

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, March 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 – February 19, 2019
Approval of the February Operational Checks
Approval of February Financial Reports
Director's, Strategic Plan, and Friends Reports
- 7:10 Public Comment**
- 7:15 Presentation:**
1. Lori Coryell: Strategic Plan Progress
2. Fine-Free Library Video
- 7:30 Action Items**
1. Donations
2. Staff In-Service
3. Patron Appeal 2017-1 Resolution
- 7:45 Discussion Items**
1. Millage
2. Budget Development Calendar
3. 2019 Budget Adjustment
4. Resolution to Approve and Certify the Millage Proposal
- 8:05 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, February 19, 2019 6:45pm
Meeting Location: McKune Meeting Room

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

Trustees Absent: C. Taylor & G. Munce.

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

Guests: Clare Membiela, MLS, J.D., Library of Michigan Library Law Consultant; Friends of CDL President Gary Zenz; and Friends of CDL members Jean Vargas, Sue Skiendziel, Jennifer Kundak, and Jeff Cowall.

Welcome and Call to Order

S. Lackey called the meeting to order at 6:47 p.m.

Agenda Review, Additions, and Approval

A revision to the agenda was made to move guest speaker Clare Membiela's presentation to the start of the meeting, preceding the Compulsory Segments.

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

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

Clare began her presentation by explaining that there are two parts of the library system in Michigan: The libraries themselves, that work for their patrons, and the statewide library services, that work for the libraries. Clare specified that she works for the latter, specifically on legal issues. She does not give legal advice, but instead, gathers information and then explains it using primary and secondary sources and lays out options for libraries.

Clare came, primarily, to speak about Penal Fines and their relation to libraries to both the CDL Board of Trustees and the Friends of CDL.

- Michigan is the only state that sends part of penal fines to libraries. It's in the State Constitution. The thought process for this was that the proceeds from a bad deed should be used in a manner to prevent future bad deeds and libraries were

seen as an entity that could help facilitate that desire. Some municipalities didn't pass along this money to libraries, however, so an Act was passed to make sure the money actually reached libraries. Other obstacles have also arisen, however:

- Municipal ordinances or "parallel laws" allow municipalities to skirt the state law and collect all the money from penal fines.
- Court costs have also gone up dramatically.
- Community Service sentences are also on the rise, so that's affected penal fines. Many low-income offenders are given community service, as opposed to a fine.
- Clare stressed that the 2020 Census will be very important to libraries, as population will affect both penal fines and state aid.
- The Library of Michigan website has excellent links and charts that breakdown penal fines. She suggested that libraries talk directly to counties, if there is a problem with not getting their share of penal fines.
- Also, offenders can request that their ticket be issued under the state law, as opposed to municipal ordinance, which will assure that some of that money goes directly to libraries.

Clare fielded questions from both the Board and the Friends, following her presentation.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Carr, SECONDED by A. Merkel to approve the minutes of the January, 15, 2019 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to accept the General Fund Operational checks for January, 2019. Discussion: None

All Ayes 5-0

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to accept Financial Reports for January, 2019. Discussion: None

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Aside from the highlights of her regular report, Lori shared that the auditors finished their on-site work ahead of schedule for the second straight year.

Strategic Plan Update:

- Linda spoke about the Design Think changes that have occurred/are in the process of occurring.

Friends Report Update:

- The Friends met right before the board meeting in Lori's office and also held their annual meeting in January. Gary Zenz is working on growing membership and Jean Vargas is the new Membership Coordinator.
- The Staff Appreciation Luncheon is scheduled for April 10 in the McKune Room.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by TJ Helfferich, SECONDED by A. Merkel to approve and acknowledge the presented 2019 January donations of \$13,040.00.

Discussion: None

All Ayes: 5-0

Action Item #2: Policies

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to approve the updates to the previously reviewed policies: 111 Ethics Statement for Public Library Trustees, 130 Policy Approval, 210 Refund Policy, and 555 Credit Card Policy.

Discussion: None

All Ayes: 5-0

Discussion Item #1: Millage

- Anne shared the timeline and walked through the initial steps.
- The Millage Resolution will appear as a discussion item at the March board meeting.

Discussion Item #2: Staff In-Service

- The August 23 date was discussed and this item will move to action next month.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Fundraising Committee –

Public and Board Comment: None

Other Items: Lori shared that we've reached closure on Patron Appeal 2017-1. There will be an individual exemption issued and staff training will be done at Friday's All Staff Meeting.

Adjourn:

MOTION made by E. Sensoli, SECONDED by J. Carr to adjourn the meeting at 8:15 p.m.

All Ayes: 5-0

Anne Merkel, Board Secretary

Date

FINANCE REPORTS

03/12/19

Chelsea District Library

List of Checks for Board Approval

February 2019

Date	Num	Name	Memo	Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
02/01/2019	PR02012019		RETIREMENT	-1,188.94
02/01/2019	4741.36	Alerus Financial	02/01/2019 PR	1,188.94
02/12/2019	01282019PRST	Alerus Financial	02/15/2019 PR	1,188.94
02/15/2019	PR02152019		RETIREMENT	-1,188.94
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
02/01/2019	PR02012019		WAGES	35,899.65
02/15/2019	PR02152019		WAGES	33,002.57
Total 701.100 - Wages - Other				68,902.22
Total 701.100 - Wages				
701.110 - Retirement-Contributions				
02/01/2019	PR02012019		RETIREMENT PICK UP	-2,163.70
02/01/2019	4741.36	Alerus Financial	02/01/2019 PR	2,163.70
02/12/2019	01282019PRST	Alerus Financial	02/15/2019 PR	2,163.70
02/15/2019	PR02152019		RETIREMENT PICK UP	-2,163.70
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
02/01/2019	PR02012019		401 A MATCHING	1,388.72
02/15/2019	PR02152019		401 A MATCHING	1,388.72
Total 701.115 - 401A Retirement Matching				2,777.44
701.200 - FICA				
02/01/2019	PR02012019		FICA EMPLOYER	2,656.60
02/15/2019	PR02152019		FICA EMPLOYER	2,434.90
Total 701.200 - FICA				5,091.50
701.300 - Flex Benefits				
02/01/2019	PR02012019		Dep Life (CA & DL & HI)	-38.18
02/01/2019	PR02012019		Health Insurance	-1,134.05
02/12/2019	01112019ST	Unum Life Insurance Co.	2019 Premium February	727.88
02/14/2019	03012019ST	Transcend	March 2019 BCN/BCBS	1,851.97
02/15/2019	PR02152019		Dep Life (CA & DL & HI)	-38.18
02/15/2019	PR02152019		Health Insurance	-1,134.05
02/25/2019	02122019ST	Unum Life Insurance Co.	2019 Premium March	741.21
Total 701.300 - Flex Benefits				976.60
Total 701 - Personnel Expenses				77,747.76

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February 2019

Date	Num	Name	Memo	Amount
727 - Supplies				
727.200 - General Operations				
02/12/2019	1738162	Arbor Springs Water Co. Inc.	Bottled Water / Rental	31.50
02/25/2019	1739776	Arbor Springs Water Co. Inc.	Bottled Water	26.00
02/25/2019	02182019ST	Costco Anywhere Visa	Copy Paper, Napkins, Paper Towel	223.90
02/27/2019	WO-17276-1	Detroit Pencil Company	Office supplies	74.25
Total 727.200 - General Operations				355.65
727.300 - Material Processing				
727.320 - Matt Processing Cases				
02/20/2019			Circ Receipts - L/D Case	-2.00
Total 727.320 - Matt Processing Cases				-2.00
Total 727.300 - Material Processing				-2.00
727.500 - Cleaning				
727.520 - Cleaning Supplies				
02/25/2019	4016745730	Cintas Corporation-300	Soap	14.78
Total 727.520 - Cleaning Supplies				14.78
727.530 - Cleaning Rugs				
02/12/2019	4016018543	Cintas Corporation-300	Rugs 002/01/2019	78.07
02/25/2019	4016745730	Cintas Corporation-300	Rugs 02/15/2019	78.07
Total 727.530 - Cleaning Rugs				156.14
Total 727.500 - Cleaning				170.92
727.700 - Postage				
727.710 - Postage- Circulation Notices				
02/12/2019	63714	The Library Network	2018 4th Qtr External Mailers	8.10
Total 727.710 - Postage- Circulation Notices				8.10
Total 727.700 - Postage				8.10
727.800 - Maintenance				
727.830 - Maintenance General				
02/12/2019	7740/154	Great Lakes Ace Hardware	Gorilla Glue	9.49
02/25/2019	7815/154	Great Lakes Ace Hardware	Solar Naturals Salt	17.01
02/25/2019	7826/154	Great Lakes Ace Hardware	Sand & Ice Melt Rock Salt (Returned Solar Naturals)	25.87
Total 727.830 - Maintenance General				52.37
Total 727.800 - Maintenance				52.37
Total 727 - Supplies				585.04
801 - Professional Services				

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Date	Num	Name	Memo	Amount
801.010 - Attorney				
02/13/2019	754899	Foster Swift Collins & Smith	Millage Consultation	320.00
02/13/2019	754926	Foster Swift Collins & Smith	Patron Appeal 2017-1	1,280.00
02/25/2019	755580	Foster Swift Collins & Smith	Policy Issues - drug & alcohol usage	420.00
Total 801.010 - Attorney				2,020.00
801.020 - Auditor				
02/25/2019	217913	Maner Costerisan	2018 Audit through 02/14/2019	5,000.00
Total 801.020 - Auditor				5,000.00
801.040 - Bookkeeper				
02/12/2019	201903	Budzinski & Associates	1/2 February 2019 Billing	450.00
02/25/2019	201904	Budzinski & Associates	1/2 February 2019 Billing	450.00
Total 801.040 - Bookkeeper				900.00
801.041 - Payroll Services				
02/12/2019	21675930	Payroll 1	2019 January	547.77
Total 801.041 - Payroll Services				547.77
801.090 - Collection Fees				
02/12/2019	495262	Unique Management Services Inc	Collection Fees 01/2019	71.60
Total 801.090 - Collection Fees				71.60
801.300 - Banking Fees				
801.310 - Bank Fees				
02/28/2019			Service Charge	9.40
Total 801.310 - Bank Fees				9.40
801.350 - Credit Card Fee Circ				
02/06/2019	CCFee012019		2019 Fee - January	156.94
Total 801.350 - Credit Card Fee Circ				156.94
Total 801.300 - Banking Fees				166.34
Total 801 - Professional Services				8,705.71
803 - Maintenance Service Contracts				
803.100 - Copier				
803.101 - Public Copier				
02/25/2019	5005923580	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - March	229.44
Total 803.101 - Public Copier				229.44
803.102 - Staff Copier				

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Date	Num	Name	Memo	Amount
02/25/2019	5005923580	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - March	584.28
	Total 803.102 · Staff Copier			584.28
02/25/2019	5005923580	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - March	153.34
	Total 803.103 · Small Printer Maintenance			153.34
	Total 803.100 · Copier			967.06
02/25/2019	02152019REN...	H.V. Burton Company	Annual Water Testing	425.00
	Total 803.210 · HVAC MA			425.00
	Total 803.200 · HVAC			425.00
02/12/2019	537305	ACCO Brands USA LLC	2019 Laminator Maintenance 3-26-19 to 3-25-2020	614.17
	Total 803.385 · Laminator Maint Agreement			614.17
02/13/2019	02092019ST	Keybank	1AND1.com - Upgraded Web Hosing 2019 to 2020	116.12
02/13/2019	02092019ST	Keybank	SurveyMonkey - Annual Subscription to Survey Monkey	336.00
	Total 803.395 · Website Hosting & Service			452.12
	Total 803.300 · Technology			1,066.29
02/12/2019	11859	A Production Cleaning Company Inc.	Cleaning 01/27/2019 - 02/09/2019	1,440.85
02/25/2019	11883	A Production Cleaning Company Inc.	Cleaning 02/10/2019 - 02/23/2019	1,440.85
	Total 803.605 · Janitorial			2,881.70
02/12/2019	18774	Osinski Inc.	Snow - 01/02 - 01/29/2019	1,702.00
	Total 803.612 · Snow			1,702.00
	Total 803.610 · Lawn/Snow Service			1,702.00
02/13/2019	18739	City of Chelsea	2019 January Trash	50.00

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Date	Num	Name	Memo	Amount
Total 803.620 - Trash				
Total 803.600 - Building Maintenance				50.00
Total 803 - Maintenance Service Contracts				4,633.70
Total 803 - Maintenance Service Contracts				7,092.05
850 - Telecommunications				
850.100 - Local & Long Distance Charges				
850.120 - Telephone				
02/12/2019	02152019ST	Navitas Credit Corp	VOIP Lease - 2019 February	212.81
02/13/2019	02092019ST	Keybank	Star2Star - 2019 Feb Phone System	364.48
02/27/2019	02242019ST	Navitas Credit Corp	VOIP Lease - 2019 March	244.73
Total 850.120 - Telephone				822.02
850.121 - Director's Cell Phone				
02/12/2019	9823145508	Verizon Wireless	Directors phone 2019 January	51.80
Total 850.121 - Director's Cell Phone				51.80
Total 850.100 - Local & Long Distance Charges				873.82
850.300 - TLN Internet Service				
850.311 - WiFi Hotspots				
02/12/2019	9823145508	Verizon Wireless	Library Hotspots 2019 January	575.96
02/25/2019	X02142019	A T&T Mobility	Hot Spot Service 2018 January	217.44
02/25/2019	261402854-050	Sprint	2019 Feb Lyndon/Circ Hotspots	458.13
Total 850.311 - WiFi Hotspots				1,251.53
Total 850.300 - TLN Internet Service				1,251.53
Total 850 - Telecommunications				2,125.35
880 - Promotional Materials				
880.100 - Advertising				
880.110 - Media Buy				
02/12/2019	02042019ST	Chelsea Update	Jan/Feb/Mar 2019 Ads	285.00
Total 880.110 - Media Buy				285.00
880.130 - Signs/Banners/Posters				
02/12/2019	248504	Print-tech Inc.	Library Closing Signs for Sandwich Board Inserts	92.00
Total 880.130 - Signs/Banners/Posters				92.00
Total 880.100 - Advertising				377.00
880.200 - Publications				
880.240 - Newsletter				
02/25/2019	248537	Print-tech Inc.	2019 Spring Newsletter	4,170.83

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Date	Num	Name	Memo	Amount
Total 880.240 · Newsletter				4,170.83
Total 880.200 · Publications				4,170.83
880.300 · Marketing Supplies				
880.320 · Misc Marketing Supplies				
02/13/2019	02092019ST	Keybank		
Total 880.320 · Misc Marketing Supplies				36.04
880.340 · Printed Items / Stationary				
02/12/2019	SI-1868245	Namify	Bookbound - Washtenaw Reads Signed Books	36.04
Total 880.340 · Printed Items / Stationary				42.74
Total 880.300 · Marketing Supplies				42.74
880.400 · Program Promotion				78.78
880.420 · Youth / Teen Promotion				
880.422 · Authors in Chelsea				
02/12/2019	248445	Print-tech Inc.	Vinyl Slickers for AinC Footers	71.00
02/13/2019	02092019ST	Keybank	Dollarbill Copying - 2019 AinC Lobby & School Posters	102.27
Total 880.422 · Authors in Chelsea				173.27
Total 880.420 · Youth / Teen Promotion				173.27
Total 880.400 · Program Promotion				173.27
880.500 · Purchased Services				
880.510 · General Purchased Services				
02/13/2019	02092019ST	Keybank	Uberflip - 02/2019	29.95
02/13/2019	02092019ST	Keybank	Adobe Stock Monthly - Feb 2019	29.99
Total 880.510 · General Purchased Services				59.94
880.520 · Professional Services				
880.521 · Graphic Design Services				
02/12/2019	0288	MC creative design & photography LLC	2019 Spring Newsletter Design	1,500.00
Total 880.521 · Graphic Design Services				1,500.00
Total 880.520 · Professional Services				1,500.00
Total 880.500 · Purchased Services				1,559.94
Total 880 · Promotional Materials				6,359.82
884 · Programming				
884.110 · Adult Speakers				
884.111 · Midwest Literary Walk				
02/13/2019	2034300251	Baker & Taylor Program Account	2034300251	67.73

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Date	Num	Name	Memo	Amount
02/25/2019	60733392	Hachette Book Group	Pachinko	322.81
	Total 884.111	Midwest Literary Walk		390.54
	884.119	General Adult Events		
02/13/2019	02252019PROG	Alzheimer's Association	02/25 Healthy Living Program	150.00
02/25/2019	03032019PROG	Munce, Gary	03/03/2019 Mo' Easy Performance	500.00
02/28/2019	03072019PRG	Hodges, Michael Howard	Building the Modern World 3/7	100.00
	Total 884.119	General Adult Events		750.00
	Total 884.110	Adult Speakers		1,140.54
	884.120	Adult Supplies		
02/25/2019	02092019PR	Brown, Laura	Purple Rose Cookies	15.00
	Total 884.121	Refreshments		15.00
	884.122	Craft Supplies		
02/13/2019	02092019ST	Keybank	JoAnn Fabric - Beginning Knitter Workshop	38.03
	Total 884.122	Craft Supplies		38.03
	884.123	CSC Movie License		
02/25/2019	02192019INV	Chelsea Senior Center	Movie License (1/2)	169.36
	Total 884.123	CSC Movie License		169.36
	884.126	General Adult Programs		
02/13/2019	1Y13-LWMT-V...	Amazon Capital Services Inc	Label Tape	8.99
02/13/2019	1KQ3-6LXK-96...	Amazon Capital Services Inc	Craft Supplies	51.31
	Total 884.126	General Adult Programs		60.30
	Total 884.120	Adult Supplies		282.69
	884.200	Storytime & Reading Collection		
02/12/2019	1KQ3-6LXK-7194	Amazon Capital Services Inc	Volunteer Candy	29.86
	Total 884.200	Storytime & Reading Collection		29.86
	884.210	Youth Speakers		
	884.211	Authors in Chelsea		
02/27/2019	884.922	Youth Prog Rest Gifts Authors	Authors in Chelsea-Honorarium	3,000.00
	03132019Hon	Pearsall, Michelle L		3,000.00
	Total 884.922	Youth Prog Rest Gifts Authors		
	884.211	Authors in Chelsea - Other		
02/27/2019	03132019EXP	Butler, Doni Hillestad	Authors in Chelsea-Expenses	455.60
02/27/2019	03132019Hon	Butler, Doni Hillestad	Authors in Chelsea-Honorarium	2,650.00

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Date	Num	Name	Memo	Amount
02/27/2019	03132019Exp	Lord, Cynthia	Authors in Chelsea-Expenses	213.40
02/27/2019	03132019Hon	Lord, Cynthia	Authors in Chelsea-Honorarium	3,600.00
02/27/2019	03132019Exp	Pearsall, Michelle L	Authors in Chelsea-Mileage Reimbursement	120.00
Total 884.211 - Authors in Chelsea - Other				7,039.00
Total 884.211 - Authors in Chelsea				10,039.00
884.215 - Early Literacy				
02/12/2019	02072019DA	Batley, Beth	02/07 Dance Along/Sing Along	90.00
02/25/2019	03142019DA	Batley, Beth	03/14 Dance Along/Sing Along	90.00
02/25/2019	02202019PSST	DeMea, Karla	02/20 Preschool Storytime	50.00
02/25/2019	02212019TT	Maveal, Jackie	01/24 & 02/21 ToddlerTimes	100.00
02/25/2019	02282019TT	Maveal, Jackie	02/28 ToddlerTime	50.00
Total 884.215 - Early Literacy				380.00
Total 884.210 - Youth Speakers				10,419.00
884.220 - Youth Supplies				
884.222 - General Youth Programs				
02/13/2019	1K03-6LXK-96...	Amazon Capital Services Inc	Necklace Time Turner	10.99
02/13/2019	02092019ST	Keybank	Cottage Inn - 277 Family Read Aloud	126.96
Total 884.222 - General Youth Programs				137.95
Total 884.220 - Youth Supplies				137.95
884.270 - Teen Supplies				
884.272 - Teen General Programs				
02/13/2019	1Y13-LWMT-V...	Amazon Capital Services Inc	Candy & Craft Supplies	42.95
02/13/2019	02092019ST	Keybank	Kroger - Winter TTT Supplies	52.22
02/13/2019	02092019ST	Keybank	Meijer - 2/1 Retro Recess Supplies	39.06
Total 884.272 - Teen General Programs				134.23
Total 884.270 - Teen Supplies				134.23
884.500 - Artist In Residence				
884.510 - Artist In Residence				
02/25/2019	1WKP-Y3JX-G...	Amazon Capital Services Inc	Books	102.66
Total 884.510 - Artist In Residence				102.66
Total 884.500 - Artist In Residence				102.66
884.910 - Adult Programming Restricted				
884.914 - Adult Prog Rest Gifts MWWest LW				
02/14/2019	04272019PROG	Lee, Min Jin	Midwest Literary Walk Presenter	3,000.00
Total 884.914 - Adult Prog Rest Gifts MWWest LW				3,000.00

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February 2019

Date	Numb	Name	Memo	Amount
Total 884.910 · Adult Programming Restricted				
Total 884 · Programming				3,000.00
920 · Utilities				
02/12/2019	02062019ST	City of Chelsea-Elect & Water	12-28-2018 to 01-30-2019	15,246.93
Total 920.110 · City of Chelsea Water				
				72.55
920.120 · City of Chelsea Sewer				
02/12/2019	02062019ST	City of Chelsea-Elect & Water	12-28-2018 to 01-30-2019	72.55
Total 920.120 · City of Chelsea Sewer				
				152.56
920.130 · City of Chelsea Electric				
02/12/2019	02062019ST	City of Chelsea-Elect & Water	12-28-2018 to 01-30-2019	152.56
Total 920.130 · City of Chelsea Electric				
				2,877.36
920.150 · City of Chelsea Sprinkler				
02/12/2019	02062019ST	City of Chelsea-Elect & Water	12-28-2018 to 01-30-2019	2,877.36
Total 920.150 · City of Chelsea Sprinkler				
				27.47
920.200 · McKune Gas				
02/25/2019	2536873	Constellation NewEnergy-Gas Division LLC	January 2019 Gas Service	27.47
Total 920.200 · McKune Gas				
				1,608.43
Total 920 · Utilities				
				1,608.43
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
02/12/2019	1Y4Q-CFYM-N...	Amazon Capital Services Inc	Return Docking Station for MAC Book Pro	-130.75
02/25/2019	1KDD-CJ4Y-3N...	Amazon Capital Services Inc	Harddrives for Servers	59.98
02/25/2019	1GN1-CHY3-33...	Amazon Capital Services Inc	Laptop & Accessories for Net Admin	2,127.04
02/27/2019	1NT6-PCK6-9V...	Amazon Capital Services Inc	Cases for AV Equipment & Rechargeable Batteries	196.93
Total 967.120 · Computers				
				2,253.20
Total 967.100 · Equipment Hardware				
				2,253.20
967.200 · Equipment Software				
02/13/2019	02092019ST	Keybank	Feb 2019 Ninile Pro-Monthly non-Windows Updates	20.00
02/13/2019	02092019ST	Keybank	Feb 2019 - Bisect Hosting - Hosted Minecraft Server Svcs	12.46
02/13/2019	02092019ST	Keybank	Envato - Ubermenu Update for Website	23.00
02/13/2019	02092019ST	Keybank	Envato - Update to Avada Theme for Website	62.00
02/13/2019	02092019ST	Keybank	Playstation Network - VR Software	49.77
02/13/2019	02092019ST	Keybank	APL*ITunes - Annual Subscription to Apple Music	99.00

Chelsea District Library

List of Checks for Board Approval

February 2019

03/12/19

Date	Num	Name	Memo	Amount
02/27/2019	1HTX-TL31-QH...	Amazon Capital Services Inc	Amazon Business Prime - 3 Users	179.00
Total 967.200 · Equipment Software				445.23
967.300 · Equipment Furniture & Fixtures				
967.330 · Equipment - non-Computer				
02/12/2019	1F1V-KQL9-DT...	Amazon Capital Services Inc	Rolling Table Cart	162.29
02/25/2019	17C9-O3G4-V6...	Amazon Capital Services Inc	Baseboard Heater	127.37
02/25/2019	7815/154	Great Lakes Ace Hardware	Salt Spreader	94.99
Total 967.330 · Equipment - non-Computer				384.65
Total 967.300 · Equipment Furniture & Fixtures				384.65
Total 967 · Equipment				3,083.08
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.111 · Asst Director				
02/06/2019			L Ballard - Reimburse Guest Meal at ALA	-15.00
02/13/2019	02092019ST	Keybank	Shuttle Express - L Ballard ALA	39.98
02/13/2019	02092019ST	Keybank	Purple Seattle - L Ballard ALA	19.82
02/13/2019	02092019ST	Keybank	Blue Water Taco - L Ballard ALA	4.51
02/13/2019	02092019ST	Keybank	P F Chang's - L Ballard ALA	58.16
02/13/2019	02092019ST	Keybank	Starbucks - L Ballard ALA	9.91
02/13/2019	02092019ST	Keybank	Blue Water Taco - L Ballard ALA	14.04
02/13/2019	02092019ST	Keybank	Cheesecake Factory - L Ballard ALA	46.57
02/13/2019	02092019ST	Keybank	Starbucks - L Ballard ALA	6.88
02/13/2019	02092019ST	Keybank	Specialty's Cafe - L Ballard ALA	20.23
02/13/2019	02092019ST	Keybank	Ruth's Chris Steak House - L Ballard ALA	43.98
02/13/2019	02092019ST	Keybank	Starbucks - L Ballard ALA	6.88
02/13/2019	02092019ST	Keybank	Subway - L Ballard ALA	11.84
02/13/2019	02092019ST	Keybank	The Lodge - L Ballard ALA	29.22
02/13/2019	02092019ST	Keybank	Mad Anthony's - L Ballard ALA	33.43
02/13/2019	02092019ST	Keybank	W Seattle Hotel - L Ballard ALA	1,044.60
Total 969.111 · Asst Director				1,375.05
969.124 · Technology Services Travel				
02/12/2019	02072019eCon...	Andrews, Ron	02/07/19 eContent Meeting	37.70
Total 969.124 · Technology Services Travel				37.70
Total 969.100 · Staff Travel				1,412.75
Total 969.001 · Travel				1,412.75
969.300 · Memberships				
969.320 · Information Services				

Chelsea District Library

List of Checks for Board Approval

February 2019

03/12/19

Date	Num	Name	Memo	Amount
02/14/2019	1157738Renew	American Library Assoc. PLA	Edith Donnell Membership Renewal to 04/30/2020	145.00
Total 969.320 · Information Services				145.00
02/25/2019	969.400 · Trustees Memberships	Michigan Library Association		
	2216		TJ Helfferich Membership Renewal	50.00
Total 969.400 · Trustees Memberships				50.00
Total 969.300 · Memberships				195.00
969.600 · Staff Training				
969.940 · Staff Appreciation - Restricted				
02/13/2019	02092019ST	Keybank	Common Grill - Gift Certificates	75.00
02/13/2019	02092019ST	Keybank	Cleary's - Gift Certificate	25.00
02/13/2019	02092019ST	Keybank	Smokehouse 52 - Gift Certificate	25.00
02/13/2019	02092019ST	Keybank	Panera Bread - Staff Appreciation Luncheon	153.80
02/13/2019	02092019ST	Keybank	Common Grill - Conrad Exit Interview	44.04
Total 969.940 · Staff Appreciation - Restricted				322.84
Total 969.600 · Staff Training				322.84
Total 969 · Continuing Education Expenses				1,930.59
980 · Capital Expense				
980.100 · Media Area Remodel				
02/12/2019	415851	Waterloo Upholstery Shop	Reupholster 8 Chairs & 2 Benches	4,074.35
02/13/2019	415852	Waterloo Upholstery Shop	50% Deposit & Fabric Reupholster McKune Chairs	1,625.00
Total 980.100 · Media Area Remodel				5,699.35
Total 980 · Capital Expense				5,699.35
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
02/04/2019			Circ Receipts - L/D	-29.99
02/12/2019	96890613	Midwest Tape	96890613 - Jan Audio Bks	309.92
02/12/2019	96922770	Midwest Tape	96922770 - Jan Audio Bks	31.99
02/14/2019	96951568	Midwest Tape	96951568 - Jan Audio Bks	34.99
02/27/2019	96983738	Midwest Tape	96983738 - Feb Audio Bks	467.88
02/27/2019	97015699	Midwest Tape	97015699 - Feb Audio Bks	79.98
Total 982.120 · Adult Books on Disc				894.77
982.140 · Youth Books on Disc				
02/25/2019	76176791	Recorded Books Inc.	Youth & Teen CD Books	24.99
Total 982.140 · Youth Books on Disc				24.99

03/12/19

Chelsea District Library List of Checks for Board Approval February 2019

Date	Num	Name	Memo	Amount
Total 982.100 · Audio Books				
982.400 · Non Print				
982.410 · Electronic Products/Subs				
02/12/2019	96959097	Midwest Tape · Hoopla	2019 Deposit Acct Hoopla Service	919.76
Total 982.410 · Electronic Products/Subs				
982.412 · eBooks/Overdrive Advantage				
02/12/2019	CD0157619022...	OverDrive	2019 Content Credit	5,000.00
Total 982.412 · eBooks/Overdrive Advantage				
982.414 · eBooks / Schools				
02/12/2019	CD0157619022...	OverDrive	2019 Content Credit	5,000.00
Total 982.414 · eBooks / Schools				
982.420 · Adult Music on CD				
02/12/2019	96890611	Midwest Tape	96890611 - Jan Music CDs	2,000.00
Total 982.420 · Adult Music on CD				
982.460 · DVD Feature				
02/12/2019	96890610	Midwest Tape	96890610 - Jan Feat DVDs	28.78
02/12/2019	96922773	Midwest Tape	96922773 - Jan Feat DVDs	28.78
02/12/2019	96923021	Midwest Tape	96923021 - Jan Feat DVDs	119.94
02/14/2019	96847620	Midwest Tape	96847620 - Feb Feat DVDs	23.24
02/27/2019	96983735	Midwest Tape	96983735 - Jan Feat DVDs	19.49
02/27/2019	96983737	Midwest Tape	96983737 - Feb Feat DVDs	14.99
02/27/2019	97015697	Midwest Tape	97015697 - Oct 2018 Feat DVDs	107.96
02/27/2019	97015698	Midwest Tape	97015698 - Feb Feat DVDs	816.34
Total 982.460 · DVD Feature				
982.470 · DVD Non-Fiction				
02/12/2019	96890614	Midwest Tape	96890614 - Jan NF DVDs	1,215.45
02/12/2019	96922772	Midwest Tape	96922772 - Jan NF DVDs	38.73
02/14/2019	96952040	Midwest Tape	96952040 - Feb NF DVDs	13.59
02/27/2019	96983736	Midwest Tape	96983736 - Feb NF DVDs	78.70
02/27/2019	97017011	Midwest Tape	97017011 - Jan NF DVDs	23.98
Total 982.470 · DVD Non-Fiction				
982.480 · Youth Video DVD				
02/04/2019			Circ Receipts - L/D	170.99
02/25/2019	444653	Junior Library Guild	Spanish & French	-34.98
Total 982.480 · Youth Video DVD				
982.485 · Playaway Views				
Total 982.485 · Playaway Views				

03/12/19

Chelsea District Library

List of Checks for Board Approval

February 2019

Date	Num	Name	Memo	Amount
02/25/2019	276395	Findaway World, LLC	Youth & Teen Playaways	279.96
	Total 982.485	Playaway Views		279.96
02/20/2019	982.490	Videogames	Circ Receipts - L/D	-99.99
	Total 982.490	Videogames		-99.99
	Total 982.400	Non Print		23,458.21
	982.500	Local History Preservation		
02/13/2019	982.510	Local History Preservation Keybank	Josten's - 2019 CHS Yearbook	65.00
	Total 982.510	Local History Preservation		65.00
	Total 982.500	Local History Preservation		65.00
	982.600	Periodical & Newspapers		
02/13/2019	982.630	Magazines		
	01162019NL	Washtenaw County Historical Society	Impressions Newsletter	25.00
	Total 982.630	Magazines		25.00
	Total 982.600	Periodical & Newspapers		25.00
	982.700	Print		
	982.705	Adult Print		
	982.710	Adult Large Print		
02/13/2019	2034290571	Baker & Taylor-Adult Large Print	2034290571	102.41
02/25/2019	2034314838	Baker & Taylor-Adult Large Print	2034314838	21.26
	Total 982.710	Adult Large Print		123.67
	982.720	Adult Print General		
02/04/2019			Circ Receipts - L/D	-112.93
02/13/2019	1Y13-LWMT-V...	Amazon Capital Services Inc	Book	24.00
02/13/2019	2034288641	Baker & Taylor-Adult	2034288641	457.24
02/13/2019	2034307969	Baker & Taylor-Adult	2034307969	374.12
02/14/2019	1HTX-TL31-X...	Amazon Capital Services Inc	Book Request	7.61
02/20/2019			Circ Receipts - L/D	-59.94
02/25/2019	2034321854	Baker & Taylor-Adult	2034321854	320.41
02/25/2019	2034325026	Baker & Taylor-Adult	2034325026	597.72
	Total 982.720	Adult Print General		1,608.23
	982.740	Multiple Book Copies		
02/13/2019	2034308039	Baker & Taylor Books Adult Multiples	2034308039	32.84
	Total 982.740	Multiple Book Copies		32.84

Chelsea District Library List of Checks for Board Approval February 2019

Date	Nume	Name	Memo	Amount
Total 982.705 · Adult Print				1,764.74
982.755 · Youth Print				
982.760 · Youth Print General				
02/04/2019			Circ Receipts - L/D	-89.82
02/13/2019	2034301578	Baker & Taylor-Auto Yours Cats	2034301578	105.57
02/13/2019	2034307498	Baker & Taylor-Auto Yours Cats	2034307498	20.31
02/13/2019	2034300907	Baker & Taylor-Youth	2034300907	434.64
02/20/2019			Circ Receipts - L/D	-16.99
02/25/2019	2034321735	Baker & Taylor-Youth	2034321735	277.14
02/25/2019	2034326988	Baker & Taylor-Youth	2034326988	241.95
02/25/2019	2034327056	Baker & Taylor-Youth Memorial	2034327056	3.41
02/25/2019	2034321912	Baker & Taylor-Teen Fiction	2034321912	39.10
02/25/2019	2034294494	Baker & Taylor-Unlabeled	2034294494	126.50
02/25/2019	2034296770	Baker & Taylor-Unlabeled	2034296770	100.68
02/25/2019	2034315911	Baker & Taylor-Unlabeled	2034315911	156.68
02/25/2019	2034316084	Baker & Taylor-Unlabeled	2034316084	79.11
02/25/2019	2034320195	Baker & Taylor-Unlabeled	2034320195	163.90
Total 982.760 · Youth Print General				1,642.18
Total 982.755 · Youth Print				1,642.18
Total 982.700 · Print				3,406.92
982.920 · Youth Collection Restricted				
02/25/2019	2034327056	Baker & Taylor-Youth Memorial	2034327056	50.00
Total 982.920 · Youth Collection Restricted				50.00
Total 982 · Collection Expense				27,924.89
TOTAL				161,238.94

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

	Jan 19	Feb 19	Jan - Feb 19	Budget	\$ Over Budget	% of Budget
	TOTAL					
Ordinary Income/Expense						
Income						
402 · District Revenue	594,401	816,483	1,410,884	1,752,176	(341,292)	81%
540.100 · State Aid	0	29,485	29,485	52,043	(22,558)	57%
574.100 · Penal Fines	0	0	0	20,000	(20,000)	0%
607.100 · Non-Resident Fees	564	749	1,313	6,000	(4,687)	22%
645.100 · Copiers & Printers	65	960	1,025	7,000	(5,975)	15%
655.100 · Circulation Fines	1,772	1,584	3,356	22,000	(18,644)	15%
665.100 · Interest	30	68	98			
666.100 · Investment Earnings	61	55	116	45,000	(44,884)	0%
666.500 · Investment Change in Value	12,063	1,598	13,661			
674 · Contribution & Donation-Public	7,740	500	8,240	23,790	(15,550)	35%
675 · Donations Private	10,000	0	10,000	11,000	(1,000)	91%
Total Income	626,696	851,482	1,478,178	1,939,009	(460,831)	76%
Gross Profit	626,696	851,482	1,478,178	1,939,009	(460,831)	76%
Expense						
701 · Personnel Expenses	43,209	77,748	120,957	1,141,773	(1,020,816)	11%
727 · Supplies	1,347	585	1,932	22,050	(20,118)	9%
801 · Professional Services	11,856	8,706	20,562	100,306	(79,744)	20%
803 · Maintenance Service Contracts	12,334	7,092	19,426	129,929	(110,503)	15%
850 · Telecommunications	(1,775)	2,125	350	37,400	(37,050)	1%
880 · Promotional Materials	2,863	6,360	9,223	62,851	(53,628)	15%
884 · Programming	1,937	15,247	17,184	121,895	(104,711)	14%
885 · Volunteer	0	0	0	2,400	(2,400)	0%
920 · Utilities	0	4,738	4,738	56,550	(51,812)	8%
960 · Board & Director Expense	0	0	0	3,200	(3,200)	0%
965 · Automation Services	13,163	0	13,163	42,795	(29,632)	31%
967 · Equipment	735	3,083	3,818	25,000	(21,182)	15%
969 · Continuing Education Expenses	2,554	1,931	4,485	25,600	(21,115)	18%
980 · Capital Expense	1,500	5,699	7,199	174,966	(167,767)	4%
982 · Collection Expense	6,151	27,925	34,076	175,369	(141,293)	19%
Total Expense	95,874	161,239	257,113	2,122,084	(1,864,971)	12%
Net Ordinary Income	530,822	690,243	1,221,065	(183,075)	1,404,140	
Other Income/Expense						
Other Expense						
999.001 · Transfer to Capital Improvement	0	0	0	(57,057)	57,057	0%
999.002 · Transfer to Capital Reserve Fun	0	0	0	(2,900)	2,900	0%
999.025 · Carry from General Fund	0	0	0	(123,118)	123,118	0%
Total Other Expense	0	0	0	(183,075)	183,075	0%
Net Other Income	0	0	0	183,075	(183,075)	0%
Net Income	530,822	690,243	1,221,065	0	1,221,065	100%

Chelsea District Library
Profit & Loss Prev Year Comparison
January through February 2019

	Jan - Feb 19	Jan - Feb 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,410,883.52	1,267,494.78	143,388.74	11.31%
501.001 · Grants	0.00	300.00	-300.00	-100.0%
540.100 · State Aid	29,484.62	0.00	29,484.62	100.0%
607.100 · Non-Resident Fees	1,312.50	1,343.75	-31.25	-2.33%
645.100 · Copiers & Printers	1,024.40	926.70	97.70	10.54%
655.100 · Circulation Fines	3,356.31	2,506.63	849.68	33.9%
665.100 · Interest	98.11	55.87	42.24	75.6%
666.100 · Investment Earnings	115.34	81.67	33.67	41.23%
666.500 · Investment Change in Value	13,660.97	-18,185.15	31,846.12	175.12%
674 · Contribution & Donation-Public	8,240.00	8,985.00	-745.00	-8.29%
675 · Donations Private	10,000.00	0.00	10,000.00	100.0%
Total Income	1,478,175.77	1,263,509.25	214,666.52	16.99%
Gross Profit				
Expense				
701 · Personnel Expenses	120,956.50	131,365.60	-10,409.10	-7.92%
727 · Supplies	1,931.67	3,066.11	-1,134.44	-37.0%
801 · Professional Services	20,562.08	15,628.69	4,933.39	31.57%
803 · Maintenance Service Contracts	19,426.47	25,558.95	-6,132.48	-23.99%
850 · Telecommunications	349.86	582.68	-232.82	-39.96%
880 · Promotional Materials	9,223.26	11,287.34	-2,064.08	-18.29%
884 · Programming	17,184.19	17,938.23	-754.04	-4.2%
885 · Volunteer	0.00	60.32	-60.32	-100.0%
920 · Utilities	4,738.37	4,897.48	-159.11	-3.25%
960 · Board & Director Expense	0.00	148.66	-148.66	-100.0%
965 · Automation Services	13,163.41	14,801.28	-1,637.87	-11.07%
967 · Equipment	3,818.51	2,244.71	1,573.80	70.11%
969 · Continuing Education Expenses	4,484.47	5,602.66	-1,118.19	-19.96%
980 · Capital Expense	7,199.35	6,150.00	1,049.35	17.06%
982 · Collection Expense	34,075.61	31,875.53	2,200.08	6.9%
Total Expense	257,113.75	271,208.24	-14,094.49	-5.2%
Net Ordinary Income	1,221,062.02	992,301.01	228,761.01	23.05%
Net Income	1,221,062.02	992,301.01	228,761.01	23.05%

CHELSEA DISTRICT LIBRARY

Fund Balances

February-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
\$455,533.91	\$688,441.80	\$1,143,975.71
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
<u>\$455,533.91</u>	<u>\$688,441.80</u>	<u>\$1,143,975.71</u>

Ameriprise Account

Fixed Income Fund

Money Market Fund

Investment Partners Total

\$1,417,427.85	\$1,652.43	\$1,419,080.28
\$0.00	\$0.00	\$0.00
<u>\$1,417,427.85</u>	<u>\$1,652.43</u>	<u>\$1,419,080.28</u>

Total General Fund

<u>\$1,872,961.76</u>	<u>\$690,094.23</u>	<u>\$2,563,055.99</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$479,005.79</u>	<u>\$326,963.58</u>	<u>\$805,969.37</u>
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[illegible]

Chelsea District Library Investment Account

As of 02/28/2019

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	Infindex Money Market Fund	1,737
	Total Investment	1,077,957

Investment Activity

Date	Value
2/28/2019	1,419,080
Invested	1,077,957
Increase 6/2009 – 12/31/2017	327,347
2019 Change (Current Year)	13,776
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	341,123
(Interest - Fees + Change in Value)	1,419,080

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

Report for 02/28/2019

Note: Fund Adjusts entered 2/12/2019

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	\$850,291	\$156,207	\$60,256	\$6,463	\$79,029	\$19,904	\$66,792	\$4,238	\$5,504	\$3,315	\$115,893	\$1,885,809
Other income PFI \$111													
Expenditures													
Total Expense	\$160,906	\$161,849	\$182,291	\$170,263	\$210,842	\$150,078	\$175,180	\$228,141	\$136,081	\$141,346	\$168,914	\$181,003	\$2,066,894
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	\$1,143,976	\$1,117,892	\$1,007,885	\$803,507	\$732,458	\$577,181	\$415,832	\$283,989	\$148,147	(\$17,452)	\$98,523
Total income	\$517,917	\$850,291	\$156,207	\$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	\$161,849	\$182,291	\$170,263	\$210,842	\$150,078	\$175,180	\$228,141	\$136,081	\$141,346	\$168,914	\$181,003	\$2,066,894
Net cash flow	\$357,011	\$688,442	(\$26,084)	(\$110,007)	(\$204,379)	(\$71,049)	(\$155,277)	(\$161,350)	(\$131,843)	(\$135,842)	(\$165,598)	(\$65,110)	(\$181,085)
Ending balance	\$455,534	\$1,143,976	\$1,117,892	\$1,007,885	\$803,507	\$732,458	\$577,181	\$415,832	\$283,989	\$148,147	(\$17,452)	(\$82,562)	(\$82,562)

\$ 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 through February 2019

	Jan - Feb 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	600	7,000	(6,400)
674.112 · Designated Music Focus Programs	2,000	6,000	(4,000)
674.120 · Undesignated Donation	800	700	100
674.141 · Designated Technology	3,000	3,000	0
674.200 · Friends of the Library Donation	840	840	0
Total 674 · Contribution & Donation-Public	8,240	23,790	(15,550)
675 · Donations Private			
675.100 · Community Found Southeast MI	10,000	10,000	0
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
Total 675 · Donations Private	10,000	11,000	(1,000)
Total Income	18,240	34,790	(16,550)
Gross Profit	18,240	34,790	(16,550)
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	3,000	3,000	0
884.953 · Youth Prog Rest Chelsea Ed Foun	501	1,000	(499)
Total 884.211 · Authors in Chelsea	3,501	4,000	(499)
Total 884.210 · Youth Speakers	3,501	4,000	(499)
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	0	1,000	(1,000)
884.962 · Music in the Air - Restricted	0	5,000	(5,000)
Total 884.400 · Music Focus	0	6,000	(6,000)
884.500 · Artist In Residence			
884.970 · Artist In Resdience Restricted	0	11,000	(11,000)
Total 884.500 · Artist In Residence	0	11,000	(11,000)
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	3,000	3,000	0
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
Total 884.910 · Adult Programming Restricted	3,000	6,870	(3,870)

Chelsea District Library
Donation and Restricted
January through February 2019

	Jan - Feb 19	Budget	\$ Over Budget
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	3,000	(2,800)
Total 884.920 • Youth Programming Restricted	200	4,000	(3,800)
Total 884 • Programming	6,701	31,870	(25,169)
969 • Continuing Education Expenses			
969.600 • Staff Training			
969.940 • Staff Appreciation - Restricted	323	1,440	(1,117)
Total 969.600 • Staff Training	323	1,440	(1,117)
Total 969 • Continuing Education Expenses	323	1,440	(1,117)
982 • Collection Expense			
982.920 • Youth Collection Restricted	50		
Total 982 • Collection Expense	50		
Total Expense	7,074	36,310	(29,236)
Net Ordinary Income	11,166	(1,520)	12,686
Net Income	11,166	(1,520)	12,686

DIRECTOR'S REPORT

Library Director's Report on February 2019

Respectfully submitted for March 2019 Board Meeting

Staff News

Staff work anniversaries for the month of February:

- Library Assistant Mandy Higgins, one-year on February 20. We thank her for her hard work on behalf of CDL!

Financial News

Auditing Firm: Maner Costerisan

We received the letter of agreement extending our current auditing firm's contract to include fiscal year 2019.

Personal Property Tax Reimbursement

We received the Local Community Stabilization Authority distribution on February 20, in the amount of \$43,180.69.

Actual DDA TIFA Payment History

2015 -- \$32,327
2016 -- \$34,447
2017 -- \$25,285
2018 -- \$19,532

Word of Mouth Marketing for March/April

Midwest Literary Walk

This year's Walk features a diverse offering of artists. Join us on Saturday, April 27 for an intimate readings and engagement with three incredible talents: Min Jin Lee, Luis J. Rodriguez, and Anissa Gray. Check out the CDL website for more information and help spread the word!

Artist in Residence

Our Artist in Residence this year is Luis J. Rodriguez, memoirist, award-winning poet, youth & arts advocate, community activist, and former Los Angeles Poet Laureate. Rodriguez -- whose work has been recognized by both Bruce Springsteen and the Dalai Lama-- will spend three days in Chelsea, April 25-27 working with high school students and local writers; leading a community conversation; and sharing his work at the Midwest Literary Walk. We are honored to host a visit with this incredibly talented and compelling artist.

Festival of Tables

Woot! Woot! CDL took the OMG Award at the 2019 Festival of Tables with the theme of "The 1960s -- Everything's Groovy, Baby." It was lovely day filled with good cheer, beautiful tablescapes, and wonderful company all benefiting the senior transportation programs coordinated by the Chelsea Senior Center. A special thanks to volunteer extraordinaire Marilyn Kuehl who was instrumental in creating our award-winning table.

Out and About -- February 2019

- Met with Wendy Brightman and Aim High School staff to discuss internship opportunities for young adults with Asperger's Syndrome and similar learning styles -- February 6
- Attended Chelsea Education Foundation meeting -- February 18
- Visited South Meadows School to consider artwork for newsletter cover -- February 20

- Hosted CDL table at Festival of Tables – February 23
- Juried Sculpture Walk entries – February 27
- Led SASUG meeting – February 28

Looking Ahead to March 2019

- Judge for Sounds and Sights – March 4
- Strategic Plan meeting in Lima Township – March 6
- Rotary meetings – March 5, 12, and 26
- TLN Steering Committee meeting – March 8
- TLN Membership meeting (Melanie Bell presenting) – March 8
- Chelsea Education Foundation meeting – March 11
- Authors in Chelsea – March 12 and 13
- Chelsea Education Foundation Gala – March 18
- Rotary Quartermania – March 20
- Strategic Plan presentation at Sylvan Township Hall – March 26
- SASUG meeting – March 28 (CDL hosting)

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Strategic Plan 2017-19 Update

Goal progress from January/February 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 -- shelving moved from Teenspace and New Book area out into spine area; counter re-installed in Teenspace; upholstery ordered for 8 chair projects, teen booths, and McKune chairs; laptop tables w/power placed in magazine area; ADA height counter installed along northwest wall; large study room area enclosed, adult reference desk reduced and moved; Garage collection moved; youth reference desk reduced.

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.

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

Goal 2.3 Strengthen and sustain relationships with schools in the district

- Provided copies of Min Jin Lee's *Pachinko* to high school to encourage participation in 2019 MLW
- Worked 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.

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

- Began discussion with Aim High on internship opportunities at CDL for young adults with Asperger's Syndrome and similar learning styles

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

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

Chelsea District Library Performance Dashboard Feb 2019

* YtD = Year to Date

	Feb-19	2018 YtD	2019 YtD	% change from last YtD
Circulation - Total	22779	46239	46171	-0.15%
Items	19936	41993	40484	-3.59%
E-books/E-audio	2367	3659	4679	27.88%
E-magazines	327	324	728	124.69%
Non-Traditional	29	62	68	9.68%
Hotspots	29	45	62	37.78%
Deposit Collection Circulation	91	156	150	-3.85%
Self-Check Items - Total	1945	4334	4215	-2.75%
New Cards - Total	59	119	138	15.97%
Reference Desk Interactions - Total	2225	3840	4214	9.74%
Outside Group Room Rentals	14	27	27	0.00%
Engagement - Total	1585	3949	3131	-20.71%
Youth Program Attendance	260	509	499	-1.96%
Adult Program Attendance	154	317	219	-30.91%
Teen Program Attendance	69	49	113	130.61%
General Program Attendance	50	309	145	-53.07%
Outreach -- Youth	988	2006	1705	-15.00%
Outreach -- Teen	0	0	0	NA
Outreach -- Adult	40	109	73	-33.03%
Awareness Opportunities	3	616	333	-45.94%
Homebound Visits	21	34	44	29.41%
Programs/Visits Offered - Total	41	108	81	-25.00%
Youth	15	39	30	-23.08%
Adult	6	27	13	-51.85%
Teen	9	7	15	114.29%
General	2	6	3	-50.00%
Outreach -- Youth	4	16	9	-43.75%
Outreach -- Teen	0	0	0	NA
Outreach -- Adult	4	11	9	-18.18%
Awareness Events	1	2	2	0.00%
Door Count - Total	11567	24183	23469	-2.95%
WiFi Data Usage (GB) - Total	2732.348	5436.991	5342.968	-1.73%
Library Internal Public WiFi	634.78	1493.37	1302.52	-12.78%
Total Hotspot WiFi	2097.568	3943.621	4040.448	2.46%
Lyndon Twp Hotspot	39.04	372.43	94.13	-74.73%
Lima Twp Hotspot	1.308	14.827	1.418	-90.44%
Sylvan Twp. Hotspot	2.68	10.16	6.1	-39.96%
Mobile Beacon Hotspots	660.37	2276.78	1320.1	-42.02%
Hotspots available for checkout.	1394.17	1269.424	2618.7	106.29%
Computer Usage/Sessions - Total	6531	14944	13296	-11.03%
Workstations	939	2354	1880	-20.14%
Wireless	5592	12590	11416	-9.32%
Website Stats		0	0	NA
Website Sessions	9784	18812	20640	9.72%
Website Users	6122	11564	12732	10.10%

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

Facility

We are making great progress with our Design Think projects:

- The granite counter is in place where the paperback shelving used to be, giving us more ADA accessible computer seating.
- The fabric for the chair reupholstering projects has been chosen and ordered. It should be in by the first week of March and the projects can begin.
- Café height chairs have been ordered for the café table at the north end upstairs, allowing for seating as well as standing at the table.
- Kids' computer table has replaced the large semi-circle in the youth area and fits the space much better.
- Side/laptop tables (with power ports) are in place in the periodicals area and at one chair on the north end.
- The youth reference desk has been reduced in size allowing for better flow around it and removing a printer that was past its life.
- Last but not least, the larger study room has been enclosed and is ready for use. It has already been scheduled twice that I know of ☺

March will see the carpet replaced on the 2nd floor and the Teenspace enclosed. We may even have some of the reupholstered chairs done and the new chairs for the Teenspace delivered. I can't wait for the new splash of color that will make!

We are also exploring using the Trendwall product to partition the youth area from the lobby, and putting new carpet in the adult reference desk and Garage areas.

Volunteers

We had 141.75 non-book sale hours this month and I do not have the book sale hours at this time.

Respectfully submitted-
Linda Ballard,
Assistant Director

Chelsea District Library
Volunteer Hours 2018

Volunteer Area	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Booksale	200.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.50
CPU	8.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.00
Local History	27.00	27.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.25
Program	9.25	26.25	1.50	1.50	0.00	1.50	1.50	1.50	0.00	1.50	0.00	1.50	46.00
Workroom	20.25	20.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.50
Friends	20.00	6.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26.50
YSG	40.00	54.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.00
Board Trustees incl.comm mtgs	6.00	6.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	12.00
Monthly Totals	331.00	143.25	1.50	1.50	0.00	1.50	1.50	1.50	0.00	1.50	0.00	1.50	484.75
<i>Non Book sale</i>	<i>130.50</i>	<i>143.25</i>	<i>1.50</i>	<i>1.50</i>	<i>0.00</i>	<i>1.50</i>	<i>1.50</i>	<i>1.50</i>	<i>0.00</i>	<i>1.50</i>	<i>0.00</i>	<i>1.50</i>	<i>284.25</i>

February Program Information

Date	Event	Attendance
Adult Programming (6 Programs, 154 Attendees)		
2/4	Adult VR	7
2/5	Reading Glasses	17
2/9	Purple Rose Concert Reading	72
2/12	CDL Top 5 at Thompson's Pizza	51
2/25	Healthy Living for Your Brain & Body w/ Alzheimer Assoc.	3
2/26	Ancestry Aficionados	4
Youth Programming (15 Programs, 260 Attendees)		
2/1	Homeschool Meetup	30
2/4	LEGO Club	5
2/7	Dance Along, Sing Along	40
2/7	Family Read Aloud	25
2/10	Reading Success in the Early Years	3
2/11	Minecraft Monday	11
2/13,20,27	Preschool Storytime	5,12,13
2/14,21,28	Toddertime	18,18,31
2/15	READ to Library Dogs	5
2/19,26	Babytime	26,18
Teen Programming (9 Programs, 69 Attendees)		
2/1,8,15,22	Skynet Junior Scholars	9,8,6,9
2/1	Teen After Hours: Retro Recess	6
2/7,21	That Thursday Thing: Candy Hearts, S'More Indoors	10,5
2/8	Teen VR	7
2/12	Pizza & Paperbacks	9
General Programming (2 Programs, 50 Attendees)		
2/16,17	Harry Potter Escape Room	29,21
Outreach (Adult 4/40 , Teen 0/0, Youth 5/988 , Awareness 1/3)		
2/1,8, 22 (Y)	Authors in Chelsea Visits: NCE, NCE, SME	135,300, 510
2/5,7,19 (A)	CRC: iPad, CT 1:1, iPad	8,3,8
2/19,20 (Y)	Storytimes: Special Needs, Early Childhood	3, 40
2/22 (A)	Trivia at CRC Glazier	21
2/27 (Aware)	Walk to School Wednesday	3
*Denoted Strategic Plan Initiative		
(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach (Awar) Denotes Awareness Events		

Services	Feb. 2019	Feb. 2018
Reference Questions	2225	2015
Homebound & Deposit Book Deliveries	21	22
OCLC Interlibrary Loan	18	13

Keegan Sulecki, Head of Information Services

February was a challenging month with a lot of strain due to lack of staff. We were very sad to see Sarah Conrad go, but know she will do wonderfully in the next step of her career. Thankfully Stacey Comfort joined us mid-month to begin training as our new Youth & Teen librarian. She has been a wonderful addition to our staff and is already providing great customer service at our information desks. In addition, I did post for two part-time reference librarians to help lighten the load and allow for more flexibility in times of rapid change in the future. We hope to interview and find good candidates in March.

Authors in Chelsea is fast approaching and I spent a lot of time coordinating final details. I visited all 19 classes at South Meadows on Feb. 22 to get students thinking about writing as a craft and to help them think of things they might like to ask Cynthia Lord during her visit. I arranged for pick-up and return to the airport for two of our authors, confirmed lodging information, confirmed Cynthia's schedule with SME and created her full itinerary. Finally, I also worked on the final press release and made sure all of our AiC display books had a sticker advertising the public event.

For programming, I staff That Thursday Thing: Candy Hearts and Retro Recess for our Teens, assisted with the Escape Room by handing registration reminders and check-in, and helped coordinate a visit from Ann Arbor Pediatric Dentistry at Stacey's first Preschool Storytime as part of Children's Dental Health Awareness Month. I also coordinated with Ruth from Money Play to share our promotions so she could help promote her event with us in March and sent out contracts to our March performers. I completed LCD Slides for Youth & Teen programs for March and made sure books for our Tween and Teen book clubs were ready to go for the next month. Finally, I arranged to visit the 4th grade classes at the school in March to talk about our Explora Database.

Midwest Literary Walk is also coming fast and some of the teachers at the High school have expressed an interest of using Min Jin Lee's book *Pachinko* for some of their students so I arranged to get a classroom set for them. I also made sure we had enough copies of the books by the two authors we have so far. We are still eagerly awaiting confirmation of our third author.

Shannon Powers, Adult Information Services Librarian

February was a busy month, and a month of change. Librarian Sarah Conrad left, and I took over her Mystery collection. Without a designated local history librarian, Laura Brown and I worked to revamp the process for requesting help with local history research. I updated links on the website, created an improved spreadsheet for incoming requests, and reviewed the entire collection with Laura. At this point, all Adult Librarians are capable of handling local history requests, and communication on a given question has been greatly improved. This system was tested as I took on three new local history requests and was able to assist patrons with research on materials for a class reunion, school house history, and general Chelsea history. Programs I planned and ran this month included Healthy Living for the Brain and Body, the Pines book club, and the make-up session of CDL Top 5. We had near record attendance for Top 5, and 4-5 teams that are now regular attendees. Thompson's has been happy with the partnership. Outreach and development events included the Adult Services Committee TLN meeting, where we discussed CARL tips and tricks, and shared programming ideas. I am co-chairing the Performers' Showcase committee this year with Rochester Hills librarian Jessica Parji. I also hosted trivia at Glazier, our first time partnering with Glazier in this manner. The event was successful, and I signed up two patrons for book delivery after the trivia took place. Kori Rochefort has invited us back to Glazier next quarter for a variation of Top 5. I also prepped for upcoming classroom visits to Beach Middle school, preparing book talks and presentations for the 6th and 7th graders. Further AiC work included coordinating the event schedule with Shelley Pearsall, delivering brochures, and verifying hotel and transportation reservations. Our winter reading program, Hot Reads for Cold Nights, wrapped up, and I

created a spreadsheet and instructions for teen volunteers to log all of the book reviews submitted for future marketing use. Finally, the Midwest Literary Walk is on the horizon. Progress in February was limited, but I did continue to confirm business discounts.

Laura Brown, Adult Information Services Librarian

February was a transitional month as Adult Librarian Sarah left CDL and applications came in for her position. For now, I will be ordering all Adult Non-Fiction titles (000's-200's; 800's-900's were Sarah's). I will also be facilitating the Reading Glasses Book Club once again. For programming, we had another well-attended Purple Rose reading. Federal and state tax forms have now all come in and CDL is well-stocked! Collection weeding has been an ongoing process, with my efforts now concentrated in Adult Playaways and Audiobooks. Filling ILL's and patron material requests has also been a highlight this month.

Stacey Comfort, Youth & Teen Information Services Librarian

I jumped in to my first month here in Chelsea feet first, so I could learn as much as possible about my new community and our patrons. I had a successful That Thursday Thing at the end of the month, where we ate microwaved s'mores and played a trivia game, and had the assistance of a local dentist for a preschool storytime all about teeth. While I'm working on the upcoming Thursday Thing plans (Clay Jewelry, an Oreo Taste Test, and Bath Bombs), I'm also delving into the teen fiction collection. Like Jody before me, I'm labeling series books with their series title and number, checking the condition of what we have, and seeing if we're missing anything that we need.

I've also gotten to work with Meg Gower of Skynet Junior Scholars, and attend their end-of-season wrap up at the Eddy Discovery Center. I even learned how to use Skynet myself, and have successfully had a telescope take a photo of Saturn.

Coming up, we have a lot of fun teen events, and I'm working on the Teen Summer Reading events and activities. Also, as I'm slated to take over the planning of Authors in Chelsea next year, I'm excited to see how it runs this year, as well as meet some of the teachers and students at the local schools.

Edith Donnell, Youth & Teen Information Services Librarian

February was a very busy month, not simply due to its brevity, but by the sheer number of snow days experienced! It was hard to cram everything in. I worked 16-22 hours on the reference desk each week. Out of 24 days worked, there were 17 events or outreach activities that I was running. School visits with first and second graders went very well, with all of the students becoming familiar with Dori Butler's books and getting excited about her visit. There was weekly skynet, babytime, outreach storytimes, Homeshool meetup and a spectacularly successful teen book club. I know it was successful because everyone signed up for the next one.

Collection ordering was right on track this month with juvenile graphics, holiday books, replacement picture books, Authors in Chelsea titles, Kirkus starred reviews, Family and Anime DVDs, and two trips to Gamestop for video games. I also processed the Baker & Taylor Automatically Yours orders for Jessica.

I transitioned the Bakery in Kidspot to a Veterinary Clinic, thanks to Jessica's hard work on collecting the materials, with some assistance from youth volunteers. YSG volunteer for 54 hours this month, which might be a record for the month of February.

Technology

Summary of February



From: Ron Andrews – Head of Technology

Technology Department – Monthly Summary

February 2019

Tech by Request went live a little early because we had some users and it seemed like a good time to test out the new databases. All worked perfectly. We received about 4 requests at the end of the month for training, and I have about 8 volunteers that have re-registered. Melanie and I are still waiting on contacts at Washtenaw and Jackson community colleges to discuss volunteer opportunities for their respective students.

Our **EZProxy** is up and running which will make access to our library subscription and MeL databases easier. Our users will not have to enter their library card to access any of the databases if they go through the library website links. This means that they cannot save bookmarks/favorites directly to databases. We think this is a good solution as well as having the ability to get some basic usage statistics from our MeL databases.

I have begun cloning workstations for our Public computer replacement project. I spent a week cloning from a master image for the Lenovo workstations on hand and Melanie has ordered more. I will be cloning these new CPUS and then we will be replacing all of the current public workstations in the Youth, Teen and Adult areas. This will give patrons all new machines, all setup identically and they all will also have new monitors.

I have shifted our 1:1 programs at the CRC a little to better fit our schedule here at the library. So now we have an iPad class on the first and third Tuesdays, 1:1 at Dancey on the first Thursday and now 1:1 at Glazier on the second Thursday.

Technology Projects

- Cloning new workstations for Public computer replacement project
- Replaced a computer of current public workstations that had problems with a couple of spare units
- Updated the new Teen laptops for the Information Services department

Programming/Services

- Continues VR workshops for Teen and Adult on monthly basis
- Continue iPad and 1:1 workshops at the CRC

Outreach/Partnerships

- Waiting on St. Louis center to give us the go-ahead to do some VR programs there
- Provided a session on our Downloadables (OverDrive, Hoopla and RBDigital) at Silver Maples on February 6th.

Meetings

- eContent committee meeting in Livonia on February 7th
- Lunch meeting with staff from AimHigh in regards to partnering for internships for Autistic and Special needs students. We hope to have the first intern here this summer in the Technology department.

From: Melanie Bell – Network Admin

Servers and Network:

- RAID array on the Frost server (that runs the historical newspaper database) was degraded. Ordered new hard drive and ran repairs to rebuild the degraded array.
- Feb 15 had a network outage from 7-10am due to our Internet Service Provider (Merit) being down.

Public and Staff Computers:

- Both 3D printers were having printing issues. Fixed the problem on one need to order a new thermal sensor for the other.
- Replaced two public machines that were having power issues.
- Purchased and setup a Surface Pro 6 for my use. Will be reusing my Surface Pro4 for Head of Information Services
- Researched, quoted and purchased 14 new computers, and monitors to finish the public computer upgrade. We are planning to upgrade all the public machines to Windows 10 with Office 2016 and are in the process implementing that upgrade.
- Ran virus updates on staff computers
- Ran software updates on public machines
- Ordered Office 2019 for staff.

Website

- Our main website was using a sidebar that is no longer supported. Worked on update all the sidebars on our website to use the new widget.
- Spent a few hours creating a Caspio tool to manage links to all of our databases. Ron and I then updated all the links to use our new EZProxy server so that patrons can access our databases from our website easily.

Broadband

- Repaired minor issues with 5 hotspots and replaced 1 ATT hotspot.
- Attended Michigan Broadband Cooperative meeting – typed up minutes and submitted treasurers report.
- Construction for Lyndon Township broadband began in early January and expect to finish by 4th quarter of 2019. First phase is expected to complete in April 2019

Other:

- Lunch meeting with staff from a special needs school called AimHigh
- Figured out how to 3D print 2D images and then 3D printed star map pictures, constellations and phases of the moon for PTO Science Night.
- Ran 5 Harry Potter Escape room sessions. They were a lot of fun and it was interesting to see how patrons figured out the solutions.
- Assisted with setup for the Festival of Tables
- Ran two 3D print sessions and had 4 sessions with patrons to address tech questions.

Ron Andrews & Melanie Bell

MARKETING BOARD REPORT

February 2019

MARKETING HIGHLIGHTS



2019 Artist in Residence

We are thrilled to present this year's Artist in Residence Luis J. Rodriguez, award-winning poet, children's book author, memoirist, youth & arts advocate, community activist, and 2014 Los Angeles Poet Laureate. We have been actively working with local groups and organizations for maximum engagement during Luis's stay. In addition to promotion through our website, social media platforms, print and digital newsletters, media ads, and in library displays, we have also created a bookmark for distribution throughout our community. During his three-day stay in Chelsea, Rodriguez will guide us on a journey that highlights and celebrates diversity but also illuminates the universal: our desire to express ourselves and our humanity. He will be working one-on-one with local poets, engaging in a community conversation to explore our community's challenges and strengths and help us to examine and explore workable solutions, share his tips and tricks for creative writing, and be a featured author at this year's Midwest Literary Walk. He will also be sharing his journey with Chelsea High School Creative Writing students and help them explore ways to use words and art to express themselves. Please make sure to visit our FB events page and share these exiting programs with friends, family, and members of your local organizations.

Midwest Literary Walk

As this event continues to grow, we begin our marketing efforts earlier and earlier each year! Followers are anxious to mark their calendars and find out who our featured authors will be. To that end, the month of February was spent updating the MLW website, social media platforms, and confirming the Walk's lineup. This year's event will be held on Saturday, April 27 from 1-5pm. We will be using the same three venues as last year: First Congregational Church, Chelsea Depot, and MainStreet Church located in the Clocktower Complex. Speaking at this year's event are Min Jin Lee, author of *Pachinko*, and CDL's Artist in Residence Luis J. Rodriguez. The third author has yet to be announced. Visit midwestliterarywalk.org or the MLW Facebook page for all the latest updates. Make sure to share the FB event and invite your friends to one of our most popular and inspiring CDL programs!



Festival of Tables



CDL's "1960's – Everything's Groovy, Baby" table brought home the OMG award this year and we had a lot of fun doing it! The Festival of Tables is not only a great way to support one of our long-standing partners, but also a great way to develop partnerships with the many other local organization in our community. For example, during the 2018 event, we met Gail Greer, a local calligrapher, who ended up on our Winter 2018-19 newsletter cover! At this year's event, when describing her table to the crowd and telling a little bit about herself, she thanked the library for showcasing her work on our cover. Lori and I made numerous contacts for future collaborations, such as a couple potential library displays and a possible article and cover for one of our upcoming newsletter editions. This event also gives us an opportunity to have some one-on-one time with both longstanding and new CDL supporters who were sitting at our table.

From Virginia Krueger, Marketing Assistant

In February, we kicked off the promotional efforts for Authors in Chelsea, Midwest Literary Walk, and Artist in Residence. My role in these efforts has been to schedule and publicize events on social media, in the eNews, as well as assist in editing and distributing press releases. To assist in the management of our social media marketing, we now use Hootsuite, which allows us to schedule posts in advance and across multiple platforms, share the post schedule with the librarians so that we can balance the frequency of our posts and alleviate duplication, and analyze post results to maximize audience reach and engagement.

Weekly eNews Stats: Since the beginning of 2019, the open rates of our weekly eNewsletter have averaged 30-34%, with a high of 53%. Compared to the same time period in 2018, this is an increase of about 3%. The emails with the highest open rates are the ones whose subject line engages the entire readership – specifically the introduction of our library catalog app, changes to our library account email notifications, and multi-age reading programs like Hot Reads for Cold Nights and Summer Reading. This information helps going forward as we continue to hone the weekly campaign subject line for a broader audience reach. Recent patron praise for our weekly enews "You are doing such a great job!" and "Love the newsletter."

MARKETING BOARD REPORT

February 2019

TLN Community Discounts Continue: We are actively engaged with Dale Jaslove, the Community Engagement Specialist from TLN to offer our patrons discounts to Red Wings games, Little Caesars Arena tours, events at the Fox Theater, City Theatre in Detroit, and Little Caesars arena, as well as monthly discounts at Emagine Theatres. These offers have been promoted primarily on Facebook and receive good response rates. In the spring, we are looking forward to offering discounted Tigers tickets! Stay tuned!



Monthly Mystery Giveaway: Through the generosity of an anonymous donor, we continue to promote monthly mystery prize drawings in the youth area. Brady, February's winner, took home the Haunted Library series by Dori Hillestad Butler. There were a lot of entries and the social media response shows that this promotion is very popular with families.

ADDITIONAL MARKETING PROJECTS IN PROGRESS

- Summer Newsletter
 - The cover of the summer newsletter will feature artwork from one of South Meadows' 3rd grade students. Additionally, we are evaluating how we can include other students' artwork on the inside pages of the edition.
- Digital Marketing Review
 - Virginia and I continue to evaluate the effectiveness of CDL's digital marketing. We will be developing a survey, which we will send to our eNews readers to get their feedback on eNews frequency and content and adjust accordingly.
- Social Media Practice Review
- CDL Business Library Card Promotion
- YSG Volunteer of the Year
- Music in the Air
- Song Fest
- Apron Strings Exhibition

MISCELLANEOUS MARKETING ACTIVITIES

- New hire training with Teen Librarian Stacey Comfort
 - Ordered name badge and business card
- Created and print ADA "Know Your Rules — Blue Space" brochures
- Added Military Library card information to website library card section
- Coordinated WHNA Year of the Bird display
- Created emergency library closing sign templates and shared with team

OUTREACH

- Participated in CSC's Festival of Tables – hosted table during event. (see paragraph in highlights)
- Helped Meg Gower with submitting her PTO Science Night press release (which highlighted CDL) to local media
- Met with Mary Austin (CRC resident) to discuss Ancestry Display, possible art displays, and potential artwork submissions for CDL newsletter cover

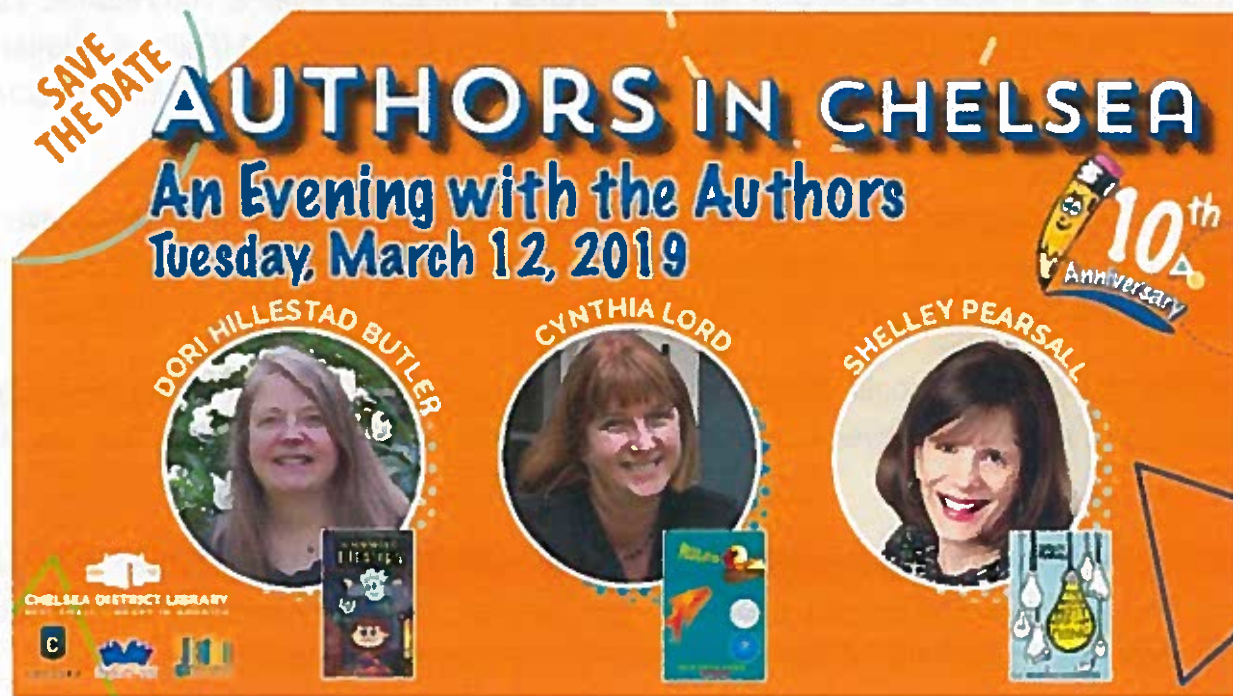
Respectfully submitted,
Patty Roberts
Head of Marketing

Authors in Chelsea program returns in March

 chelseupdate.com/authors-in-chelsea-program-returns-in-march/

Faith in Action Executive Director Nancy Paul retiring February 4, 2019

February 4, 2019



(Chelsea Update would like to thank Keegan Sulecki for the information in this story.)

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.

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 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 and 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 everyone at Washington Street Education Center on Tuesday, March 12 at 6:30 p.m.

"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 and teen librarian. 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: www.chelseadistrictlibrary.org/authors-in-chelsea/.

 [Share](#)  [Tweet](#)  [LinkedIn](#)  [Email](#)

Science Night Celebrates The First Moon Walk and Other Giant Leaps

By Meg Gower

The Chelsea PTO Elementary Science Night takes place at the Washington Street Education Center on Friday, February 22 from 6:30-8:30pm. As 2019 marks the 50th anniversary of the first Moon landing, many of the activities and displays will have an Astronomy focus.

The event is geared toward children ages 4-11 but includes hands-on activities that families with all ages will enjoy. Visitors can make a lunar rover, take a walk on the Moon, learn about the first dogs in space, or go on a scavenger hunt with their smart phones to discover all the planets in the building. Activities for visitors with special needs will be highlighted this year. As one example, the Chelsea District Library is creating

a set of 3D astronomical images for tactile identification. Visitors to Science Night will be able to feel the various phases of the Moon. Library network administrator, Melanie Bell, is also using their printing technology to create 3D images generated from robotic computer images produced by the SkyNet Junior Scholars, an after school astronomy program offered at the library. In an effort to reach out to all, there will also be one area of activities with lower lighting and sound for visitors with these sensitivities.

Other Science Night presenters include Imagine Planet from Jackson, the Eddy Discovery Center, Chelsea Robotics Teams, Chelsea Girl Scout troops, and Bella the reading dog.

The Chelsea Children's Cooperative Preschool will host a series of tables with hands-on activities for the youngest visitors. Finally, an inflatable SkyLab planetarium will be on site offering consecutive sky-viewing programs throughout the evening. The planetarium is made possible with generous funding from the Kiwanis Club of Chelsea.

With all these choices, the 2019 Science Night promises to be an out-of-this-world experience. Organizers are still looking for volunteers to help set up, tear down, and donate materials. Please follow the Sign-Up Genius link to help: <https://www.signupgenius.com/go/70a044a4ac22a6fa7-science>

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Chelsea Community Events



March 8, 2019 - The Rumpus Room

Open Mic | 8pm | No Cover

March 11, 2019

7 pm Chelsea Depot: "The HER-story of Chelsea", the March meeting of the Chelsea Area Historical Society. For more information, go to ChelseaHistory.org.

March 12-March 13, 2019

10th Annual Authors in Chelsea For more information about Authors in Chelsea, please visit: chelseadistlib.org/authors-in-chelsea/.

March 12

Traditional St. Patrick's Day Dinner 5:00 pm at Club House of Chelsea and Gun Club Public Invited Ticket donation of the door. Adults \$15.00, Kids 12 & Under \$6.00 The Proceeds Support Our Chelsea High School Scholarship Awards

March 14, 2019

Beginning March 14, St. Joseph Mercy Chelsea will host a 12-week family-to-family educational program to help parents, friends, and caregivers understand and support individuals with serious mental illness. The family-to-family program is one of several signature programs developed by the National Alliance on Mental Illness (NAMI) and is an evidence-based program. It has quantitative research to support its effectiveness. Enrollment information: Program begins March 14 | Time: 6 - 8:30 p.m. | Location: St. Joseph Mercy Chelsea, 775 S. Main Street, Chelsea, MI. Registration is required. There is no cost to participate in this program. Light refreshments will be served. For more information or to register, please call Kathy Wolz, behavioral health navigator at St. Joseph Mercy Chelsea, at 734-680-5312.

March 15, 2019 - The Rumpus Room

Open Mic | 8pm | No Cover

March 16, 2019 - The Rumpus Room

Guest DJ Dead Night with Deadlocked | Doors 8pm | 2 Sets | \$8 cover

March 17, 2019 - The Rumpus Room

Saint Patrick's Day Celebration with Deadlocked | Doors 8pm | 8:30 Show | 3 Sets | \$10 cover

March 17

Three Billy Goats Gruff Play by Chelsea Chamber Players 3:00 pm at Chelsea Depot 125 Jackson Street Chelsea Questions? Call Ian or Sara Cumming at (734) 433-1622.

March 21, 2019

St. Joseph Mercy Chelsea to host a peer-to-peer educational program for individuals living with mental illness. Beginning March 21, St. Joseph Mercy Chelsea will host a 12-week peer-to-peer educational program to help individuals living with mental illness who want to discover new coping strategies, reduce stigma, gain knowledge, connect with others who share a similar experience, and find volunteer and advocacy opportunities. Classes will be led by trained NAMI peer educators who also live with mental illness. This is not a support group, but a supportive, safe and confidential program. Enrollment information: Program begins March 21 | Time: 6 - 8 p.m. | Location: St. Joseph Mercy Chelsea, 775 S. Main Street, Chelsea, MI. Registration is required. There is no cost to participate in this program. Light refreshments will be served following the program. For more information or to register please call Kathy Wolz, behavioral health navigator at St. Joseph Mercy Chelsea, at 734-680-5312.

March 21, 2019

St. Joseph Mercy Chelsea to host live National Diabetes Prevention Program beginning in March. Informational session scheduled for March 21. St. Joseph Mercy Chelsea will host the National Diabetes Prevention Program (NDPP) beginning March 28. The NDPP will meet regularly on Thursdays from 4 to 5 p.m., for 16 weeks. In the Deter Wellness Center, located at 2810 Baker Road in Deter, NDPP helps those at high risk for developing type 2 diabetes adopt and maintain a healthy lifestyle by eating right, increasing physical activity and losing a modest amount of weight. In a classroom setting, a trained lifestyle coach facilitates a small group of participants in learning about behavior changes. Topics include healthier eating, getting started with physical activity, overcoming stress, staying motivated and more. The group helps to motivate and encourage each other. This program is free, but registration is required. For more information or to register, please call 734-693-5276. For people not sure if a Diabetes Prevention Program is right for them, they are invited to attend a free informational session at the Deter Wellness Center on March 21, from 4 to 5 p.m.

March 22, 2019 - The Rumpus Room

Open Mic | 8pm | No Cover

March 23, 2019 - The Rumpus Room

Jacob Wiley and The Social Workers | Doors 8pm | \$5 Cover

March 23, 2019

Southern Director of Our Savior Lutheran Church Chelsea 1615 S Main Street Served Buffet Style from 4:30 to 7:00 pm | Homemade Knoshies | Southerly Soups | Pork Roast | Marinated Potatoes | Applesauce | Gravy | Beverages | Homemade Pies | Take-Out Meals Available | from 4:00 - 5:00 p.m. | Donations | Adults \$11.00 - \$10.00 | \$5.00 | 4 and under FREE | Email: olscsouthern@our-savior-chelsea.com or call the church office at 475-1404

March 30, 2019 - The Rumpus Room

Harper & Midwest Kind | Doors 8pm | \$10 Cover

April 6

Bowling Family Fun Night 7-9pm Night includes 3 games of bowling, pizza, popcorn, pop and prizes Over 1,000 in prizes and 50/50 raffle. Bowling Night will be at Chelsea Lanes 1180 S Main Street in Chelsea.

April 6, 2019

CIS Orchestra, Band, & Choir Music Department College beginning of 7:30pm CIS Auditorium

May 1, 2019

CIS Orchestra, Band, & Choir Concerto Concert beginning of 7pm CIS Auditorium

May 21, 2019

CIS Orchestra & Band Concert beginning of 7pm CIS Auditorium

June 8, 2019

Chelsea Area Chamber of Commerce 8th Annual Golf Outing at Pierce Lake Golf Course in Chelsea. St. Joseph Mercy Chelsea to host a family-to-family educational program on mental illness

June 6-August 18, 2019

Sounds & Sights Thursday Nights in Chelsea: Featuring Musical Acts from across the spectrum: Folk, Bluegrass, Celtic, Jazz, Classical, Country, Latin & Everything in between...perform at 11 stage locations around the downtown area.

July 25-27, 2019

Sounds & Sights Festival Weekend

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

Chelsea Senior Center's 8th Annual Festival of Tables



From Pamela Parkinson

The 8th annual Festival of Tables held on Saturday, February 23rd was another colorful and successful FUNdraiser for the Chelsea Senior Center. We want to share our sincere THANKS to all the groups and individuals who decorated and hosted a table (listed below), to St. Mary for hosting our event, and to our committee members for their hard work and good cheer!

Congratulations to our winners:

Golden Plate award (by most votes) Material Girls

OMG award winners (tie) Chelsea District Library and Gail Geer Calligraphy

OCD award winner Vintage Barn Boutique

LOL winner US-Artquest (will send in next email)

New Kid on the Block award winners Silver Maples and Fran Coys Salon

Tables 1. "Tour de France" by Mary Myer

2. "Surprise" from USArtquest by Sue

Rothamel

3. "Kentucky Derby" from Vintage Barn Boutique, by Katina Blanchard

4. "Dinosaurs" from Adult Learners Institute by Mort & Rita Dunlop

5. "Write your Next Chapter" from Silver Maples Retirement Neighborhood by Christina Kim

6. "Quilts for Life" from C.A.D.D.Y. Quilters by Mary Jo Freitas & Kathi Sporer

7. "Love's Blooming" by Jen Kothe

8. "A Vintage Chic Affair" from Fran Coys Salon & Spa by Jill Mock & Karin Brandt

9. "Seasons in the Garden" from the Garden Mill by Jennifer Fairfield & Maureen Tobin

10. "Rescue Dogs & Calligraphy" from Gail's Calligraphy by Gail Geer

11. "Cruising Down Memory Lane" from Material Girls by Janie Brooks and members

12. "Find Your Fire" from Chelsea MOPS by Katie Hepler

13. "Growing Your

Money with Chelsea State Bank" from Chelsea State Bank by Teresa Beegle & Emily Schaible

14. "Rural Older Adults in Motion (R.O.A.M.)" from Chelsea Senior Center by Jill Schaefer

15. "1960's - Everything's Groovy Baby" from Chelsea District Library by Lori Coryell and Patt Roberts

16. "Still Life with Friends" from Chelsea Artists Guild by Net Mills & Janet Alford

17. "Summer Nights" from Chelsea Area Festivals & Events by Denise Cugliari

18. "Fordite: Ho the Automotive Industry Inspired Jewelry" from Jewelry in Stone by Stephanie Kolokithas

19. "It's a Tea Party" from CSC Crafte by Ruth Broesamle Eleanor Maurer

20. "Along the Garden Path" from Chelsea Area Garden Club by Merrill Crockett & Car Strahle



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FRIDAY
MAR 15
7 PM



Circulation Supervisor's Report February 2019

- Circulation – 22,779 or 4% higher than last February;
41,171 YTD or even with last year.
- Patron Count- 11,567 for February;
23,469 Year to Date.
** Does not include offsite programs.
- Circulation by township- for February –
 - These numbers may change due to TLN Reports for February being incorrect
 - Dexter = 10% of total transactions
 - Lima = 12% of transactions
 - Lyndon = 13% of transactions
 - Sylvan = 16% of transactions
 - Chelsea = 31% of transactions
- February Circulation: 65% were items from Chelsea and 35% were inter-loaned items.
- Automated phone renewals in February– 20, Self-check was 9% of items checked out in February; Overdrive = 2129 in February; RBDigital = 327 in February; Hoopla = 238 in February.
- Registrations for February– 59 new cards; 8300 total card holders
 - *Dexter = 1101 cards; Lima = 965 cards; Lyndon = 1255 cards
 - *Sylvan = 1426 cards; Chelsea = 3006 cards; Nonresident = 612 cards
 - These numbers will change when TLN corrects the reports for February.

Circulation Activities:

- We received 5 to 14 tubs in the run each day M-F with a total of 155 in February.
- CDL was closed on February 18th for President's Day and we opened at noon on February 6th & 12th due to the weather.
- Hotspot holds for February: Sprint 5; Verizon 7; AT&T 5.
- Mandy celebrated her 1st work anniversary in February.
- The February TLN reports on the number of our registered patrons have conflicting numbers. I have notified them of the errors and they are looking at the problem. I will update the February cards by entity and % of transactions when this happens.

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library												
Monthly New Registration 2019												
New Registrations by Municipality												
District	NonRes	School	Other	Total Month	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan		
January	65	9	0	5	79	35	13	4	11	9		
February	51	6	0	2	59	22	4	7	11	7		
March					0							
April					0							
May					0							
June					0							
July					0							
August					0							
September					0							
October					0							
November					0							
December					0							
Totals					138	57	17	11	22	16		
Change in Card holder Grand Total due to Patron database clean up for new computer system.												
Registered Card Holders												

Average Daily Door Count 2019						
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Jan. 433	527	508	519	435	377	234
Feb. 537	513	396	518	435	436	248
March						
April						
May						
June						
July						
August						
Sept.						
Oct.						
Nov.						
Dec.						
Total						
Monthly average						
Avg. % increase						
Replacement People counter went live on January 2018						
Total door count includes outdoor programming at CDL.						
23469						
11,735						

Trans	% Tot	SEMCOG Dec2010	% of Pop
Feb-19	Trans	Pop.	Regist % of Entity Pop.
15,510		15010	
1475	10%	2604	47% Dexter
1878	12%	1909	59% Lima
1943	13%	2720	57% Lyndon
2536	16%	2833	59% Sylvan
4784	31%	4944	72% 100% CityChel
			59%
381	2%		
494	3%		
529	3%		
90	1%		
1400	9%		
	100%		

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

Trans	% Tot	SEMCOG Dec2010	% of Pop
Feb-19	Trans	Pop.	Regist % of Entity Pop.
15,510		15010	
1475	10%	2604	47%
1878	12%	1909	59%
1943	13%	2720	57%
2536	16%	2833	59%
4784	31%	4944	72%
			59%
381	2%		
494	3%		
529	3%		
90	1%		
1400	8%		
	100%		

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

Chelsea District Library
2019

Average Daily Circulation							2019	%Diff.		
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total		
Jan.	591	950	903	850	715	548	422	23392	24343 -4%	
Feb.	771	965	754	779	731	618	398	22779	21896 4%	
March									25332	
April									23655	
May									21069	
June									25615	
July									26766	
August									24733	
Sept.									22047	
Oct.									22823	
Nov.									22230	
Dec.									20805	
Total								48171	281314	
Minth Avg								23,086	23,443	
Avg. % Inc.								with OD & RB, & deposit collection ckouts. 0%		

REV

SifChk/ Check-outs only				
2018 Totals	2019 Total	Days	Per Day	% ChkOuts
2273	2270	29	78	10%
2061	1945	26.5	73	9%
2399				
2095				
2225				
2605				
2934				
2595				
2032				
2296				
2017				
1849				
27381	4215			9%

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

These figures represent all materials charged, renewed, or routed out, not just ours & include OD, RBDigital & deposit collections
REV with last 3 days of May 2018 included.

2019	Items Added	Total Items
Jan	732	69,229
Feb	574	67,415
Mar		
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	1,396	68,322

RB Digital Circ 2019 (downloadable e-magazines)				Overdrive Circ 2019 (e-books, audio books & music)			
2019	2018	2017	2019	2018	2017	2019	2018
Jan	401	180	292	2248	1882	1577	1577
Feb	327	144	271	2129	1696	1401	1401
Mar		291	383	2068	1703	1703	1703
April		170	331	2057	1589	1589	1589
May		170	238	1813	1504	1504	1504
June		215	240	1908	1570	1570	1570
July		174	239	2034	1659	1659	1659
Aug		192	230	1990	1724	1724	1724
Sept		152	264	2011	1539	1539	1539
Oct		198	220	2041	1644	1644	1644
Nov		467	172	2077	1602	1602	1602
Dec		340	191	2138	1639	1639	1639
Total	728	2693	3,071	4377	19151	19151	19151

Hoopla 2018 (e-books, audiobooks, music, movies)			
2019	2018	2019	2018
Jan	64	43	43
Feb	238	38	38
Mar		42	42
April		78	78
May		79	79
June		121	121
July		146	146
Aug		160	160
Sept		148	148
Oct		167	167
Nov		174	174
Dec		204	204
Total	362	1400	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
Jan.	23,392	15,888	68%	7,504	32%	1,342
Feb.	22,779	14,894	65%	7,885	35%	1,153
March				0		
April				0		
May				0		
June				0		
July				0		
August				0		
Sept.				0		
Oct.				0		
Nov.				0		
Dec.				0		
Totals	46,171	30,782	67%	15,389	33%	2,495
Mnth Avg	23,086	15,391		7,695		1,248

2019 Circulation by Department - Percentage			
	Adult	Youth	Teen
January	60%	36%	5%
February	58%	38%	4%
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Avg.	59%	37%	5%

2019 Circulation by Department - Total Checkouts			
	Adult	Youth	Teen
January	9,777	5,743	677
February	8,900	5,743	563
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Total	18,677	11,486	1,240

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

March 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 February donations and changes to the 2019 FY Budget.

<u>Income Line -</u>		<u>Expense Line</u>
Chelsea Lions Club	Youth Programming – Summer Reading Program	674.111 884.923 \$100.00
Bill & Mary Teneyck	Non-Designated	674.120 969.340 \$100.00

Sub Total: \$200.00

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

Sub Total: \$

Total General Donations: \$200.00

Acknowledge the donations below toward the CDL Endowment.

Steve & Callie Jerant	Community Foundation for SE Michigan	257.003	\$50.00
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Anne Merkel, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 19, 2019 Meeting

2019 Staff In-Service

Background:

Discussed in-service date of August 23 at the February meeting.

Action:

The Chelsea District Library Board of Trustees approves the annual staff in-service date of Friday, August 23. The library will remain closed that day and this change will be added to the calendar.

Anne Merkel, Board Secretary

Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 19, 2019 Meeting

Approval of Patron 2017-1 Resolution

Background:

Lori reported last month that our attorneys were preparing a resolution that would need board approval.

Action:

The Chelsea District Library board hereby approves the resolution regarding religious exemption, as prepared by the library attorneys.

Anne Merkel, Board Secretary

Date

CHELSEA DISTRICT LIBRARY

RESOLUTION REGARDING RELIGIOUS EXEMPTION

At a meeting of the Library Board of the Chelsea District Library ("Library"), Washtenaw County, Michigan, held at the library on the 19th day of March, 2019 at _____ p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, the Library is a district library established pursuant to the District Library Establishment Act, 1989 PA 24; and

WHEREAS, the Library Board has been asked to approve a religious exemption permitting a patron to go barefoot at all times the library is open to the public, in accordance with a settlement agreement with the Michigan Department of Civil Rights ("MDCR") in MDCR #481564; and

WHEREAS, legal review and approval has been obtained.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS by the Chelsea District Library Board:

1. The Library hereby approves a religious exemption in accordance with the settlement in MDCR #481564; and
2. The Library Director is authorized to make all library staff aware of the religious exemption, consistent with other training for library staff; and
3. All resolutions or motions and parts of resolutions or motions in conflict with this resolution are hereby repealed to the extent of such conflict.

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN

)

) ss.

COUNTY OF WASHTENAW

)

I, the undersigned, the duly qualified and acting Secretary of the Chelsea District Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a regular meeting held on the ____ day of March, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.

Anne Merkel, Board Secretary

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12/2/2014

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 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 March 19, 2019 Meeting

FY 2020 Budget Development Calendar

Background:

The 2020 budget development process will be starting soon and the board reviews the calendar for this process. The time line is guided by the fact that we have to submit our L-4029 form to the townships, city, & county by September 18th.

**Chelsea District Library
Budget Development Calendar
For FY 2020
Dates to be confirmed by Director & Treasurer**

Activity	2020 Budget Year (Dates in 2019)
Set Budget Preparation Calendar Meet with board treasurer	Week of March 4 th
Review Budget Process with Board	March 19 th Board Meeting
Staff Prepare Budget Materials	March 26 th (Pre-Budget) April 30 th May 7 th May 14 th May 21 st May 28 th
Qualifying Statement filed with State Treasury Dept. by Director	After audit approval & filed with state by auditor
<u>First</u> Presentation to the Finance Committee	June 4 th
<u>Second</u> Presentation to the Finance Committee	June 11 th
Full Board to Discuss Hearing Notice	June 18 th Board Meeting
<u>Third</u> Presentation to the Finance Committee	June 25 th -If Needed
Distribute Budget Materials to Board	July 16 th Board Meeting
Board Action to Approve Hearing Notice and Hearing Date	July 16 th Board meeting
Submit Hearing Notice to <i>The Sun Times News</i>	July 17 th Deadline [Wednesday]
Announce Budget Hearing Published in <i>The Sun Times News</i>	July 24 th Publication Date [Wednesday]
Put Budget Out for Public Inspection	July 24 th
Budget Hearing	August 20 th Board Meeting
Budget Approval Levy Amount Approval	September 17 th Board Meeting
Turn in Form L-4029 (Levy amount) to County and Township Clerks	September 18th Key Deadline
Budget Takes Effect	January 1st, 2020

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 19, 2019 Meeting

Budget Adjustment

Discussion:

That the Board approve the following budget adjustment to the 2019 budget:

Income line 674.112 and expenditure line 884.962 both need to be reduced by \$1,000, due to half of the \$2,000 Kunkel/Cox donation already being included in the budget.

674.112 – reduce from \$6,000 to \$5,000

884.962 – reduce from \$5,000 to \$4,000

Anne Merkel, Board Secretary

Date

Discussion Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 19, 2019 Meeting

Resolution to Approve and Certify Millage Proposal

Background:

The library's current operating millage expires December, 2019, and the ballot initiative to extend the existing operating millage rates will take place in August. The millage proposal and ballot language of said proposal will need the board's approval.

**LIBRARY BOARD
CHELSEA DISTRICT LIBRARY**

RESOLUTION SUBMITTING MILLAGE PROPOSAL

At a regular meeting of the Library Board of the Chelsea District Library, County of Washtenaw, State of Michigan, held in the District Library on April 16, 2019 at _____ p.m., prevailing Eastern Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Chelsea District Library (the "District Library") is a District Library subject to the provisions of the District Library Establishment Act, 1989 PA 24, ("DLEA"); and

WHEREAS, the Library Board of the District Library ("Library Board") determines that it is in the best interests and welfare of the District Library and its residents that revenue be authorized for district library purposes; therefore, the District Library has determined to request that voters of the District Library renew the previously authorized millage rate of 1.9231mills that expires in 2019, subject to the applicable Headlee rollbacks, for ten (10) years, beginning with the 2020 levy; and

WHEREAS, the Library Board determines that it is in the best interests of the District Library that such millage election be held at an election to be held in the district on August 6, 2019.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library Board approves and certifies that the proposition shown on attached Exhibit A shall be submitted to a vote of the qualified electors of the Chelsea District Library, County of Washtenaw, State of Michigan at an election to be held on Tuesday, August 6, 2019.

2. The Secretary of the Library Board ("Secretary") is hereby directed to file a certified copy of this resolution with the Washtenaw County Clerk ("County Clerk") or other entity that is legally responsible for receiving this resolution in the manner required by law.

3. The Secretary is directed to request that the County Clerk publish notice of the close of registration in the manner required by law. *The District Library Establishment Act requires that the notice of close of registration contain the ballot language of the proposal attached as Exhibit A to this Resolution.*

4. The Secretary is directed to request the County Clerk publish notice of the election in the manner required by law.

5. The Secretary shall work with the County Clerk to have prepared and printed, as provided by law, separate ballots for submitting said propositions, which ballots shall be in substantially the same form shown on Exhibit A, or said propositions shall be stated as separate propositions on the voting machines.

6. The President of the Library Board is authorized to make any non-substantive changes to the proposed ballot language or notices authorized by this Resolution if changes are requested by the County Clerk or other person or entity authorized by law and said changes comply with the Michigan Election law and are consistent with the law governing district libraries.

7. The Treasurer of the Library Board is hereby directed to pay, to the extent required by law, the costs of conducting the election required by this Resolution and by law.

8. All resolutions and parts of resolutions that are in conflict with the provisions of this Resolution are rescinded.

AYES: Members: _____

NAYS: Members: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF WASHTENAW)

I, the Secretary of the Library Board of the Chelsea District Library, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Library Board of the Chelsea District Library, County of Washtenaw, State of Michigan, at a regular meeting held on April 15, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

Library Board Secretary

EXHIBIT A

Library Millage Renewal

Shall the Chelsea District Library, County of Washtenaw, be authorized to levy a renewal of the previously voted increase in the tax limitation, which expires in 2019, in an amount not to exceed 1.9231 mills (\$ 1.9231 on each \$1,000 of taxable value) against all taxable property within the Chelsea District Library district for a period of ten (10) years, 2020 to 2029, inclusive, for the purpose of providing funds for all district library purposes authorized by law? The estimate of the revenue the Chelsea District Library will collect in the first year of levy (2020) if the millage is approved and levied by the Library is approximately \$1,791,000. A portion of the revenue collected may be subject to capture by the Washtenaw County Brownfield Redevelopment Authority.

Yes

No

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COMMITTEE INFO & MINUTES

**Chelsea District Library
Finance Committee
Meeting Notes – Draft
Tuesday, March 5, 2019**

In attendance: Elizabeth Sensoli, Treasurer; Susan Lackey, President; TJ Hellferich, President Elect; Lori Coryell, Director, and Mary Budzinski, Bookkeeper.

1. Meeting was called to order at 10:30.
2. Agenda was approved as submitted.
3. The fourth quarter 2018 reconciliation report was reviewed and accepted by the Finance Committee. In the future will bracket negative amounts. Discussed payroll accounting with short term disability insurance payments.
4. Discussed Investment Professionals, and the service they have provided. Decided to stay with them for the time being.
5. Auditing firm RFP schedule: will start the process early next year, with the goal of signing a contract in late summer/early fall. The process should be similar to the last time around.
7. Comment: Lori relayed that she is working on finding a replacement for Mary.
8. The meeting was adjourned at 11:00.

**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

