

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, February 19, 2019—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda Review, Additions, and Approval

6:50 Compulsory Segments

Board Meeting Minutes Approval – January 15, 2019

Approval of the January Operational Checks

Approval of January Financial Reports

Director's, Strategic Plan, and Friends Reports

7:20 Public Comment

7:25 Presentation: Clare Membiela, MLS, J.D.: Library of Michigan Library Law Consultant

7:45 Action Items

1. Donations

2. Policies

7:55 Discussion Items

1. Millage

2. Staff In-Service

8:10 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

8:15 Public Comment

8:20 Other Items

8:25 Adjournment

Public Participation

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

Public Participation at Open Meetings

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

There are two ways to participate in a Board meeting:

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

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

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

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

Tuesday, January 15, 2019 6:45pm
Meeting Location: McKune Meeting Room

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

Trustees Absent: E. Sensoli

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

Guests:

Welcome and Call to Order

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

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by A. Merkel to approve the agenda, as amended. Discussion: Moved Action Item #2 (New Board Offices) to the start of meeting and Sarah Conrad's Escape Room presentation will follow the Oath of Office, before the Compulsory Segment. All Ayes: 6-0

Action Item #2: 2019 Board Officers

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the presented board officers for 2019. Discussion: None.

All Ayes: 6-0

The new officers take their positions and the meeting continues with Susan Lackey as president. Chris then administers the Oath of Office for all attending trustees.

Gary thanked Charlie for his excellent two years as board president and the other trustees concurred.

Presentation: Escape Room by Sarah Conrad:

Sarah prepared a Harry Potter themed Escape Room activity for the board, to highlight one of the library's most popular teen programs. The board put the clues together and was able to escape the room with 2:28 to spare! Everyone enjoyed the activity and Sarah did a great job putting it all together.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by C. Taylor, SECONDED by G. Munce to approve the minutes of the December 18, 2018 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by C. Taylor, SECONDED by J. Carr to approve the Closed Session minutes of the December 18, 2018 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by A. Merkel, SECONDED by J. Carr to accept the General Fund Operational checks for December, 2018. Discussion: None

All Ayes 6-0

MOTION made by C. Taylor, SECONDED by TJ Helfferich to accept Financial Reports for December, 2018. Discussion: None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Lori had several additions to the highlights already included in her report:
 - Reported good progress in effort to partner with St. Louis Center.
 - Discussed library enforcement of 2018 patron suspension.
 - Ron and Mel researched board packet software and have set up a webinar for BoardBook later in the month.
 - Spoke with the auditor and scheduled our annual auditor for February 12-14. The audit firm has merged with another firm, so the name has changed, as well as phone numbers and email addresses. Lori has extended our contract with them through next year.

Strategic Plan Update:

- Received the \$10,000 grant check for Artist in Residency from the Community Foundation of Southeast Michigan.
- Several ideas for celebrating the 19th Amendment Centennial were discussed.
- Lori agreed to research circulation data from similar libraries to compare Dash data at the board's request.

Friends Report Update:

- No update, as the Friends next meeting (their annual meeting) is scheduled for January 26.

Other Reports Notes: None

Public Comment:

Gary mentioned that the Chelsea Senior Center is in the process of looking to hire a new Executive Director and asked that board members share this information with anyone who they think would be interested and qualified.

Action Item #1: Donations

MOTION made by TJ Helfferich, SECONDED by C. Taylor to approve and acknowledge the presented 2018 December donations of \$750.00.

Discussion: None

All Ayes: 6-0

Action Item #3: 2019 Board Committees

MOTION made by C. Taylor, SECONDED by J. Carr to approve the presented board committees. Discussion: None.

All Ayes: 6-0

Action Item #4: 2018 to 2019 Budget Carryover

MOTION made by J. Carr, SECONDED by C. Taylor to approve the presented carryover to the 2019 budget. Discussion: None.

All Ayes: 6-0

Action Item #5: 2018 Budget Adjustment

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve the presented adjustment to the 2018 budget. Discussion: None.

All Ayes: 6-0

Discussion Item #1: Millage

- Lori shared a correspondence with the County Commissioner that we have until February 10 to notify them that we have a special election ballot initiative.
- Staff is working a presentation to highlight some key things the library gives the greater Chelsea community. Charlie pointed out that studies have shown that libraries help property values. Gary said that there are national trend statistics that we should look into with regards to libraries and increased property values.
- Will need ballot language by early May for county approval.
- Susan and Gary both emphasized that this ongoing discussion item is just an update and that the board needs to allow the Millage Committee proper space to do their job.
- Lori stated that while library employees cannot work directly on the millage, board members can. She will email a document on board and staff responsibility during a millage campaign.

Discussion Item #2: Patron Appeal 2017-1

- The conciliation meeting in Lansing that Lori apprised the board about in December was postponed.
- Will need to work on policies that this will affect and maybe single out exceptions to certain McKune and/or Kidspot programs.

Discussion Item #3: Policies

- Jan wants these four policies to come before the board as an Action Item in February.
- Susan recommended having trustees sign something yearly for the Ethics Statement for Public Library Trustees policy, stating that they've read and understand it.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Fundraising Committee –

Public and Board Comment: None

Other Items:

- Jan let Linda know about an elevator problem that occurred Saturday during the book sale and told her to talk to Sarah for more information.
- Lori shared that the Washtenaw Reads author is appearing at Rackham Hall tomorrow night.

Adjourn:

MOTION made by TJ Helfferich, SECONDED by J. Carr to adjourn the meeting at 8:19 p.m.

All Ayes: 6-0

Anne Merkel, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library

List of Checks for Board Approval

January 2019

Date	Num	Name	Memo	Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
01/03/2019	12172018PRST	Alerus Financial	01/04/2019 PR	1,269.50
01/04/2019	PR01042019		RETIREMENT	-1,269.50
01/16/2019	12312018PRST	Alerus Financial	01/18/2019 PR	1,191.66
01/18/2019	PR01182019		RETIREMENT	-1,191.66
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
01/01/2019	PRACcrual1R		Reverse of GJE PRACcrual1 - Accrue 1/4/2019 PR 100%	-36,431.47
01/01/2019	PRACcrual1R		Accrue 1/4/2019 PR-FICA 100%	-2,697.24
01/01/2019	PRACcrual1R		Accrue 1/4/2019 PR-401A 100%	-1,428.46
01/01/2019	PRACcrue2R		Reverse of GJE PRACcrue2 - Accrue 1/14 of 1/18/19 Payro...	-2,567.40
01/01/2019	PRACcrue2R		Accrue 1/14 of 1/18/19 Payroll FICA	-189.99
01/01/2019	PRACcrue2R		Accrue 1/14 of 1/18/19 Payroll 401A	-99.00
01/04/2019	PR01042019		WAGES	36,431.47
01/18/2019	PR01182019		WAGES	35,943.65
Total 701.100 - Wages - Other				28,961.56
Total 701.100 - Wages				28,961.56
701.110 - Retirement-Contributions				
01/03/2019	12172018PRST	Alerus Financial	01/04/2019 PR	2,135.33
01/04/2019	PR01042019		RETIREMENT PICK UP	-2,135.33
01/16/2019	12312018PRST	Alerus Financial	01/18/2019 PR	2,163.70
01/18/2019	PR01182019		RETIREMENT PICK UP	-2,163.70
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
01/04/2019	PR01042019		401 A MATCHING	1,428.46
01/18/2019	PR01182019		401 A MATCHING	1,386.00
Total 701.115 - 401A Retirement Matching				2,814.46
701.200 - FICA				
01/04/2019	PR01042019		FICA EMPLOYER	2,697.24
01/18/2019	PR01182019		FICA EMPLOYER	2,659.88
Total 701.200 - FICA				5,357.12
701.300 - Flex Benefits				
01/01/2019	Prepay2019R		Transcend - Jan 2019 BCN/BCBS	2,457.11
01/01/2019	Prepay2019R		Unum Life Ins Co - Jan 2019 Premium	730.54
01/04/2019	PR01042019		Dep Life (CA & DL & HI)	-40.02
01/04/2019	PR01042019		Health Insurance	-1,134.05
01/18/2019	PR01182019		Dep Life (CA & DL & HI)	-38.18
01/18/2019	PR01182019		Health Insurance	-1,134.05

Chelsea District Library

List of Checks for Board Approval

January 2019

02/13/19

Date	Num	Name	Memo	Amount
01/31/2019	02012019PREM	Transcend	February 2019 BCN/BCBS	3,062.25
01/31/2019	02012019MFee	Transcend	February 2019 BCN/BCBS-Fee	100.00
Total 701.300 · Flex Benefits				4,003.60
701.500 · Workers Comp				
01/01/2019	2019PraPayR		2019 Workmen's Comp Policy	2,072.00
Total 701.500 · Workers Comp				2,072.00
Total 701 · Personnel Expenses				43,208.74
727 · Supplies				
727.200 · General Operations				
01/01/2019	APAccrue1R		Arbor Springs Water Co	-13.00
01/01/2019	APAccrue1R		Petty Cash	-13.43
01/03/2019	1732769	Arbor Springs Water Co. Inc.	Bottled WaterR	13.00
01/03/2019	IN-3169	Detroit Pencil Company	Office supplies	25.72
01/03/2019	12312018PC	Petty Cash-	CVS - First Aid Supplies	13.43
01/15/2019	1734703	Arbor Springs Water Co. Inc.	Bottled Water / Rental	31.50
01/15/2019	WO-11304-1	Detroit Pencil Company	Office supplies	102.68
01/15/2019	WO-11646-1	Detroit Pencil Company	Office supplies	174.05
01/31/2019	1736335	Arbor Springs Water Co. Inc.	Bottled Water	19.50
01/31/2019	WO-12888-1	Detroit Pencil Company	Office supplies	95.15
01/31/2019	CP-WO-11304-...	Detroit Pencil Company	Office supplies	-21.72
Total 727.200 · General Operations				426.88
727.300 · Material Processing				
727.330 · Matl Processing Other				
01/01/2019	APAccrue3R		The Library Network	-112.00
01/31/2019	6534849	Demco Inc.	Bookmarks	158.34
01/31/2019	63684	The Library Network	Barcodes	112.00
Total 727.330 · Matl Processing Other				158.34
727.340 · Repairs				
01/31/2019	6534849	Demco Inc.	Book Tape	46.71
Total 727.340 · Repairs				46.71
Total 727.300 · Material Processing				205.05
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
01/15/2019	WO-11646-1	Detroit Pencil Company	TP and Paper Towels	297.22
Total 727.510 · Cleaning Paper Products				297.22
727.520 · Cleaning Supplies				
01/01/2019	APAccrue1R		Cintas	-14.78

Chelsea District Library

List of Checks for Board Approval

January 2019

Date	Num	Name	Memo	Amount
01/03/2019	300413989	Cintas Corporation-300	Soap	14.78
01/15/2019	300424732	Cintas Corporation-300	Soap	14.78
01/31/2019	1GDH-3NRR-F...	Amazon Capital Services Inc	Hand Sanitizer	12.26
01/31/2019	300435810	Cintas Corporation-300	Soap	14.78
01/31/2019	WO-12888-1	Detroit Pencil Company	Trash can liners	127.78
Total 727.520 · Cleaning Supplies				169.60
727.530 · Cleaning Rugs				
01/01/2019	APAccrue1R		Cintas	-78.07
01/03/2019	300413989	Cintas Corporation-300	Rugs 12/21/2018	78.07
01/15/2019	300424732	Cintas Corporation-300	Rugs 01/04/2019	78.07
01/31/2019	300435810	Cintas Corporation-300	Rugs 01/18/2019	78.07
Total 727.530 · Cleaning Rugs				156.14
Total 727.500 · Cleaning				622.96
727.700 · Postage				
727.720 · Postage-Operating Postage				
01/01/2019	APAccrue1R		Petty Cash	-17.63
01/03/2019	12312018PC	Petty Cash-	UPS Store - Return Locks to Digilock	17.63
01/03/2019	1010776334	Pitney Bowes	Postage	76.25
Total 727.720 · Postage-Operating Postage				76.25
Total 727.700 · Postage				76.25
727.800 · Maintenance				
727.810 · Maintenance Light Bulbs				
01/01/2019	APAccrue1R		Amazon Capital Services	-15.49
01/03/2019	1FD1-CYC3-3D...	Amazon Capital Services Inc	LED Spot Lights	15.49
01/31/2019	1GDH-3NRR-F...	Amazon Capital Services Inc	LED Spotlights	15.49
Total 727.810 · Maintenance Light Bulbs				15.49
727.830 · Maintenance General				
01/01/2019	APAccrue1R		Petty Cash	-5.12
01/01/2019	APAccrue1R		Petty Cash	-3.00
01/01/2019	APAccrue1R		Petty Cash	-5.29
01/01/2019	APAccrue2R		Linda Ballard	-39.08
01/03/2019	12312018PC	Petty Cash-	Great Lakes Ace - Lamp Extension	5.12
01/03/2019	12312018PC	Petty Cash-	Menards - Wrench	3.00
01/03/2019	12312018PC	Petty Cash-	Great Lakes Ace - Felt Pad Protector	5.29
01/15/2019	01142019MEN	Ballard, Linda P.	Shelves Info Serv Office	39.08
Total 727.830 · Maintenance General				0.00
Total 727.800 · Maintenance				15.49

Chelsea District Library

List of Checks for Board Approval

January 2019

02/13/19

Date	Num	Name	Memo	Amount
Total 727 - Supplies				
801 - Professional Services				
801.010 - Attorney				
01/01/2019	APAccrue2R		Foster Swift	-460.00
01/01/2019	APAccrue3R		Foster Swift	-160.00
01/15/2019	753148	Foster Swift Collins & Smith	Patron Appeal 2017-1	460.00
01/31/2019	753936	Foster Swift Collins & Smith	Personnel Issue	160.00
Total 801.010 - Attorney				
801.040 - Bookkeeper				
01/03/2019	201901			0.00
01/15/2019	201902	Budzinski & Associates	1/2 January 2019 Billing	500.00
Total 801.040 - Bookkeeper				
801.041 - Payroll Services				
01/01/2019	APAccrue2R		1/2 January 2019 Billing	500.00
01/15/2019	21673177	Payroll 1		1,000.00
Total 801.041 - Payroll Services				
801.090 - Collection Fees				
01/01/2019	APAccrue2R		Payroll 1	-251.02
01/15/2019	493536	Payroll 1	2018 December	350.59
Total 801.090 - Collection Fees				
801.200 - Insurance				
801.210 - General Liability Insurance				
01/01/2019	2019PrePayR		Unique Mgmt Services	-35.80
01/01/2019	2019PrePayR	Unique Management Services Inc	Collection Fees 12/2018	35.80
Total 801.210 - General Liability Insurance				
801.220 - Directors/Officers Insurance				
01/15/2019	01012019POL	Citizens Insurance Co	Reverse of GJE 2019PrePay2 - 2019 General Liability Policy	9,507.00
Total 801.220 - Directors/Officers Insurance				
801.300 - Banking Fees				
801.310 - Bank Fees				
01/31/2019			Directors & Officers Ins - 3 Months	376.00
Total 801.310 - Bank Fees				
801.340 - Credit Card Fees				
01/01/2019	APAccrue2R		Service Charge	8.80
Total 801.340 - Credit Card Fees				
KeyBank Credit Card				
				111.41

Chelsea District Library

List of Checks for Board Approval

January 2019

Date	Num	Name	Memo	Amount
01/16/2019	01092019ST	Keybank	Correction of Error on August Statement	-111.41
	Total 801.340 · Credit Card Fees			0.00
	801.350 · Credit Card Fee Circ			
01/01/2019	APAccrue2R		NPC-Merchant	-102.51
01/08/2019	CCFee122018		12/2018 Credit Card Fee	102.51
	Total 801.350 · Credit Card Fee Circ			0.00
	Total 801.300 · Banking Fees			8.80
	Total 801 · Professional Services			11,856.37
	803 · Maintenance Service Contracts			
	803.010 · Maint Svc Contingency			
01/01/2019	APAccrue1R		Ken Cook's Plumbing & Heating	-647.00
01/01/2019	APAccrue2R		ASSAABloy	-114.22
01/01/2019	APAccrue3R		Johnson Controls	-2,451.68
01/01/2019	APAccrue3R		Schindler Elevator Corp	-6,980.00
01/03/2019	21311		Manual Flush on Urinals	647.00
01/15/2019	SEI/01234845		Front Door Rollers	114.22
01/17/2019	3077EST		McKune Tuckpointing/Brick	6,000.00
01/31/2019	1-83972925106		No Heat / November	2,451.68
01/31/2019	1-83972998961		Outdoor Thermostat	105.63
01/31/2019	7100387981 R		IDD Door Drive Upgrade	6,980.00
	Total 803.010 · Maint Svc Contingency			6,105.63
	803.100 · Copier			
	803.101 · Public Copier			
01/01/2019	APAccrue2R		Michigan Office Solutions	-9.56
01/03/2019	5005665708		2019 Copier Printer Maintenance - January	229.44
01/15/2019	IN1301370		Prt Maintenance 10-1-2018 to 12-31-2018	9.56
01/31/2019	5005794585		2019 Copier Printer Maintenance - February	229.44
	Total 803.101 · Public Copier			458.88
	803.102 · Staff Copier			
01/01/2019	APAccrue2R		Michigan Office Solutions	-163.15
01/03/2019	5005665708		2019 Copier Printer Maintenance - January	584.28
01/15/2019	IN1301370		Prt Maintenance 10-1-2018 to 12-31-2018	163.15
01/31/2019	5005794585		2019 Copier Printer Maintenance - February	584.28
	Total 803.102 · Staff Copier			1,168.56
	803.103 · Small Printer Maintenance			
01/01/2019	APAccrue2R		Michigan Office Solutions	-6.45
01/03/2019	5005665708		2019 Copier Printer Maintenance - January	153.34
01/15/2019	IN1301370		Prt Maintenance 10-1-2018 to 12-31-2018	6.45

Chelsea District Library

List of Checks for Board Approval

January 2019

02/13/19

Date	Num	Name	Memo	Amount
01/31/2019	5005794585	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - February	153.34
Total 803.103 · Small Printer Maintenance				306.68
Total 803.100 · Copier				1,934.12
803.200 · HVAC				
803.210 · HVAC MA				
01/01/2019	APAccrue2R	State of Michigan-Bureau of Construction	State of Michigan Boiler Inspection Fee	-120.00
01/15/2019	BLR425822			120.00
Total 803.210 · HVAC MA				0.00
Total 803.200 · HVAC				0.00
803.300 · Technology				
803.395 · Website Hosting & Service				
01/18/2019	01092019ST	Keybank	LiveStream - 2019 Annual Service	499.00
Total 803.395 · Website Hosting & Service				499.00
Total 803.300 · Technology				499.00
803.400 · Alarm Monitoring				
803.410 · Security				
01/15/2019	8724	Pikk Services LLC	Alarm System Feb 2019 to Jan 2020	324.00
Total 803.410 · Security				324.00
Total 803.400 · Alarm Monitoring				324.00
803.600 · Building Maintenance				
803.605 · Janitorial				
01/01/2019	APAccrue1R	A Production Cleaning Company Inc. A Production Cleaning Company Inc. A Production Cleaning Company Inc.	A Production Cleaning 12/16 - 12/31/2018 Cleaning 12/30/18 - 01/12/2019 Cleaning 01/13/2019 - 01/26/2019	-1,440.85
01/03/2019	11809			1,440.85
01/15/2019	11824			1,440.85
01/31/2019	11847			1,440.85
Total 803.605 · Janitorial				2,881.70
803.610 · Lawn/Snow Service				
803.611 · Lawn Service				
01/15/2019	02012019PP	Back to Nature Lawn Care	Annual Tree/Shrub/Fertilizer Maint	589.97
Total 803.611 · Lawn Service				589.97
803.612 · Snow				
01/01/2019	APAccrue2R	Osinski Inc.	Osinski Inc Snow - 12/07 - 12/30/2018	-120.00
01/17/2019	187.67			120.00
Total 803.612 · Snow				0.00

Chelsea District Library

List of Checks for Board Approval

January 2019

Date	Num	Name	Memo	Amount
Total 803.610 · Lawn/Snow Service				
803.620 · Trash				
01/01/2019	APAccrue2R		City of Chelsea	589.97
01/15/2019	18707		Trash December 2018	-40.00
Total 803.620 · Trash				
Total 803.600 · Building Maintenance				
Total 803 · Maintenance Service Contracts				
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
01/01/2019	APAccrue2R		AT&T	-161.06
01/03/2019	12242018ST	Navitas Credit Corp	VOIP Lease - 2019 January	212.81
01/15/2019	12252018ST	A T & T	11/26/18 - 12/25/18 Billing (December)	161.06
01/16/2019	01092019ST	Keybank	Star2Star - 2019 Jan Phone System	364.06
01/31/2019	01252019ST	A T & T	12/26/18 - 01/25/19 Billing (January)	177.83
Total 850.120 · Telephone				
850.121 · Director's Cell Phone				
01/01/2019	APAccrue2R		Verizon Wireless	-51.77
01/15/2019	9821205180	Verizon Wireless	Directors phone 2018 December	51.77
Total 850.121 · Director's Cell Phone				
Total 850.100 · Local & Long Distance Charges				
850.300 · TLN Internet Service				
850.310 · Internet				
01/01/2019	APAccrue2R		The Library Network	-2,116.50
01/15/2019	63489	The Library Network	Internet Access Oct - Dec 2018	2,116.50
01/15/2019	12312018ST	The Library Network	USF E-Rate Rebate 2017-18	-2,988.32
Total 850.310 · Internet				
850.311 · WiFi Hotspots				
01/01/2019	APAccrue2R		Verizon Wireless	-575.96
01/01/2019	APAccrue3R		A T&T Mobility	-217.44
01/15/2019	9821205180	Verizon Wireless	Library Hotspots 2018 December	575.96
01/31/2019	287286231198...	A T&T Mobility	Hot Spot Service 2018 December	217.44
01/31/2019	261402854-049	Sprint	2019 Jan Lyndon/Circ Hotspots	458.13
Total 850.311 · WiFi Hotspots				
Total 850.300 · TLN Internet Service				
Total 850 · Telecommunications				

Chelsea District Library List of Checks for Board Approval January 2019

02/13/19

Date	Num	Name	Memo	Amount
880 - Promotional Materials				
880.100 - Advertising				
880.110 - Media Buy				
01/01/2019	APAccrue2R	Keybank	KeyBank Credit Card	-100.00
01/16/2019	01092019ST	Chelsea Guardian	Chelsea Update Winter Contribution	100.00
01/31/2019	2003		01/11/2019 Ad	50.00
Total 880.110 - Media Buy				
880.130 - Signs/Banners/Posters				
01/01/2019	APAccrue1R		Amazon Capital Services	-177.69
01/03/2019	1CRT-874H-Y7...	Amazon Capital Services Inc	Wall & Table Plexiglass Mounts	177.69
Total 880.130 - Signs/Banners/Posters				
880.140 - Sponsorships				
01/01/2019	Prepay2019R		Chelsea High School Yearbook 2019 Ad	125.00
01/31/2019	01172019PO	Chelsea Area Festivals & Events	Sounds & Sights Silver Sponsorship 2019	500.00
Total 880.140 - Sponsorships				
Total 880.100 - Advertising				
880.200 - Publications				
880.230 - Newsletter Postage				
01/16/2019	01162019NL	Postmaster	Postage for Spring Newsletter	1,000.00
Total 880.230 - Newsletter Postage				
Total 880.200 - Publications				
880.300 - Marketing Supplies				
880.320 - Misc Marketing Supplies				
01/15/2019	1HV6-G77R-LF...	Amazon Capital Services Inc	FOT Supplies	10.71
01/15/2019	1HV6-G77R-JJ...	Amazon Capital Services Inc	FOT Supplies	27.35
01/31/2019	1XLY-3T4G-Y14J	Amazon Capital Services Inc	FoT Supplies	159.20
Total 880.320 - Misc Marketing Supplies				
880.340 - Printed Items / Stationary				
01/01/2019	APAccrue2R		KeyBank Credit Card	-555.71
01/01/2019	APAccrue2R		KeyBank Credit Card	-80.00
01/16/2019	01092019ST	Keybank	MARCO-CDL Branded Magnifiers	555.71
01/16/2019	01092019ST	Keybank	Foresight Group - Business Cards	90.00
Total 880.340 - Printed Items / Stationary				
Total 880.300 - Marketing Supplies				
880.400 - Program Promotion				
880.410 - Adult Program Promotion				

Chelsea District Library

List of Checks for Board Approval

January 2019

Date	Num	Name	Memo	Amount
01/23/2019	880.412 · Midwest Literary Walk 01232019BAN	City of Chelsea	Banner Installation for MLW	125.00
	Total 880.412 · Midwest Literary Walk			125.00
	Total 880.410 · Adult Program Promotion			125.00
	880.420 · Youth / Teen Promotion			
	880.422 · Authors in Chelsea			
01/01/2019	2019PrepayR		2019 Avenue Banners AinC	55.00
01/01/2019	Prepay5R		Reverse of GJE Prepay5 -- AinC 2019 Banner Pay from 201...	-55.00
01/31/2019	248376	Print-tech Inc.	Authors in Chelsea Flyers & Brochures	701.24
	Total 880.422 · Authors in Chelsea			701.24
	880.423 · Summer Reading Program			
01/01/2019	APAccrue2R		KeyBank Credit Card	-1,312.52
01/16/2019	01092019ST	Keybank	MARCO-CDL Sportsbags	1,312.52
01/23/2019	01232019BAN	City of Chelsea	Banner Installation for SRP	105.00
	Total 880.423 · Summer Reading Program			105.00
	Total 880.420 · Youth / Teen Promotion			806.24
	880.430 · Library Program Promotion			
	880.431 · General Library Prog Promotion			
01/01/2019	APAccrue1R		Print-Tech	-65.44
01/03/2019	247698	Print-tech Inc.	Reprint of FOY / VOY Posters	65.44
	Total 880.431 · General Library Prog Promotion			0.00
	Total 880.430 · Library Program Promotion			0.00
	880.440 · Service / Resource Promotion			
	880.441 · General Service/Resource Promo			
01/01/2019	APAccrue2R		KeyBank Credit Card	-76.19
01/16/2019	01092019ST	Keybank	DollarBill Copying-CDL Delivers Brochure	76.19
	Total 880.441 · General Service/Resource Promo			0.00
	Total 880.440 · Service / Resource Promotion			0.00
	Total 880.400 · Program Promotion			931.24
	880.500 · Purchased Services			
	880.510 · General Purchased Services			
01/01/2019	APAccrue2R		KeyBank Credit Card	-119.40
01/16/2019	01092019ST	Keybank	Uberflip - 01/2019	29.95
01/16/2019	01092019ST	Keybank	Adobe Stock Monthly - Jan 2019	29.99
01/16/2019	01092019ST	Keybank	Canva - Canva for Work Subscription	119.40

Chelsea District Library

List of Checks for Board Approval

January 2019

Date	Num	Name	Memo	Amount
Total 880.510 · General Purchased Services				
				59.94
Total 880.500 · Purchased Services				
				59.94
Total 880 · Promotional Materials				
				2,863.44
884 · Programming				
884.110 · Adult Speakers				
884.111 · Midwest Literary Walk				
01/15/2019	04272019Rent	Chelsea Depot Association	MLW Venue Rental/Cleaning Fee	200.00
01/15/2019	01022019DEP	First Congregational United Church Christ	MLW Security Deposit	50.00
01/15/2019	01022019REN	First Congregational United Church Christ	MLW Rental Fee	150.00
Total 884.111 · Midwest Literary Walk				
				400.00
884.119 · General Adult Events				
01/01/2019	APAccrue1R		Hazel Park District Library	-28.00
01/01/2019	APAccrue1R		Print-Tech	-384.10
01/03/2019	12192018DB	Hazel Park District Library	Damaged Book Club Book	28.00
01/03/2019	247760	Print-tech Inc.	Hot Reads for Cold Nights Display Elements	384.10
01/16/2019	01312019CNY	Wang, Frances Kai-Hwe	01/31/2019 Chinese New Year Program-Cancelled Weather	0.00
Total 884.119 · General Adult Events				
				0.00
Total 884.110 · Adult Speakers				
				400.00
884.210 · Youth Speakers				
884.211 · Authors in Chelsea				
884.953 · Youth Prog Rest Chelsea Ed Foun				
01/16/2019	2034238825	Baker & Taylor Program Account	Dori Butler / Cynthia Lord Books	78.98
01/16/2019	2034252156	Baker & Taylor Program Account	Cynthia Lord Books	125.72
01/16/2019	2034256122	Baker & Taylor Program Account	Cynthia Lord / Cece Bell Books	101.92
01/31/2019	2034270472	Baker & Taylor Program Account	Cynthia Lord / Dori Butler Books	194.32
Total 884.953 · Youth Prog Rest Chelsea Ed Foun				
				500.94
884.211 · Authors in Chelsea - Other				
01/01/2019	APAccrue1R		Baker & Taylor - Program Account	-25.72
01/03/2019	2034205403	Baker & Taylor Program Account	Cynthia Lord Books	25.72
Total 884.211 · Authors in Chelsea - Other				
				0.00
Total 884.211 · Authors in Chelsea				
				500.94
884.212 · General Youth Programs				
01/31/2019	43207-11-27-2...	Ann Arbor Symphony Orchestra	01/19/2019 Kinderconcert	150.00
01/31/2019	01132019PE	Chelsea High School Bands	Percussion Ensemble 1/13/19	200.00
Total 884.212 · General Youth Programs				
				350.00
884.215 · Early Literacy				

Chelsea District Library

List of Checks for Board Approval

January 2019

Date	Num	Name	Memo	Amount
01/03/2019	01102019TT	DeMea, Karla	01/09 PreSchool, 01/10 ToddlerTime	100.00
01/03/2019	01172019TT	DeMea, Karla	01/16 Preschool, 01/17 ToddlerTime	100.00
01/16/2019	01242019PSTT	DeMea, Karla	01/23 Preschool, 01/24 ToddlerTime	100.00
01/16/2019	01312019TT	Maveal, Jackie	01/31 ToddlerTime	50.00
Total 884.215 · Early Literacy				350.00
Total 884.210 · Youth Speakers				1,200.94
884.220 · Youth Supplies				
884.222 · General Youth Programs				
01/01/2019	APAccrue1R		Petty Cash	-18.49
01/01/2019	APAccrue1R		Petty Cash	-4.24
01/01/2019	APAccrue1R		Petty Cash	-9.54
01/03/2019	12312018PC	Petty Cash-	CVS - Candy	18.49
01/03/2019	12312018PC	Petty Cash-	Dollar Tree - Balloons	4.24
01/03/2019	12312018PC	Petty Cash-	Dollar Tree - Cat & Dog Items	9.54
Total 884.222 · General Youth Programs				0.00
884.228 · Authors in Chelsea				
01/01/2019	APAccrue1R		Baker & Taylor - Program Account	-329.61
01/03/2019	2034226368	Baker & Taylor Program Account	Dori Butler Books	329.61
Total 884.228 · Authors in Chelsea				0.00
884.230 · Youth Reading Group				
01/16/2019	2034256122	Baker & Taylor Program Account	Cynthia Lord / Cece Bell Books	136.32
Total 884.230 · Youth Reading Group				136.32
Total 884.220 · Youth Supplies				
884.270 · Teen Supplies				
884.276 · Teen Refreshments				
01/01/2019	APAccrue1R		Amazon Capital Services	-35.44
01/03/2019	1RJX-N73T-MX...	Amazon Capital Services Inc	Drawstring Gift Bags	35.44
Total 884.276 · Teen Refreshments				0.00
Total 884.270 · Teen Supplies				
884.920 · Youth Programming Restricted				
884.921 · Youth Prog Rest Gifts Genl				
01/01/2019	APAccrue1R		Baker & Taylor - Program Account	-100.00
01/03/2019	2034205403	Baker & Taylor Program Account	Cynthia Lord Books	100.00
Total 884.921 · Youth Prog Rest Gifts Genl				0.00
884.923 · Youth Prog Rest Gifts SRP				
01/03/2019	8313	Dynamic School Assemblies, Inc.	Starlab Deposit #8313	200.00

Chelsea District Library

List of Checks for Board Approval

January 2019

02/13/19

Date	Num	Name	Memo	Amount
Total 884.923 · Youth Prog Rest Gifts SRP				200.00
Total 884.920 · Youth Programming Restricted				200.00
Total 884 · Programming				1,937.26
885 · Volunteer				
885.100 · Programs				
01/01/2019 APAccrue2R		Montlange, Jeremy	Jeremy Montlange VOY Plaque Engraving	-22.50
01/17/2019 2002-17				22.50
Total 885.100 · Programs				0.00
885.200 · Supplies				
01/01/2019 APAccrue1R			Petty Cash	-21.47
01/03/2019 12312018PC			CVS - Volunteer Candy	21.47
Total 885.200 · Supplies				0.00
Total 885 · Volunteer				0.00
920 · Utilities				
920.110 · City of Chelsea Water				
01/01/2019 APAccrue2R		City of Chelsea-Elect & Water	City of Chelsea-Utilities 11-30-2018 to 12-28-2018	-53.23
01/15/2019 01072018ST				53.23
Total 920.110 · City of Chelsea Water				0.00
920.120 · City of Chelsea Sewer				
01/01/2019 APAccrue2R		City of Chelsea-Elect & Water	City of Chelsea-Utilities 11-30-2018 to 12-28-2018	-130.24
01/15/2019 01072018ST				130.24
Total 920.120 · City of Chelsea Sewer				0.00
920.130 · City of Chelsea Electric				
01/01/2019 APAccrue2R		City of Chelsea-Elect & Water	City of Chelsea-Utilities 11-30-2018 to 12-28-2018	-2,644.79
01/15/2019 01072018ST				2,644.79
Total 920.130 · City of Chelsea Electric				0.00
920.150 · City of Chelsea Sprinkler				
01/01/2019 APAccrue2R		City of Chelsea-Elect & Water	City of Chelsea-Utilities 11-30-2018 to 12-28-2018	-27.47
01/15/2019 01072018ST				27.47
Total 920.150 · City of Chelsea Sprinkler				0.00
920.200 · McKune Gas				
01/01/2019 APAccrue2R		Constellation NewEnergy-Gas Division LLC	Constellation NewEnergy December 2018 Gas Service	-1,354.13
01/15/2019 2500942				1,354.13
Total 920.200 · McKune Gas				0.00

Chelsea District Library

List of Checks for Board Approval

January 2019

02/13/19

Date	Num	Name	Memo	Amount
Total 920 - Utilities				
960 - Board & Director Expense				
960.200 - Director Expense				
01/01/2019	APAccrue1R		Petty Cash	-23.32
01/01/2019	APAccrue1R		Petty Cash	-6.34
01/01/2019	APAccrue1R		Petty Cash	-9.99
01/01/2019	APAccrue2R		KeyBank Credit Card	-44.04
01/03/2019	12312018PC		Dollar Tree - Christmas Decorations	23.32
01/03/2019	12312018PC		Hobby Lobby - Plexiglass	6.34
01/03/2019	12312018PC		Amazon - Rudolph Noses for Walk to School	9.99
01/16/2019	01092019ST		Common Grill - Wolak Exit Interview	44.04
Total 960.200 - Director Expense				0.00
Total 960 - Board & Director Expense				
965 - Automation Services				
965.100 - Bibliographic Database				
01/31/2019	63630	The Library Network	2019 BDBS/SAS	2,226.08
Total 965.100 - Bibliographic Database				2,226.08
965.200 - Shared Automation System				
01/31/2019	63630	The Library Network	2019 BDBS/SAS	6,472.93
Total 965.200 - Shared Automation System				6,472.93
965.300 - Filtering and Printing System				
965.310 - Envisionware Clients				
01/03/2019	63376	The Library Network	2019 Envisionware Clients	969.40
Total 965.310 - Envisionware Clients				969.40
Total 965.300 - Filtering and Printing System				
965.400 - Delivery				
01/03/2019	63475	The Library Network	2019 Annual Delivery Charge	3,495.00
Total 965.400 - Delivery				3,495.00
Total 965 - Automation Services				
967 - Equipment				
967.100 - Equipment Hardware				
967.110 - Tech Research				
01/01/2019	APAccrue1R		Amazon Capital Services	-720.82
01/03/2019	1NRF-N3XT-3P ...	Amazon Capital Services Inc	10 GB Switch for Servers & accessories	720.82
Total 967.110 - Tech Research				0.00
967.120 - Computers				

Chelsea District Library

List of Checks for Board Approval

January 2019

02/13/19

Date	Num	Name	Memo	Amount
01/01/2019	APAccrue1R		Amazon Capital Services	-128.93
01/03/2019	1DQ7-T6KC-8P...	Amazon Capital Services Inc	Google Chromecast w/accessories	128.93
01/15/2019	1N6F-H7DY-M...	Amazon Capital Services Inc	Docking Station for MacBook Pro	137.99
01/15/2019	1HV6-G77R-L...	Amazon Capital Services Inc	Docking Station for Head of Tech	137.99
01/15/2019	1HV6-G77R-LF...	Amazon Capital Services Inc	Bluetooth Keyboard for Apple	31.99
Total 967.120 · Computers				307.97
967.160 · Kindle Lending Program				
01/01/2019	APAccrue1R		Amazon Capital Services	-196.44
01/03/2019	11JW-YLKW-X...	Amazon Capital Services Inc	Kindle & Case	196.44
Total 967.160 · Kindle Lending Program				0.00
Total 967.100 · Equipment Hardware				307.97
967.200 · Equipment Software				
01/16/2019	01092019ST	Keybank	Jan 2019 Ninite Pro-Monthly non-Windows Updates	20.00
01/16/2019	01092019ST	Keybank	Jan2019 - Blisect Hosting - Hosted Minecraft Server Svcs	12.46
Total 967.200 · Equipment Software				32.46
967.300 · Equipment Furniture & Fixtures				
967.330 · Equipment - non-Computer				395.00
01/15/2019	17767	ELM USA Inc	Extended Warranty ECO Disc Machine	395.00
Total 967.330 · Equipment - non-Computer				395.00
Total 967.300 · Equipment Furniture & Fixtures				395.00
Total 967 · Equipment				735.43
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.111 · Asst Director				
01/01/2019	Prepay2019R		Ballard-ALA 2019 Reservation	120.00
01/01/2019	Prepay2019R		L.Ballard - ALA Midwinter Mig Airfare	494.40
Total 969.111 · Asst Director				614.40
969.144 · Committee Meetings				
01/31/2019	01172019TLN	Coryell, Lori	TLN Board Meeting	45.24
01/31/2019	01242019SAS...	Coryell, Lori	SASUG Meeting	37.12
01/31/2019	01102019TLN	Lancaster, Terri	01/19/19 TLN Circ Meeting	66.12
Total 969.144 · Committee Meetings				148.48
969.145 · Workshops				
01/01/2019	APAccrue1R		Terri Lancaster	-44.15
01/03/2019	12192018CARL	Lancaster, Terri	12/19 CARL Reports Training	44.15

02/13/19

Chelsea District Library

List of Checks for Board Approval

January 2019

Date	Num	Name	Memo	Amount
Total 969.145 · Workshops				
				0.00
Total 969.100 · Staff Travel				
				762.88
Total 969.001 · Travel				
				762.88
969.300 · Memberships				
969.310 · Director Memberships				
01/16/2019	1026039-Renew	American Library Assoc. PLA	Lori Coryell Membership Renewal to 01/31/2020	145.00
Total 969.310 · Director Memberships				
				145.00
969.311 · Assistant Director				
01/15/2019	2169	Michigan Library Association	Ballard - Membership Renewal thru 12-31-2019	85.00
Total 969.311 · Assistant Director				
				85.00
969.320 · Information Services				
01/15/2019	2647	Michigan Library Association	Brown - Membership Renewal thru 03-31-2020	85.00
01/17/2019	1241640-Renew	American Library Assoc. PLA	Keegan Sulecki Membership Renewal to 01/31/2020	220.00
01/17/2019	2150246-Renew	American Library Assoc. PLA	Shannon Powers Membership Renewal to 01/31/2020	106.00
01/17/2019	2129855-Renew	American Library Assoc. PLA	Jessica Zubik Membership Renewal to 01/31/2020	145.00
Total 969.320 · Information Services				
				556.00
969.323 · Head of Circ Svc. Membership				
01/15/2019	2188	Michigan Library Association	Lancaster - Membership Renewal thru 12-31-2019	85.00
Total 969.323 · Head of Circ Svc. Membership				
				85.00
969.324 · Head of Tech Svc Membership				
01/15/2019	0247219-Renew	American Library Assoc. PLA	Ron Andrews Membership Renewal to 01/31/2020	220.00
Total 969.324 · Head of Tech Svc Membership				
				220.00
969.400 · Trustees Memberships				
01/15/2019	2217	Michigan Library Association	Lackey - Membership Renewal thru 12-31-2019	50.00
01/15/2019	2213	Michigan Library Association	Carr - Membership Renewal thru 12-31-2019	50.00
01/15/2019	2212	Michigan Library Association	Taylor - Membership Renewal thru 12-31-2019	50.00
01/15/2019	2219	Michigan Library Association	Munce - Membership Renewal thru 12-31-2019	50.00
01/31/2019	2218	Michigan Library Association	Anne Merkel's Membership Renewal	50.00
Total 969.400 · Trustees Memberships				
				250.00
969.500 · Institutional Membership				
969.510 · Institutional Member Rotary				
01/01/2019	APAccrue3R		Rotary Club of Chelsea	-172.00
01/31/2019	0620696	Rotary Club of Chelsea	Rotary 2nd Qtr Charges	172.00
Total 969.510 · Institutional Member Rotary				
				0.00
969.540 · Institutional Member Chamber				

Chelsea District Library

List of Checks for Board Approval

January 2019

02/13/19

Date	Nam	Amount
01/01/2019	Prepay2019R	450.00
	Total 969.540 · Institutional Member Chamber	450.00
	Total 969.500 · Institutional Membership	450.00
	Total 969.300 · Memberships	1,791.00
	969.600 · Staff Training	
	969.620 · Staff In Service	
01/01/2019	APAccrue2R	-275.64
01/16/2019	01092019ST Keybank	275.64
	Total 969.620 · Staff in Service	0.00
	969.940 · Staff Appreciation - Restricted	
01/01/2019	APAccrue2R	-50.00
01/01/2019	APAccrue2R	-65.00
01/16/2019	01092019ST Keybank	50.00
01/16/2019	01092019ST Keybank	65.00
	Total 969.940 · Staff Appreciation - Restricted	0.00
	Total 969.800 · Staff Training	0.00
	Total 969 · Continuing Education Expenses	2,553.88
	980 · Capital Expense	
	975.100 · Building Improvement Additions	
01/01/2019	APAccrue2R	-1,800.00
01/17/2019	1-83500504916 Johnson Controls	1,800.00
01/31/2019	01172019PO Chelsea Area Festivals & Events	1,500.00
	Total 975.100 · Building Improvement Additions	1,500.00
	Total 980 · Capital Expense	1,500.00
	982 · Collection Expense	
	982.100 · Audio Books	
	982.120 · Adult Books on Disc	
01/01/2019	APAccrue1R	-29.99
01/03/2019	96747106 Midwest Tape	29.99
01/22/2019	96747106 Midwest Tape	-10.00
01/31/2019	96858322 Midwest Tape	277.93
	Total 982.120 · Adult Books on Disc	267.93
	982.140 · Youth Books on Disc	
01/16/2019	76167068 Recorded Books Inc.	19.95
	Total 982.140 · Youth Books on Disc	19.95

Chelsea District Library

List of Checks for Board Approval

January 2019

02/13/19

Date	Num	Name	Memo	Amount
Total 982.100 - Audio Books				
982.400 - Non Print				
982.416 - eContent/Kindle				
01/01/2019	APAccrue2R		KeyBank Credit Card	-365.55
01/01/2019	APAccrue2R		KeyBank Credit Card	-9.99
01/16/2019	01092019ST	Keybank	Amazon-Kindle Content	365.55
01/16/2019	01092019ST	Keybank	Amazon-Kindle Content	9.99
Total 982.416 - eContent/Kindle				0.00
982.420 - Adult Music on CD				
01/22/2019				
01/31/2019	96858320	Midwest Tape	Circ Receipts - L/D	-17.98
			96858320 - Jan Music CDs	65.55
Total 982.420 - Adult Music on CD				47.57
982.430 - Non-Traditional Collections				
01/01/2019	APAccrue1R		Amazon Capital Services	-307.06
01/01/2019	APAccrue1R		Amazon Capital Services	49.99
01/03/2019	1RJX-N73T-MX...	Amazon Capital Services Inc	Miscellaneous	307.06
01/03/2019	1MD4-PPCT-F...	Amazon Capital Services Inc	StudioSafe Travel Case	-49.99
Total 982.430 - Non-Traditional Collections				0.00
982.431 - NT Collections - Supplies				
01/16/2019	1FYR-JC3F-G...	Amazon Capital Services Inc	Carrying Bag for USB Microphone	36.99
Total 982.431 - NT Collections - Supplies				36.99
982.460 - DVD Feature				
01/01/2019	APAccrue1R		Midwest Tape	-18.74
01/01/2019	APAccrue2R		Midwest Tape	-11.24
01/03/2019	96752624	Midwest Tape	96752624 - Nov Feat DVDs	18.74
01/15/2019	96745003	Midwest Tape	96745003 - Nov Feat DVDs	11.24
01/22/2019			Circ Receipts - L/D	-9.99
01/31/2019	1N6F-H7DY-JK...	Amazon Capital Services Inc	Anne DVDs	72.98
01/31/2019	1XL-Y-3T4G-GX...	Amazon Capital Services Inc	Anne DVDs	-17.00
01/31/2019	1N6F-H7DY-KJ...	Amazon Capital Services Inc	Grace & Frankie	40.00
01/31/2019	96830804	Midwest Tape	96830804 - Jan Feat DVDs	22.49
01/31/2019	96858288	Midwest Tape	96858288 - Jan Feat DVDs	942.56
Total 982.460 - DVD Feature				1,051.04
982.470 - DVD Non-Fiction				
01/31/2019	96858289	Midwest Tape	96858289 - Jan NF DVDs	74.71
Total 982.470 - DVD Non-Fiction				74.71
982.480 - Youth Video DVD				
01/01/2019	APAccrue1R		Amazon Capital Services	-29.96

Chelsea District Library

List of Checks for Board Approval

January 2019

02/13/19

Date	Num	Name	Memo	Amount
01/01/2019	APAccrue1R		Amazon Capital Services	-35.92
01/01/2019	APAccrue1R		Amazon Capital Services	-15.98
01/01/2019	APAccrue1R		Amazon Capital Services	-28.92
01/01/2019	APAccrue1R		Amazon Capital Services	-75.82
01/01/2019	APAccrue1R		Amazon Capital Services	-17.96
01/03/2019	1NRF-N3XT-N...	Amazon Capital Services Inc	Youth Video	29.96
01/03/2019	1P6D-MTMJ-K...	Amazon Capital Services Inc	Youth Video	35.92
01/03/2019	1HMY-NFVP-H...	Amazon Capital Services Inc	Youth Video	15.98
01/03/2019	14M7-XNFF-L7...	Amazon Capital Services Inc	Youth Video	28.92
01/03/2019	1MNT-J9CG-R...	Amazon Capital Services Inc	Youth Video	75.82
01/03/2019	1CRT-674H-7P...	Amazon Capital Services Inc	Youth Video	17.96
Total 982.480 · Youth Video DVD				0.00
982.490 · Videogames				
01/01/2019	APAccrue1R		Amazon Capital Services	-48.00
01/01/2019	APAccrue2R		KeyBank Credit Card	-249.91
01/01/2019	APAccrue2R		KeyBank Credit Card	-17.98
01/03/2019	1P9R-YRKD-T...	Amazon Capital Services Inc	Youth Video	48.00
01/16/2019	01092019ST	Keybank	Gamestop - Video Games	249.91
01/16/2019	01092019ST	Keybank	Gamestop - Video Games	17.98
Total 982.480 · Videogames				0.00
Total 982.400 · Non Print				1,210.31
982.500 · Local History Preservation				
982.510 · Local History Preservation				
01/03/2019	18172	Such Media, Inc	Digitize 8500 Slides - Balance on Delivery	1,913.63
Total 982.510 · Local History Preservation				1,913.63
Total 982.500 · Local History Preservation				1,913.63
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
01/01/2019	APAccrue1R		Baker & Taylor - Adult Large Print	-55.64
01/03/2019	2034220381	Baker & Taylor-Adult Large Print	2034220381	55.64
01/31/2019	2034266750	Baker & Taylor-Adult Large Print	2034266750	150.79
Total 982.710 · Adult Large Print				150.79
982.720 · Adult Print General				
01/01/2019	CircAccrueR		Accrue Circ Last 2 Days of 12/2018	24.95
01/01/2019	APAccrue1R		Baker & Taylor - Adult	-405.52
01/01/2019	APAccrue2R		Baker & Taylor Adult	-168.95
01/02/2019			Circ Receipts	-24.95
01/03/2019	2034203290	Baker & Taylor-Adult	2034203290	405.52
01/16/2019	2034227366	Baker & Taylor-Adult	2034227366	168.95
01/16/2019	2034247842	Baker & Taylor-Adult	2034247842	144.41

Chelsea District Library

List of Checks for Board Approval

January 2019

Date	Num	Name	Memo	Amount
01/31/2019	1N6F-H7DY-JK...	Amazon Capital Services Inc	Common Grill Cookbook	16.09
01/31/2019	1YW1-1RRG-F...	Amazon Capital Services Inc	Big Debt Crisis Book	33.06
01/31/2019	2034258284	Baker & Taylor-Adult	2034258284	655.06
01/31/2019	2034261805	Baker & Taylor-Adult	2034261805	432.66
01/31/2019	2034267428	Baker & Taylor-Adult	2034267428	459.61
01/31/2019	2034273531	Baker & Taylor-Adult	2034273531	409.88
Total 982.720 · Adult Print General				2,150.77
982.740 · Multiple Book Copies				
01/31/2019	2034258067	Baker & Taylor Books Adult Multiples	2034258067	86.20
Total 982.740 · Multiple Book Copies				86.20
Total 982.705 · Adult Print				2,387.76
982.755 · Youth Print				
982.760 · Youth Print General				
01/01/2019	APAccrue1R	Baker & Taylor-Auto Yours Cats	Baker & Taylor - Auto Yours Cat	-51.84
01/01/2019	APAccrue1R	Baker & Taylor-Auto Yours Cats	Baker & Taylor - Auto Yours Cat	-18.71
01/01/2019	APAccrue1R	Baker & Taylor-Auto Yours Cats	Baker & Taylor - Auto Yours Cat	-7.62
01/01/2019	APAccrue1R	Baker & Taylor-Youth	Baker & Taylor - Youth	-10.71
01/01/2019	APAccrue1R	Baker & Taylor-Teen Fiction	Baker & Taylor - Teen Fiction	-148.87
01/01/2019	APAccrue1R	Baker & Taylor-Unlabeled	Baker & Taylor - Unlabeled	-6.64
01/01/2019	APAccrue2R	Baker & Taylor-Youth	Baker & Taylor Youth	-42.61
01/01/2019	APAccrue2R	Baker & Taylor-Teen Fiction	Baker & Taylor Teen Fiction	-61.21
01/03/2019	2034201244	Baker & Taylor-Auto Yours Cats	2034201244	51.84
01/03/2019	2034210785	Baker & Taylor-Auto Yours Cats	2034210785	18.71
01/03/2019	2034222779	Baker & Taylor-Auto Yours Cats	2034222779	7.62
01/03/2019	2034211058	Baker & Taylor-Youth	2034211058	10.71
01/03/2019	2034203221	Baker & Taylor-Teen Fiction	2034203221	148.87
01/03/2019	2034204135	Baker & Taylor-Unlabeled	2034204135	6.64
01/16/2019	2034245833	Baker & Taylor-Auto Yours Cats	2034245833	58.25
01/16/2019	2034251639	Baker & Taylor-Auto Yours Cats	2034251639	38.94
01/16/2019	2034236224	Baker & Taylor-Youth	2034236224	42.61
01/16/2019	2034227411	Baker & Taylor-Teen Fiction	2034227411	61.21
01/16/2019	2034247832	Baker & Taylor-Teen Fiction	2034247832	68.81
01/22/2019			Circ Receipts - L/D	-30.98
01/31/2019	2034275114	Baker & Taylor-Auto Yours Cats	2034275114	65.10
01/31/2019	2034254940	Baker & Taylor-Youth	2034254940	9.26
01/31/2019	2034277402	Baker & Taylor-Youth	2034277402	9.17
01/31/2019	CircAdjust		Lost/Damaged coded incorrectly	-16.99
Total 982.760 · Youth Print General				201.56
Total 982.755 · Youth Print				201.56
Total 982.700 · Print				2,589.32
982.800 · Collection Enhancement				

Chelsea District Library
List of Checks for Board Approval
 January 2019

02/13/19

Date	Numb	Name	Memo	Amount
01/31/2019	982.820 - Youth Enhancement			
01/31/2019	2034254940	Baker & Taylor-Youth	2034254940	137.82
01/31/2019	2034277402	Baker & Taylor-Youth	2034277402	11.76
	Total 982.820 - Youth Enhancement			149.58
	Total 982.800 - Collection Enhancement			149.58
	Total 982 - Collection Expense			6,150.72
	TOTAL			95,874.81

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

	Jan 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
402 · District Revenue	594,401	1,794,219	(1,199,818)	33%
540.100 · State Aid	0	10,000	(10,000)	0%
574.100 · Penal Fines	0	20,000	(20,000)	0%
607.100 · Non-Resident Fees	564	6,000	(5,436)	9%
645.100 · Copiers & Printers	65	7,000	(6,935)	1%
655.100 · Circulation Fines	1,772	22,000	(20,228)	8%
665.100 · Interest	30			
666.100 · Investment Earnings	61	45,000	(44,939)	0%
666.500 · Investment Change in Value	12,063			
674 · Contribution & Donation-Public	7,740	20,590	(12,850)	38%
675 · Donations Private	10,000	6,000	4,000	167%
Total Income	626,696	1,930,809	(1,304,113)	32%
Gross Profit	626,696	1,930,809	(1,304,113)	32%
Expense				
701 · Personnel Expenses	43,209	1,141,773	(1,098,564)	4%
727 · Supplies	1,347	22,050	(20,703)	6%
801 · Professional Services	11,856	100,306	(88,450)	12%
803 · Maintenance Service Contracts	12,334	129,929	(117,595)	9%
850 · Telecommunications	(1,775)	37,400	(39,175)	(5%)
880 · Promotional Materials	2,863	62,851	(59,988)	5%
884 · Programming	1,937	114,395	(112,458)	2%
885 · Volunteer	0	2,400	(2,400)	0%
920 · Utilities	0	56,550	(56,550)	0%
960 · Board & Director Expense	0	3,200	(3,200)	0%
965 · Automation Services	13,163	42,795	(29,632)	31%
967 · Equipment	735	25,000	(24,265)	3%
969 · Continuing Education Expenses	2,554	25,000	(22,446)	10%
980 · Capital Expense	1,500	174,866	(173,366)	1%
982 · Collection Expense	6,151	175,369	(169,218)	4%
Total Expense	95,874	2,113,884	(2,018,010)	5%
Net Ordinary Income	530,822	(183,075)	713,897	
Other Income/Expense				
Other Expense				
999.001 · Transfer to Capital Improvement	0	(57,057)	57,057	0%
999.002 · Transfer to Capital Reserve Fun	0	(2,900)	2,900	0%
999.025 · Carry from General Fund	0	(123,118)	123,118	0%
Total Other Expense	0	(183,075)	183,075	0%
Net Other Income	0	183,075	(183,075)	0%
Net Income	530,822	0	530,822	100%

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

Updated through 2/13/2019

	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
Ordinary Income/Expense																
Income																
402 - District Revenue	929,849	337,548	332,180	46,253	2,398	60,838	(280)	29,092	197	0	(300)	0	1,737,440	1,719,298	18,142	101%
501.001 - Grants	300	0	0	0	0	0	0	0	0	0	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	158	158	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	(1,515)	(1,318)	100	(1,418)	(1,318%)
666.100 - Investment Earnings	38	44	3,541	1,239	18,196	2,985	683	899	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	3,069	14,099	(18,475)	0	(3,650)	92%
674 - Contribution & Donation-Public	8,605	380	2,600	200	850	8,170	14,525	2,430	500	165	145	750	39,320	42,970	(3,650)	92%
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	18,988	1,877,207	1,875,118	2,089	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	18,988	1,877,207	1,875,118	2,089	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	126,753	1,074,123	1,088,117	(13,994)	99%
727 - Supplies	1,872	1,194	1,470	1,171	978	632	1,981	901	1,914	1,388	1,298	6,231	21,030	23,400	(2,370)	90%
801 - Professional Services	12,397	3,232	4,364	18,673	13,628	1,942	1,712	1,442	1,363	1,336	1,353	3,784	65,224	65,431	(207)	100%
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	20,875	131,966	134,240	(2,274)	98%
880 - Telecommunications	(953)	1,536	4,324	2,111	1,560	1,667	4,823	1,973	2,033	4,197	5,045	5,164	33,480	34,250	(770)	98%
880 - Promotional Materials	3,213	8,075	1,579	3,230	8,502	3,569	2,936	11,291	1,319	601	2,854	8,375	55,544	60,040	(4,496)	93%
884 - Programming	2,069	15,869	5,695	5,851	15,031	6,111	13,221	10,741	9,105	3,124	2,557	3,650	93,024	99,966	(6,942)	93%
885 - Volunteer	60	0	728	0	45	0	18	0	0	0	0	1,359	2,210	2,300	(90)	96%
920 - Utilities	0	4,897	4,484	4,267	4,119	4,289	4,962	5,813	5,755	5,771	3,802	8,157	56,316	58,300	(1,984)	97%
960 - Board & Director Expense	33	116	47	116	267	0	97	31	669	479	395	271	2,521	3,800	(1,279)	66%
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%
987 - Equipment	613	1,632	1,499	1,330	1,514	7,422	4,168	980	755	5,954	1,385	2,928	30,180	30,500	(320)	99%
989 - Continuing Education Expenses	3,535	2,067	788	3,921	2,913	55	553	1,829	1,718	1,720	284	2,955	22,338	25,626	(3,288)	87%
990 - Capital Expense	6,150	0	0	4,351	27,266	4,320	21,773	0	5,089	0	0	6,823	75,782	76,519	(737)	99%
982 - Collection Expense	23,952	7,924	8,212	11,377	11,974	9,860	15,538	14,906	5,000	8,792	27,376	19,987	164,898	172,033	(7,135)	96%
Total Expense	129,294	141,914	165,107	151,155	187,111	133,408	177,080	181,348	120,712	125,200	144,132	217,312	1,873,773	1,923,417	(49,644)	97%
Net Ordinary Income	799,428	192,873	178,752	103,803	(161,695)	(60,935)	(163,702)	(115,614)	(121,878)	(120,859)	(120,809)	(198,324)	3,434	(48,298)	51,733	
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	20,401	(20,401)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	(48,298)	48,298	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	48,298	(48,298)	0%
Net Income	799,428	192,873	178,752	103,803	(161,695)	(60,935)	(163,702)	(115,614)	(121,878)	(120,859)	(120,809)	(198,324)	3,434	0	3,434	100%

Chelsea District Library

Profit & Loss Prev Year Comparison

January 2019

Ordinary Income/Expense

Income

402 · District Revenue	594,400.51	929,949.04	-335,548.53	-36.08%
501.001 · Grants	0.00	300.00	-300.00	-100.0%
607.100 · Non-Resident Fees	563.50	803.20	-239.70	-29.84%
645.100 · Copiers & Printers	64.50	588.05	-523.55	-89.03%
655.100 · Circulation Fines	1,772.02	1,498.12	273.90	18.28%
665.100 · Interest	29.89	23.48	6.41	27.3%
666.100 · Investment Earnings	60.60	37.99	22.61	59.52%
666.500 · Investment Change in Value	12,063.28	-13,081.55	25,144.83	192.22%
674 · Contribution & Donation-Public	7,740.00	8,605.00	-865.00	-10.05%
675 · Donations Private	10,000.00	0.00	10,000.00	100.0%
Total Income	626,694.30	928,723.33	-302,029.03	-32.52%

Gross Profit

Expense

701 · Personnel Expenses	43,208.74	50,296.25	-7,087.51	-14.09%
727 · Supplies	1,346.63	1,872.48	-525.85	-28.08%
801 · Professional Services	11,856.37	12,396.68	-540.31	-4.36%
803 · Maintenance Service Contracts	12,334.42	11,256.24	1,078.18	9.58%
850 · Telecommunications	-1,775.49	-953.34	-822.15	-86.24%
880 · Promotional Materials	2,863.44	3,212.53	-349.09	-10.87%
884 · Programming	1,937.26	2,068.80	-131.54	-6.36%
885 · Volunteer	0.00	60.32	-60.32	-100.0%
920 · Utilities	0.00	0.00	0.00	0.0%
960 · Board & Director Expense	0.00	32.96	-32.96	-100.0%
965 · Automation Services	13,163.41	14,801.28	-1,637.87	-11.07%
967 · Equipment	735.43	612.69	122.74	20.03%
969 · Continuing Education Expenses	2,553.88	3,535.18	-981.30	-27.76%
980 · Capital Expense	1,500.00	6,150.00	-4,650.00	-75.61%
982 · Collection Expense	6,150.72	23,951.72	-17,801.00	-74.32%

Total Expense

Total Expense	95,874.81	129,293.79	-33,418.98	-25.85%
Net Ordinary Income	530,819.49	799,429.54	-268,610.05	-33.6%
Net Income	530,819.49	799,429.54	-268,610.05	-33.6%

CHELSEA DISTRICT LIBRARY

Fund Balances

January-19

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
\$97,844.37	\$357,689.54	\$455,533.91
\$0.00	\$0.00	\$0.00
\$678.19	-\$678.19	\$0.00
<u>\$98,522.56</u>	<u>\$357,689.54</u>	<u>\$455,533.91</u>

Ameriprise Account

Fixed Income Fund

Money Market Fund

Investment Partners Total

\$1,405,303.97	\$12,123.88	\$1,417,427.85
\$0.00	\$0.00	\$0.00
<u>\$1,405,303.97</u>	<u>\$12,123.88</u>	<u>\$1,417,427.85</u>

Total General Fund

<u>\$1,503,826.53</u>	<u>\$369,813.42</u>	<u>\$1,872,961.76</u>
-----------------------	---------------------	-----------------------

Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$277,655.93</u>	<u>\$201,349.86</u>	<u>\$479,005.79</u>
---------------------	---------------------	---------------------

Chelsea District Library Investment Account

As of 01/31/2019

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
1/31/2019	1,417,428
Invested	1,077,957
Increase 6/2009 – 12/31/2017	327,347
2019 Change (Current Year)	12,124
Withdrawal / Deposit	0

Investment Distribution

Fund	Value
Capital Reserve Fund	867,700
Capital Improvement Fund	42,943
General Fund from Investment	167,314
Investment Services Fund	339,471
(Interest - Fees + Change in Value)	1,417,428

Note: 2019 Budget moves \$57,057 from Capital Improvement Fd to General Fd

Note: 2019 Budget moves \$22,100 from General Fund to Capital Reserve Fund

Note: 2019 Budget moves \$25,000 from Capital Reserve Fund to General Fund

Note: Fund Adjusts entered 2/12/2019

Report for 01/31/2019

Chelsea District Library Investment Account
As of 01/31/2019
Ameriprise

327347

Chelsea District Library Cash Flow 2019

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$98,523	\$677,344	\$886,621	\$1,070,903	\$960,896	\$756,517	\$685,468	\$530,191	\$368,842	\$236,999	\$101,157	(\$64,442)	\$98,523
Total income	\$788,839	\$369,004	\$366,572	\$60,256	\$6,463	\$79,029	\$19,904	\$66,792	\$4,238	\$5,504	\$3,315	\$115,893	\$1,885,809
Total expenditures	\$210,018	\$159,727	\$182,291	\$170,263	\$210,842	\$150,078	\$175,180	\$228,141	\$136,081	\$141,346	\$168,914	\$181,003	\$2,113,884
Net cash flow	\$578,821	\$209,277	\$184,281	(\$110,007)	(\$204,379)	(\$71,049)	(\$155,277)	(\$161,350)	(\$131,843)	(\$135,842)	(\$165,598)	(\$65,110)	(\$228,075)
Ending balance	\$677,344	\$886,621	\$1,070,903	\$960,896	\$756,517	\$685,468	\$530,191	\$368,842	\$236,999	\$101,157	\$64,442	(\$129,552)	(\$129,552)

Income													
Total income	\$517,917	\$639,926	\$366,572	\$60,256	\$6,463	\$79,029	\$19,904	\$66,792	\$4,238	\$5,504	\$3,315	\$115,893	\$1,885,809
Other income P-P-1 S-P-P													

Expenditures													
Total Expense	\$160,906	\$159,727	\$182,291	\$170,263	\$210,842	\$150,078	\$175,180	\$228,141	\$136,081	\$141,346	\$168,914	\$181,003	\$2,064,772
Other													

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$98,523	\$455,534	\$935,733	\$1,120,014	\$1,010,007	\$805,629	\$734,580	\$579,303	\$417,954	\$286,111	\$150,269	(\$15,330)	\$98,523
Total income	\$527,917	\$639,926	\$366,572	\$60,256	\$6,463	\$79,029	\$19,904	\$66,792	\$4,238	\$5,504	\$3,315	\$115,893	\$1,885,809
Money Market Flow												\$0	\$0
Expenditures	\$160,906	\$159,727	\$182,291	\$170,263	\$210,842	\$150,078	\$175,180	\$228,141	\$136,081	\$141,346	\$168,914	\$181,003	\$2,064,772
Net cash flow	\$357,011	\$480,199	\$184,281	(\$110,007)	(\$204,379)	(\$71,049)	(\$155,277)	(\$161,350)	(\$131,843)	(\$135,842)	(\$165,598)	(\$65,110)	(\$178,963)
Ending balance	\$455,534	\$935,733	\$1,120,014	\$1,010,007	\$805,629	\$734,580	\$579,303	\$417,954	\$286,111	\$150,269	(\$15,330)	(\$80,440)	(\$80,440)

\$ 600,000 to money market 03/17
add back as needed

Other Income	Process	Location
\$57,057	Capital Improvement Funds - add when transferred	Investment Account
\$45,000	Investment Interest - add when transferred	Investment Account
-\$2,900	Capital Reserve FundsNet	Investment Account
\$123,118	Money from 2017 Budget - included in Balance Fwd	Checking Account

Chelsea District Library Donation and Restricted

January 2019

	Jan 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation-Public			
674.110 · Designated Adult Programming	1,000	6,250	(5,250)
674.111 · Designated Youth Programming	500	6,500	(6,000)
674.112 · Designated Music Focus Programs	2,000	4,000	(2,000)
674.120 · Undesignated Donation	400		
674.141 · Designated Technology	3,000	3,000	0
674.200 · Friends of the Library Donation	840	840	0
Total 674 · Contribution & Donation-Public	7,740	20,590	(12,850)
675 · Donations Private			
675.100 · Community Found Southeast MI	10,000	5,000	5,000
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
Total 675 · Donations Private	10,000	6,000	4,000
Total Income	17,740	26,590	(8,850)
Gross Profit	17,740	26,590	(8,850)
Expense			
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WiFi Hot Spots - Restricted	0	3,000	(3,000)
Total 850.300 · TLN Internet Service	0	3,000	(3,000)
Total 850 · Telecommunications	0	3,000	(3,000)
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	0	3,000	(3,000)
884.953 · Youth Prog Rest Chelsea Ed Foun	501	1,000	(499)
Total 884.211 · Authors in Chelsea	501	4,000	(3,499)
Total 884.210 · Youth Speakers	501	4,000	(3,499)
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	0	1,000	(1,000)
884.962 · Music in the Air - Restricted	0	3,000	(3,000)
Total 884.400 · Music Focus	0	4,000	(4,000)
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	0	6,000	(6,000)
Total 884.500 · Artist In Residence	0	6,000	(6,000)
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	0	1,500	(1,500)
884.912 · Adult Prog Rest Gifts General	0	520	(520)
884.913 · Adult Prog Rest Gifts SRP	0	850	(850)
884.914 · Adult Prog Rest Gifts MWest LW	0	3,000	(3,000)
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
Total 884.910 · Adult Programming Restricted	0	6,870	(6,870)

Chelsea District Library
Donation and Restricted
January 2019

	<u>Jan 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
884.920 • Youth Programming Restricted			
884.921 • Youth Prog Rest Gifts Genl	0	1,000	(1,000)
884.923 • Youth Prog Rest Gifts SRP	200	2,500	(2,300)
Total 884.920 • Youth Programming Restricted	<u>200</u>	<u>3,500</u>	<u>(3,300)</u>
Total 884 • Programming	<u>701</u>	<u>24,370</u>	<u>(23,669)</u>
969 • Continuing Education Expenses			
969.600 • Staff Training			
969.940 • Staff Appreciation - Restricted	0	840	(840)
Total 969.600 • Staff Training	<u>0</u>	<u>840</u>	<u>(840)</u>
Total 969 • Continuing Education Expenses	<u>0</u>	<u>840</u>	<u>(840)</u>
Total Expense	<u>701</u>	<u>28,210</u>	<u>(27,509)</u>
Net Ordinary Income	<u>17,039</u>	<u>(1,620)</u>	<u>18,659</u>
Net Income	<u><u>17,039</u></u>	<u><u>(1,620)</u></u>	<u><u>18,659</u></u>

DIRECTOR'S REPORT

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

Staff News

Staff work anniversaries for the month of January:

- Adult Librarian Sarah Conrad – one year on January 2nd
- Administrative Assistant Chris Berggren – two years on January 3rd
- Library Assistant Susan Ogden – three years on January 5th
- Youth/Teen Librarian Jessica Zubik – five years on January 13th
- Head of Marketing Patty Roberts – five years on January 20th

Welcome new Youth/Teen Librarian Stacey Comfort!

Stacey comes to us after many years working as a Youth Reference Librarian at Dexter District Library and an Adult and Children's Substitute Reference Librarian at Farmington Community Library. In her spare time, she is involved in Michigan History Day and has been a reviewer for both *Library Journal* and *Booklist*. Stacey comes to us with an excellent understanding of good customer service and a drive to provide innovative programming for youth and teens. I am sure she will be a wonderful addition to our team. Stacey's first day will be February 11th.

Adult Librarian Sarah Conrad Leaving CDL

It is with mixed emotions that I inform you that Adult Librarian Sarah Conrad will leave CDL to pursue a career as an archivist in Maryland. While I am thrilled for her as she has trained for this profession and archival work is her passion, I will miss the extraordinary talents and skills she brought to her role here at the Chelsea District Library. Sarah's last day here at CDL will be February 8th.

All Staff Meetings

We're shaking things up on the all staff meeting front. We use our monthly staff meetings for training (fire and tornado, active shooter, etc.), enrichment, and education. The meetings are an opportunity to share updates on programming, facilities, and policies. We also use these meetings to provide much-needed department time. Traditionally, we have met on the Friday following the board meeting at 8:30 a.m. We are experimenting with a more flexible schedule this year to accommodate staffing with three of the monthly meetings (April, July, and October) taking place on Wednesdays at noon. All other monthly meetings will take place on Friday at 8:30 a.m.

Word of Mouth Marketing for February

Authors in Chelsea

Authors in Chelsea returns for its 10th year and will feature Dori Hillestad Butler, Cynthia Lord, and Shelley Pearsall. Authors will visit classrooms at North Creek, South Meadows, and Beach Middle Schools March 12-13. An Evening with Authors will take place on Tuesday, March 12th at 6:30 p.m. at the Washington Street Education Center. Join us for author talks, a kids' Q&A, and book signing. Books will be available for purchase at the event courtesy of Just Imagine. This event is free and open to the public. (The first 20 families to arrive will receive a coupon for a free book from the Just Imagine's table in the lobby.)

Festival of Tables

CDL will once again participate in the Festival of Tables on Saturday, February 23rd as one of the twenty theme-decorated tables. This year, we are all about Flower Power and the 1960s. At the luncheon at St. Mary's Church, attendees will vote for their favorite tables. A Friday evening preview will be available from on February 22nd from 5 -7 pm. This preview is open to the public and provides another opportunity to vote on favorite tables. Proceeds from the event will support senior transportation programs coordinated by the Chelsea Senior Center. Thank you in advance for your support of the CDL table!

2018 Year-End Performance Indicators Highlights

E-book/E-audio circulation	25,109 (up 31% from 2017)
Garage item circulation	469 (up 22% from 2017)
Hotspot circulation	251 (up 41% from 2017)
Person per Program/Visit	35 (compared to 2017's 29)
WiFi Data Usage	26,407 GB (up 11% from 2017)
Lyndon Township WiFi	Up 5,263% from 2017
Lima Township WiFi	Up 112% from 2017
Sylvan Township WiFi	Up 44% from 2017

Out and About – January 2019

- Attended St. Louis Center to discuss programming– January 10
- Attended Rotary meetings – January 8, 29
- Attended Lunch & Learn hosted by Howdy Holmes– January 14
- Attended League of Women Voters Meeting on Centennial Celebration of 19th Amendment – January 16
- Attended Washtenaw Reads Author Event – January 16 (welcome and introduction)
- Attended The Library Network board meeting – January 17
- Attended and facilitated SASUG meeting– January 24
- Attended CDL Friends Annual Meeting – January 26

Looking Ahead to February 2019

- Meet with Wendy Brightman, President UMRC Foundation, and staff from AIM High School – February 6
 - Festival of Tables of February 23
 - Sculpture Walk Jury meeting – February 27
 - SASUG meeting – February 28
-
-

Strategic Plan 2017-19 Update

Goal progress from January 2019 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.

- Design Think begins implementation – collections and shelving moved; 2nd floor reference desk cut down and moved

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

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

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

- Hot Reads for Cold Nights will be featured on Zou Zou's coffee sleeves in January 2019
- CDL participation in Washtenaw Reads and in author evening at Rackham
- Begin working with LWV and other countywide organizations on 19th Amendment Centennial

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

Work with Waterloo Natural History Association and Eddy Discover Center to create a birding article for spring newsletter which includes local birding hotspots and highlights CDL's bird-related collections

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

- Working with CSD tech department to update CDL logo and link on their new website
- Worked with Reading Specialist, Andrea Bavineau at South Meadows Elementary to promote CDL winter reading program Hot Reads for Cold Nights

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

- Began offering monthly teen VR programs

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

- Begin working with LWV and other countywide organizations on 19th Amendment Centennial

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

- Discussions with Chamber about publicizing nontraditional collection at Palmer Commons

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

Chelsea District Library Performance Dashboard Jan 2019

* YtD = Year to Date

	Jan-19	2018 YtD	2019 YtD	% change from last YtD
Circulation - Total	23392	24343	23392	-3.91%
Items	20548	22077	20548	-6.93%
E-books/E-audio	2312	1925	2312	20.10%
E-magazines	401	180	401	122.78%
Non-Traditional	39	31	39	25.81%
Hotspots	33	32	33	3.13%
Deposit Collection Circulation	59	98	59	-39.80%
Self-Check Items - Total	2270	2273	2270	-0.13%
New Cards - Total	79	68	79	16.18%
Reference Desk Interactions - Total	1989	2015	1989	-1.29%
Outside Group Room Rentals	13	16	13	-18.75%
Engagement - Total	1546	1656	1546	-6.64%
Youth Program Attendance	239	261	239	-8.43%
Adult Program Attendance	65	141	65	-53.90%
Teen Program Attendance	44	9	44	388.89%
General Program Attendance	95	182	95	-47.80%
Outreach -- Youth	717	997	717	-28.08%
Outreach -- Teen	0	0	0	NA
Outreach -- Adult	33	44	33	-25.00%
Awareness Opportunities	330	0	330	NA
Homebound Visits	23	22	23	4.55%
Programs/Visits Offered - Total	40	53	40	-24.53%
Youth	15	20	15	-25.00%
Adult	7	13	7	-46.15%
Teen	6	3	6	100.00%
General	1	3	1	-66.67%
Outreach -- Youth	5	8	5	-37.50%
Outreach -- Teen	0	0	0	NA
Outreach -- Adult	5	6	5	-16.67%
Awareness Events	1	0	1	NA
Door Count - Total	11902	12828	11902	-7.22%
WiFi Data Usage (GB) - Total	2610.62	3232.101	2610.62	-19.23%
Library Internal Public WiFi	667.74	845.51	667.74	-21.03%
Total Hotspot WiFi	1942.88	2386.591	1942.88	-18.59%
Lyndon Twp Hotspot	55.09	195.05	55.09	-71.76%
Lima Twp Hotspot	0.11	6.177	0.11	-98.22%
Sylvan Twp. Hotspot	3.42	4.74	3.42	-27.85%
Mobile Beacon Hotspots	659.73	1509.79	659.73	-56.30%
Hotspots available for checkout.	1224.53	670.834	1224.53	82.54%
Computer Usage/Sessions - Total	6765	7964	6765	-15.06%
Workstations	941	1204	941	-21.84%
Workstations	5824	6760	5824	-13.85%
Website Stats				NA
Website Sessions	10856	10313	10856	5.27%
Website Users	6610	6200	6610	6.61%

**Chelsea District Library
Assistant Director's Report
Jan. 2019**

Facility

We hit the ground running this year with planned maintenance on our HVAC pumps and filters- just in time for some very cold weather!

We also had some much needed repair on the brick wall in the McKune basement and some tuck pointing done on the exterior foundation. Both had been worked on as part of the 2006 renovation but not done correctly and as a result, the brick was deteriorating. A&R Stone, who mounted the banner hardware into our stone and brick exteriors, came back to repair the wall and do the tuck pointing the way it should have been done the first time around. It took the better part of a week.

Our Design Think project is off to a great start with Johnson Controls actually completing the airflow to the new study room by the end of December. Creative Windows was here to do final measurements for the blinds and Jaco Electric was out to see what will be needed to get electrical up in the ceiling for the blinds. Library Design Associates (LDA) also put us on their schedule in January and was able to accomplish quite a lot of the changes on the second floor, including reducing and moving the reference desk, moving the Garage shelving to its new location behind the reference desk, removing shelving from the new study room area and installing it in its new location right outside the elevator, and moving shelving from Teenspace to its new location in the "spine" area just outside Teenspace. LDA also removed the old paperback area shelving from the NW wall of the spine in preparation for the new (recycled) granite computer counter to be installed in February. And last but not least, they re-installed the computer counter in Teenspace and inset the legs on the booth table to better facilitate sitting up to the table. *Still to come:* Trendwall and carpet have been ordered with installation estimated in early to mid-March; fabric lounge chairs on second floor to be reupholstered; new lounge chairs with tablets to be ordered for Teenspace; new café height chairs to be ordered for the café table at the north end of spine; lounge chairs in Kidspot to be reupholstered; kids computer table to be replaced with revamped youth table; and the youth reference desk reduced in size. It's going to be a busy (but fun) February and March!

Volunteers

We had 129 non-book sale hours this month and 200.5 book sale hours.

Programming/Strategic Plan/Outreach/HR

I had a great opportunity to attend the Symposium on the Future of Libraries as part of the annual ALA Mid-Winter meeting in Seattle this month. Not only did I attend some thought-provoking sessions on topics about leadership, social innovation, intellectual freedom, and the spread of misinformation, I was re-energized by some amazing speakers that included Melinda Gates, Rick Steves, Sylvia Acevado (a former rocket scientist who is now CEO of the Girl Scouts), Robin DiAngelo (an author, trainer and consultant on racial and social justice), and Isha Sesay, the former CNN reporter who broke the story of the Chibok school girls kidnapped by Boko Haram in 2014. All very powerful, inspirational presentations! And one highlight was the screening of a new movie directed by Emilio Estevez called "The Public" about homeless men who takeover a public library in Cincinnati during a bitter cold night when all the shelters are full. Mr. Estevez was in attendance and took questions from the audience. Don't miss it when it hits theaters in April!

Respectfully submitted-

Linda Ballard, Assistant Director

Chelsea District Library
Volunteer Hours 2018[illegible]

January Program Information

Date	Event	Attendance
Adult Programming (7 Programs, 65 Attendees)		
1/7	VR for Adults	7
1/8,22	Computer Training 1:1	2, 1
1/8	Reading Glasses	15
1/9	Place That Face	14
1/10	ABCs of Washtenaw Literacy (Washtenaw Reads)	17
1/21	MLK Day: A Raisin in the Sun (Washtenaw Reads)	9
Youth Programming (15 Programs, 239 Attendees)		
1/8,15,22	Babytime	24,12,21
1/9,16,23	Preschool Storytime	5,4,6
1/10	READ to Library Dogs	7
1/10,17,24	Toddler time	26,39,18
1/11	Homeschool Meetup	8
1/14	Minecraft Monday	11
1/19	Kinderconcert	40
1/22	Tween Book Club	8
1/29	Teddy Bear Sleepover Evening Storytime	10
Teen Programming (6 Programs, 44 Attendees)		
1/3,17	That Thursday Thing: Spheros, Miracle Berry	8,7
1/4,11,25	Skynet Junior Scholars	7,9,8
1/4	VR Teen Experience	5
General Programming (1 Programs, 95 Attendees)		
1/13	Percussion Ensembles	95
Outreach (Adult 5/33, Teen 0/0, Youth 5/717 , Awareness 1/330)		
1/3(Y)	VR at Community Center Days	36
1/9 (Y)	Walk to School Wednesdays	3
1/8 (Y)	Storytime: Special Needs	4
1/10,17 (A)	Book Clubs: Silver Maples, Pines	14, 9
1/10,15 (A)	Computer Training & iPad Outreach at CRC Campus	4,3,3
1/16 (Awar)	Michelle Kuo (Washtenaw Reads)	330
1/25 (Y)	Authors in Chelsea Outreach: NCE, SME	164,510
1/31 (A)	Downloadables at Silver Maples	6
*Denoted Strategic Plan Initiative		
(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach (Awar) Denotes Awareness Events		

*Please note we had several program cancellations due to building closure because of inclement weather. This impacted the number of programs offered and our reference statistics for Jan. 2019.

Services	Jan. 2019	Jan. 2018
Reference Questions	1,989	2,015
Homebound & Deposit Book Deliveries	23	22
OCLC Interlibrary Loan	12	13

Keegan Sulecki, Head of Information Services

January was a busy month as we filled staff vacancies and began work on some of our larger signature programs for later in the year. In terms of staff I reviewed applications for our Full-time Youth & Teen Position and selected candidates to interview. Shannon and Edith were a part of the interview team and we are happy to welcome Stacey Comfort to our staff starting on Feb. 11. Unfortunately, we also learned that Full-time Adult Librarian Sarah Conrad will be leaving us for a new position as an archivist out of state. We will miss and wish her all the best. We will be posting to replace her position in early February. In the meantime, I spoke with Sarah about helping wrap up some of our beginning of the year local history tasks such as ordering our CHS yearbook for this year and helping sort last year's local newspapers to drop off for digitization. I will drop these off at Graphic Sciences in February.

In January I also completed Intervention Tables for 5 Healthy Towns' grant process for a project that involves installing a storybook train in Baker Preserve. Should this project get funded, it will bring a unique services to Lima Township and be the start of a great partnership with Washtenaw County Parks & Recreation. It may also be a model we could use in some of our other townships.

Authors in Chelsea is coming up in March. Since Jessica is on leave I arranged to stand in to do visits the 19 classrooms at South Meadows elementary to drop off sets of Cynthia Lord's books and to give brief talks to each of the classes. I also reached out to schedule a second visit at South Meadows for late February. Midwest Literary Walk is also coming up in April and I arranged for Shannon and I to meet with Literati to discuss their ongoing partnership and check in. Summer might seem a long ways off, but I placed an order for t-shirts, posters, and banners so those items will arrive in time.

Other tasks include reviewed Homework Help Now statistics and talking about resources available in the Scholastic Teachable database we have been reviewing. I also places orders and checked those items in for Jessica in her absence and stood in for our teen collection as well. Finally, I did set up a meeting with Jim Alford to discuss this year's Veterans Day, but unfortunately we had to postpone due to weather.

Shannon Powers, Adult Information Services Librarian

Despite unusual weather, January was a full month, with several unique tasks: I had the opportunity to speak with the Chelsea Chapter of PEO, a woman's organization that supports funding for education. I presented on the skills and responsibilities of adult services librarians, and specifically focused on CDL services such as the Midwest Literary Walk, CDL Delivers, Top 5, and other programs. Due to maternity leave for one of our youth librarians, I also served on the hiring committee for the newest Youth and Teen Services Librarian. On the programming front, I prepped for the winter quarter CDL Top 5, and continued work on the Midwest Literary Walk, including sending out author contracts, writing author bios, and updating the Lit Walk website, and creating and delivering posters for our Lit Walk auxiliary events, Open Mic and the After Hours book club, to Serendipity books. Keegan and I also met with the marketing department to coordinate print and digital promotion schedules for Lit Walk, and met with representatives from Literati Bookstore, the bookseller for the Walk, to coordinate promotion and marketing material distribution. Other programming included my regular book club, Place that Face, and helping plan and host the AfterHours Retro Recess program. As our local history librarian Sarah Conrad has resigned, I spent time reviewing the local history collection, both analog and digital, and learning the new system for creating accession numbers and updating finding aids. Sarah and I also discussed changes to procedures for preparing the collections on Biblioboard and for our Place that Face program. Book delivery remained strong, with a new patron signing up, and one inactive patron resuming services. I contacted nearly a dozen potential patrons who expressed interest in the book delivery program during

one of Terri Lancaster's visits to the retirement community buildings, and hope to sign up more patrons in need of this unique service.

Laura Brown, Adult Information Services Librarian

Hot Reads for Cold Nights has been very popular, as can be seen by the number of review stars on the upstairs display. It's been a fun challenge to keep the number of stars stocked. I added signage for the program downstairs by the youth new book area and by the display area where the former holiday books were held to alert patrons about this program who don't always make it upstairs. This has encouraged additional program sign-ups. Another popular display this month was the Michigan Notable Book display I created to educate patrons about this important book honor through the Library of Michigan. I ordered books we may have missed that were honored this year, as well as displaying those from years' past. We had a great discussion of *My Italian Bulldozer* by Alexander McCall Smith at the Silver Maples bi-monthly book club. Residents shared personal stories of their Italian travels. The book became very popular through word of mouth at Silver Maples—more than 23 people read it, with book club copies being shared by many residents.

I attended the Washtenaw Reads speaker talk by Michelle Kuo held at U of M's Rackham Auditorium. Over 300 people attended and enjoyed Kuo's heart-felt talk. After the event, I worked with Virginia to update CDL's large poster displayed with the books. At one point, all 65 books CDL bought of *Reading with Patrick* were checked out by our patrons, a great testament to the love of reading and discourse in our community. I hosted our partner program for Washtenaw Reads, *ABC's of Washtenaw Literacy*, where Washtenaw Literacy gave a great presentation for how people can volunteer to help folks learn to read.

CDL's new upstairs space has made it easier for reference librarians to work now that the desk is more centrally located. I created signage to the new book area as we await the new endcaps. The business reference collection is now integrated into the regular non-fiction collection, which gave me a great opportunity to weed. I also did a significant weed to the adult graphics collection as it is now located where it was in years' past, in its own bay within the fiction collection. With Sarah leaving, I am now working with Shannon to keep up with our demand for inter-library loans. We are also working to train a local history volunteer(s) to upload Chelsea obituaries. Now that I'm in charge of ordering all Adult DVDs, it was helpful talking with Sam Rotroff, our MidWest Tape rep. As CDL's coordinator of federal and state tax forms, January meant organizing and stocking these important items. As of this writing, state forms had not come in but were expected soon.

Sarah Conrad, Adult Information Services Librarian

I did not expect January to be my last full month at CDL, however it was a productive last month. I had two programs related to our Washtenaw Reads book: the Reading Glasses book club meeting, and the MLK Day movie *A Raisin in the Sun*. The Reading Glasses program was especially well attended, and we had new faces to our normal book club crowd. This month I also received another box of newly scanned Guenther Photos from Such Media, which I have reviewed for quality and edited, and have created 4 slideshows for Place That Face using these photos. This month was a busy one for ILLs, we had 12 total! I finalized plans for our Harry Potter Escape Room and gave a small demo to Board Members at the January Meeting. This month I have also had time to work with our local history volunteers, especially Toni and some new teen volunteers, to go through new tasks to complete in our collections. I have finished re-organizing the local history cabinets in the basement so that we have a designated spot for

collection items as well as for supplies. When new shelving arrived for teen fiction books I assisted circ staff with moving these items to their new home. While bad weather meant we had to cancel our Chinese New Year Program, I have spoken with the presenter and she is very interested in finding another day in the future to have a similar program at the library. This month I also had 3 local history requests.

Edith Donnell, Youth & Teen Information Services Librarian

January was full of special experiences for children in our community, which meant that I was very busy! Skynet Junior Scholars restarted after a hiatus with a good number of new children excited about taking photographs with telescopes. The Percussion Ensembles concert was once again a special event, with amazing performances by students, alumnae and mentors, as well as original works being performed. At Tween book club, the kids and I argued the pros and cons of living underground after reading Gregor the Overlander. The Homeschool group and I met for a hike in the wintry woods and bogs of the Eddy Discovery Center. Kinder Concert drew 40 people to listen and dance to performances by piano and french horn. Babytimes were busy despite the cold weather, and Minecraft Monday kids challenged themselves to build mazes. I scheduled and rescheduled outreach events including school visits to drop of Authors in Chelsea books and inspire students and teachers to read books by Dori Hillestad Butler. I visited the special needs classroom and was ready to assist when they planned to come to the library, though they couldn't make it. I assisted with the interviewing of candidates for the open Youth Librarian position. In my spare time I addressed the collection, and ordered picture books, youth nonfiction, books with starred reviews, and cleaned and weeded holiday books and dvds. I worked two weekend desks shifts and spent 15-19 hours on desk each week. The other two weekends I was also at the library for programming (Percussion and Kinder Concert). Teen volunteering was up this month, with 8 teens helping out a total of 40 hours.

Technology

Summary of January 2019



From: Ron Andrews – Head of Technology

Technology Department – Monthly Summary January 2019

One of my early January meetings was with Lori and Melanie. We met with people at the St Louis Center to continue discussion about technology programming there. Lori and Melanie got a quick tour of the building and we discussed next steps for forming this partnership. As of this board report we are still waiting on setting a start date.

In working on moving our Computer Training 1:1 and Ancestry Aficionados into the Tech by Request service I have been spending many hours creating two new databases for us using our Caspio website. I am creating a database for persons to register for the TBR service and a database for the computer volunteers to register. Both databases are being setup to work together for me to quickly match a volunteer with a requestor. Melanie and I are also putting these on the library website shortly to test and hopefully roll out before the middle of February. Also as part of the transition I will be contacting all of our computer volunteers via email and asking them to enter their data into the new volunteer database and at the same time make sure that they are still interested in continuing their service. The final part of this puzzle will be hopefully setting up meetings with the IT departments at Washtenaw and Jackson Community Colleges to see about the possibilities of gaining computer volunteers from their student ranks. It is my hope that we can get them to offer in-service or internship credit for their volunteer who may help us.

Finally, I have been working on finalizing and revising a one-stop-statistical report for all of our electronic services (databases and downloadables). Melanie and I have been exploring a system in which we can capture our Michigan Electronic Library database session statistics. The system is called EzProxy and we are in the midst of doing some tweaking of resources to get it working. It will also require us to update all of the MeL urls on our webpages. In return our goal is to not require our users to enter a library card or driver's license number outside of the library as long as they go through the library website.

Technology Projects

- Creating Caspio databases and reports for the Tech By Request services using online creation tool. Melanie will be helping me to transfer it to the library website.
- Assisted Melanie in finishing five Teen laptops for usage in the second floor Teen Area. We will be adding 2 more desktop computers to the new table area that has been restored to its original area.
- Melanie and I moved the Self-Check station and the LDS scanning machine on the second floor to accommodate the changes from DesignThink.

Programming/Services

- Will be providing a workshop at Silver Maples about our Downloadable services in Feb.
- Continuing iPad and Computer Training workshops at CRC 4 times a month and will be talking shortly with Hazel Mead about doing a try-out of our VR equipment with a select group to determine how well they work and what challenges we might have in senior populations.

Outreach/Partnerships

- I did not participate in the Walk to School Wednesday in January due to illness and bad weather
- Lori, Melanie and I met with representatives at the St Louis School for possible technology partnerships and to do a quick walk-through of the facility.

From: Melanie Bell – Network Admin

Servers and Network:

- Installed and configured a new EZProxy server. EZProxy is a software service that tracks stats for databases and provides patrons remote authentication to databases without the need to enter a library card number. Needs a few more tweaks to get finalized. Eventually we will need to install SSL certificates on this server and the DTSearch (Historical Newspaper) server.

Public and Staff Computers:

- Re-imaged the five teen laptops as we were having problems with the first image. Ron and I finalized the five laptops and gave them to ref staff to give to patrons who needed them.
- Setup Surface laptop with VPN for traveling staff.
- Replaced Marketing Coordinators docking station so she can once again work on two monitors.

Website

- Updated all four of our websites (chelseadistrictlibrary.org , friends.chelseadistrictlibrary.org, midwestliterarywalk.org, and storiesofchelsea.org) to PHP 7.2 as PHP 7.0 stopped being supported in December 2018. Had to purchase updates for themes and plugins to get everything back up and running correctly.
- Downloaded a backup of our data on Biblioboard (Guenther collection of photos). Working on creating a new Caspio database to replace Biblioboard.
- Reviewed the Android Catalog App and placed links to the Library Catalog App in the footer of the website.

Broadband

- Attended Michigan Broadband Cooperative meeting.
- Construction for Lyndon Township broadband began in early January and expect to finish by 4th quarter of 2019.

Other:

- Trained Ron to use Caspio. We purchased a subscription to a service called Caspio which allows us to create basic database applications (this is what is currently running Family History)
- Ran Teen VR and Adult VR sessions with assistance from Gary Munce. He was a great help!
- Ran a VR demo at one of the Community Center Days (hosted at the Senior Center). We had 36 people try out the VR headsets.
- Contacted 4H leader Sheri Montoye to request details about hosting a possible Hackathon.
- Created the 2019 Performance Dashboard to record 2019 stats.
- Purchased and Implemented Amazon Prime for the library.
- Assisted with creation of Festival of Tables decorations.
- Created new world for Minecraft server and assisted with setup for Minecraft Monday.
- Made modifications to the 2019 Tech Budget Spreadsheet to account for rollovers.
- Lori, Chris and I met with a vendor for board packet software called BoardBook

Ron Andrews & Melanie Bell

MARKETING BOARD REPORT

January 2019

MARKETING HIGHLIGHTS

Springtime at CDLI Spring is a busy time at CDLI! This year, CDLI will be hosting three major programs during March and April along with some community-sourced exhibits in our front lobby display units. We hope you will be able to join us for all we have to offer and help share the news about these exciting programs with your friends and family.

Spring Newsletter

Another great edition is getting ready to roll off the presses and into mailboxes mid-February! The cover photo is the result of a collaboration with the Waterloo Natural History Association (WNHA) that began mid-way through 2018. I think you will agree that Douglas Jackson's photo of a scarlet tanager is absolutely stunning and certainly worthy of being chosen as WNHA's winner of their Bird of the Year Photography Contest. The collaboration continues on the back page, where you will find a wonderful article about birding in the Waterloo Area, written by contest winner Douglas Jackson; tips for sighting birds in the Waterloo Area, supplied by Eddy Discovery Center Park Interpreter Katie McGlashen; and a link to CDLI's bird-related collections. Inside these covers, you'll learn about our major spring programs: Authors in Chelsea, Midwest Literary Walk, and 2019 Artist In Residence; our new Tech By Request service, Earth Day activities, a new catalog app, and several online resources offered through CDLI. Plus, a multitude of wonderful programs geared toward patrons of all ages!



10th Annual Authors in Chelsea



Things are gearing up for this year's Authors in Chelsea, which is in its tenth year of inspiring young readers and writers. Over 9,000 children have participated since its inception and it's amazing to think that some of the first children to benefit from this long-running program are now three years out of high school! For nine years, the lineup of authors has been stellar and this year's lineup is no exception featuring Dori Hillestad Butler, Cynthia Lord, and Shelley Pearsall. Look for information about this wonderful program online at chelseadistrictlibrary.org/authors-in-chelsea or in press releases, newspaper ads, eNews, social media posts, and printed brochures between now and the event. Share the information with friends, family members, and fellow children's book enthusiasts and invite them to the evening event on Tuesday, March 12 at 6:30 at the WSEC board. All three authors will be sharing their personal journeys and while each may be different, they are all inspiring!

Monthly Mystery Giveaway

Thanks to an anonymous donor, CDLI's younger patrons will have some extra fun this year when they visit the library! Book-related giveaways will be showcased in the youth area on the New Materials shelf. Each of these monthly bundles will be accompanied by a letter penned by a fictional character. Children 12 and under may enter their names into the drawing and one winner will be chosen at the end of each month. Anderson was the lucky recipient of January's giveaway: a *Frozen*-themed quilt and a *Frozen 5-Minute Stories* book. February's bundle includes the Haunted Library series, written by Dori Hillestad Butler, who is one of our featured authors at this year's Author in Chelsea program. Help us spread the news about this fun giveaway program and watch each month for a new bundle to appear in the youth area.



TLN Community Discounts



The value of your CDLI library card just got greater! Last year, TLN partnered with Emagine Theaters to offer member library patrons and staff discount movie tickets at all Southeast Michigan Emagine Theaters. In 2019, they've expanded the discount offers to include select Red Wings games and select Fox Theater, Little Caesars Arena Events, and City Theater performances. Find out more about these exciting discounts at the library or watch for update in eNews, website, and social media pages. New offers are continually added, so make sure to stay tuned — I hear there's talk about Tigers tickets getting added to the list!

Festival of Tables



With the help of a very generous library supporter, CDLI will once again be participating in the Chelsea Senior Center's (CSC) Festival of Tables on Saturday, February 23 at St. Mary Parish Center. As a long-time partner of CSC, we love hosting a table at this event! Each year, we get the chance to meet new community members as well as visit with those who buy a ticket at our table year after year. This year, we'll be putting on our hip huggers and honoring some literary classics written in the sixties. Make sure to stop by Friday's preview and vote for our groovy table!

MARKETING BOARD REPORT

January 2019

Change in CDL Nixle Communication Alerts

If you're a subscriber to Nixle text alerts, you may have noticed that you haven't been receiving any from CDL lately. Due to increased fees from cell phone providers, Nixle has removed text alerts as an option on free accounts. Since the cost to upgrade our plan is cost prohibitive, we want to make all patrons aware of the change. Nixle alerts can still be received via email, but subscribers must update their Nixle accounts to receive this type of communication. While we'll no longer be sending text alerts for library closing and other emergency messages, you can always visit our website or social media pages for this information.

From Virginia Krueger, Marketing Assistant

January was busy preparing the marketing department for the new year. I updated all online calendars (Google Business, Yelp, Bing) with 2019 library hours and holiday closing information. I continue to write and publish the weekly eNews and manage the website Homepage Highlight and Trending sections, as well as the Facebook and Twitter pages. In an effort to improve CDL's social media presence, I learned how to efficiently use Hootsuite to schedule social media posts on multiple platforms. I am working with Patty on a social media Best Practices document to ensure that as a staff we have consistent messaging and can track timing to ensure we do not have duplicate posts. Through a generous anonymous donor, throughout 2109, the youth department will have a monthly mystery give-away. I helped to coordinate digital publicity for the January prize, which was a Frozen gift package that included a quilt and book. Finally, TLN released a library catalog app for both iOS and Android. I helped to publicize this through the eNews, social media, and website. The user responses have been positive.

UPCOMING MARKETING PROJECTS

- 11th Annual Midwest Literary Walk
- Artist in Residence Program
- Waterloo Bird of the Year Photography Contest Display
- Community sourced mini-exhibits: Fishing Lure Collection, Birdwatching in Waterloo Exhibit
- Tech By Request Service
- CDL Informational Campaign
- Social Media Practice Review

MISCELLANEOUS MARKETING ACTIVITIES

- Created logo for Tech By Request service
- Create Hot Reads for Cold Night social media images
- Dialogue with Chelsea Festivals about 2019 Sounds & Sights and Sculpture Walk partnerships
- Schedule appearance on Lucy Ann Lance show to promote 2019 Midwest Literary Walk
- Update website with press releases and create 2019 folder
- Post Midwest Literary Walk Save the Date images on social media pages and website
- Layout timing for 2019 newsletter production schedules and share with graphic designer and CDL staff
- Create spring quarter marketing schedules
- Create Library Closing sandwich board inserts
- Begin updating library card info brochure with new catalog content
- Communicate library closings due to extreme weather

OUTREACH

- Collaborate with Waterloo Natural History Association (Meg Gower) for Year of the Bird Photography Contest display and birding exhibit
- Work with CSD tech department to update CDL's logo on new CSD website

Respectfully submitted,
Patty Roberts
Head of Marketing

Jan. 13: Chelsea High School Percussion Ensembles Concert

 chelseaupdate.com/jan-13-chelsea-high-school-percussion-ensembles-concert/

Chelsea Parks Commission discusses possible park property acquisition, winter activities January 10, 2019

January 10, 2019

CHS Percussion Ensembles Concert

Sunday, Jan. 13 | 2-3pm | CHS Auditorium | Drop-in | All ages

The Percussion Ensembles perform
with bells, xylophone, timpani,
marimba, and more!

Hear classical ensemble pieces that
students will compete with at the
Solo & Ensemble Festival.



(Chelsea Update would like to thank Rick Catherman for the information in this story.)

On Sunday, Jan. 13 at 2 p.m., in the Chelsea High School Auditorium, there will be a special percussion concert by the **Chelsea High School Percussion Ensembles** presented in collaboration with the **Chelsea District Library**.

The concert is free and everyone is invited.

The concert will feature the Chelsea High School Percussion Ensembles and special guests **Daniel McDonald** – CHS percussion instructor, **Olivia Catherman** – Western Michigan University Music School and CHS assistant percussion instructor, and **James Lancioni** – Chelsea resident and timpanist with the Ann Arbor Symphony Orchestra.

A “hands-on” opportunity will be available at the end of the concert for audience members to come to the stage play on, and explore the instruments.



January 22, 2019
Join the Dealer Bros Quartet for a live!lled musical evening of their "Bros & Buns" event between 8 and 9 p.m. at the Jolly Purush-Arden Ale and Kitchen. 2019 Bishop Circle. Dealer Admission is \$10 per person, with 18 percent of the Dealer Community Orchestra.

January 24, 2019 - The Rumpus Room
The Closed Line | wsg The Art Not Lord | Doors 8pm | \$5 Cover

January 25, 2019

St. Joseph Mercy Chelsea to host free, 16-week Diabetes Prevention Program beginning in February. Informational session scheduled for January 28.

St. Joseph Mercy Chelsea will host a free Diabetes Prevention Program on Mondays beginning February 4, from 2 to 3 p.m. The program, which will be held inside Aldum Conference Room C inside the hospital, will consist of 16 weekly sessions followed by monthly maintenance sessions. Anyone interested in learning more about the program is invited to attend an introductory informational session on Monday January 28 from 2 to 3 p.m. also inside Aldum Conference Room C. The Diabetes Prevention Program is intended for anyone at risk of type 2 diabetes. It will help educate participants on strategies to become more active, control food intake, lose weight, manage stress, think positively and more.

The program is free, however, registration is required. To register, please call 734-675-6276

January 29, 2019

Join the One and Only 9:30am-11:30am of Washington Street Education Center 500 Washington Street Bldg 400 to pre-register online go to www.chelseadance.com or email info@chelseadance.com Workbooks available at first session for those who pre-register. Walk-in participants may purchase workbooks at first session (while supplies last). Workbook for study: \$20.00 For more information, contact Louie @ 734-475-1619

February 1, 2019 - The Rumpus Room

Open Mic | 8pm | No Cover

February 2, 2019 - The Rumpus Room

Danyo Rana and Company | wsg: Mervin Hask | Doors 8pm | \$5 cover

February 3, 2019 - The Rumpus Room

Hard Drumming Class and Circle of Radical Music | \$16 | Register online: www.therumpusroomchelsea.com

February 8, 2019 - The Rumpus Room

Open Mic | 8pm | \$5 Cover

February 8, 2019

Chelsea High School Orchestra & Jackson Symphony Orchestra Concert - beginning at 7:30pm OHS Auditorium

February 8, 2019

Chelsea High School Orchestra led by Ad Fernandez welcomes the Jackson Symphony Orchestra to the Chelsea High School stage. The Back to Back Concert showcases the OHS Symphony and Concert Orchestra. The JSO. Chelsea will join the stage in a guest appearance with the JSO. Tickets are available online and at the door: <http://chelsea.org/events/back-to-back-concert>

Feb 8-10, 2019

During fest in Chelsea

February 9, 2019

Chocolate Extravaganza throughout Chelsea 10am-4pm

February 9, 2019 - The Rumpus Room

Fong & Long - Jayland County

Doors 8pm | \$5 Cover

February 11, 2019 - The Rumpus Room

Open Mic | 8pm | No Cover

February 14, 2019 - The Rumpus Room

Chelsea Dead Night with Deadlocked | Doors 8pm | 12 sets | \$5 cover

February 20, 2019

Securing the Future for Families with Special Needs: 7:30-9:00pm at St. Louis Center Chelsea. For More Information or to RSVP Contact Joe: joe@chelseadance.com or 734-475-6430

February 23, 2019

18th Annual Festival of Tables Admission: \$25. Doors Open at 11am of St. Mary Church in Chelsea 1400 E Old US 12

February 23, 2019 - The Rumpus Room

Open Mic | 8pm | No Cover

February 23, 2019 - The Rumpus Room

Isotato Backs Also Dancal Party | Doors 8pm | Free Dance Party!

March 1, 2019 - The Rumpus Room

Open Mic | 8pm | No Cover

March 8, 2019 - The Rumpus Room

Open Mic | 8pm | No Cover

March 15, 2019 - The Rumpus Room

Open Mic | 8pm | No Cover

March 14, 2019 - The Rumpus Room

Chelsea Dead Night with Deadlocked | Doors 8pm | 12 sets | \$5 cover

March 17, 2019 - The Rumpus Room

Isotato Backs Day Celebration with Deadlocked | Doors 8pm | 8:30 show | 12 sets | \$10 cover

March 22, 2019 - The Rumpus Room

Open Mic | 8pm | No Cover

March 23, 2019 - The Rumpus Room

Isotato Backs and The Backs Workers | Doors 8pm | \$5 Cover

March 30, 2019 - The Rumpus Room

Isotato Backs and The Backs Workers | Doors 8pm | \$10 Cover

April 4, 2019

OHS Orchestra, Band & Choir Music Department Concert beginning at 7:30pm OHS Auditorium

May 1, 2019

OHS Orchestra, Band & Choir Concerts Concert beginning at 7pm OHS Auditorium

May 21, 2019

OHS Orchestra & Band Concert beginning at 7pm OHS Auditorium

Call for Art: 2019-2020 SculptureWalk Chelsea



Chelsea Area Festival & Events (CAFE) announced a call for art for the 2019-2020 SculptureWalk Chelsea series. Celebrating its 10th year, SculptureWalk Chelsea is a rotating, outdoor sculptural exhibition showcased throughout downtown Chelsea, Michigan.

Through a juried selection, twelve sculptures will be chosen. The winning artists receive a \$750 award along with a year-long highly visible platform to display their work. Sculptures will be available for sale with 70% of the proceeds going to the

artist. SculptureWalk Chelsea has been revitalized thanks to a minigrant award from Michigan Council for Arts & Cultural Affairs (MCACA) and administered by The Arts Alliance. CAFE is the project manager in collaboration with the City of Chelsea/ DDA, Chelsea District Library and the Chelsea Area Chamber of Commerce. Chelsea District Library, as part of their sponsorship support has made a financial commitment for two installations to be located on the Library

premises as well as providing free Docent tours. "We have been a partner with the SculptureWalk since its beginning... last year we were very excited to be able to give one of the pieces a permanent home at the entrance to the library!" said Linda Ballard, Assistant Director.

The application deadline is Feb. 17. For more information, email Crystal Scott at VisualArts@chelseafestivals.com or apply for SculptureWalk Chelsea at www.chelseafestivals.com/sculpturewalk

AUDITIONS

Rebecca Indianer and figuratively. (He Puplife.734@gmail.com also takes Thompson's Being the owner of a Chelsea pet sitting and dog walking company, I encounter a multitude of pet personality types every week. Some pets stick out more than others and my Maxxy-boy takes the cake, literally.

My Maxxy-boy isn't actually mine at all. Instead he's Max, the wiry-haired smiling Labradoodle of the Hawkins

the youngest Labradoodles he knew he didn't want a cudy



that when the Librarians continued on page 25



Learn to curl, play in the tournament or just stop by and watch the fun. Curling Fest has bonfires to warm your toes, hot drinks to warm your spirit, music, food, beer, cocktails & more.

Chelsea City Briefs

by Jim Pruitt
mespruit7@gmail.com

The Chelsea City Council granted a request by the Farmers Market to use Palmer Commons on Saturdays from 6 a.m. to 2 p.m., May 4 - October 6. This includes time for set-up and clean up.

The market will pay \$1,000 rental for the season with the contingency that an updated Certificate of Insurance is submitted prior to the event.

Council also approved a 3-year contract with Petoskey Plastics to produce 70,000 city trash bags per year. The cost \$12,250.

Council will have a Work Session to discuss Proposal 1 at 6 p.m., Monday, Feb. 4.

City Manager Hanifan said Solid Waste Superintendent Travis Lampel is doing a great job in his new role. Hanifan reminded residents

to not park on the streets between 2 and 5 a.m. City crews are working to clear the streets from snow.

The Visioning Session will be February 13 at 5:30 p.m. at the Comfort Inn Conference Center.

Council Reports

Council Member Feeney said the WAVE board met with the Chelsea Senior Center board to discuss the grant the Chelsea Senior Center recently received. WAVE will be available to discuss any plans the Chelsea Senior Center may have for senior travel.

Feeney also reported on the Jan. 22 CAFA meeting. CAFA approved an agreement with the DNR to permit the use of a Rokon Trailblazer for the purpose of providing emergency services to trails around the area.

Council Member Albertson said the

Planning Commission held a work session Jan. 15. She was not able to attend but provided a summary of their agenda.

Council Member Iannelli reported on the Jan. 9 SRSly Adult Steering Committee meeting. They discussed Cultural Competence Training and their 3-year action plan.

WWRA also met Jan. 9 where they appointed a new chair person, Michael Compton, of Dexter Township. The Sustainability Advisory Commission met Jan. 16. They are working on recommendations to present to City Council in April.

Mayor Johnson reported on the Jan. 8 Parks and Recreation meeting. Two items they are planning on addressing are acquisition of park land and a community center.

Johnson provided an update regarding trails.

She met with the local supervisors and received an update regarding Robin Hills Farms and they discussed marijuana legislation.

The DDA held a work session on Jan. 10 and a regular meeting Jan. 17.

Mayor Johnson provided information from WATS regarding pedestrian counts.

Mayor Johnson reminded residents of the Curling Fest scheduled for Feb. 8-10, 2019 and Chocolate Extravaganza on Saturday, Feb. 9, 2019.

She congratulated Randy Lee of RK Studios for being selected for this year's Small Business Leadership Award.

Weekly Summary

Incident #: 19-199

Date: January 23, 2019

Location: 1200 block of South Main Street

Time: 10:47 am

INFORMATION: While on routine patrol an officer responded to the 1200 block of South Main Street for the report of a non-sufficient funds check complaint. Upon arrival the officer made contact with the complainant who stated that they needed to make a report regarding a subject who had written a total of 12 non-sufficient funds checks dated from November 17th-30th 2018. The checks were all written by the same individual, a 59-year-old Chelsea man. The complainant had sent a registered letter attempting to collect and was unsuccessful. The officer requested and received a search warrant for the suspects bank records for the checking account in question. The case remains open pending submission and review by the Washtenaw County Prosecutor's Office for a charge of writing 3 or more NSF checks within 10 days.

CPD sees drop in offenses in 2018

By James Pruitt

jamespruit7@gmail.com
Chelsea Police had 22 open cases at the end of December.

Police Chief Ed Toth presented his monthly and yearly reports to the City Council Jan. 22.

Of the 22 open cases, five are under review at the prosecutor's office, two are waiting for blood results and 15 under active investigation.

There was one prosecutor warrant issued for embezzlement over \$200.

Four cases were closed:

Vulnerable Adult Neglect/ unfounded by

APS investigation.

Larceny from Yard, lack of investigative leads.

Larceny from a Building, lack of investigative leads.

Larceny over \$1,000, lack of investigative leads.

There were 249 criminal offenses reported in December, down from 309 in November and 316 in December 2017.

There were two adult arrests made in December, the same as the previous year.

Officers issued eight tickets last month. They responded to 13 crashes.

There were 3,941

incidents reported for the year, a 6.05 percent drop from 2017. Arrests were up 66.7 percent (30 in 2017; 50 in 2018).

There were 157 accidents recorded by the Chelsea Police Department in 2018. Officer Shane Sumner worked on 65 crashes as the primary officer. Next was Tom Gilbreath with 38.

Officer Rick Cornell issued 80 citations, Sumner 54, and Rich Kinsey with 31.

Police handles 252 civil infractions out of 266 total violations. Officers issued 246 tickets.

CEF and Friends of the Library Support the Power of Writing

AUTHORS IN CHELSEA



From Keegan Sulecki Chelsea District Library (CDL) is pleased to announce the 10th annual Authors in Chelsea program. This two-day program is a partnership between CDL and Chelsea Schools that brings nationally known authors into the classroom. Since its inception, it has encouraged over

9,000 Chelsea students to explore the art and craft of writing. Through workshops and assemblies, students learn to better read and appreciate literature and discover how they too can use writing as a powerful tool to express themselves. This year's program will take place on March 12-13, 2019.

The Authors in Chelsea program is made possible by the continued support of the Chelsea Education Foundation (CEF) and the Friends of Chelsea District Library. CEF's generous \$1,000 grant pays for books by the visiting authors for school classrooms and media centers. These books allow teachers the ability to use them as part of their curriculum planning and to prepare students for the

continued on page 10

SUPER BOWL 2019

54 PITCHERS! 57 PINTS!

WATCH PARTY @ THE BREAKAWAY \$20 ALL YOU CAN EAT BUFFET!

SUNDAY FEB. 3RD @ 6:30

CEF and Friends of the Library Support the Power of Writing

continued from page 9
authors' visits. Through the fundraising efforts of the Friends of Chelsea District Library, the program receives a \$2,500 donation to offset authors' appearance fees. Support from these organizations allows more than 1,000 children in grades 1-6 to participate each year. "Most communities the size of Chelsea do not have the opportunity to bring in authors of this caliber and we could not do it without such generous community support," says Keegan Sulecki, Head of Information Services at CDL.

This year's distinguished guests include Dori Hillestad Butler (The Buddy Files & The Haunted Library

series), winner of the 2011 Edgar Award for Best Juvenile Mystery; Cynthia Lord (Rules & Shelter Pet Squad series), a Newbery Honor Medal recipient; and Shelley Pearsall (The Seventh Most Important Thing & Trouble Don't Last), winner of the Scott O'Dell Award for Historical Fiction. These authors will be visiting North Creek, South Meadows, and Beach Middle schools respectively on March 12 & 13. During their time in the classroom, the authors provide writing presentations and workshops to students.

In addition to visiting Chelsea Schools' classrooms, this year's guests will also be present for An Evening

with the Authors, an event open to the public at Washington Street Education Center on Tuesday, March 12 at 6:30pm. "It's amazing how the authors captivate audiences each year with stories—stories of their writing and the stories of their lives," says Edith Donnell, Youth & Teen Librarian at CDL. This event is free of charge and includes an opportunity to purchase books to be signed by the authors, courtesy of Just Imagine. The first 20 families to arrive for the event will receive a free book.

For more information about Authors in Chelsea, please visit: chelseadistrictlibrary.org/authors-in-chelsea/.

Curriculum, Instruction, HR and Community Education

continued from page 5
Grant: the submission window for round 2 has been delayed. Chelsea is still seeking funding and is part of the consortium.

•Dr. Helber will attend the MASA Council meeting Wednesday.

•The WISD is holding a Legislative Coffee on January 28

•The Joint Chiefs meeting discussed safety and security in our schools

•MEC has repaired and will repair a great deal of fiber that we are sharing with Lyndon Township

•Screenagers is a presentation for the community on what we are doing with technology; screen time, gaming, etc.

Commendations/Thank-you - None

•Action Item 57-18-19. Motion by Dana Durst, supported by Jason Eyster, to thank staff and students for their support during the difficult week; to thank Jordan Jedele, for envisioning and constructing

a tennis court practice board/wall as his Eagle Scout project; and thank you to the students and staff for their gifts of appreciation to the Board.

Upcoming Events:

•Monday, January 28 - 6:30 PM - Board Meeting - WSEC

•Monday, February 11 - 6:30 PM - Board Meeting - WSEC

•Monday, February 25 - 6:30 PM - Board Meeting - South Meadows

•Monday, March 11 - 6:30 PM - Board Meeting - WSEC

•Monday, April 8 - 6:30 PM - Board Meeting - WSEC

•Monday, April 22 - 6:30 PM - Board Meeting - WSEC

Scott E. Cooper
REALTOR

Cell 517-250-7111
Direct 734-433-2191
e-Fax 734-669-4780
seccooper09@comcast.net
www.scotcooper.reinhartrealtors.com

734-475-0822 www.reinhartrealtors.com
800 S. Main, Chelsea, MI 48118

Reinhart
Commercial Real Estate

Yep WE COVER Chelsea

Auto, Home, Life, Business, Farm and more

FARM BUREAU INSURANCE



Rick Eder, LUTCF
1250 S. Main St., Chelsea
(734) 475-9184
RickEderAgency.com

Winter is here but Spring is in the Horizon

continued from page 8
toes frost bitten and cold.

Chelsea is a very tight knit community with some very tough

schools they play in sports. Whether it is Dexter, Tecumseh or Ypsilanti the games are tight and the times are good

Think of it as the calm before the Spring. Stay warm and Dilly, Dilly my friends.

<p>Certified Service</p> <p>FREE ENGINE LIGHT DIAGNOSTIC CODE READING</p> <p>DIAGNOSES OF ENGINE LIGHT EXTRA</p> <p>COUPON MUST BE PRESENTED AT TIME OF WRITE UP. SEE ADVISOR FOR DETAILS. EXPIRES 2/28/19</p>	<p>Certified Service</p> <p>OIL CHANGE SPECIAL</p> <p>\$10 OFF</p> <p>COUPON MUST BE PRESENTED AT TIME OF WRITE UP. SEE ADVISOR FOR DETAILS. EXPIRES 2/28/19</p>	<p>Certified Service</p> <p>BRAKES PADS & ROTORS</p> <p>\$299.95</p> <p>PER AXLE ON MOST VEHICLES</p> <p>COUPON MUST BE PRESENTED AT TIME OF WRITE UP. SEE ADVISOR FOR DETAILS. EXPIRES 2/28/19</p>
---	---	--

**Circulation Supervisor's Report
January 2019**

- Circulation – 23,392 or 4% lower than last January;
23,392 YTD or 4% lower than this time last year.
- Patron Count- 11,902 for January;
11,902 Year to Date.
** Does not include offsite programs.
- Circulation by township- for January
 - Dexter = 10% of total transactions
 - Lima = 11% of transactions
 - Lyndon = 13% of transactions
 - Sylvan = 16% of transactions
 - Chelsea = 36% of transactions
- January Circulation: 68% were items from Chelsea and 32% were inter-loaned items.
- Automated phone renewals in January– 11, Self-check was 10% of items checked out in January; Overdrive = 2248 in January; RBDigital = 401 in January; Hoopla = 64 in January.
- Registrations for January– 79 new cards; 8365 total card holders
 - *Dexter = 1101 cards; Lima = 965 cards; Lyndon = 1255 cards
 - *Sylvan = 1426 cards; Chelsea = 3006 cards; Nonresident = 612 cards

Circulation Activities:

- We received 1 to 12 tubs in the run each day M-F with a total of 144 in January. There were no deliveries on January 1st & 21st as TLN was closed for the holidays and 2 days due to the weather.
- CDL was closed on January 1st & 21st for New Year's day and MLK day and the 30th for very cold temps.
- We also had 4 partial open days due to the weather.
- Hotspot holds for January: Sprint 10; Verizon 14; AT&T 10.
- Susan celebrated her 3rd work anniversaries in January.
- I attended the TLN Circulation meeting at the Huntington Woods library on January 10th.
- I did a library card sign up at both CRC- Glazier and Silver Maples.

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library											
Monthly New Registration 2019											
District	NonRes	School	Other	Total	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan	
January	65	9	0	5	79	8365	13	4	11	9	
February				0							
March				0							
April				0							
May				0							
June				0							
July				0							
August				0							
September				0							
October				0							
November				0							
December				0							
Totals				79		35	13	4	11	9	
Change in Card holder Grand Total due to Patron database clean up for new computer system.											
Registered Card Holders											
District	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Dexter	8708	9113	8898	9147	9002	9083	9109	9084	7837	7753	7753
Lima	1216	1258	1197	1222	1206	1211	1215	1230	1087	1101	1101
Lyndon	1124	1176	1169	1174	1156	1133	1109	1109	996	965	965
Sylvan	1605	1673	1567	1579	1538	1539	1546	1522	1302	1255	1255
CityChel	1743	1822	1800	1786	1693	1662	1667	1641	1412	1426	1426
	3020	3184	3165	3386	3409	3538	3572	3562	3040	3006	3006
NonRes	977	960	902	744	640	649	655	625	575	609	612
Freedom	81	58	18	7	6	6	6	7	0	1	1
Sharon	153	150	149	141	118	122	118	110	107	112	112
Waterloo	421	423	411	365	336	348	352	333	249	268	268
GrassLk				15	26	29	28	25	37	36	36
Other	322	329	324	216	154	144	151	150	182	192	195
Totals	9685	10073	9800	9891	9642	9732	9764	9689	8412	8362	8365

Chelsea District Library											
Monthly New Registration 2019											
District	NonRes	School	Other	Total	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan	
January	65	9	0	5	79	8365	13	4	11	9	
February				0							
March				0							
April				0							
May				0							
June				0							
July				0							
August				0							
September				0							
October				0							
November				0							
December				0							
Totals				79		35	13	4	11	9	
Change in Card holder Grand Total due to Patron database clean up for new computer system.											
Registered Card Holders											
District	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Dexter	8708	9113	8898	9147	9002	9083	9109	9084	7837	7753	7753
Lima	1216	1258	1197	1222	1206	1211	1215	1230	1087	1101	1101
Lyndon	1124	1176	1169	1174	1156	1133	1109	1109	996	965	965
Sylvan	1605	1673	1567	1579	1538	1539	1546	1522	1302	1255	1255
CityChel	1743	1822	1800	1786	1693	1662	1667	1641	1412	1426	1426
	3020	3184	3165	3386	3409	3538	3572	3562	3040	3006	3006
NonRes	977	960	902	744	640	649	655	625	575	609	612
Freedom	81	58	18	7	6	6	6	7	0	1	1
Sharon	153	150	149	141	118	122	118	110	107	112	112
Waterloo	421	423	411	365	336	348	352	333	249	268	268
GrassLk				15	26	29	28	25	37	36	36
Other	322	329	324	216	154	144	151	150	182	192	195
Totals	9685	10073	9800	9891	9642	9732	9764	9689	8412	8362	8365

Chelsea District Library											
Monthly New Registration 2019											
District	NonRes	School	Other	Total	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan	
January	65	9	0	5	79	8365	13	4	11	9	
February				0							
March				0							
April				0							
May				0							
June				0							
July				0							
August				0							
September				0							
October				0							
November				0							
December				0							
Totals				79		35	13	4	11	9	
Change in Card holder Grand Total due to Patron database clean up for new computer system.											
Registered Card Holders											
District	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Dexter	8708	9113	8898	9147	9002	9083	9109	9084	7837	7753	7753
Lima	1216	1258	1197	1222	1206	1211	1215	1230	1087	1101	1101
Lyndon	1124	1176	1169	1174	1156	1133	1109	1109	996	965	965
Sylvan	1605	1673	1567	1579	1538	1539	1546	1522	1302	1255	1255
CityChel	1743	1822	1800	1786	1693	1662	1667	1641	1412	1426	1426
	3020	3184	3165	3386	3409	3538	3572	3562	3040	3006	3006
NonRes	977	960	902	744	640	649	655	625	575	609	612
Freedom	81	58	18	7	6	6	6	7	0	1	1
Sharon	153	150	149	141	118	122	118	110	107	112	112
Waterloo	421	423	411	365	336	348	352	333	249	268	268
GrassLk				15	26	29	28	25	37	36	36
Other	322	329	324	216	154	144	151	150	182	192	195
Totals	9685	10073	9800	9891	9642	9732	9764	9689	8412	8362	8365

Chelsea District Library											
Monthly New Registration 2019											
District	NonRes	School	Other	Total	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan	
January	65	9	0	5	79	8365	13	4	11	9	
February				0							
March				0							
April				0							
May				0							
June				0							
July				0							
August				0							
September				0							
October				0							
November				0							
December				0							
Totals				79		35	13	4	11	9	
Change in Card holder Grand Total due to Patron database clean up for new computer system.											
Registered Card Holders											
District	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Dexter	8708	9113	8898	9147	9002	9083	9109	9084	7837	7753	7753
Lima	1216	1258	1197	1222	1206	1211	1215	1230	1087	1101	1101
Lyndon	1124	1176	1169	1174	1156	1133	1109	1109	996	965	965
Sylvan	1605	1673	1567	1579	1538	1539	1546	1522	1302	1255	1255
CityChel	1743	1822	1800	1786	1693	1662	1667	1641	1412	1426	1426
	3020	3184	3165	3386	3409	3538	3572	3562	3040	3006	3006
NonRes	977	960	902	744	640	649	655	625	575	609	612
Freedom	81	58	18	7	6	6	6	7	0	1	1
Sharon	153	150	149	141	118	122	118	110	107	112	112
Waterloo	421	423	411	365	336	348	352	333	249	268	268
GrassLk				15	26	29	28	25	37	36	36
Other	322	329	324	216	154	144	151	150	182	192	195
Totals	9685	10073	9800	9891	9642	9732	9764	9689	8412	8362	8365

Chelsea District Library											
Monthly New Registration 2019											
District	NonRes	School	Other	Total	Grand Total	Chel	Dext	New Registrations by Municipality			
				Month				Lima	Lyndon	Sylvan	
January	65	9	0	5	79	8365	35	13	4	11	9
February				0	0						
March				0	0						
April				0	0						
May				0	0						
June				0	0						
July				0	0						
August				0	0						
September				0	0						
October				0	0						
November				0	0						
December				0	0						
Totals				79			35	13	4	11	9
Change in Card holder Grand Total due to Patron database clean up for new computer system.											
Registered Card Holders											
									</		

Chelsea District Library
2019

Average Daily Circulation						
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
591	950	903	850	715	548	422
Jan.						
Feb.						
March						
April						
May						
June						
July						
August						
Sept.						
Oct.						
Nov.						
Dec.						
Total						
Mnth Avg						

with OD & RB, & deposit collection ckouts. -4%

Avg. % Inc.

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 2018 included.

SifChk/ Check-outs only			
2019 Totals	2019 Total	Days	Per Day
2273	2270	29	78
2061			
2399			
2095			
2225			
2605			
2934			
2595			
2032			
2296			
2017			
1849			
27381	2270		10%

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

2019	Items Added	Total Items
Jan	732	69,229
Feb		
Mar		
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	732	69,229

RB Digital Circ 2019 (downloadable e-magazines)			
2019	2018	2017	2016
401	180	292	1882
Jan	Jan	Jan	1577
Feb	Feb	Feb	1401
Mar	Mar	Mar	1703
April	April	April	1589
May	May	May	1504
June	June	June	1570
July	July	July	1659
Aug	Aug	Aug	1724
Sept	Sept	Sept	1539
Oct	Oct	Oct	1644
Nov	Nov	Nov	1602
Dec	Dec	Dec	1639
Total	401	3,071	19,151

Hoopla 2018 (e-books, audiobooks.music,movies)			
2019	2018	2017	2016
64	43	38	42
Jan	Jan	Jan	78
Feb	Feb	Feb	79
Mar	Mar	Mar	121
April	April	April	146
May	May	May	160
June	June	June	148
July	July	July	167
Aug	Aug	Aug	174
Sept	Sept	Sept	204
Oct	Oct	Oct	1400
Nov	Nov	Nov	
Dec	Dec	Dec	
Total	64	1400	

Item Circulation 2019

				2019				
	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.	23,392	15,888	68%	7,504	32%	16,197	1,342	
Feb.				0				
March				0				
April				0				
May				0				
June				0				
July				0				
August				0				
Sept.				0				
Oct.				0				
Nov.				0				
Dec.				0				
Totals	23,392	15,888	68%	7,504	32%	16,197	1,342	
Mnth Avg	23,392	15,888		7,504		16,197	1,342	
	2019 Circulation by Department - Percentage				2019 Circulation by Department - Total Checkouts			
	Adult	Youth	Teen		Adult	Youth	Teen	
January	60%	36%	5%		9,777	5,743	677	
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
Yearly Avg.	60%	36%	5%		9,777	5,743	677	

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

February 19, 2019 Board Packet

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

Accept January donations and changes to the 2019 FY Budget.

	<u>Income Line</u>	<u>-</u>	<u>Expense Line</u>
James & Anne Merkel	674.120		975.100
Chelsea Rotary Foundation	674.111		884.923
Gary & Jo Ann Munce	674.120		969.940
Michael Kunkel & Henry Cox	674.112		884.962
John Daball	674.120		969.940
Chelsea Comm. Foundation	675.100		884.970
			<u>Sub Total: \$8,200.00</u>

Acknowledge the donations below that are already in the 2019 budget.

Friends of CDL	674.110	884.915	\$1,000.00
Friends of CDL	674.141	850.910	\$3,000.00
Friends of CDL	674.200	969.940	\$840.00

Total General Donations: \$13,040.00

Acknowledge the grant below.

Chelsea Comm. Foundation	675.100	884.970	\$5,000.00
--------------------------	---------	---------	------------

Acknowledge the donations below toward the CDL Endowment.

Friends of CDL	257.003		\$2,500.00
----------------	---------	--	------------

Anne Merkel, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet February 19, 2019 Meeting

Policies

Background:

The Policy Committee prepared changes where necessary to four policies (111: Ethics Statement for Public Library Trustees, 130: Policy Approval, 210: Refund Policy, and 555 Credit Card Policy) for the board's review. These policies were reviewed and discussed by the board in January.

Action:

The board approves the updates to the four policies (111: Ethics Statement for Public Library Trustees, 130: Policy Approval, 210: Refund Policy, and 555 Credit Card Policy).

Anne Merkel, Board Secretary

Date

Chelsea District Library Policy and Procedure

Policy Section 1: Governance
Board Adopted Date: April 23, 2002
Reviewed: May 2012
Reviewed: February 19, 2019

Subject: 111 Ethics Statement for Public Library Trustees

Trustees shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify himself-herself whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all the functions of library trustees.

Anne Merkel, Secretary

February 19, 2019
Date

**Chelsea District Library
Policy and Procedure**

Policy Section: **1. Governance**
Board Adopted Date: **June 16, 1998**
Board Revision Date: **October 16, 2001**
Committee Review Date: **May 2012**
Revised: **February 19, 2019**

Subject: **130. Policy Approval**

Background:

The Board of the Chelsea District Library has charged the Policy Committee with preparing and submitting to the board, general library and human resources policies.

Library policies must be approved by the Board of Trustees. The Policy Committee is formed to review and prepare policies before they come to the Board for approval.

Procedure:

The Policy Committee is composed of board members along with the Library Director. The Policy Committee meets regularly with the Director to review existing policies and drafts of new policies.

The Policy Committee will review all policies for content and intent and present them to the board with committee recommendations. The committee will function by consensus or, if necessary, a majority vote of the committee will deem policy ready to submit to the full board.

Policies that are approved by the Policy Committee will be reproduced and distributed with the board member packets for discussion at Board meeting. Board members are expected to carefully review policy contents and be prepared with questions for the Committee.

Personnel Responsible

Policy Committee, Board President and the Library Director.

Anne Merkel, Secretary

February 19, 2019
Date

Chelsea District Library Policy and Procedure

Policy Section 2: Circulation
Board Approval Date: September 18, 2012
Committee Review Date: June 2012
Revised: February 19, 2019

Subject: **210 Refund Policy**

Background:

A replacement fee is assessed for all lost library material. It may not be the exact cost of the material; older material may cost more to replace than what it originally cost to purchase. Fees will include processing costs. Patrons often find the lost material after they have paid for it.

Policy:

A refund will be issued to the patron if material that has been lost and paid for is returned within 30 days of being marked lost, and before the item has been ordered for replacement.

The item must be in useable condition. Refunds will not be issued for items stamped withdrawn. A \$5.00 processing fee will be deducted from the refund.

Personnel Responsible:

Head of Circulation

Anne Merkel, Secretary

February 19, 2019
Date

Chelsea District Library Policy Statement

Policy Section 5: **Budget & Finance**
Board Approval Date: 1/8/10; 6/20/17
Board Review and Revision: 2017; 2018
Revised: February 19, 2019

Subject: 555 Credit Card Policy

Background:

The Library occasionally has need of a credit card to take advantage of online (Internet) purchasing or local vendor purchasing where we don't have accounts.

Guidelines for Practice:

Authorized card users are the director, all department heads, and other staff as designated by the director or department heads.

A completed purchase order (PO) or credit card authorization form is required before a credit card can be used.

Procedure:

1. Authorized users who are not budget signatories must present a PO or Authorization Form (AF) to their department head for signature.
2. In general, a PO should be used for recurring orders or where a single order is being placed. An (AF) should be used for purchases where no prior or online order is placed, such as meals at a restaurant or a purchase at a local store.
3. Once a PO or AF has been signed by the department head, the credit card can be retrieved by staff having authority to access the safe.
4. A check-in/out sheet will be in the credit card envelope. Staff using a card will sign, date and record the appropriate PO or AF# on this sheet at check out; and record the purchase amount at check in.
5. The card should be checked-in *as soon as possible* after an order is placed or an item is picked up. If a user will have the card in his or her possession overnight or over a weekend, this must be noted on the sheet. Otherwise the card must be checked-in at the end of each business day.
6. If item(s) are ordered online, the user must print a copy of the order confirmation and attach it to the PO or AF.
7. Once item(s) are received, order confirmation, packing slip, receipts/invoices are to be attached to the PO/AF and put in the "Credit Card Charges" folder in the bookkeeper's box for payment.

8. If an item is NOT received by the time payment is due on the credit card, the bookkeeper will request a copy of the order confirmation to complete payment. The rest of the paperwork must be submitted to the bookkeeper once the item is received.

Anne Merkel, Board Secretary

February 19, 2019

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet February 19, 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 February 19, 2019 Meeting

Staff In-Service

Background:

The library would like the board's permission to hold the annual staff in-service on Friday, August 23. The in-service date requires the library to remain closed that day. The library would like the board to move this to an action item, either this month or next, so that the calendar can be set for the rest of the year.

COMMITTEE INFO & MINUTES

**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

1-15-19

Anne Merkel, Board Secretary

Date

