-books/E-audio	2342	19151	25109	31%
E-magazines	340	3071	2693	-12%
Non-Traditional	39	386	469	22%
Hotspots	28	178	251	41%
Deposit Collection Circulation	67	733	786	7%
Self-Check Items - Total	1849	32120	27381	-15%
New Cards - Total	53	923	900	-2%
Reference Desk Interactions - Total	1638	25384	24319	-4%
Outside Group Room Rentals	5	0	132	NA
Engagement - Total	462	20422	20199	-1%
Youth Program Attendance	219	5669	5231	-8%
Adult Program Attendance	142	2462	2152	-13%
Teen Program Attendance	16	443	437	-1%
General Program Attendance	0	1701	1987	17%
Outreach -- Youth	30	5697	6464	13%
Outreach -- Teen	0	1926	1835	-5%
Outreach -- Adult	34	686	797	16%
Awareness Opportunities	0	1125	1079	-4%
Homebound Visits	21	713	261	-63%
Programs/Visits Offered - Total	27	697	582	-16%
Youth	13	220	217	-1%
Adult	5	156	128	-18%
Teen	3	48	41	-15%
General	0	23	26	13%
Outreach -- Youth	2	121	65	-46%
Outreach -- Teen	0	18	12	-33%
Outreach -- Adult	4	69	70	1%
Awareness Events	0	42	24	-43%
Door Count - Total	11301	0	165071	NA [1]
WiFi Data Usage (GB) - Total	2021.9	23819.6	26406.95	11%
Library Internal Public WiFi	462.54	10961.5	8516.31	-22%
Total Hotspot Wifi	1559.36	12858.0	17890.643	39%
Lyndon Twp Wifi	99.94	1208.35	64804.94	5263%
Lima	0.116	19.811	41.966	112%
Sylvan	2.45	26.184	37.674	44%
Mobile Beacon Hotspots	677.39	6123.97	9313.74	52% [2]
Hotspots available for checkout	779.47	5482.62	7306.143	33%
Computer Usage/Sessions - Total	6874	87032	90955	5%
Workstations	969	15493	14421	-7%
Wireless	5905	71539	76534	7%
Website Stats				NA
Website Sessions	9288	110986	114446	3%
Website Users	5717	68949	70422	2%

[1] 2016 and 2017 numbers missing due to problems with people counter

Started adding outside programs to door count May 2017

[2] started recording Mobile Beacon Hostpot Numbers July 2017

December Program Information

Date	Event	Attendance
Adult Programming (5 Programs, 142 Attendees)		
12/1	Purple Rose Concert Reading	80
12/3	Holiday Wreath Making	30
12/4	Reading Glasses Book Club	14
12/12	Place That Face	11
12/13	Adult VR Experience	7
Youth Programming (13 Programs, 219 Attendees)		
12/1	Tween & Teen Gift Making	35
12/4,11,18	Babytime	18,21,16
12/5,12,19	Preschool Storytime	8,8,7
12/6,13,20	Toddler time	17,32,10
12/7	Homeschool Meetup	20
12/10	Minecraft Monday	16
12/14	READ to Library Dogs	11
Teen Programming (3 Programs, 16 Attendees)		
12/6,20	That Thursday Thing: Duct Tape, Acts of Kindness	7,2
12/7	Teen VR Experience	7
Outreach (Adult 4/34 , Teen 0/0, Youth 2/30 , Awareness 0/0)		
12/5 (A)	Artful Aging Exhibit Reception with CRC	20
12/6, 18 (A)	CRC: Computer Training, iPad, Computer Training	5,5,4
12/12 (Y)	Research Lesson at North Creek	25
12/12 (Y)	Storytimes: Special Needs	5
*Denoted Strategic Plan Initiative		
(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach (Awar) Denotes Awareness Events		

Services	Dec. 2018	Dec. 2017
Reference Questions	1638	1,999
Homebound & Deposit Book Deliveries	21	24
OCLC Interlibrary Loan	6	7

Keegan Sulecki, Head of Information Services

For programming this month I staffed the Teen & Tween Gift Making program, Volunteer appreciation, and the Random Acts of Kindness That Thursday Thing. I worked with Shannon to get the Hot Reads for Cold Nights display up to kick off on Jan. 2 and wrote instructions for reference staff since we are using Caspio as a registration tool for the first time. I also worked with Shannon regarding the Midwest Literary Walk author bookings and our budget. Looking ahead, I spoke with my staff to make sure we all were on track with our assignments for the spring newsletter deadline of Dec. 30. For me, I contacted Dennis Skupinski about presenting a program called "Rosie's Mom" as a Women's History Month program. I also communicated with Ruth from Monkeyplay about dates for evening children's programs. I also scheduled our Star War drop-in photo op activity. Reached out to Ron and Melanie about picking

dates for Teen VR. I also communicated with Michelle from Purple Rose regarding names and descriptions of future Purple Rose Theatre Concert Readings.

For my staffing responsibilities, I reposted our Youth/Teen librarian position due to the low number of initial applications we received. I made adjustments to the January desk schedule to clear time for these interviews. I reviewed our new librarian training checklists and asked Terri and Ron to help me better flesh out details of what librarian staff need to know regarding circulation, technical services, and technology. Sarah's anniversary is in January so I completed her review. I also reviewed several staff PTO requests against our scheduling needs and completed the first draft of the February desk schedule. Finally, since we are down a person and it is looking like our new hire will not be fully trained and onboard until the end of February, I assigned our Beach Middle School Authors in Chelsea author to Shannon to give Edith and I an extra set of hands as this program quickly approaches.

For the budget, I examined our budget lines and communicated with my staff about end of year expenditures and to Lori and Linda about last minute changes. I worked with Melanie to fix some details in our new budget tracking/planning spreadsheet for 2019 and I met with each of my staff to make sure everyone was onboard regarding our standards for recording and planning for expenditures. I also updated my departments budget instructions document. I contacted Baker & Taylor to see if we could get our invoices formatted differently to make it easier to reconcile our POs against our invoices. This should save time and also help us with planning in the future.

Other tasks for this month include checking in collection items that Jody ordered before she left and contacting Displays2Go regarding specs on the LED lights in our display cases so Linda could track down replacements. I also communicated with 5 Healthy Towns about our intervention proposal for a Storybook Trail in Baker Preserve. We have been cleared to submit the final intervention tables, which I began work on and will complete before January 4.

Shannon Powers, Adult Information Services Librarian

Despite the holidays, December was still a busy month for planning and preparation. Throughout the month I finalized spring programming, including initiating a new partnership with Artisan Knitworks for our adult beginner knitters workshop in May, and contacting venues and securing authors for the Midwest Literary Walk in April. I began summer planning, securing performers for our summer Korner Stage Sounds & Sights events, and took over planning a summer teen event after Jody Wolak left. I also prepared for programs for this winter: Keegan and I finished the final details for the Hot Reads for Cold Nights display, prizes, and other promotional material, and as our next CDL Top 5 event is just around the corner, and I've begun creating and collecting surveys. On the collection development front, I ordered and fitted containers and cases for all of the recently purchased CDL Garage items, and have begun crafting resource guides for the new items. Finally, book deliveries remain strong, and I recently spoke with the Life Enrichment Manager at Towsley, detailing our various services for homebound patrons.

Laura Brown, Adult Information Services Librarian

December started with a bang for me with two programs on December 1: Purple Rose Reading and Tween/Teen Gift Making. It was soon followed on December 3 with our wildly popular Holiday Wreath Making program attended by 30 people--a nice multi-generational spread. I hosted my last Reading Glasses Book Club on December 4, where we had a white elephant book exchange and discussed book choices for 2019. Due to changing night schedules, Sarah will now be facilitating the book club. We also said goodbye to Jody at the end of the first week in December. I organized a farewell Mexican potluck in

her honor. In the new year I will be taking over Ron's DVD and CD ordering duties. I've made some changes to the DVD displays, adding more end cap browsing racks, creating a rotating display of DVDs, and now displaying new Non-Fiction DVDs downstairs with the rest of the new DVDs. This has already proven to be a great success, as patrons now are aware of our Non-Fiction DVD collection and are readily checking them out! I also gained the Reference Collection from Shannon and have been weeding and reorganizing it. I started work on spring programming, including organizing MoneySmart week programming. This entails ordering books for storytime and organizing a 401(k) program in April. I've been working with Such Media to digitize the remaining Ralph Gunther negatives. A large chunk of the collection is now complete--we hope to finish the scanning this year.

Sarah Conrad, Adult Information Services Librarian

December was a great month to finalize some projects in Local History. I have finished the last finding aid for the Library History Collection and have finished reorganizing the materials in this collection. This included finalizing the work to remove photographs from large albums and place them in acid free folders. With this project finished I now am working on finalizing the accessioning of the overflow items in the basement that need to be incorporated into the collections. I also worked with Laura to do some weeding and rearranging of the reference materials in preparation for consolidating the reference and circulating local history books. To prepare for this project in the new year I made a list of books in reference with Local History stickers that either needed new Dewey Numbers or a Michigan sticker instead of a Local History sticker. After receiving a request from a patron I have started a cart of new travel books that I would like to order in the new year to continue to update our travel book section. I have had many patrons requesting these books throughout the year and it is always nice to have the most up-to-date resources available. This month I also completed 4 of the 6 ILL requests we received. While Reading Glasses did not have a regular meeting this month, Laura and I still met with the group for a holiday book exchange and discussion of next year's book list. I created a survey via Survey Monkey including 20 titles for the group to choose 10 from for 2019. During my regularly scheduled desk shift I facilitated the Read to the Library Dog program with Bella the black lab. This month I also contacted and booked two programs for our spring programming and spoke with the director of OCI yearbook digitization project about digitizing the remainder of our yearbooks with OCR software. I have begun creating carts for 2019 orders and look forward to beginning ordering again in the new year.

Edith Donnell, Youth & Teen Information Services Librarian

This December was marked by my first informational visit to a classroom this school year. I visited South Meadows Elementary and spent 45 minutes showing students how to access library databases from the Chelsea District Library's website. We were searching for fun facts, so I focused on doing some basic searches and they used two different databases in their search. I hope that other South Meadows teachers contact me to provide the same support in their classrooms. For collections, I was able to purchase some video games from the local Gamestop store which is my preferred method of purchasing games -- the customer service in person is very helpful for selecting the right console games, and I can get the latest games used for discount without having to worry about their condition. I also have had good luck with Gamestop employees making sure I don't buy games that are subscription based, or have one-time use limitations. Minecraft Monday for December was particularly entertaining, as the kids had a Nutcracker challenge. They had to build nutcrackers that were very large and distinctive. This demonstrated a lot of improvement over build challenges in months past. The kids continue to grow their spatial awareness and design skills. Youth Service Group members contributed 17 volunteer hours this month.

Technology

Summary of December 2018



From: Ron Andrews – Head of Technology

Technology Department – Monthly Summary December 2018

December and 2018 have been busy and productive time. We started a new program using our Virtual Reality equipment with great reception from both the teens and the adults.

In reviewing this year's programs, we have decided to retire the Computer Training 1:1 and Ancestry Aficionados services. The CT 1:1 program has been the longest running service program in the library but due to dropping attendance we have decided to put our energies into other services. CT 1:1 and Ancestry Aficionados will continue until the end of February 2019. In its place we have decided to expand the Training by Request service. Working with Patty will be rolling out on March 1st a re-imagined service and change the name to "Tech by Request". The reasoning for the name change is that it will be divided into two sections; one for the technology training requests including Ancestry training and second for people wishing to reserve/use technology equipment like the 3D Printer.

I have also formed a committee that will start meeting in January to re-imagine the current Learning Lab to some like a Creative Commons. Allowing this space to be more flexible as to what is offered and created in that space. Think of a cross between a makerspace and learning lab. I will be working on in 2019: a review and update of our computer volunteers, gathering an updated skills inventory, creating a new database for user registration and matching, an updated computer survey for the community, and finally hoping to visit WCC and JCC to discuss possibility of collaboration to gain more computer volunteers.

Collections

- I completed a major weed of the Feature and TV DVDs and training Laura to take over this collection. I also spent some time in December reviewing the collection and ordering procedures with her. I will miss ordering and managing this collection.
- I also wrapped up the year-end management of the collections budget which also included the technology services lines.

Programming/Services

- Working with Keegan we planned for continuing the Teen VR workshops through May with the departure of Jody Wolak. We will also continue the adult VR workshops.
- Melanie and I continue to work on our new partnership with SiteImprove for our library websites. Melanie and I are also continuing my training on management and updates for these sites.
- I am also creating a new database for our Proctoring service with Melanie's help using Caspio (same program I am using with TBR). This will help the user registration/needs requests and managing the staff to support test accommodations.
- I will be continuing the iPad and Computer Training 1:1 workshops at the CRC (both Dancey House and Glazier) in 2019. These have been especially well received and welcome at this location.
- I will be offering some workshops on our Downloadables (OverDrive, Libby, Hoopla and RBDigital) at Silver Maples starting in January. Hoping this will continue

Outreach/Partnerships

- I will continue the Walk/Run to School Wednesdays in 2019 with Lori and Amy.
- Melanie will also be manning the Support desk for OverDrive in 2019

- I had a great meeting with the Chelsea Senior Center to add them as a location for the Training by Request program. I felt it was time to seek this alliance since we have gotten feedback that their location was more accessible for our older users. I also look forward to working with them as their Technology Plan moves forward.
- I got a positive response from Lyndon Township supervisor,

Technology Highlights

- Melanie and I tested the cordless phones due to some reports of loss of connection. After trying multiple options, we decided to add another cordless base station after the first of the year.
- Added new security camera system this year: 2 cameras
- Hotspots circulating well! We did make some changes in the circulation practice to try and make them available to more users by limiting to 1 hold request per household per month. This will go into effect on January 1st, 2019.
- Participated in Chelsea Expo and demonstration our Downloadable services.
- New CARL ILS system installation and training for library staff and patrons.
- Partnership with Chelsea Robotics and Lego League

From: Melanie Bell – Network Admin

Servers and Network:

- Made some changes to configuration of the network to resolve security issues.

Public and Staff Computers:

- Self check was not allowing patrons to renew items. I worked with Bibliotheca to resolve the issue.
- Marketing Coordinators computer had issues with the docking station. I ordered a replacement that will be deployed in the new year.

Website

- Updated plugins were causing some further issues with the website. Fixed the issues so that things would display correctly on mobile devices.
- I used the new Siteimprove to fix a number of broken links and spelling errors bringing our Quality Assurance score up from 69 % to 95.8% . We will need to work on training staff to use this new system to fix the accessibility issues and get accessibility website training in the new year.

Broadband

- Attended two Michigan Broadband Cooperative meetings and met with previous treasurer to begin work on assuming the treasurer duties.
- Construction for Lyndon Township broadband began in early December and expect to finish by 4th quarter of 2019.

Other:

- I am continuing to work through the Server 2016 online training and still finding it very useful.
- Assisted with Teen VR and Adult VR sessions
- Ran two 3D printing sessions
- Attended Volunteer Appreciation Dinner
- Assisted with the December Homeschool Meetup where we let patrons play with the Lego WeDo kits (basic coding), snap circuits (basic electronics) and sferos (motor skills, and coding).

Ron Andrews & Melanie Bell

MARKETING BOARD REPORT

December 2018

MARKETING HIGHLIGHTS

2018 In Review



2018 was another great year at CDLI! From our continued engagement with local artists for newsletter covers, to the creation of several new programs, to the installation of a major exhibition, to the implementation of our new ILS system, the marketing department stayed busy throughout the year! (See attached *2018 Marketing by the Numbers* report.) Here are just a few of the highlights for 2018:

- 2018 Midwest Literary Walk – this year we were honored to have PBS select our MLW event to help promote their eight-part television series “The Great American Read”
- Installation of new ILS system offering patrons easier and more relevant search capability, new kids catalog, and better account management
- Installation of Bike Fix-it station made possible by patron donation
- Music in the Air – back for its second year featuring two performers – Jacopo Giacomuzzi and Joy Jan Jones
- Artist In Residence program and exhibition featuring award-winning photographer and author Rose Eichenbaum
- Rebranding and expanding Comedy Showcase to the Korner Stage featuring family friendly entertainment acts.
- American Farmer Exhibition—our first major exhibition was well received and attended by the community, along with supporting programs geared at reaching our rural patrons
- Creation of new military library card in support and honor of our local service men and women
- “Bob’s Summer Dream” artwork installed in the youth department as a result of memorial donations for Robert Kush

December 2018

HRCN



Our all-ages winter reading program will begin January 1 and will run until February 28. A display has been set up on the 2nd floor for participants to post their suggested reads and reviews. Look for ads to run on Chelsea Update and make sure to share our social media posts with friends and family! It’s a great way to get through the cold winter months and each week two winners will be drawn to receive a package of goodies!



Artful Aging Exhibition

Our partnership with UMRC for the Artful Aging Exhibition was a great success! On December 5, we held a reception for all participating artists and other UMRC residents to celebrate the opening of the exhibition. Not only was it an honor to recognize each artists’ achievement, but also an opportunity to get to know our senior patrons a little bit better. Throughout the month, many visitors had a chance to view the artwork and share their input via evaluation forms. We received 52 responses and here is what they showed:

- 100% rated the presentation, content, and accessibility of the exhibition either good, very good, or excellent—with each category receiving over 80% excellent ratings
- 100% felt that the exhibition gave them a new appreciation for the capabilities of our aging residents
- 71% responded that the exhibition encouraged them to explore creating their own artwork
- 100% requested that we offer more local art exhibitions



MARKETING BOARD REPORT

December 2018

Authors in Chelsea 2019



2019 marks the 10th anniversary of Authors in Chelsea! To celebrate, we've updated the logo to reflect this milestone. Over the ten years, we have invited 31 children's authors to Chelsea and we expect the number of children to be engaged after this year's event to be over 10,000! During December, the artwork for brochures and school posters were created and will be sent to the printer early January. More to come on this exciting program in next month's report.

From Virginia Krueger, Marketing Assistant

December went quickly, as I continue to hone my digital marketing capabilities. I create each week's eNewsletter. Additionally, I update the CDL Facebook page and write the CDL website's *Homepage Highlights* and *Trending* sections. In order to do so, I have learned to manipulate graphics to the appropriate size for web posting. In the marketing department, we try to give new information on the digital platforms to expand upon the content provided in the quarterly mailed newsletter. Sometimes, this may include finding video content or online content to share with our readers. As December draws to a close, we are beginning the spring edition of the newsletter. I assisted by writing articles for the Circulation and Tech departments. Finally, I reached out to the Reading Specialist, Andrea Bavineau, at South Meadows Elementary, to help build a partnership for the winter reading program, Hot Reads for Cold Nights. Andrea will promote the reading program to her students and will work with the South Meadows staff to encourage their students to come to the library and share what they are reading. This partnership is valuable to South Meadows as it gives a fun way to help encourage developing readers. Additionally, it flows well into the Chelsea School District's March is Reading month programming. To that end, I created and delivered posters for Ms. Bavineau's classroom and the South Meadows Media Center. We provided coasters as give-aways in her classroom.

UPCOMING MARKETING PROJECTS

- 2019 Spring Newsletter
- 10th Annual Authors in Chelsea
- 11th Annual Midwest Literary Walk
- Festival of Tables
- Tech by Request

MISCELLANEOUS MARKETING ACTIVITIES

- Created artwork and ordered 2019 Summer Reading logo'd promotion prizes—sport bags and lens magnifiers
- Created and ordered new business card for Circulation Department
- Updated 2019 Summer Reading sponsorship forms
- Updated online resource web pages with MeL database icons
- Created marketing campaign for TLN partner offers—313 Presents and Red Wings
- Dialogued with Penny Olsen (CSD Art Teacher) about featuring students' artwork on 2019 Summer newsletter cover

Respectfully submitted,
Patty Roberts
Head of Marketing



CHELSEA DISTRICT LIBRARY

2019

MARKETING BY THE NUMBERS

14 MAJOR
MARKETING
CAMPAIGNS

271
ARTICLES/MENTIONS
IN LOCAL MEDIA

55 
ADVERTISEMENTS

278
WEBSITE
HIGHLIGHT POSTS

18
Press Releases



ENEWS
52 ISSUES SENT
2392 SUBSCRIBERS **↑ 15%**



1833 LIKES **↑ 9%**
1752 FOLLOWERS **↑ 11%**



Susie Keat recommends Chelsea District Library.
November 25, 2018 · 🌐



Helpful, friendly staff, great books of all sorts, and a lovely building -- I love our local library, and am thankful to have such a fine institution in Chelsea!



**MONITOR
SLIDES**

CDL Celebrates 2018 Friend and Volunteer of the Year Award Recipients



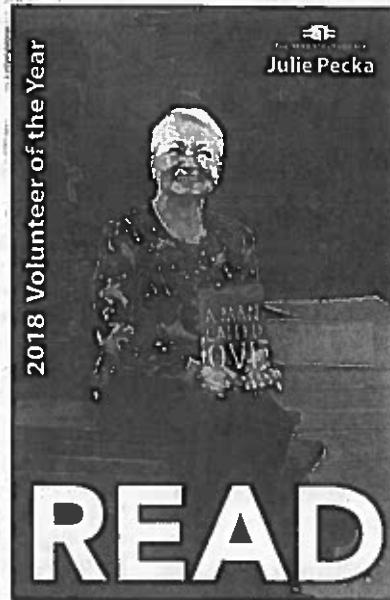
Year Julie Pecka.

Bill Coelius is a former CHS Public Speaking, Debate, Drama, and Radio Broadcasting teacher, who shared his love for the library by bringing his students there to give speeches from the front porch steps. After 40 years of teaching over 10,000 students, Bill retired. What CHS lost in a great teacher, CDL gained in a fabulous Friend. Bill is instrumental in coordinating the media sales in the monthly Friends Used Book Sale. While grateful for this year's recognition, Bill shared his gratitude for those around him and remarked, "Hats off to all volunteers who have made the monthly donated book sale a significant financial benefit for the Chelsea District Library; and a big thank you to all of those who continue to donate." The Friends Used Book Sale is held the second Saturday of each month.

Julie Pecka moved

to the United States from Transylvania in 1973 and has lived in Chelsea for the past eleven years. She has been a volunteer since 2007, primarily helping with the Friends Used Book Sale. In addition to her volunteer hours, Julie became a library employee in 2015 shelving returned materials. Linda Ballard heads the effort to select the Volunteer of the Year recipient. "Choosing a winner is never easy!" says Ballard. "Working with library volunteers is one of the best parts of my job. As a group, they are friendly, generous, and have great positive energy! It is incredibly hard to pick just one or two to receive the award each year as they all deserve it. To that end, I try to keep copious amounts of candy on hand so that each time they come in to serve, they get a small sweet reminder of how much we appreciate their efforts."

CDL thanks Bill, Julie, and all of the



From Virginia Krueger

Each year Chelsea District Library (CDL) honors individuals who have been particularly generous in their service to the library. The awards originated in 1992 as a small way to recognize the enormous gratitude CDL has for those individuals who help to further its mission. These dedicated

individuals provide great value to the library by doing work above and beyond the normal scope of the CDL staff, such as running the monthly book sale, scanning materials into CDL's historical databases, and so much more. This year CDL celebrates the services of 2018 Friend of the Year Bill Coelius and 2018 Volunteer of the

Friends and volunteers who help us engage, inspire, and equip our community! For information about volunteering, please contact Linda Ballard at 734-475 8732 x202. For more information on becoming a friend, visit friends.chelseadistrictlibrary.org.

About Us: Chelsea District Library is a not for profit organization whose mis-

sion is engage, inspire, and equip through evolving services and resources. The Library currently serves 15,010 residents in the Chelsea area including the City of Chelsea plus Dexter, Lima, Lyndon and Sylvan townships. More than 16,000 individuals visit the Library each month. For more information visit chelseadistrictlibrary.org.

* 2/16 GRATEFUL DEAD NIGHT WITH DEADICATED

5th

8pm

10th

WWW.THERUMPUSROOMCHELSEA.COM

Chelsea Guardian December 21, 2018



Now Thru December 29, 2018

Diva Royale World Premiere By Jeff Daniels at Purple Rose Theatre, Chelsea. For Tickets Call: 734-433-7782

Now through December 30, 2018

Artful Aging Exhibition First Floor Lobby Chelsea District Library

Now through December 30, 2019

Holiday Hygiene Drive Chelsea District Library Lobby

January 5, 2019 - The Rumpus Room

Grateful Dead Night With Dedicated • Sat 8 PM • The Rumpus Room - Chelsea

January 6, 2019 - The Rumpus Room

Hand Drumming Class and Circle w/ Randall Moore at The Rumpus Room! Sun 3 PM - Chelsea

January 12, 2019 - The Rumpus Room

Bird Into Bear wsg: Glass City Groove • Sat 8 PM • The Rumpus Room - Chelsea

January 19, 2019 - The Rumpus Room

Bull Halsey + Mercury Salad Sandwich | Free Show Sat 8 PM • Hosted by Mercury Salad Sandwich • The Rumpus Room - Chelsea

February 8, 2019

Chelsea High School Orchestra & Jackson Symphony Orchestra Concert - beginning at 730pm CHS Auditorium

Feb 8-10, 2019

Curling Fest in Chelsea

April 6, 2019

CHS Orchestra, Band, & Choir Music Department Collage-beginning at 7:30pm CHS Auditorium

May 1, 2019

CHS Orchestra, Band, & Choir Concerto Concert-beginning at 7pm CHS Auditorium

May 21, 2019

CHS Orchestra & Band Concert-beginning at 7pm CHS Auditorium

If you have any Community Events you would like listed here please email charlachelseaguardian@gmail.com

Washtenaw Reads 2019



From Patty Roberts

For the third year running, Chelsea District Library (CDL) is partnering with neighboring libraries for Washtenaw Reads, a community initiative to promote reading and civic discourse through the shared experience of reading and discussing a common book. This year's choice is Reading with Patrick:

A Teacher, A Student, and Life-Changing Friendship by Michelle Kuo. The Read runs throughout January and February with a special author appearance on January 16. Participating libraries include Ann Arbor, Chelsea, Dexter, Milan, Northfield Township, Saline, and Ypsilanti.

About the book: After graduating from Harvard University, Michelle Kuo arrived in the rural town of Helena, Arkansas, as a Teach for America volunteer bursting with optimism and drive. But she soon encountered the jarring realities of life in one of the poorest counties in America, still disabled by the legacy of slavery and Jim Crow. In this stirring memoir, Kuo, the child of Taiwanese immigrants, shares the story of her complicated but rewarding mentorship of one student, Patrick Browning, and his remarkable literary and personal awakening.

Throughout January, CDL will offer several events to help promote dialogue about this year's read. These programs include: a discussion of the memoir at our



A Teacher, A Student, and a Life-Changing Friendship

Reading with Patrick

MICHELLE KUO

Reading Glasses Book Club on Tuesday, January 8 at 7:30pm in the McKune Room, the "ABCs of Washtenaw Literacy" presented by the Washtenaw Literacy Council on Thursday, January 10 at 7pm, and a film screening of A Raisin in the Sun, prominently featured in the book, on Monday, January 21 at 6pm. Please visit chelsea-districtlibrary.org and click on Events to register for the last two programs. Readers are also invited to explore programming offered at other Washtenaw Reads participating libraries.

Michelle Kuo will read from her book during the Washtenaw Reads Author Event on Wednesday, January 16 at 7pm, at the Rackham Auditorium located at 915 E. Washington St, Ann Arbor. There is no charge for the event and it is open to the public with a suggested age of Grade 9-Adult. Q & A will follow, with the option of purchasing a book for signing.

CDL director Lori Coryell stresses the importance of the community read. "At CDL we value opportunities

to build community and promote understanding. Washtenaw Reads is one such opportunity where readers all across the county are united in a shared experience. Through reading and discussion, we are informed, enriched, and enlightened and the community we live in becomes better for it," Coryell said. The library has purchased numerous copies of the Washtenaw Read to ensure patrons have the chance to read the book and join in on the discussions. For more information on Washtenaw Reads and other related events, visit wread.org or call 734-475-8732 ext 219.

About Us: Chelsea District Library is a not for profit organization whose mission is engage, inspire, and equip through evolving services and resources. The Library currently serves 15,010 residents in the Chelsea area including the City of Chelsea plus Dexter, Lima, Lyndon and Sylvan townships. More than 16,000 individuals visit the Library each month. For more information, visit chelseadistrictlibrary.org.

Happy New Year



By Dave Merchant
dmerchant9701@yahoo.com

With the new year comes some excitement and sometimes a little regret. I have had some good

pion and a football final at Ford Field. I feel I am almost a member of this community. I like that feeling and I like writing for that community. Brad Bush the AD at Chelsea has been awesome as have all the coaches. I know we will have an even better relationship this year. I also enjoy writing for the Allen Park Guardian that

Who knows maybe some Melvindale stories are coming up. Maybe a surprise in the New Year. I like doing freelance writing but who knows when or if that could turn into a full-time gig. Happy New Year everyone and look for more news and more excitement in the future. Wishing my wife Debbie (debbiem_1968@yahoo.com) who is

Circulation Supervisor's Report December 2018

- Circulation – 20,805 or 7% lower than last December;
281,314 YTD or 6% lower than this time last year.
- Patron Count- 11,301 for December;
165,071 Year to Date.
** Does not include offsite programs.
- Circulation by township- for December
 - Dexter = 10% of total transactions
 - Lima = 11% of transactions
 - Lyndon = 14% of transactions
 - Sylvan = 15% of transactions
 - Chelsea = 33% of transactions
- December Circulation: 67% were items from Chelsea and 33% were inter-loaned items.
- Automated phone renewals in December– 7, Self-check was 11% of items checked out in December; Overdrive = 2138 in December; RBDigital = 340 in December; Hoopla = 204 in December.
- Registrations for December– 53 new cards; 8300 total card holders
 - *Dexter = 1088 cards; Lima = 964 cards; Lyndon = 1245 cards
 - *Sylvan = 1415 cards; Chelsea = 2982 cards; Nonresident = 606 cards

Circulation Activities:

- We received 4 to 10 tubs in the run each day M-F with a total of 110 in December. There were no deliveries on December 20th, 24th, 25th or 31st as TLN was closed for the holidays.
- CDL was closed on December 24th, 25th & 31st for Christmas & New Years Eve.
- Hotspot holds for December: Sprint 13; Verizon 26; AT&T 8.
- Helped with Walk to School Wednesday's 3 days in December.
- Mary and Jennie both celebrated work anniversaries in December

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library											
Monthly New Registration 2018											
District	NonRes	School	Other	Total	Month	Grand Total	New Registrations by Municipality				
							Chel	Dext	Lima	Lyndon	Sylvan
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	125	6	0	2	133	7957					
July	95	3	0	3	101	8003					
August	68	2	0	0	70	8078					
September	85	9	1	0	95	8175	49	23	12	11	27
October	59	4	1	1	65	8225	43	14	10	11	18
November	52	3	0	1	56	8275	24	13	7	6	18
December	47	6	0	0	53	8300	38	13	6	8	20
Totals					900		211	85	61	61	111
Change in Card holder Grand Total due to Patron database clean up for new computer system.											
Registered Card Holders											
District	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Dexter	8280	8708	9113	8898	9147	9002	9083	9109	9064	7837	7694
Lima	1086	1124	1176	1169	1174	1156	1133	1109	1109	996	964
Lyndon	1477	1605	1673	1567	1579	1538	1539	1546	1522	1302	1245
Sylvan	1619	1743	1822	1800	1786	1693	1662	1667	1641	1412	1415
CityChel	2900	3020	3184	3165	3386	3409	3538	3572	3562	3040	2982
NonRes	933	977	960	902	744	640	649	655	625	575	606
Freedom	107	81	58	18	7	6	6	6	7	0	1
Sharon	151	153	150	149	141	118	122	118	110	107	112
Waterloo	391	421	423	411	365	336	348	352	333	249	266
GrassLk					15	26	29	28	25	37	35
Other	284	322	329	324	216	154	144	151	150	182	192
Totals	9213	9685	10073	9800	9891	9642	9732	9764	9689	8412	8300

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Chelsea District Library
2018

Average Daily Circulation									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2018 Total	%Diff.
Jan.	642	847	727	726	910	655	441	24343	-4%
Feb.	720	938	745	782	708	605	434	21896	-6%
March	763	646	762	757	684	608	488	25332	-7%
April	814	830	729	656	577	623	416	23655	-3%
May	734	761	632	624	545	551	407	21069	-9%
June	880	982	849	851	724	479	465	25615	0%
July	1046	961	1006	857	687	480	428	26766	-4%
August	950	849	797	763	650	491	409	24733	-9%
Sept.	723	852	735	795	644	541	403	22047	-6%
Oct.	725	743	744	605	571	585	350	22823	-9%
Nov.	683	598	729	724	571	528	408	22230	-3%
Dec.	710	696	759	672	592	563	386	20805	-7%
Total								281314	288142
Mnth Avg								23,443	24,845
Avg.% Inc.								with OD & RB, & deposit collection ckouts. -6%	

These figures represent all materials charged, renewed, or routed out, not just ours & include OD, RBDigital & deposit collections
REV with last 3 days of May included.

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	11%
3102	2605	30	87	12%
3263	2934	30	98	13%
3159	2595	30	67	12%
2653	2032	28	73	12%
2701	2296	31	74	12%
2110	2017	29	70	9%
1981	1849	28	66	10%
32120	27381			11%

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

2018	Items Added	Total Items
Jan	900	67,467
Feb	470	67,073
Mar	801	67,275
April	969	66,725
May	425	66,322
June	475	67,131
July	620	67,421
Aug	665	68,086
Sept	569	68,088
Oct	744	67,216
Nov	398	68,158
Dec	339	68,497
Total/Avg	7,375	67,455

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	215	240	291	June	1908	1570	1344
July	174	239	160	July	2034	1659	1508
Aug	192	230	203	Aug	1990	1724	1618
Sept	152	264	125	Sept	2011	1539	1438
Oct	198	220	262	Oct	2041	1644	1571
Nov	467	172	267	Nov	2077	1602	1504
Dec	340	191	343	Dec	2138	1639	1423
Total	2693	3071	2,841	Total	23715	19151	18198

Hoopla 2018 (e-books, audiobooks.music,movies)	
	2018
Jan	43
Feb	38
Mar	42
April	78
May	79
June	121
July	146
Aug	160
Sept	148
Oct	167
Nov	174
Dec	204
Total	1460

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	21,069	16,704	79%	4,365	21%	13,655	1,461 Last 3 days of May added
June	25,615	19,111	75%	6,504	25%	20,295	1,184
July	26,766	19,238	72%	7,528	28%	18,008	1,179
August	24,733	17,081	69%	7,652	31%	15,850	1,197
Sept.	22,047	15,065	68%	6,982	32%	15,245	1,091
Oct.	22,823	15,473	68%	7,350	32%	14,128	1,138
Nov.	22,230	15,295	69%	6,935	31%	15,037	1,104
Dec.	20,805	14,007	67%	6,798	33%	13,439	1,003
Totals	281,314	205,839	73%	75,475	27%	197,778	16,596
Mnth Avg	23,443	17,153		6,290		16,482	1,383

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	53%	43%	4%
July	54%	42%	4%
August	57%	38%	5%
September	58%	38%	4%
October	58%	39%	3%
November	61%	35%	4%
December	61%	34%	5%
Yearly Avg.	57%	39%	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	10,111	8,312	854
July	10,427	8,054	850
August	9,983	6,759	810
September	8,876	5,772	597
October	9,095	6,046	530
November	9,261	5,218	558
December	8,188	4,320	631
Yearly Total	113,690	78,904	8,434

ACTION ITEMS

Action Item #1

**Chelsea District Library
Board of Trustees**

Library Board Fact Sheet

January 15, 2019 Board Packet

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

Accept December donations and changes to the 2018 FY Budget.

	Income Line	Expense Line
Daphne Hodder	674.120	975.100
Gary Zenz	674.120	975.100
Peter & Leslie Staffeld	674.120	975.100
Worth & Anna Henderson	674.120	975.100
Jim & Donna Cross	674.101	982.920

Sub Total: \$750.00

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

Total General Donations: \$750.00

Acknowledge the donations below toward the CDL Endowment.

Anne Merkel, Board Secretary

Date _____

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 15, 2019 Meeting

2019 Chelsea District Library Board Officers

Background:

Discussion on the presented officers for 2019 took place in December.

President:	Susan Lackey
President-Elect:	TJ Helfferich
Treasurer:	Elizabeth Sensoli
Secretary:	Anne Merkel

Anne Merkel, Board Secretary

Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 15, 2019 Meeting

2019 Library Board Committees

Background:

Committees for 2019 are appointed by the board president. The president has historically not chaired a committee due to their other responsibilities and the board treasurer is always the chair of the Finance committee. The makeup of the board committees was presented and discussed in December.

Anne Merkel, Board Secretary

Date

**Chelsea District Library
Board of Trustees
2019 Board Committees**

Governance

Appendix #3

Approved: January 15, 2019

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

Anne Merkel, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

January 15, 2019 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.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
January 15, 2019 Board Meeting

Patron Appeal 2017-1

Background:

Update on Patron Appeal 2017-1 process and possible outcome.

