

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, April 16, 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 – March 19, 2019

Approval of the March Operational Checks

Approval of March Financial Reports

Director's, Strategic Plan, and Friends Reports

7:10 Public Comment

7:15 Presentation:

1. Jordan Smith, from Maner Costerisan, presenting the audit findings and report.

7:45 Action Items

1. Donations
2. Budget Development Calendar
3. 2019 Budget Adjustment
4. Resolution to Approve and Certify the Millage Proposal

8:00 Discussion Items

1. Millage
2. 2018 Audit

8:10 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

8:15 Public Comment

8:20 Other Items

8:25 Adjournment

Public Participation

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

Public Participation at Open Meetings

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

There are two ways to participate in a Board meeting:

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

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

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

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

Tuesday, March 19, 2019 6:45pm
Meeting Location: McKune Meeting Room

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

Trustees Absent: None

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

Guests: Bill Pruitt, Chelsea Guardian

Welcome and Call to Order

S. Lackey called the meeting to order at 6:45 p.m.

Agenda Review, Additions, and Approval

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

All Ayes: 7-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by C. Taylor, SECONDED by J. Carr to approve the minutes of the February 19, 2019 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by E. Sensoli, SECONDED by C. Taylor to accept the General Fund Operational checks for February, 2019. Discussion: None

All Ayes 7-0

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

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- Noted that the TIFA payments for the past 4 years were included in the packet, as requested by the board.
- Distributed Artist in Residence bookmarks and talked about amazing job marketing has done for upcoming programs.
- Spoke about the Luis Rodriguez's visit and the events he will be participating in leading up to the Midwest Lit Walk.
- Several trustees noted that they liked the wait for the third Midwest Lit Walk author and suggested that going forward we release the names one at a time in a staggered time line to keep intrigue up and more people engaged.

Strategic Plan Update:

- Noted several recent building upgrades: New large study room, reupholstered chairs, ADA-height wall counter on the second floor.
- Spoke about intern opportunity for a student from the AIMS School. Staff will visit the school shortly.

Friends Report Update:

- Lori was not able to attend the last Friends meeting.
- Scheduled events are the Staff Appreciation Party on April 10 and the Friends Tea party on October 19.

Other Reports Notes:

Jan noticed in the Informational Services report that Stacey is adding series numbers to books and wanted to let us know that there are many series books that are donated and that she should check the basement if the library is missing certain numbers.

Public Comment:

Jim Pruitt introduced himself and said he was there representing the Chelsea Guardian.

Presentations:

1. Strategic Plan Progress Report
 - o Lori gave a power-point presentation, highlighting the goals and successes from the current strategic plan, covering 2017-2019.
2. Fine-Free Library Video
 - o Lori showed a ten-minute video advocating the reasons for going fine-free. She stressed it was just an informational video, but that more libraries are going this route and it's a conversation we need have. Terri is collecting information, pros and cons, and will present that information at a future board meeting.

Action Item #1: Donations

MOTION made by C. Taylor, SECONDED by J. Carr to approve and acknowledge the presented 2019 February donations of \$200.00.

Discussion: None

All Ayes: 7-0

Action Item #2: Staff In-Service

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve the proposed date of August 23 for the staff in-service.

Discussion: None

All Ayes: 7-0

Action Item #3: Patron Appeal 2017-1 Resolution

MOTION made by J. Carr, SECONDED by C. Taylor to approve the resolution granting religious exemption.

Discussion: None

All Ayes: 7-0

Discussion Item #1: Millage

- Anne announced the Millage Committee will be meeting next Wednesday.
- Lori mentioned that it looks like a third ballot initiative (from WISD) will be on the August ballot.

Discussion Item #2: Budget Development Calendar

- Looked over the calendar. Susan asked that we work on an endowment policy before approving the next budget.
- Jan asked if we should include hearing notice with the Chelsea Guardian, too. Lori will check with Patty to add it to our publications.

Discussion Item #3: 2019 Budget Adjustment

- Linda explained that this is just an adjustment to correct funding that was accepted incorrectly. It's an easy fix, but has to be approved by the board.

Discussion Item #4: Resolution to Approve and Certify the Millage Proposal

- Chris handed out an updated page 3 and Lori explained why the language was changed.

Committee Reports

Policy Committee –

Finance Committee – Meeting minutes in packet.

Personnel Committee –

Nominating Committee –

Fundraising Committee –

Public and Board Comment:

- Jan mentioned that the County Commissioner Meeting is coming to Sylvan Township on April 4 at 6:30. Agenda items include: Broadband, mental health, and transportation.

Other Items: None

Adjourn:

MOTION made by C. Taylor, SECONDED by TJ Helfferich to adjourn the meeting at 8:10 p.m.

All Ayes: 7-0

Anne Merkel, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library

List of Checks for Board Approval

March 2019

04/10/19

Date	Num	Name	Memo	Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
03/01/2019	PR03012019	Alerus Financial	RETIREMENT	-1,272.22
03/01/2019	02112019PRST	Alerus Financial	03/01/2019 PR	1,272.22
03/13/2019	02252019PRST	Alerus Financial	03/15/2019 PR	1,272.22
03/15/2019	PR03152019		RETIREMENT	-1,272.22
03/26/2019	03112019PRST	Alerus Financial	03/29/2019 PR	1,272.22
03/29/2019	PR03292019		RETIREMENT	-1,272.22
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
03/01/2019	PR03012019		WAGES	38,656.52
03/15/2019	PR03152019		WAGES	35,997.40
03/29/2019	PR03292019		WAGES	35,788.07
Total 701.100 - Wages - Other				110,441.99
Total 701.100 - Wages				110,441.99
701.110 - Retirement-Contributions				
03/01/2019	PR03012019	Alerus Financial	RETIREMENT PICK UP	-2,153.70
03/01/2019	02112019PRST	Alerus Financial	03/01/2019 PR	2,153.70
03/13/2019	02252019PRST	Alerus Financial	03/15/2019 PR	2,171.14
03/15/2019	PR03152019		RETIREMENT PICK UP	-2,171.14
03/26/2019	03112019PRST	Alerus Financial	03/29/2019 PR	2,171.14
03/29/2019	PR03292019		RETIREMENT PICK UP	-2,171.14
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
03/01/2019	PR03012019		401 A MATCHING	1,463.74
03/15/2019	PR03152019		401 A MATCHING	1,479.44
03/29/2019	PR03292019		401 A MATCHING	1,482.48
Total 701.115 - 401A Retirement Matching				4,425.66
701.200 - FICA				
03/01/2019	PR03012019		FICA EMPLOYER	2,882.63
03/15/2019	PR03152019		FICA EMPLOYER	2,679.13
03/29/2019	PR03292019		FICA EMPLOYER	2,663.22
Total 701.200 - FICA				8,224.98
701.300 - Flex Benefits				
03/01/2019	PR03012019		Dep Life (CA & DL & HI)	-40.02
03/01/2019	PR03012019		Health Insurance	-935.77
03/13/2019	04012019ST	Transcend	April 2019 BCN/BCBS	2,457.11
03/15/2019	PR03152019		Dep Life (CA & DL & HI)	-40.02
03/15/2019	PR03152019		Health Insurance	-935.77

Chelsea District Library

List of Checks for Board Approval

March 2019

04/10/19

Date	Num	Name	Memo	Amount
03/27/2019	03112019ST	Unum Life Insurance Co.	2019 Premium April	652.67
03/29/2019	PR03292019		Dep Life (CA & DL & HI)	-40.02
03/29/2019	PR03292019		Health Insurance	-935.77
Total 701.300 · Flex Benefits				182.41
701.400 · Unemployment				
03/27/2019	03312019QTR1	Michigan Municipal League-Unemp	1st Qtr 2019	108.05
Total 701.400 · Unemployment				108.05
Total 701 · Personnel Expenses				123,383.09
727 · Supplies				
727.200 · General Operations				
03/13/2019	1741630	Arbor Springs Water Co. Inc.	Bottled Water / Rental	38.00
03/27/2019	1743213	Arbor Springs Water Co. Inc.	Bottled Water	45.00
03/27/2019	WO-20657-1	Detroit Pencil Company	Office supplies	52.06
03/27/2019	03252019CDs	Zoran, Amy	Cards	40.00
Total 727.200 · General Operations				175.06
727.300 · Material Processing				
727.320 · Mail Processing Cases				
03/19/2019			Circ Receipts - L/D	-10.50
Total 727.320 · Mail Processing Cases				-10.50
727.330 · Mail Processing Other				
03/13/2019	97085206	Midwest Tape	Play Away Locks	39.98
Total 727.330 · Mail Processing Other				39.98
727.340 · Repairs				
03/13/2019	6563713	Demco Inc.	Book Tape	124.84
Total 727.340 · Repairs				124.84
Total 727.300 · Material Processing				154.32
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
03/27/2019	03182019ST	Costco Anywhere Visa	Facial Tissue	35.37
Total 727.510 · Cleaning Paper Products				35.37
727.520 · Cleaning Supplies				
03/13/2019	4017532698	Cintas Corporation-300	Soap	14.78
03/27/2019	03182019ST	Costco Anywhere Visa	Wipes	20.98
Total 727.520 · Cleaning Supplies				35.76

04/10/19

Chelsea District Library

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March 2019

Date	Num	Name	Memo	Amount
03/13/2019	727.530 - Cleaning Rugs 4017532698	Cintas Corporation-300	Rugs 03/01/2019	78.07
	Total 727.530 - Cleaning Rugs			78.07
	Total 727.500 - Cleaning			149.20
727.800 - Maintenance				
727.830 - Maintenance General				
03/27/2019	1694590	Chelsea Lumber Company	Banner Tack Screws	2.76
	Total 727.830 - Maintenance General			2.76
	Total 727.800 - Maintenance			2.76
	Total 727 - Supplies			481.34
801 - Professional Services				
801.010 - Attorney				
03/13/2019	756837	Foster Swift Collins & Smith	Millage Information	60.00
03/13/2019	756872	Foster Swift Collins & Smith	Patron Appeal 2017-1	600.00
	Total 801.010 - Attorney			660.00
801.040 - Bookkeeper				
03/13/2019	201905	Budzinski & Associates	1/2 March 2019 Billing	400.00
03/27/2019	201906	Budzinski & Associates	1/2 March 2019 Billing	400.00
	Total 801.040 - Bookkeeper			800.00
801.041 - Payroll Services				
03/13/2019	19612774	Payroll 1	2019 February	189.64
	Total 801.041 - Payroll Services			189.64
801.090 - Collection Fees				
03/13/2019	501222	Unique Management Services Inc	Collection Fees 02/2019	26.85
	Total 801.090 - Collection Fees			26.85
801.300 - Banking Fees				
801.310 - Bank Fees				
03/31/2019			Service Charge	10.00
	Total 801.310 - Bank Fees			10.00
801.350 - Credit Card Fee Circ				
03/06/2019	CCFee022019		February 2019 Fees	58.11
	Total 801.350 - Credit Card Fee Circ			58.11
801.360 - Pay Pal Fees				

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Date	Num	Name	Memo	Amount
03/27/2019	PayPalDon		Gaffney / German - Donation	1.75
	Total 801.360	Pay Pal Fees		1.75
	Total 801.300	Banking Fees		69.86
	Total 801	Professional Services		1,746.35
	803 - Maintenance Service Contracts			
	803.010 - Maint Svc Contingency			
03/27/2019	1402	Jaco Electric LLC	Shade, Tracks, Plugs	1,855.00
03/27/2019	21625	Ken Cook's Plumbing and Heating Inc.	Waterline/Fridge	278.00
	Total 803.010	Maint Svc Contingency		2,133.00
	803.100 - Copier			
	803.101 - Public Copier			
03/27/2019	5006057556	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - April	229.44
	Total 803.101	Public Copier		229.44
	803.102 - Staff Copier			
03/27/2019	5006057556	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - April	584.28
	Total 803.102	Staff Copier		584.28
	803.103 - Small Printer Maintenance			
03/27/2019	5006057556	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - April	153.34
	Total 803.103	Small Printer Maintenance		153.34
	Total 803.100	Copier		967.06
	803.300 - Technology			
	803.395 - Website Hosting & Service			
03/14/2019	03092019ST	Keybank	Vimeo - Annual Subscription	59.95
	Total 803.395	Website Hosting & Service		59.95
	Total 803.300	Technology		59.95
	803.600 - Building Maintenance			
	803.605 - Janitorial			
03/13/2019	11898	A Production Cleaning Company Inc.	Cleaning 02/24/2019 - 03/09/2019	1,440.85
03/26/2019	11923	A Production Cleaning Company Inc.	Cleaning 03/10/2019 - 03/23/2019	1,440.85
	Total 803.605	Janitorial		2,881.70
	803.610 - Lawn/Snow Service			
	803.612 - Snow			
03/13/2019	18830	Osinski Inc.	Snow - 02/06 - 02/27/2019	2,182.00

Chelsea District Library

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Date	Num	Name	Memo	Amount
Total 803.612 · Snow				2,182.00
Total 803.610 · Lawn/Snow Service				2,182.00
803.620 · Trash				
03/27/2019	18770	City of Chelsea	2019 February Trash	40.00
Total 803.620 · Trash				40.00
Total 803.600 · Building Maintenance				5,103.70
Total 803 · Maintenance Service Contracts				8,263.71
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
03/13/2019	02252019ST	A T & T	01/26/19 - 02/25/19 Billing (February)	171.22
03/14/2019	03092019ST	Keybank	Star2Star - 2019 Mar Phone System	389.72
03/27/2019	03242019ST	Navitas Credit Corp	VOIP Lease - 2019 April	212.81
Total 850.120 · Telephone				773.75
850.121 · Director's Cell Phone				
03/13/2019	9825097567	Verizon Wireless	Directors phone 2019 February	51.81
Total 850.121 · Director's Cell Phone				51.81
Total 850.100 · Local & Long Distance Charges				825.56
850.300 · TLN Internet Service				
850.311 · WIFI Hotspots				
03/13/2019	9825097567	Verizon Wireless	Library Hotspots 2019 February	575.96
03/26/2019	03142019ST	A T&T Mobility	Hot Spot Service 2018 February	217.44
03/27/2019	261402854-051	Sprint	2019 Mar 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				2,077.09
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
03/13/2019	372	5 Healthy Towns Foundation	2 1/8 Page Ads in 2019 Bi-Annual Magazine	330.00
03/13/2019	2173	Chelsea Guardian	03/01 & 03/08 Ads	100.00
03/13/2019	7064-R	The Sun Times	Coupon Size Ad 02/27/2019	60.00
03/13/2019	7091-R	The Sun Times	Coupon Size Ad 03/07/2019	60.00
Total 880.110 · Media Buy				550.00
880.130 · Signs/Banners/Posters				

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Date	Num	Name	Memo	Amount
03/27/2019	249216	Print-tech Inc.	Westside Building Banner Replacement	209.00
Total 880.130 · Signs/Banners/Posters				209.00
Total 880.100 · Advertising				759.00
880.300 · Marketing Supplies				
880.330 · Paper				
03/14/2019	03092019ST	Keybank	Terra Slate Paper - Waterproof Paper	111.15
Total 880.330 · Paper				111.15
880.340 · Printed Items / Stationary				
880.340 · Printed Items / Stationary				
03/14/2019	03092019ST	Keybank	Foresight Group - Business Cards	60.00
Total 880.340 · Printed Items / Stationary				60.00
Total 880.300 · Marketing Supplies				171.15
880.400 · Program Promotion				
880.410 · Adult Program Promotion				
880.412 · Midwest Literary Walk				
03/13/2019	54165	Ann Arbor Observer	Display Ad - Spring for 2019 MWLW	374.00
03/13/2019	248904	Print-tech Inc.	MLW Avenue Banner Date Stickers	102.25
03/27/2019	DB-61255-INV	Dollar Bill Copying	2019 MLW Large & Tabloid Posters	100.19
03/28/2019	249284	Print-tech Inc.	Midwest Lit Walk Brochure	697.42
Total 880.412 · Midwest Literary Walk				1,273.86
Total 880.410 · Adult Program Promotion				1,273.86
880.430 · Library Program Promotion				
880.431 · General Library Prog Promotion				
03/13/2019	248903	Print-tech Inc.	2019 Artist in Residence Bookmarks	156.73
Total 880.431 · General Library Prog Promotion				156.73
Total 880.430 · Library Program Promotion				156.73
Total 880.400 · Program Promotion				1,430.59
880.500 · Purchased Services				
880.510 · General Purchased Services				
03/14/2019	03092019ST	Keybank	Uberflip - 03/2019	29.95
03/14/2019	03092019ST	Keybank	Adobe Stock Monthly - Mar 2019	29.99
Total 880.510 · General Purchased Services				59.94
Total 880.500 · Purchased Services				59.94
Total 880 · Promotional Materials				2,420.68

Chelsea District Library

List of Checks for Board Approval

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Date	Numb	Name	Memo	Amount
884 - Programming				
884.110 - Adult Speakers				
884.111 - Midwest Literary Walk				
03/13/2019	2034336730	Baker & Taylor Program Account	2034336730	42.04
03/27/2019	2034404078	Baker & Taylor-Adult	Anissa Gray	56.16
03/27/2019	2034391997	Baker & Taylor Program Account	Luis Rodriguez	15.26
03/27/2019	04272019MLW	MainStreet Church	Midwest Literary Walk Venue Fee	600.00
Total 884.111 - Midwest Literary Walk				713.46
884.117 - Oral History Project				
03/13/2019	04132019SE	Chelsea Senior Center	4/13/19 Spring Expo Booth	90.00
Total 884.117 - Oral History Project				90.00
884.119 - General Adult Events				
03/27/2019	03252019RM	Grass Lake Area Historical Connections	03/25 Rosie's Mom Program	100.00
Total 884.119 - General Adult Events				100.00
884.110 - Adult Speakers - Other				
03/13/2019	2034364948	Baker & Taylor Program Account	Luis Rodriguez	16.95
Total 884.110 - Adult Speakers - Other				16.95
884.120 - Adult Supplies				
03/14/2019	03092019ST	Keybank	WorldPantry.Com - Tea for Programs	920.41
Total 884.120 - Adult Supplies				40.45
884.121 - Refreshments				
03/14/2019	03092019ST	Keybank	Popcorn for Mo' Easy Concert	13.98
Total 884.121 - Refreshments				3.99
884.126 - General Adult Programs				
03/13/2019	03042019GF	Brown, Laura	Avery Products - Labels	27.56
03/14/2019	03092019ST	Keybank	Gordon Food Service - Albert Kahn Program	22.98
03/14/2019	03092019ST	Keybank		68.51
Total 884.126 - General Adult Programs				108.96
884.210 - Youth Speakers				
884.211 - Authors in Chelsea				
884.953 - Youth Prog Rest Chelsea Ed Foun				
03/13/2019	2034364948	Baker & Taylor Program Account	Dori Butler	92.40
Total 884.953 - Youth Prog Rest Chelsea Ed Foun				92.40
Total 884.211 - Authors in Chelsea				92.40

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Date	Num	Name	Memo	Amount
03/13/2019	884.212 · General Youth Programs 03182019MP	Hulan	03/18 Monkeyplay Program	150.00
	Total 884.212 · General Youth Programs			150.00
03/27/2019	884.213 · Parenting Programs 04152019LLI	Ashley, Michelle	04/05/2019 Lock-In	50.00
	Total 884.213 · Parenting Programs			50.00
03/13/2019	884.215 · Early Literacy 03072019TT	Maveal, Jackie	03/07 ToddlerTime	50.00
	Total 884.215 · Early Literacy			50.00
	Total 884.210 · Youth Speakers			342.40
	884.220 · Youth Supplies			
03/13/2019	884.222 · General Youth Programs 1FYP-JXP-LH...	Amazon Capital Services Inc	March is Reading Month	52.43
03/14/2019	03092019ST	Keybank	Staples - Junior Scholars Art	19.72
03/26/2019	1D9G-FY9R-V...	Amazon Capital Services Inc	Book	6.07
	Total 884.222 · General Youth Programs			78.22
	884.228 · Authors in Chelsea			
03/27/2019	03122019AInC	Donnell, Edith	Lunch for Dori Hillestad Butler	29.88
03/27/2019	03142019AInC	Powers, Shannon H	A in C Lunch - Mike & Shelley Pearsall	41.08
	Total 884.228 · Authors in Chelsea			70.96
	Total 884.220 · Youth Supplies			149.18
	884.270 · Teen Supplies			
03/14/2019	884.272 · Teen General Programs 03092019ST	Keybank	Polly's - Chocolate & Graham Crackers	8.28
03/14/2019	03092019ST	Keybank	CVS - TTT Supplies	6.99
03/26/2019	1TW7-L99H-4C...	Amazon Capital Services Inc	Supplies	91.52
	Total 884.272 · Teen General Programs			106.79
	884.276 · Teen Refreshments			
03/14/2019	03092019ST	Keybank	Cottage Inn - Pizza & Paperbacks	22.13
	Total 884.276 · Teen Refreshments			22.13
	Total 884.270 · Teen Supplies			128.92
	884.500 · Artist in Residence			
03/13/2019	884.510 · Artist in Residence LR110218-EF-A	Steven Barclay Agency	Luis Rodriguez Artist in Residence 3 Days	4,000.00
03/27/2019	2034391997	Baker & Taylor Program Account	Luis Rodriguez	91.56

Chelsea District Library List of Checks for Board Approval March 2019

04/10/19

Date	Num	Name	Memo	Amount
03/27/2019	LR031819	Steven Barclay Agency	Travel for Luis Rodriguez	986.00
	Total 884.510	Artist in Residence		5,077.56
03/13/2019	884.970	Artist in Residence Restricted		
	LR110218-EF-A	Steven Barclay Agency	Luis Rodriguez Artist in Residence 3 Days	11,000.00
	Total 884.970	Artist in Residence Restricted		11,000.00
	Total 884.500	Artist in Residence		16,077.56
	884.600	Technology Programming		
03/27/2019	884.601	Technology Programs General		75.61
	03212019LC	Andrews, Ron	03/21/19 Lab Committee Supplies	75.61
	Total 884.601	Technology Programs General		75.61
	Total 884.600	Technology Programming		75.61
	Total 884	Programming		17,803.04
	885	Volunteer		
03/14/2019	885.200	Supplies		283.64
	03092019ST	Keybank	Positive Promotions - Volunteer Supplies	283.64
	Total 885.200	Supplies		283.64
	Total 885	Volunteer		
	920	Utilities		
03/13/2019	920.110	City of Chelsea Water		66.11
	03062019ST	City of Chelsea-Elect & Water	01-30-2019 to 02-28-2019	66.11
	Total 920.110	City of Chelsea Water		145.12
03/13/2019	920.120	City of Chelsea Sewer		145.12
	03062019ST	City of Chelsea-Elect & Water	01-30-2019 to 02-28-2019	3,162.48
	Total 920.120	City of Chelsea Sewer		3,162.48
03/13/2019	920.130	City of Chelsea Electric		27.47
	03062019ST	City of Chelsea-Elect & Water	01-30-2019 to 02-28-2019	27.47
	Total 920.130	City of Chelsea Electric		
03/13/2019	920.150	City of Chelsea Sprinkler		
	03062019ST	City of Chelsea-Elect & Water	01-30-2019 to 02-28-2019	1,677.85
	Total 920.150	City of Chelsea Sprinkler		
03/14/2019	920.200	McKune Gas	February 2019 Gas Service	
	2550127	Constellation NewEnergy-Gas Division LLC		

Chelsea District Library

List of Checks for Board Approval

March 2019

04/10/19

Date	Num	Name	Memo	Amount
Total 920.200 · McKune Gas				1,677.85
Total 920 · Utilities				5,079.03
960 · Board & Director Expense				
960.200 · Director Expense				
03/14/2019	03082019ST	Keybank	Common Grill - Law Consultant prior to Board Mtg	87.08
Total 960.200 · Director Expense				87.08
Total 960 · Board & Director Expense				87.08
967 · Equipment				
967.100 · Equipment Hardware				
967.110 · Tech Research				
03/13/2019	1XF9-HQP1-H...	Amazon Capital Services Inc	3 iPads for Programming	749.97
Total 967.110 · Tech Research				749.97
967.120 · Computers				
03/13/2019	1D9G-FY9R-1...	Amazon Capital Services Inc	3D Printer Cleaning Supplies, Printer Supplies, Mounting Ta...	254.09
03/13/2019	1PGF-4VHN-19...	Amazon Capital Services Inc	Ergonomic Keyboard, Surface Keyboard & Pen	249.97
03/13/2019	1XF9-HQP1-H...	Amazon Capital Services Inc	Ergonomic Mouse & Cable	48.97
Total 967.120 · Computers				553.03
Total 967.100 · Equipment Hardware				1,303.00
967.200 · Equipment Software				
03/14/2019	03092019ST	Keybank	Mar 2019 Ninile Pro-Monthly non-Windows Updates	20.00
03/14/2019	03092019ST	Keybank	Mar 2019 - Bisect Hosting - Hosted Minecraft Server Svcs	12.46
03/14/2019	03092019ST	Keybank	Adobe Creative Cloud Annual Subscription	359.88
03/14/2019	03092019ST	Keybank	Adobe Creative Cloud Annual Subscription	381.47
03/14/2019	03092019ST	Keybank	XIBO Signage - Digital Signage Annual Renewal	63.04
03/27/2019	RJS5701	cdw Government	28 MS Office 2019 Academic Licenses	1,596.56
Total 967.200 · Equipment Software				2,433.41
967.300 · Equipment Furniture & Fixtures				
967.320 · Furniture				
03/13/2019	03082019TJM	Ballard, Linda P.	4 Laptop Side Tables	254.36
03/13/2019	18-351-01	Library Design Associates Inc.	Youth Table	851.00
03/14/2019	03092019ST	Keybank	NBF - 2 Frappe Cafe Stools	452.89
03/27/2019	1GPF-943R-L671	Amazon Capital Services Inc	2 Tangkula Snack Tables	214.00
03/27/2019	167H-3KJL-FC...	Amazon Capital Services Inc	2 Tangkula Snack Tables	-214.00
Total 967.320 · Furniture				1,558.25
967.330 · Equipment - non-Computer				
03/13/2019	1CCX-NMFP-K...	Amazon Capital Services Inc	Toaster Oven	49.99
03/13/2019	03112019W&W	Ballard, Linda P.	Refrigerator Tray	32.99

Chelsea District Library

List of Checks for Board Approval

04/10/19

March 2019

Date	Num	Name	Memo	Amount
03/14/2019	03092019ST	Keybank	Heydlauf's - Refrigerator & Dishwasher	1,284.85
Total 967.330 · Equipment - non-Computer				1,367.83
Total 967.300 · Equipment Furniture & Fixtures				2,926.08
Total 967 · Equipment				6,662.49
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.110 · Director Travel				
03/14/2019	03092019ST	Keybank	American Airlines - Travel to ALA in DC	339.42
03/14/2019	03092019ST	Keybank	ALA - Conference Registration	320.00
Total 969.110 · Director Travel				659.42
969.144 · Committee Meetings				
03/13/2019	03092019HS	Bell, Melanie	03/08 Hotspot Presentation	33.23
03/13/2019	02202019SAS...	Coryell, Lori	SASUG Meeting	44.66
03/13/2019	03072019TLN	Coryell, Lori	TLN Executive Committee	44.66
03/13/2019	03082019TLN	Coryell, Lori	TLN Steering Committee	66.12
03/27/2019	03082019TLN2	Bell, Melanie	03/08 Hotspot Presentation-2	33.23
03/27/2019	03192019TLN	Bell, Melanie	03/19 TLN Tech Mtg	53.18
Total 969.144 · Committee Meetings				275.08
Total 969.100 · Staff Travel				934.50
Total 969.001 · Travel				934.50
969.300 · Memberships				
969.311 · Assistant Director				
03/27/2019	1016882Renew	American Library Assoc. PLA	Linda Ballard Membership Renewal	52.00
Total 969.311 · Assistant Director				52.00
Total 969.300 · Memberships				52.00
969.600 · Staff Training				
969.940 · Staff Appreciation - Restricted				
03/14/2019	03092019ST	Keybank	ZouZou's - Gift Certificate	25.00
03/14/2019	03092019ST	Keybank	Smokehouse 52 - Gift Certificate	25.00
03/14/2019	03092019ST	Keybank	Cleary's - Review & Lunch Mtg	41.64
Total 969.940 · Staff Appreciation - Restricted				91.64
Total 969.600 · Staff Training				91.64
Total 969 · Continuing Education Expenses				1,078.14
980 · Capital Expense				

Chelsea District Library

List of Checks for Board Approval

March 2019

04/10/19

Date	Num	Name	Memo	Amount
975.100 - Building Improvement Additions				
03/13/2019	18-351-01	Library Design Associates Inc.		4,135.00
03/13/2019	18-323-01	Library Design Associates Inc.		12,450.00
Total 975.100 - Building Improvement Additions				
				16,585.00
980.100 - Media Area Remodel				
03/13/2019	18-351-01	Library Design Associates Inc.		4,341.00
03/13/2019	415852-1	Waterloo Upholstery Shop		925.00
03/14/2019	18-351-02	Library Design Associates Inc.		2,134.00
03/27/2019	4038	Creative Windows		1,195.00
Total 980.100 - Media Area Remodel				
				8,595.00
Total 980 - Capital Expense				
				25,180.00
982 - Collection Expense				
982.100 - Audio Books				
982.120 - Adult Books on Disc				
03/13/2019	97046352	Midwest Tape		105.97
03/13/2019	97078320	Midwest Tape		34.99
03/27/2019	97109572	Midwest Tape		246.93
03/28/2019	97142263	Midwest Tape		327.91
Total 982.120 - Adult Books on Disc				
				715.80
Total 982.100 - Audio Books				
				715.80
982.400 - Non Print				
982.410 - Electronic Products/Subs				
03/13/2019	0000650579	OCLC Inc.		550.00
Total 982.410 - Electronic Products/Subs				
				550.00
982.416 - eContent/Kindle				
03/14/2019	03092019ST	Keybank		10.99
Total 982.416 - eContent/Kindle				
				10.99
982.420 - Adult Music on CD				
03/13/2019	97078068	Midwest Tape		12.99
03/27/2019	97108547	Midwest Tape		27.18
Total 982.420 - Adult Music on CD				
				40.17
982.460 - DVD Feature				
03/19/2019	19NR-H7YG-4N...	Amazon Capital Services Inc		-20.99
03/26/2019	1FWF-CH9M-9...	Amazon Capital Services Inc		71.96
03/27/2019	97108571	Midwest Tape		9.77
03/28/2019	97142265	Midwest Tape		505.24
				263.10

Chelsea District Library

List of Checks for Board Approval

March 2019

04/10/19

Date	Num	Name	Memo	Amount
03/28/2019	97142266	Midwest Tape	97142266 - Mar Feat DVDs Replacements	31.98
Total 982.460 · DVD Feature				861.06
982.470 · DVD Non-Fiction				
03/13/2019	97046351	Midwest Tape	97046351 - Feb NF DVDs	27.73
03/27/2019	97109570	Midwest Tape	97109570 - Mar NF DVDs	162.65
Total 982.470 · DVD Non-Fiction				190.38
982.480 · Youth Video DVD				
03/05/2019			Circ Receipts - L/D	-29.99
03/19/2019			Circ Receipts - L/D	-22.99
03/27/2019	97017012	Midwest Tape	Family/Anime DVDs	490.18
03/27/2019	97046354	Midwest Tape	Family/Anime DVDs	104.92
03/27/2019	97078067	Midwest Tape	Family/Anime DVDs	110.18
03/27/2019	97109549	Midwest Tape	Family / Anime DVDs	28.48
Total 982.480 · Youth Video DVD				680.78
982.490 · Videogames				
03/14/2019	03092019ST	Keybank	Gamestop - Video Games	1,253.75
03/14/2019	03092019ST	Keybank	Gamestop - Return Video Game	-38.99
Total 982.490 · Videogames				1,214.76
Total 982.400 · Non Print				3,548.14
982.600 · Periodical & Newspapers				
982.620 · Daily Newspapers				
03/28/2019	53539	The Sun Times	2 Annual Subscriptions	230.00
Total 982.620 · Daily Newspapers				230.00
Total 982.600 · Periodical & Newspapers				230.00
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
03/27/2019	2034388048	Baker & Taylor-Adult Large Print	2034388048	198.13
Total 982.710 · Adult Large Print				198.13
982.720 · Adult Print General				
03/05/2019			Circ Receipts - L/D	-50.99
03/13/2019	2034332093	Baker & Taylor-Adult	2034332093	474.46
03/13/2019	2034350769	Baker & Taylor-Adult	2034350769	384.16
03/13/2019	2034359645	Baker & Taylor-Adult	2034359645	463.32
03/13/2019	03072019REF	Reich, Arlene	Adult Print Refund	21.95
03/19/2019			Circ Receipts - L/D	-14.95
03/26/2019	19NR-H7Y6-Y...	Amazon Capital Services Inc	What Paintings Say	20.00

Chelsea District Library

List of Checks for Board Approval

March 2019

04/10/19

Date	Numb	Name	Memo	Amount
03/26/2019	1FWF-CH9M-9...	Amazon Capital Services Inc	Michigan Books	36.32
03/26/2019	1D9G-FY9R-V...	Amazon Capital Services Inc	Book	11.59
03/27/2019	2034383637	Baker & Taylor-Adult	2034383637	520.50
03/27/2019	2034398725	Baker & Taylor-Adult	2034398725	349.26
03/27/2019	2034391345	Baker & Taylor-Adult	2034391345	199.25
03/27/2019	2034404078	Baker & Taylor-Adult	2034404078	413.43
Total 982.720 · Adult Print General				2,828.30
982.740 · Multiple Book Copies				
03/13/2019	2034344164	Baker & Taylor Books Adult Multiples	2034344164	82.12
03/13/2019	2034367482	Baker & Taylor Books Adult Multiples	2034367482	14.24
Total 982.740 · Multiple Book Copies				96.36
Total 982.705 · Adult Print				3,122.79
982.755 · Youth Print				
982.760 · Youth Print General				
03/05/2019			Circ Receipts - LD	-9.95
03/13/2019	2034333270	Baker & Taylor-Auto Yours Cats	2034333270	28.45
03/13/2019	2034360009	Baker & Taylor-Auto Yours Cats	2034360009	132.67
03/13/2019	2034350719	Baker & Taylor-Youth	2034350719	180.78
03/13/2019	2034344436	Baker & Taylor-Unlabeled	2034344436	192.63
03/13/2019	2034355113	Baker & Taylor-Unlabeled	2034355113	479.78
03/13/2019	2034354126	Baker & Taylor-Youth Memorial	2034354126	9.58
03/19/2019			Circ Receipts - LD	-12.65
03/26/2019	1D9K-YCGV-D...	Amazon Capital Services Inc	Diane Alba books	54.89
03/26/2019	1XYF-Q4PF-H...	Amazon Capital Services Inc	Alba Books	-0.34
03/26/2019	1XLY-3T4G-H...	Amazon Capital Services Inc	Alba Books	-0.61
03/27/2019	2034384281	Baker & Taylor-Auto Yours Cats	2034384281	83.10
03/27/2019	2034397881	Baker & Taylor-Auto Yours Cats	2034397881	84.74
03/27/2019	2034375588	Baker & Taylor-Youth	2034375588	26.43
03/27/2019	2034398694	Baker & Taylor-Youth	2034398694	17.26
03/27/2019	2034388757	Baker & Taylor-Teen Fiction	2034388757	404.70
03/27/2019	2034380952	Baker & Taylor-Unlabeled	2034380952	232.47
03/27/2019	2034407346	Baker & Taylor-Unlabeled	2034407346	74.54
Total 982.760 · Youth Print General				1,978.47
Total 982.755 · Youth Print				1,978.47
Total 982.700 · Print				5,101.26
Total 982 · Collection Expense				9,595.20
TOTAL				204,140.88

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

	TOTAL					
	Jan 19	Feb 19	Mar 19	Jan - Mar 19	Budget	% of Budget
Ordinary Income/Expense						
Income						
402 · District Revenue	594,401	816,483	219,041	1,629,925	1,752,176	(122,251) 93%
540.100 · State Aid	0	29,485	0	29,485	52,043	(22,558) 57%
574.100 · Penal Fines	0	0	0	0	20,000	(20,000) 0%
607.100 · Non-Resident Fees	564	749	553	1,876	6,000	(4,124) 31%
645.100 · Copiers & Printers	65	960	667	1,692	7,000	(5,308) 24%
655.100 · Circulation Fines	1,772	1,584	1,630	4,986	22,000	(17,014) 23%
665.100 · Interest	30	68	48	146		
666.100 · Investment Earnings	61	55	2,487	2,603	45,000	(42,397) 6%
666.500 · Investment Change in Value	12,063	1,598	(3,343)	10,318		
674 · Contribution & Donation-Public	7,740	500	4,465	12,705	23,990	(11,285) 53%
675 · Donations Private	10,000	0	1,000	11,000	0	100%
Total Income	626,696	851,482	226,558	1,704,736	1,939,209	(234,473) 88%
Gross Profit	626,696	851,482	226,558	1,704,736	1,939,209	(234,473) 88%
Expense						
701 · Personnel Expenses	43,209	77,748	123,383	244,340	1,141,773	(897,433) 21%
727 · Supplies	1,347	585	481	2,413	22,050	(19,637) 11%
801 · Professional Services	11,856	8,706	1,746	22,308	100,306	(77,998) 22%
803 · Maintenance Service Contracts	12,334	7,092	8,264	27,690	129,929	(102,239) 21%
850 · Telecommunications	(1,775)	2,125	2,077	2,427	37,400	(34,973) 6%
880 · Promotional Materials	2,863	6,360	2,421	11,644	62,851	(51,207) 19%
884 · Programming	1,937	15,247	17,803	34,987	121,995	(87,008) 29%
885 · Volunteer	0	0	284	284	2,400	(2,116) 12%
920 · Utilities	0	4,738	5,079	9,817	56,550	(46,733) 17%
960 · Board & Director Expense	0	0	87	87	3,200	(3,113) 3%
965 · Automation Services	13,163	0	0	13,163	42,795	(29,632) 31%
967 · Equipment	735	3,083	6,662	10,480	25,000	(14,520) 42%
969 · Continuing Education Expenses	2,554	1,931	1,078	5,563	25,700	(20,137) 22%
980 · Capital Expense	1,500	5,699	25,180	32,379	174,966	(142,587) 19%
982 · Collection Expense	6,151	27,925	9,595	43,671	175,369	(131,698) 25%
Total Expense	95,874	161,239	204,140	461,253	2,122,284	(1,661,031) 22%
Net Ordinary Income	530,822	690,243	22,418	1,243,483	(183,075)	1,426,558
Other Income/Expense						
Other Expense						
999.001 · Transfer to Capital Improvement	0	0	0	0	(57,057)	57,057 0%
999.002 · Transfer to Capital Reserve Fun	0	0	0	0	(2,900)	2,900 0%
999.025 · Carry from General Fund	0	0	0	0	(123,118)	123,118 0%
Total Other Expense	0	0	0	0	(183,075)	183,075 0%
Net Other Income	0	0	0	0	183,075	(183,075) 0%
Net Income	530,822	690,243	22,418	1,243,483	0	1,243,483 100%

Chelsea District Library

Profit & Loss Prev Year Comparison

January through March 2019

	Jan - Mar 19	Jan - Mar 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,629,924.50	1,599,684.40	30,240.10	1.89%
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	1,875.00	2,062.50	-187.50	-9.09%
645.100 · Copiers & Printers	1,691.35	1,671.01	20.34	1.22%
655.100 · Circulation Fines	4,985.98	4,017.15	968.83	24.12%
665.100 · Interest	146.13	87.70	58.43	66.63%
666.100 · Investment Earnings	2,602.58	3,622.86	-1,020.28	-28.16%
666.500 · Investment Change in Value	10,318.20	-15,663.00	25,981.20	165.88%
674 · Contribution & Donation-Public	12,705.00	11,585.00	1,120.00	9.67%
675 · Donations Private	11,000.00	0.00	11,000.00	100.0%
Total Income	1,704,733.36	1,607,367.62	97,365.74	6.06%
Gross Profit				
Expense				
701 · Personnel Expenses	244,339.59	252,240.65	-7,901.06	-3.13%
727 · Supplies	2,413.01	4,535.90	-2,122.89	-46.8%
801 · Professional Services	22,308.43	19,992.46	2,315.97	11.58%
803 · Maintenance Service Contracts	27,690.18	36,600.51	-8,910.33	-24.35%
850 · Telecommunications	2,426.95	4,907.06	-2,480.11	-50.54%
880 · Promotional Materials	11,643.94	12,865.87	-1,221.93	-9.5%
884 · Programming	34,987.23	23,633.14	11,354.09	48.04%
885 · Volunteer	283.64	788.71	-505.07	-64.04%
920 · Utilities	9,817.40	9,381.57	435.83	4.65%
960 · Board & Director Expense	87.08	195.88	-108.80	-55.54%
965 · Automation Services	13,163.41	14,801.28	-1,637.87	-11.07%
967 · Equipment	10,481.00	3,744.04	6,736.96	179.94%
969 · Continuing Education Expenses	5,562.61	6,390.43	-827.82	-12.95%
980 · Capital Expense	32,379.35	6,150.00	26,229.35	426.49%
982 · Collection Expense	43,670.81	40,087.96	3,582.85	8.94%
Total Expense	461,254.63	436,315.46	24,939.17	5.72%
Net Ordinary Income	1,243,478.73	1,171,052.16	72,426.57	6.19%
Net Income	1,243,478.73	1,171,052.16	72,426.57	6.19%

CHELSEA DISTRICT LIBRARY

Fund Balances

March-19

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank

Paypal Account

Cash on Hand

Beginning Balance	Net Change	Ending Balance
\$1,143,975.71	-\$671,886.35	\$472,089.36
\$0.00	\$48.25	\$48.25
<u>\$1,143,975.71</u>	<u>-\$671,886.35</u>	<u>\$472,137.61</u>

Ameriprise Account

Fixed Income Fund

Money Market Fund

Investment Partners Total

\$1,419,080.28	-\$855.53	\$1,418,224.75
\$0.00	\$700,000.00	\$700,000.00
<u>\$1,419,080.28</u>	<u>\$699,144.47</u>	<u>\$2,118,224.75</u>

Total General Fund

<u>\$2,563,055.99</u>	<u>\$27,258.12</u>	<u>\$2,590,362.36</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$805,969.37</u>	<u>-\$507,514.30</u>	<u>\$298,455.07</u>
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[illegible]

[illegible]

Chelsea District Library Investment Account
As of 03/31/2019
Ameriprise

Original Investment

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

Investment Activity

Date	Value
3/31/2019	1,418,225
Invested	1,077,957
Increase 6/2009 – 12/31/2018	327,347
2019 Change (Current Year)	12,921
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 (Interest - Fees + Change in Value)	340,268
	1,418,225

Report for 03/31/2019

Note: Fund Adjusts entered 2/12/2019

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

Chelsea District Library Cash Flow 2019

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Budget
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	\$517,917	\$850,291	\$227,764	\$20,131	\$6,463	\$47,596	\$19,904	\$66,792	\$4,238	\$5,504	\$3,315	\$115,893	\$1,885,809	
Total income PFI \$/FY														
Expenditures														
Total Expense	\$160,906	\$161,849	\$199,602	\$170,263	\$210,842	\$150,078	\$175,180	\$228,141	\$136,081	\$141,346	\$168,914	\$181,003	\$2,084,206	
Other														

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Actual / Budget
Opening cash on hand	\$98,523	\$455,534	\$1,143,976	\$472,138	\$322,006	\$117,627	\$115,146	\$59,869	(\$1,481)	(\$33,323)	(\$69,166)	(\$134,764)	\$98,523	
Total Income	\$517,917	\$850,291	\$227,764	\$20,131	\$6,463	\$47,596	\$19,904	\$66,792	\$4,238	\$5,504	\$3,315	\$115,893	\$1,885,809	
Money Market Flow			(\$700,000)			\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$0	
Expenditures	\$160,906	\$161,849	\$199,602	\$170,263	\$210,842	\$150,078	\$175,180	\$228,141	\$136,081	\$141,346	\$168,914	\$181,003	\$2,084,206	
Net cash flow	\$357,011	\$688,442	(\$671,638)	(\$150,132)	(\$204,379)	(\$2,482)	(\$55,277)	(\$61,350)	(\$31,843)	(\$35,842)	(\$65,598)	\$34,890	(\$198,397)	
Ending balance	\$455,534	\$1,143,976	\$472,138	\$322,006	\$117,627	\$115,146	\$59,869	(\$1,481)	(\$33,323)	(\$69,166)	(\$134,764)	(\$99,874)	(\$99,874)	

\$ 700,000 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 2018 Budget - included in Balance Fwd	Checking Account

Chelsea District Library Donation and Restricted

January through March 2019

	Jan - Mar 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	4,350	7,100	(2,750)
674.112 · Designated Music Focus Programs	2,150	6,000	(3,850)
674.120 · Undesignated Donation	1,365	800	565
674.141 · Designated Technology	3,000	3,000	0
674.200 · Friends of the Library Donation	840	840	0
Total 674 · Contribution & Donation-Public	12,705	23,990	(11,285)
675 · Donations Private			
675.100 · Community Found Southeast MI	10,000	10,000	0
675.400 · Chelsea Ed Foundation	1,000	1,000	0
Total 675 · Donations Private	11,000	11,000	0
Total Income	23,705	34,990	(11,285)
Gross Profit	23,705	34,990	(11,285)
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	593	1,000	(407)
Total 884.211 · Authors in Chelsea	3,593	4,000	(407)
Total 884.210 · Youth Speakers	3,593	4,000	(407)
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 Residence Restricted	11,000	11,000	0
Total 884.500 · Artist In Residence	11,000	11,000	0
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 March 2019

	Jan - Mar 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	3,100	(2,900)
Total 884.920 · Youth Programming Restricted	200	4,100	(3,900)
Total 884 · Programming	17,793	31,970	(14,177)
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Appreciation - Restricted	414	1,540	(1,126)
Total 969.600 · Staff Training	414	1,540	(1,126)
Total 969 · Continuing Education Expenses	414	1,540	(1,126)
982 · Collection Expense			
982.920 · Youth Collection Restricted	50		
Total 982 · Collection Expense	50		
Total Expense	18,257	36,510	(18,253)
Net Ordinary Income	5,448	(1,520)	6,968
Net Income	5,448	(1,520)	6,968

PRESENTATION

To the Board of Trustees
Chelsea District Library
Chelsea, Michigan

We have audited the financial statements of the governmental activities and each major fund of Chelsea District Library (the Library) for the year ended December 31, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 11, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Chelsea District Library are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2018. We noted no transactions entered into by Chelsea District Library during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Library's governmental activities financial statements were:

Management's calculation of depreciation expense for the current period is based on an estimate of the useful lives of the capital assets.

Management's calculation of the current and noncurrent compensated absence liabilities is based on an estimate of employees' use of compensated absences.

We evaluated the key factors and assumptions used to develop these estimates in determining they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statement was:

Investments are carried at fair value, which is defined as the amount Library could reasonable expect to receive for an investment in a current sale between a willing buyer and a willing seller.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. No such misstatements were noted as a result of auditing procedures.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 5, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis and budgetary comparison information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of management and the Board of Trustees of the Chelsea District Library and is not intended to be, and should not be, used by anyone other than these specified parties.

Manes Costeiran PC

April 5, 2019

**Chelsea District Library
Chelsea, Michigan**

FINANCIAL STATEMENTS

December 31, 2018

Chelsea District Library

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December 31, 2018

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Chelsea District Library
Chelsea, Michigan

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Chelsea District Library (the Library) as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Chelsea District Library, as of December 31, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as identified in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Maney Costeiran PC

April 5, 2019

Chelsea District Library

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2018

This discussion and analysis of the Library's financial performance provides an overview of the Library's financial activities for the fiscal year ended December 31, 2018. Please read it in conjunction with the Library's financial statements.

Financial Highlights

These represent the most significant financial highlights for the year ended December 31, 2018:

- The assets and deferred outflows of resources of the Library exceeded its liabilities and deferred inflows of resources at the end of the fiscal year by \$4,794,453 (net position) at the government-wide level.
- The Library's total net position increased by \$312,786 as a result of current year activity at the government-wide level.
- At the close of the fiscal year, the Library's governmental funds reported a combined fund balance of \$1,639,144.
- The Library's General Fund's fund balance increased by \$3,436 as a result of current year activity.

Using This Annual Report

This annual report consists of a series of financial statements. The statement of net position and the statement of activities provide information about the activities of the Library as a whole and present a longer-term view of the Library's finances.

The fund financial statements present a short-term view; they tell us how the taxpayer's resources were spent during the year, as well as how much is available for future spending. Fund financial statements also report the operations of the Library in more detail than the government-wide financial statements by providing information about the Library's most significant funds.

The Library as a Whole

The following table shows, in a condensed comparative format, the net position as of December 31, 2018 and 2017.

	2018	2017
Assets		
Current and other assets	\$ 4,156,665	\$ 4,049,771
Capital assets	6,728,814	6,933,140
Total assets	10,885,479	10,982,911
Deferred outflows of resources	125,035	164,384
Liabilities		
Current liabilities	670,439	695,953
Noncurrent liabilities	3,101,446	3,616,707
Total liabilities	3,771,885	4,312,660
Deferred inflows of resources	2,444,283	2,353,075
Restated Net Position		
Net investment in capital assets	3,237,142	2,941,209
Restricted	241,820	231,002
Unrestricted	1,315,384	1,309,349
Total net position	\$ 4,794,346	\$ 4,481,560

Chelsea District Library

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2018

The Library as a Whole - continued

The following table shows the changes in net position in a comparative format for the years ending December 31, 2018 and December 31, 2017, respectively.

	2018	2017
Revenue		
Charges for services	\$ 35,718	\$ 41,984
Operating grants and contributions	36,320	48,510
Capital grants and contributions	3,000	-
Property taxes	2,295,914	2,226,089
State aid	11,007	9,818
Local community stabilization	83,372	127,753
Penal fines	21,000	22,469
Investment earnings	32,969	39,434
Total revenue	2,519,300	2,516,057
Expenses		
Recreation and culture	2,114,846	2,064,597
Interest on long-term debt	91,668	100,057
Total expenses	2,206,514	2,164,654
Change in net position	\$ 312,786	\$ 351,403

Governmental Activities

The Library's governmental revenues totaled \$2,519,300 with the greatest revenue being property taxes levied by the Library. Property taxes make up approximately 91 percent of total governmental revenue.

The Library incurred expenses of \$2,508,380 during the year. As a special purpose government, all of the governmental expenses incurred are associated with the library service function, with the exception of interest expense incurred on long-term debt.

The Library's Funds

The analysis of the Library's major funds begins on page 3, following the government-wide financial statements.

The fund financial statements provide detailed information about the specific funds, not the Library as a whole. The Library's Board of Trustees may create funds to help manage money for specific purposes as well as to show accountability for certain activities.

The Library maintains two governmental funds. Information is presented in the governmental funds balance sheet and in the government funds statement of revenues, expenditures, and changes in fund balances for the Library. The General Fund and Debt Service Fund are both considered major funds for the fiscal year ended December 31, 2018, for financial reporting purposes as defined by GASB Statement No. 34.

The Library's Funds

The General Fund pays for the Library's governmental services. The sole service provided during the fiscal year was library services, which incurred expenditures of \$1,873,770 for the fiscal year. The Debt Service Fund pays the principal and interest as the Library's 2012 refunding bonds become due and payable. Total debt service expenditures for the fiscal year were \$634,610.

The basic governmental fund financial statements can be found on pages 3 and 5 of this report.

Chelsea District Library

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2018

Budgetary Highlights

The Library adopts an annual budget for the General Fund. A budgetary comparison statement has been provided as required supplementary information to demonstrate compliance with this budget.

Property taxes were \$41,981 lower than anticipated for the fiscal year, intergovernmental penal fine revenue was \$2,000 lower than anticipated, and interest was \$13,377 lower than anticipated. Although the final expenditure budget decreased from the original budget by \$5,681, the final budget exceeded actual expenditures by \$49,647.

Capital Assets and Debt Administration

At the end of the fiscal year, the Library had \$6,728,814 invested in buildings, equipment, and land (net of accumulated depreciation). The Library's purchase of capital assets in the current year was minimal.

At the end of the current fiscal year, the Library had total long-term bond debt of \$3,555,000 and \$61,182 owed to employees for compensated absences (earned and unpaid vacation). Long-term debt related to bonds decreased \$500,000 and compensated absences decreased by \$2,599 during the current fiscal year.

Known Factors Affecting Future Operations

While overall circulation dropped 6% from the previous year, in 2018, digital resources continued to remain in high demand. E-book circulation soared, increasing 31% from 2017.

Usage trends at the library continue to reinforce our community's need for dependable internet connectivity. Approximately 33% of our service area lacks high-speed internet access. CDL continues to play an integral role in keeping our community connected. Based on demand, the library increased the number of circulating WiFi hotspots from 15 to 25. These 25 hotspots circulated 251 times in 2018 and used 7,306 GB of data (a 33% increase from 2017). While computer workstation sessions were down by 7% from 2017, wireless sessions at the library increased by 7%. The library has installed hotspots for public use at the Lyndon, Sylvan, and Lima Township halls. Use of these hotspots continued to climb dramatically. Combined, township hall data usage skyrocketed with Lyndon's increasing by more than 5,000%, Lima by 112%, and Sylvan by 44% from the previous year.

In 2018 we continued implementation of a Mobile Beacon WiFly grant that included 25 4G mobile hotspots and 25 laptops. We distributed these to the Chelsea Senior Center, Faith in Action, and Chelsea Schools so that seniors, low-income families, and students might have access to these high-demand items. Data usage on these devices increased 52% from the previous year.

Notable Progress in 2018

In 2018, we focused on implementing the second year of our Strategic Plan 2017-2019. Most of the initiatives enacted in 2018 addressed one of the plan's three initiatives: Facilities, Finance, and Technology; Community Engagement; and Programs and Collections.

In 2018, CDL once again participated in the first countywide read program – Washtenaw Reads. The book selected was *Reading with Patrick*, by Michigan native Michelle Luo. In addition to providing books for checkout to the community, we hosted programs around race, inequality, and power of literature.

Authors in Chelsea featured Helen Frost and Rick Lieder, Michael Buckley, and Nora Raleigh Baskin who visited with more than 1,000 students in the Chelsea schools. The *Midwest Literary Walk* had one of its best years ever with 341 attendees flocking to hear and interact with renowned authors Michael Eric Dyson, Ada Limon, and Will Schwalbe.

Chelsea District Library

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2018

Known Factors Affecting Future Operations - continued

Notable Progress in 2018 - continued

Music in the Air returned with classical pianist Jacopo Giacopuzzi and soprano Joy Jan Jones. The artists visited the Chelsea Senior Center, Silver Maples of Chelsea, and the Chelsea Retirement Community in outreach before their performance in the library's Reading Garden. Freedy Johnston was the featured artist at our second annual Chelsea Song Fest. He performed to a standing room only crowd at Zou Zou's Café.

In 2018, we began including national touring exhibitions in our offerings and invested in a portable wall system to facilitate this. In the fall, we hosted the *American Farmer* exhibition in our McKune Room. *American Farmer* attracted more than 700 visitors to the library as well as allowed us to create new partnerships with the Michigan Farm Bureau, the Washtenaw County Farm Bureau, Legacy Land Conservancy, and the Waterloo Farm Museum. It provided an opportunity to celebrate our community's rich farming heritage and underscored our efforts to reach out to the townships in our service area.

To further our engagement with township constituents, we created and implemented *Rockin' on the Farm*. Held at a farm in Lima Township, the daylong program delighted more than 100 people with crafts, games, music, and demonstrations. A beekeeper and a rabbit sanctuary joined us. The day culminated in a performance by Nashville's Farmer Jason who had kids and adults on their feet and singing along.

In 2018, the new CARL integrated library system (ILS) went live. The library is part of a cooperative in southeast Michigan called The Library Network (TLN). TLN shared system members researched and selected this replacement ILS in 2017. CARL consists of the shared library catalog and patron database and is, therefore, the framework for all material organization and lending throughout its member libraries. Library staff handled this transition with professionalism and excellent service and the transition was completed with few hiccups. This move to CARL resulted in savings to the library.

Notable building and infrastructure progress included initiation of the Design Think process in possible building updates/improvements. Throughout 2018, we interviewed and surveyed patrons and observed them as they used the library. Based on the data we collected, we proposed changes to the facility and demo'd them for user input. As a result, we relocated furniture and computers and implemented a new security camera system in the interest of safety for all visitors. We expanded the teen area, moved collections, and created a large meeting room space for the public on our second floor. More changes will follow in 2019.

On the marketing front, we created a new part-time marketing assistant position. As a result, promotion of all aspects of the library continues to roll out in engaging and inspiring ways. The marketing team's efforts to be more inclusive of community in our newsletters and library displays paid off in a sense of community ownership and pride in this library.

Contacting the Library's Administration

This financial report is designed to provide our taxpayers, creditors, investors, and customers with a general overview of the Library's finances and to demonstrate the Library's accountability for the revenues it receives. If you have any questions regarding this report, please contact the Chelsea District Library at 221 S Main Street, Chelsea, Michigan, 48118, phone 734-475-8732.

BASIC FINANCIAL STATEMENTS

Chelsea District Library
STATEMENT OF NET POSITION
December 31, 2018

	<u>Governmental Activities</u>
ASSETS	
Current assets	
Cash and cash equivalents	\$ 661,814
Investments	35,198
Assets held by foundation	26,287
Accounts receivable	197
Taxes receivable	2,331,615
Prepaid expenses	<u>16,821</u>
Total current assets	3,071,932
Noncurrent assets	
Investments	1,084,733
Capital assets not being depreciated	213,191
Capital assets, net of accumulated depreciation	<u>6,515,623</u>
Total noncurrent assets	<u>7,813,547</u>
TOTAL ASSETS	10,885,479
DEFERRED OUTFLOWS OF RESOURCES	
Deferred charges on refunding	125,035
LIABILITIES	
Current liabilities	
Accounts payable	29,824
Accrued wages	43,414
Accrued interest payable	20,758
Current portion of compensated absences	22,163
Current portion of long-term debt	<u>554,280</u>
Total current liabilities	670,439
Noncurrent liabilities	
Noncurrent portion of compensated absences	39,019
Noncurrent portion of long-term debt	<u>3,062,427</u>
Total noncurrent liabilities	<u>3,101,446</u>
TOTAL LIABILITIES	3,771,885
DEFERRED INFLOWS OF RESOURCES	
Taxes levied for subsequent period	<u>2,444,283</u>
NET POSITION	
Net investment in capital assets	3,237,142
Restricted for debt service	241,820
Unrestricted	<u>1,315,384</u>
TOTAL NET POSITION	<u>\$ 4,794,346</u>

See accompanying notes to financial statements.

Chelsea District Library

STATEMENT OF ACTIVITIES

Year Ended December 31, 2018

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities					
Recreation and culture	\$ 2,114,846	\$ 35,718	\$ 36,320	\$ 3,000	\$ (2,039,808)
Interest on long-term debt	91,668	-	-	-	(91,668)
	<u>\$ 2,206,514</u>	<u>\$ 35,718</u>	<u>\$ 36,320</u>	<u>\$ 3,000</u>	(2,131,476)
General revenues					
Property taxes					2,295,914
State aid					11,007
Local community stabilization					83,372
Penal fines					21,000
Investment earnings					<u>32,969</u>
TOTAL GENERAL REVENUES					<u>2,444,262</u>
CHANGE IN NET POSITION					312,786
Net position, beginning of year					<u>4,481,560</u>
Net position, end of year					<u>\$ 4,794,346</u>

See accompanying notes to financial statements.

Chelsea District Library

Governmental Funds

BALANCE SHEET

December 31, 2018

	General	Debt Service	Total
ASSETS			
Cash and cash equivalents	\$ 384,158	\$ 277,656	\$ 661,814
Investments	1,119,931	-	1,119,931
Assets held by foundation	26,287	-	26,287
Accounts receivable	197	-	197
Taxes receivable	1,711,617	619,998	2,331,615
Prepays	16,821	-	16,821
Due from other funds	-	14,988	14,988
TOTAL ASSETS	\$ 3,259,011	\$ 912,642	\$ 4,171,653
LIABILITIES			
Accounts payable	\$ 29,824	\$ -	\$ 29,824
Accrued wages	43,414	-	43,414
Due to other funds	14,988	-	14,988
TOTAL LIABILITIES	88,226	-0-	88,226
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue	1,794,219	650,064	2,444,283
FUND BALANCE			
Nonspendable	16,821	-	16,821
Restricted	-	262,578	262,578
Committed	1,093,718	-	1,093,718
Assigned	79,957	-	79,957
Unassigned	186,070	-	186,070
TOTAL FUND BALANCE	1,376,566	262,578	1,639,144
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE	\$ 3,259,011	\$ 912,642	\$ 4,171,653

See accompanying notes to financial statements.

Chelsea District Library

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION

December 31, 2018

Total fund balance - governmental funds **\$ 1,639,144**

Amounts reported for the governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the governmental funds.

The cost of capital assets is	\$ 10,830,763	
Accumulated depreciation is	<u>(4,101,949)</u>	
Capital assets, net		6,728,814

Governmental funds report the difference between the carrying amount of the defeased debt and its reacquisition price when debt is first issued, where as these amounts are deferred and amortized in the government-wide statement of net position. These amounts consist of:

Deferred charges on refunding		125,035
-------------------------------	--	---------

Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds. Long-term liabilities at year-end consist of:

Bonds payable and related items	(3,616,707)	
Accrued interest payable	(20,758)	
Compensated absences	<u>(61,182)</u>	
		<u>(3,698,647)</u>

Net position of governmental activities		<u><u>\$ 4,794,346</u></u>
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Chelsea District Library

Governmental Funds

STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE

Year Ended December 31, 2018

	General	Debt Service	Total
REVENUES			
Property taxes	\$ 1,677,317	\$ 618,597	\$ 2,295,914
Intergovernmental			
State aid	11,007	-	11,007
Local community stabilization	60,121	23,251	83,372
Penal fines	21,000	-	21,000
Charges for services			
Fines and forfeits	22,812	-	22,812
Other	12,906	-	12,906
Interest	32,723	246	32,969
Other			
Contributions/gifts	39,320	-	39,320
TOTAL REVENUES	1,877,206	642,094	2,519,300
EXPENDITURES			
Current			
Recreation and culture			
Personnel	959,619	-	959,619
Payroll taxes	70,288	-	70,288
Fringe benefits	44,218	-	44,218
Board expense	2,521	-	2,521
Supplies	21,029	-	21,029
Telecommunications	33,482	-	33,482
Professional services	54,258	-	54,258
Automation services	45,137	-	45,137
Collection	164,898	-	164,898
Programming	93,023	-	93,023
Volunteer	2,210	-	2,210
Promotional materials	55,543	-	55,543
Continuing education	22,338	-	22,338
Insurance	10,964	-	10,964
Utilities	56,316	-	56,316
Repairs and maintenance	131,965	-	131,965
Capital outlay	105,961	-	105,961
Debt service	-	634,610	634,610
TOTAL EXPENDITURES	1,873,770	634,610	2,508,380
NET CHANGE IN FUND BALANCES	3,436	7,484	10,920
Fund balance, beginning of year	1,373,130	255,094	1,628,224
Fund balance, end of year	\$ 1,376,566	\$ 262,578	\$ 1,639,144

See accompanying notes to financial statements.

Chelsea District Library

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE OF THE GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES

Year Ended December 31, 2018

Net change in fund balance - governmental funds \$ 10,920

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported as expenditures in the governmental funds. However, in the statement of activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

Capital outlay	\$ 90,893	
Depreciation expense	<u>(295,219)</u>	
Excess of depreciation expense over capital outlay		(204,326)

Repayment of long-term debt is reported as expenditures in governmental funds, but the repayment reduces long-term liabilities in the statement of net position. In the current year, these amounts consist of:

Deferred charges on refunding	(39,349)	
Net amortization of defeased debt	39,608	
Long-term debt principal retirements	<u>500,000</u>	
		500,259

Some items reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds. These activities consist of:

Decrease in accrued interest payable	3,334	
Decrease in compensated absences	<u>2,599</u>	
		<u>5,933</u>

Change in net position of governmental activities \$ 312,786

Chelsea District Library

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

NOTE A: DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Chelsea District Library (the Library) was first founded by the Village of Chelsea (now the City of Chelsea), and Dexter, Lima, Lyndon, and Sylvan Townships when they entered into the District Library Agreement in 1998, which stated that the District Library would serve the residents of these municipalities, provided that the residents adopted an operating millage that would be sufficient to pay the expenses of the Library. This millage was passed on October 5, 1999 and, as a result, the Chelsea District Library was established.

The Library is governed by a seven (7) member board of trustees who are appointed at large by Lyndon Township, Dexter Township, Lima Township, Sylvan Township, and the City of Chelsea.

The financial statements of the Library have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and reporting principles. The Library's more significant accounting policies are described below.

1. Reporting Entity

As required by accounting principles generally accepted in the United States of America, these financial statements present the financial activities of the Library. The Library has no activities that would be classified as component units.

2. Basis of Presentation

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The statement of net position and the statement of activities (the government-wide financial statements) present information for the Library as a whole.

The statement of activities presents the direct functional expenses of the Library and the program revenues that support them. Direct expenses are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. Program revenues are associated with specific functions and include charges to recipients of goods or services and grants and contributions that are restricted to meeting the operational or capital requirements of that function. Revenues that are not required to be presented as program revenues are general revenues. This includes all taxes, interest, and unrestricted State aid and other general revenues and shows how governmental functions are either self-financing or supported by general revenues.

FUND FINANCIAL STATEMENTS

The Library uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts.

The major governmental funds of the Library are:

- a. The General Fund is the Library's primary operating fund. It accounts for all financial resources of the Library except for those that are required to be accounted for in another fund.
- b. The Debt Service Fund is used to account for the financial resources that are used for the retirement of long-term debt.

3. Measurement Focus

The government-wide financial statements are presented using the economic resources measurement focus, similar to that used by business enterprises or not-for-profit organizations. Because another measurement focus is used in the governmental fund financial statements, reconciliations to the government-wide financial statements are provided that explain the differences in detail.

Chelsea District Library

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

NOTE A: DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

3. Measurement Focus - continued

All governmental funds are presented using the current financial resources measurement focus. With this measurement focus, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in fund balance.

4. Basis of Accounting

Basis of accounting refers to the timing under which transactions are recognized for financial reporting purposes. The modified accrual basis of accounting was used for the governmental fund financial statements. The government-wide financial statements are prepared using the accrual basis of accounting.

Under the accrual basis of accounting, revenue is recorded in the period in which it is earned and expenses are recorded when incurred, regardless of the timing of related cash flows. Property tax revenue is recognized in the fiscal year for which it is levied. Revenues for grants, entitlements, and donations are recognized when all eligibility requirements imposed by the provider have been met. Unearned revenue is recorded when resources are received by the Library before it has legal claim to them, such as when grant monies are received prior to the incurrence of qualified expenses.

Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). The length of time used for "available" for purposes of revenue recognition in the governmental fund financial statements is sixty (60) days. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities in the current period. Revenues susceptible to accrual include property taxes, state aid, and interest revenue. Other revenues are not susceptible to accrual because generally they are not measurable until received in cash. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt which are recorded when due.

If/when both restricted and unrestricted resources are available for use, it is the Library's policy to use restricted resources first, then unrestricted as they are needed.

5. Budgets and Budgetary Accounting

The General Fund's budget shown as required supplementary information to the financial statements was prepared on the modified accrual basis of accounting. The Library employs the following procedures in establishing the budgetary data reflected in the financial statements.

- a. The Management Team prepares the proposed operating budget for the fiscal year commencing January 1. The operating budget includes proposed expenditures and resources to finance them.
- b. Prior to incurring significant expenditures, the budget is legally enacted through Library Board action.
- c. The budget is legally adopted and maintained at the line item level.
- d. Budgeted amounts are reported as originally adopted or amended by the Library Board during the year.

6. Cash, Cash Equivalents, and Investments

Cash and cash equivalents consist of checking and savings accounts as well as money market accounts.

Chelsea District Library

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

NOTE A: DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

6. Cash, Cash Equivalents, and Investments - continued

Investments include municipal bonds with an original maturity of greater than ninety (90) days from the date of purchase as well as a beneficial interest in the Community Foundation for Southeast Michigan. All of the investments are stated at fair value. See Note B for additional information regarding these investments.

7. Capital Assets

Capital assets are recorded (net of accumulated depreciation, if applicable) in the government-wide financial statements. The Library considers capital assets to be those with a cost greater than \$1,000 for equipment, furniture, and books and \$5,000 for land and buildings (including land & building improvements). Capital assets are not recorded in the governmental funds. Instead, capital acquisition and construction are reflected as expenditures in the governmental funds, and the related assets are reported in the government-wide financial statements. All purchased capital assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated acquisition cost on the date received.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Depreciation is computed using the straight-line method over the following useful lives for the assets currently held by the Library:

Buildings and improvements	15 - 30 years
Equipment and furniture	3 - 15 years

8. Compensated Absences

Eligible Library employees are granted personal time off (PTO) in varying amounts based on length of service. There is a maximum number of allowable banked PTO hours permitted to each employee based on their number of years with the Library, but any unused PTO time at an employee's date of termination will be paid out in full (PTO time will not be paid out to employees who are discharged, employees who fail to provide two-week notice of voluntary termination, and employees who have not completed 90 days of service at the date of termination).

Based on the requirements of GASB Statement No. 16, *Accounting for Compensated Absences*, the Library has recorded all liabilities associated with compensated absences. Accumulated PTO pay amounts that are expected to be paid at termination are considered payable from future resources and are recorded along with the related payroll taxes as a liability in the government-wide financial statements.

9. Deferred Outflows/Inflows of Resources

In addition to assets and liabilities, the statement of financial position or balance sheet will, when applicable, report separate sections for deferred outflows of resources and deferred inflows of resources. *Deferred outflows of resources*, a separate financial statement element, represents a consumption of net position or fund balance, respectively, that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until that time. *Deferred inflows of resources*, a separate financial statement element, represents an acquisition of net position or fund balance, respectively, that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The Library has two items that qualify for reporting in these categories and they are reported in the government-wide financial statement of net position.

The Library reports deferred outflows of resources for the deferred charge on refunding which results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

Chelsea District Library

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

NOTE A: DESCRIPTION OF LIBRARY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

9. Deferred Outflows/Inflows of Resources - continued

The Library also reports deferred inflows of resources related to the deferral of property taxes that have been levied to support the following year's budget and will be recognized in the following year (in both the government-wide and fund financial statements). These amounts are deferred and recognized as an inflow of resources in the period to which they apply.

10. Property Taxes

On December 1, the City of Chelsea and participating Townships levy and collect property taxes for the Library. The tax levies are due February 14, with the final collection date of February 28. As the Library tax is collected, it is remitted by the City and Township Treasurers. At March 1 each year, the City of Chelsea and participating Townships settle their respective delinquent taxes with the County Treasurer and the unpaid real property tax is remitted to the Library by the County Treasurer. Delinquent personal property taxes are retained by the City and Township Treasurers for subsequent collection.

The Library is permitted by state statute to levy up to \$2 per \$1,000 of assessed valuation on property within the Library's district. The voters approved a levy of 1.9393 mills for operating and unlimited mills for debt. For the year ended December 31, 2018, the Library's revenue is based on a levy of 1.9338 mills for operating and 0.7000 mills for debt. The total taxable value for the 2017 levy for the property within the Library's district was \$867,847,241.

11. Tax Abatements

The Library's tax revenues have been reduced by tax abatements. Management has determined these amounts to be immaterial to the financial statements.

12. Restricted Net Position

Restrictions of net position shown in the government-wide financial statement indicate that restriction imposed by the funding source or some other outside source which precludes their use for unrestricted purposes.

13. Comparative Data

Comparative data for the prior year has not been presented in the accompanying financial statements since their inclusion would make the financial statements unduly complex and difficult to read.

NOTE B: CASH, CASH EQUIVALENTS, AND INVESTMENTS

In accordance with Michigan Compiled Laws, the Library is authorized to invest in the following investment vehicles:

1. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
2. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a State or nationally chartered bank or a State or Federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office located in this State under the laws of the State or the United States, but only if the bank, savings and loan association, or credit union is eligible to be a depository of surplus funds belonging to the State under Section 5 or 6 of Act No. 105 of the Public Acts of 1855, as amended, being Section 21.145 and 21.146 of the Michigan Compiled Laws.

Chelsea District Library

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

NOTE B: CASH, CASH EQUIVALENTS, AND INVESTMENTS - CONTINUED

3. Commercial paper rated at the time of purchase within the three (3) highest classifications established by not less than two (2) standard rating services and which matures not more than 270 days after the date of purchase.
4. The United States government or federal agency obligations repurchase agreements.
5. Bankers acceptances of United States banks.
6. Mutual funds composed of investment vehicles, which are legal for direct investment by local units of government in Michigan.

Deposits

As of December 31, 2018, the carrying amount and bank balances for each type of bank account are as follows:

<u>Account Type</u>	<u>Carrying Amount</u>	<u>Bank Balance</u>
Checking and savings	\$ 375,501	\$ 384,716
Money market	285,373	285,373
TOTAL	\$ 660,874	\$ 670,089

As of December 31, 2018, the Library's deposits were federally insured for \$535,373 and the amount of \$134,716 was uninsured and uncollateralized. The cash and cash equivalents reported in the financial statements include \$940 in imprest cash.

Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. A fair value hierarchy is also established which requires an entity to maximize the use of observable and minimize the use of unobservable inputs.

There are three (3) levels of inputs that may be used to measure fair value:

- Level 1: Quoted prices in active markets for identical securities.
- Level 2: Prices determined using other significant observable inputs. Observable inputs are inputs that other market participants may use in pricing a security. These may include quoted prices for similar securities, interest rates, prepayment speeds, credit risk, and others.
- Level 3: Prices determined using significant unobservable inputs. Unobservable inputs may be used in situations where quoted prices or observable inputs are unavailable or deemed less relevant (for example, when there is little or no market activity for an investment at the end of the period). Unobservable inputs reflect the organization's own assumptions about the factors market participants would use in pricing an investment, and would be based on the best information available.

Following is a description of the valuation methodologies used for instruments measured at fair value on a recurring basis and recognized in the accompanying financial statements, as well as the general classification of such instruments pursuant to the valuation hierarchy.

Chelsea District Library
NOTES TO FINANCIAL STATEMENTS
December 31, 2018

NOTE B: CASH, CASH EQUIVALENTS, AND INVESTMENTS - CONTINUED

The Library had the following fair value measurements as of December 31, 2018:

<u>Investment Type</u>	<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>	<u>Significant Other Observable Inputs (Level 2)</u>	<u>Significant Unobservable Inputs (Level 3)</u>	<u>Total</u>
PRIMARY GOVERNMENT				
Municipal bonds	\$ -	\$ 1,119,931	\$ -	\$ 1,119,931
Beneficial interest in Community Foundation for Southeast Michigan	-	-	26,287	26,287
Total investments at fair value	\$ -0-	\$ 1,119,931	\$ 26,287	\$ 1,146,218

Portfolio investments are assigned a level based upon the observability of the inputs which are significant to the overall valuation. The inputs or methodology used for valuing securities are not necessarily an indication of the risk associated with investing in those securities. The municipal bonds are valued using quoted prices for similar assets in active markets.

The beneficial interest in the assets held at the Community Foundation for Southeast Michigan (the Foundation) has been valued, as a practical expedient, at the fair value of the Library's share of the Foundation's investment pool as of the measurement date. The Foundation values securities and other financial instruments on a fair value basis. The estimated fair values of certain investments of the Foundation, which includes private placements and other securities for which prices are not readily available, are determined by the management of the Foundation and may not reflect amounts that could be realized upon immediate sale, nor amounts that ultimately may be realized. Accordingly, the estimated fair values may differ significantly from the values that would have been used had a ready market existed for these investments. The Foundation's investments are composed of approximately 26 percent domestic equities, 22 percent international equities, 22 percent fixed income, 2 percent cash, and 28 percent alternative investments including hedge funds and private market securities. The beneficial interest in assets held at the Foundation is not redeemable by the Library as described in Note C.

Credit Risk

State law limits investments in certain types of investments to a prime or better rating issued by nationally recognized statistical rating organizations (NRSRO's). As of December 31, 2018, the rating information on the Library's investments is presented below.

<u>Moody's/S&P Rating</u>	<u>Market Value</u>
AAA	\$ 301,037
AA	783,533
A	35,361
	<u>\$ 1,119,931</u>

Chelsea District Library
NOTES TO FINANCIAL STATEMENTS
December 31, 2018

NOTE B: CASH, CASH EQUIVALENTS, AND INVESTMENTS - CONTINUED

Interest Rate Risk

The Library has adopted a policy that indicates the Library will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by limiting the weighted average maturity of its investment portfolio to less than a given period of time. The maturity dates for investments head at year end are summarized as follows:

<u>Maturity</u>	<u>Market Value</u>
< 1 year	\$ 35,198
1 to 5 years	574,078
6 to 10 years	510,655
	<u>\$ 1,119,931</u>

Concentration of Credit Risk

The Library has adopted a policy that indicates the Library will minimize concentration of credit risk, which is the risk of loss attributed to the magnitude of the Library's investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

Custodial Credit Risk

The Library has adopted a policy that the investments shall be diversified by specific maturity dates, individual financial institutions or a specific class of securities in order to ensure that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

NOTE C: ASSETS HELD BY FOUNDATION

The Library benefits from the Chelsea District Library Endowment Fund (the Fund) that is administered by the Community Foundation of Southeast Michigan (the Foundation). The Foundation is a public charity that is funded through donations by a large number of contributors and, although the Library does not control the assets held at the Foundation, the purpose of the Fund is to provide funding for grants to the Library from the earnings of the assets in the Fund. The assets of the Fund shall be all those assets contributed to the Fund by the Library's Board of Trustees and by any other persons or legal entities along with all earnings attributed to such assets.

All earnings attributed to the assets of the Fund will be made available to the Library annually. Any earnings not so distributed will be reinvested in the assets of the Fund. The assets of the Fund may be distributed upon a special request of the Library.

A summary of changes in the assets held by the Foundation is as follows:

Balance as of January 1, 2018	\$ 54,179
Contributions	500
Fees	(483)
Investment (loss)	<u>(2,506)</u>
Balance as of December 31, 2018	<u>\$ 51,690</u>

Chelsea District Library
NOTES TO FINANCIAL STATEMENTS
December 31, 2018

NOTE C: ASSETS HELD BY FOUNDATION - CONTINUED

Beneficial interest	\$ 26,287
Third party contributions plus net earnings	<u>25,403</u>
Balance as of December 31, 2018	<u><u>\$ 51,690</u></u>

NOTE D: INTERFUND RECEIVABLES AND PAYABLES

The amount of interfund receivables and payables at December 31, 2018, is as follows:

Due to Debt Service Fund from:	
General Fund	<u><u>\$ 14,988</u></u>

Amounts appearing as interfund payables and receivables arise from two types of transactions. One type of transaction is where a fund will pay for a good or service that at least a portion of the benefit belongs to the other fund. The second type of transaction is where one fund provides a good or service to the other fund. Balances at the end of the year are for transfers that have not cleared as of the balance sheet date.

NOTE E: CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2018, was as follows:

	Balance Jan. 1, 2018	Additions	Deletions	Balance Dec. 31, 2018
Capital assets not being depreciated				
Land	\$ 213,191	\$ -	\$ -	\$ 213,191
Capital assets being depreciated				
Buildings and improvements	9,368,477	48,128	-	9,416,605
Equipment and furniture	<u>1,162,476</u>	<u>42,765</u>	<u>(4,274)</u>	<u>1,200,967</u>
Total capital assets being depreciated	10,530,953	90,893	(4,274)	10,617,572
Less accumulated depreciation for:				
Buildings and improvements	(2,875,135)	(230,219)	-	(3,105,354)
Equipment and furniture	<u>(935,869)</u>	<u>(65,000)</u>	<u>4,274</u>	<u>(996,595)</u>
Total accumulated depreciation	<u>(3,811,004)</u>	<u>(295,219)</u>	<u>4,274</u>	<u>(4,101,949)</u>
Net capital assets being depreciated	<u>6,719,949</u>	<u>(204,326)</u>	<u>-0-</u>	<u>6,515,623</u>
Capital assets, net	<u><u>\$ 6,933,140</u></u>	<u><u>\$ (204,326)</u></u>	<u><u>\$ -0-</u></u>	<u><u>\$ 6,728,814</u></u>

Chelsea District Library

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

NOTE F: LONG-TERM DEBT

The following is a summary of changes in long-term debt (including current portions) of the Library for the year ended December 31, 2018.

	Balance Jan. 1, 2018	Additions	Deletions	Balance Dec. 31, 2018	Amounts Due Within One Year
2012 Refunding Bonds	\$ 4,055,000	\$ -	\$ (500,000)	\$ 3,555,000	\$ 525,000
Premiums on issuance	104,261	-	(40,160)	64,101	29,832
Discounts on issuance	(2,946)	-	552	(2,394)	(552)
Compensated absences	63,781	20,506	(23,105)	61,182	22,163
	<u>\$ 4,220,096</u>	<u>\$ 20,506</u>	<u>\$ (562,713)</u>	<u>\$ 3,677,889</u>	<u>\$ 576,443</u>

Compensated Absences

Individual employees have vested rights upon termination of employment to receive payments for unused PTO. The dollar amounts of these vested rights including related payroll taxes, which have been recorded as a liability in the government-wide financial statements, amounted to approximately \$61,182, at December 31, 2018, with \$22,163 being considered a current liability.

Significant details regarding outstanding long-term debt is presented below.

2012 Refunding Bonds

\$5,450,000 2012 Refunding Bonds dated July 31, 2012, due in annual installments ranging from \$525,000 to \$650,000 through May 1, 2024, with interest ranging from 2.50 to 4.00 percent, payable semi-annually.

\$ 3,555,000

Year Ending, December 31,	Principal	Interest	Total
2019	\$ 525,000	\$ 114,050	\$ 639,050
2020	555,000	92,450	647,450
2021	580,000	69,750	649,750
2022	610,000	45,950	655,950
2023	635,000	25,813	660,813
2024	650,000	8,937	658,937
	<u>\$ 3,555,000</u>	<u>\$ 356,950</u>	<u>\$ 3,911,950</u>

NOTE G: RETIREMENT PLAN

Effective January 1, 2015, the Library's Board of Trustees established and adopted the Municipal Employees' Retirement System (MERS) Defined Contribution Program (the Plan) which is administered by MERS. The Board of Trustees can amend the Plan, as well and establish and amend contribution requirements. The Plan consists of a 401(a) plan (the "defined contribution plan") and a 457 plan available to all eligible full-time employees.

Chelsea District Library

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

NOTE G: RETIREMENT PLAN - CONTINUED

All regular part-time and full-time employees are eligible to participate in the defined contribution plan after completing one year of service. The Library is required to contribute 0.5% of earnings for all eligible employees on a bi-weekly basis. The Plan is entirely made up of Library contributions and employees are immediately vested in all contributions to the Plan. Further, an additional match may be made for an employee, depending on whether or not the employee participates in the 457 Plan. Employees may not contribute directly to the defined contribution portion of the Plan. The Library's contributions in to the Plan for the year ended December 31, 2018, totaled \$34,704.

All regular part-time and full-time employees may voluntarily contribute to a 457 plan on a bi-weekly basis beginning at the date of hire. The Library may not make contributions directly into the 457 plan, but may match (in whole percentages) up to 5% of eligible employee contributions and deposit the match into the defined contribution plan described above.

NOTE H: RISK MANAGEMENT

The Library is exposed to various risks of loss for liability, property, computers, crime, and workers' compensation for which the Library carries commercial insurance. There has been no indication of amounts of settlements that have exceeded insurance coverages for each of the past three years.

NOTE I: DETAILS OF FUND BALANCE CLASSIFICATIONS

GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, established fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The following are the five (5) fund balance classifications under this standard:

Nonspendable - assets that are not available in a spendable form such as inventory, prepaid expenditures, and long-term receivables not expected to be converted to cash in the near term. It also includes funds that are legally or contractually required to be maintained intact such as the corpus of a permanent fund or foundation.

Restricted - amounts that are required by external parties to be used for a specific purpose. Constraints are externally imposed by creditors, grantors, contributors or laws, regulations or enabling legislation.

Committed - amounts constrained on use imposed by formal action of the government's highest level of decision making authority (i.e., Board, Council, etc.).

Assigned - amounts intended to be used for specific purposes. This is determined by the governing body, the budget or finance committee or a delegated municipality official.

Unassigned - all other resources; the remaining fund balance after nonspendable, restrictions, commitments, and assignments. This class only occurs in the General Fund, except for cases of negative fund balances. Negative fund balances are always reported as unassigned, no matter which fund the deficit occurs in.

Fund Balance Classification Policies and Procedures

For committed fund balance, the Library's highest level of decision-making authority is the Board of Trustees. Commitments will only be used for specific purposes pursuant to a formal action of the Board of Trustees of the Library. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

Chelsea District Library

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

NOTE I: DETAILS OF FUND BALANCE CLASSIFICATIONS - CONTINUED

For assigned fund balance, the Board of Trustees delegates to the Director or their designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, or uncommitted) fund balance in any particular fund.

When an expenditure is incurred for purposes for which both restricted and unrestricted amounts are available, it is the policy of the Library to consider restricted amounts to have been reduced first. When an expenditure is incurred or purposed for which amounts in any of the unrestricted fund balance classifications could be used, it is the policy of the Library that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

The following are the various fund balance classifications as of December 31, 2018:

	General	Debt Service	Total
Fund Balance			
Nonspendable			
Prepays	\$ 16,821	\$ -	\$ 16,821
Restricted			
Debt service	-	262,578	262,578
Committed			
Capital improvements	100,000	-	100,000
Capital reserve fund	870,600	-	870,600
Subsequent year's expenditures	123,118	-	123,118
Assigned			
Subsequent year's expenditures	79,957	-	79,957
Unassigned	186,070	-	186,070
TOTAL FUND BALANCE	\$ 1,376,566	\$ 262,578	\$ 1,639,144

NOTE J: UPCOMING ACCOUNTING PRONOUNCEMENTS

In June 2017, the GASB issued Statement No. 87, *Leases*. This Statement will increase the usefulness of government's financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The Library is currently evaluating the impact this standard will have on the financial statements when adopted during the 2020 fiscal year.

In April 2018, the GASB issued Statements No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*. This Statement will improve the financial reporting by providing users of financial statements with essential information that currently is not consistently provided. In addition, information about resources to liquidate debt and the risks associated with changes in terms associated with debt will be disclosed. As a result, users will have better information to understand the effects of debt on a government's future resource flows. The Library is currently evaluating the impact this standard will have on the financial statements when adopted during the 2019 fiscal year.



REQUIRED SUPPLEMENTARY INFORMATION



Chelsea District Library

General Fund

BUDGETARY COMPARISON SCHEDULE

Year Ended December 31, 2018

	Budgeted Amounts			Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
REVENUES				
Property taxes	\$ 1,719,298	\$ 1,719,298	\$ 1,677,317	\$ (41,981)
Intergovernmental				
State aid	8,500	8,500	11,007	2,507
Local community stabilization	29,500	-	60,121	60,121
Penal fines	23,000	23,000	21,000	(2,000)
Other	2,000	-	-	-0-
Charges for services				
Fines and forfeits	22,000	22,000	22,812	812
Other	13,250	13,250	12,906	(344)
Interest	46,100	46,100	32,723	(13,377)
Other				
Grants	1,000	-	-	-0-
Contributions/gifts	25,250	42,970	39,320	(3,650)
TOTAL REVENUES	1,889,898	1,875,118	1,877,206	2,088
EXPENDITURES				
Current				
Recreation and culture				
Personnel	973,429	960,429	959,619	810
Payroll taxes	78,077	78,077	70,288	7,789
Fringe benefits	49,611	49,611	44,218	5,393
Board expense	3,800	3,800	2,521	1,279
Supplies	27,300	23,400	21,029	2,371
Telecommunications	34,250	34,250	33,482	768
Professional services	40,336	54,431	54,258	173
Automation services	48,895	48,895	45,137	3,758
Collection	176,220	172,033	164,898	7,135
Programming	98,020	99,966	93,023	6,943
Volunteer	2,300	2,300	2,210	90
Promotional materials	57,945	60,040	55,543	4,497
Continuing education	27,275	25,626	22,338	3,288
Insurance	11,000	11,000	10,964	36
Utilities	59,400	58,300	56,316	1,984
Repairs and maintenance	126,240	134,240	131,965	2,275
Capital outlay	115,000	107,019	105,961	1,058
TOTAL EXPENDITURES	1,929,098	1,923,417	1,873,770	49,647
NET CHANGE IN FUND BALANCE	(39,200)	(48,299)	3,436	51,735
Fund balance, beginning of year	1,373,130	1,373,130	1,373,130	-0-
Fund balance, end of year	<u>\$ 1,333,930</u>	<u>\$ 1,324,831</u>	<u>\$ 1,376,566</u>	<u>\$ 51,735</u>

DIRECTOR'S REPORT

Library Director's Report on March 2019
Respectfully submitted for April 2019 Board Meeting

Staff News

Staff work anniversaries for the month of March:
Adult Librarian Laura Brown, two years on March 13.

Financial News

A bond payment in the amount of \$587,275 was paid on March 25. FYI, the bond has an expiration date of 12/23.

CDL received the Personal Property Tax reimbursement check in the amount of \$43,180.69.

Word of Mouth Marketing for 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.

Local Collections on Display at CDL

CDL now showcases community collections in its first floor display cases. The initiative started with a collection from Charlie Taylor whose father was a photographer and the Seoul bureau chief of *The Pacific Stars and Stripes* in 1954. The exhibit showcased his photographs of the U.S. military and locals during his time in Korea. It also included personal items from his time there.

Future displays will include fishing lures, family war photos, and family ancestry projects. These displays present us with a wonderful opportunity for community engagement and sharing of our histories and interests with one another.

Out and About – February 2019

- Served as judge for Sounds & Sights – March 4
- Attended Rotary meetings – March 5, 12, 26
- Facilitated Strategic Plan Progress meeting in Lima Township – March 6
- Attended Shared Automated System Executive Committee meeting – March 7
- Attended TLN Steering Committee meeting and meeting of general membership – March 8
- Attended Chelsea Education Foundation meeting – March 11
- Attended Authors in Chelsea dinner and program at WSEC – March 12
- Attended/Worked Chelsea Education Foundation Gala – March 18
- Volunteered at Rotary Quartermania – March 20
- Met with Crystal Scott, Visual Arts Coordinator, CAFÉ – March 22
- Facilitated SASUG meeting (CDL hosted) – March 28

Looking Ahead to March 2019

- Meeting with Monica Monsma, Executive Director, Chelsea Ares Chamber of Commerce – April 1
- Walk to School meeting with 5 Healthy Towns – April 9
- Visit AIM High School – April 11
- Vacation – April 14 – 23
- Artist in Residence activities – April 24-27
- Midwest Literary Walk – April 27

Strategic Plan 2017-19 Update

Goal progress from March 2019 is shared below.

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

- Opened large study room on second floor.

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

- Confirmed Detroit Public Television as a media partner for the Midwest Literary Walk (\$5,000 value).

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

- Attended Michigan Broadband Cooperative meeting. Began discussions with Lyndon Twp about possibly offering "What can you do with broadband" sessions in their township. Expect to have phase 1 broadband at the Lyndon Twp hall in April.
- Attended Michigan Broadband Cooperative meeting. Working on seeing if we can get a USDA grant for the county to help build out broadband in rural communities.

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

- Worked with South School to highlight 3rd grade students artwork in summer newsletter.
- Partnered with local organizations (CHS, Chelsea Community Forum, Serendipity, CSC for Artist in Residency programs.
- Partnered with Chelsea-Shimizu Sister Cities for exhibit in library and library tour with visiting students.
- MLW event was picked up and promoted by Pure Michigan and Destination Ann Arbor.

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

- Presented Strategic Plan Progress at Lima Township home.
- Washtenaw Farm Bureau Ag-Week exhibit.

Goal 2.3 Strengthen and sustain relationships with schools in the district

- Supplied Chelsea High School Creative Writing classes with multiple copies of Luis Rodriguez titles.

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.

ADA height counter installed along northwest wall.

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 Mar 2019

* YtD = Year to Date

	Mar-19	2018 YtD	2019 YtD	% change from last YtD
Circulation - Total	25127	71571	71298	-0.38%
Items	22137	64811	62621	-3.38%
E-books/E-audio	2503	5769	7182	24.49%
E-magazines	385	615	1113	80.98%
Non-Traditional	28	89	96	7.87%
Hotspots	32	67	94	40.30%
Deposit Collection Circulation	42	220	192	-12.73%
Self-Check Items - Total	2582	6733	6797	0.95%
New Cards - Total	81	200	219	9.50%
Reference Desk Interactions - Total	2561	5765	6775	17.52%
Outside Group Room Rentals	13	42	40	-4.76%
Engagement - Total	2227	6081	5358	-11.89%
Youth Program Attendance	379	925	878	-5.08%
Adult Program Attendance	151	449	370	-17.59%
Teen Program Attendance	24	78	137	75.64%
General Program Attendance	86	444	231	-47.97%
Outreach -- Youth	1248	3162	2953	-6.61%
Outreach -- Teen	235	220	235	6.82%
Outreach -- Adult	36	153	109	-28.76%
Awareness Opportunities	43	616	376	-38.96%
Homebound Visits	25	58	69	18.97%
Programs/Visits Offered - Total	43	176	124	-29.55%
Youth	16	61	46	-24.59%
Adult	5	38	18	-52.63%
Teen	4	10	19	90.00%
General	1	8	4	-50.00%
Outreach -- Youth	6	35	15	-57.14%
Outreach -- Teen	1	6	1	-83.33%
Outreach -- Adult	6	16	15	-6.25%
Awareness Events	4	2	6	200.00%
Door Count - Total	13327	37722	36796	-2.45%
WiFi Data Usage (GB) - Total	1733.016	7762.547	7075.984	-8.84%
Library Internal Public WiFi	751.19	2185.83	2053.71	-6.04%
Total Hotspot WiFi	981.826	5576.717	5022.274	-9.94%
Lyndon Twp Hotspot	38.52	517.57	132.65	-74.37%
Lima Twp Hotspot	5.5	16.313	6.918	-57.59%
Sylvan Twp. Hotspot	1.39	12.89	7.49	-41.89%
Mobile Beacon Hotspots	talking to Vendo	3043.95	#VALUE!	NA
Hotspots available for checkout.	936.416	1985.994	3555.116	79.01%
Computer Usage/Sessions - Total	7189	22967	20485	-10.81%
Workstations	1115	3660	2995	-18.17%
Wireless	6074	19307	17490	-9.41%
Website Stats		0	0	NA
Website Sessions	10218	28434	30858	8.53%
Website Users	6331	17440	19063	9.31%

**Chelsea District Library
Assistant Director's Report
March 2019**

Facility

Design Think update:

- The blinds were installed in the large study room and work great!
- Two very large pieces of glass were installed in the Teenspace windows, hopefully, with the addition of the Trendwall, noise will be better contained in that area.
- Café height chairs were delivered for the café table at the north end upstairs, allowing for seating as well as standing at the table.
- Electrical was added to the new computer counter on the second floor, allowing for the addition of four desktop computers and space for people to use their own laptops.
- New slat wall end panels were installed on the three ranges of shelving that now sit out in the second floor spine area.

The carpet for the second floor spine area was originally scheduled for a March install but was delayed at the manufacturer. It has been rescheduled for April 11th and 12th so should be in place by the time you read this! Once the new carpet is in, the Trendwall can be put in place in Teenspace. We are also expecting the new chairs for Teenspace in April, and the start of the reupholstering of the other adult and youth furniture. We did decide to go ahead and put new carpet in the garage area and large study room. It probably won't be installed until late April or early May.

Spring Maintenance- Once we are done with snow and the temps rise a bit, we start on lawn maintenance, including sprucing up the planting beds and the Fairy Garden. The HVAC system gets its checkup in preparation for cooling season (finally!) and that includes the temperature control system (thermostats and dual duct boxes.) We will also turn on the outside water soon. The pea gravel we placed out front last year as part of the front entry revamp is not working out quite like I'd hoped. It was supposed to pack down but is instead getting kicking all over the sidewalk, so I am exploring a few stabilizers that can be sprayed on and harden up to make a better walking surface.

Programs/meetings

I attended another stellar Authors in Chelsea event this month! The presentations at North Creek and South Meadows were fantastic, as well as the evening event where all of the authors spoke. It was so much fun to watch the excitement on my grandchildren's faces as they got their books signed ☺ I met with the new Friends membership chair, Jean Vargas, and oriented three new book sale volunteers. I also sat in on a meeting with Lori and Crystal Scott from CAFÉ to explore using the library lawn for an expanded Sounds & Sights Festival. She said "dragon" and we said "We're in!"

Volunteers

We had 118.5 non-book sale hours this month and I do not have the book sale hours for March at this time but can report 206 for February.

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	206	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	406.50
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	23.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.25
Program	9.25	26.25	7.50	1.50	0.00	1.50	1.50	1.50	0.00	1.50	0.00	1.50	52.00
Workroom	20.25	20.25	27.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67.50
Friends	20.00	6.50	23.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49.50
YSG	40.00	54.00	29.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.50
Board Trustees incl. comm mtgs	6.00	6.00	8.50	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	20.50
Monthly Totals	331.00	349.25	118.50	1.50	0.00	1.50	1.50	1.50	0.00	1.50	0.00	1.50	807.75
<i>Non Book sale</i>	<i>130.50</i>	<i>143.25</i>	<i>118.50</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>401.25</i>

March Program Information

Date	Event	Attendance
Adult Programming (5 Programs, 151 Attendees)		
3/3	Mardi Gras with Mo' Easy	60
3/4	Adult VR	7
3/5	Reading Glasses	16
3/7	Building the Modern World: Albert Kahn (with ALI)	61
3/25	Rosie's Mom	7
Youth Programming (16 Programs, 379 Attendees)		
3/1	Homeschool Meetup	50
3/4	Lego Club	5
3/5,19,26	Babytime	15,31,14
3/6,20,27	Preschool Storytime	16, 23, 20
3/7	Tween Book Club	6
3/7,21,28	ToddlerTime	32,39,40
3/11	Minecraft Mondays	7
3/14	Dance Along, Sing Along	28
3/15	READ to Library Dogs	8
3/18	MonkeyPlay	45
Teen Programming (4 Programs, 24 Attendees)		
3/1	Skynet Junior Scholars	16
3/7, 21	That Thursday Thing: Clay Jewelry	3, 5
3/22	Teen VR Experience	0
General Programming (1 Programs, 86 Attendees)		
3/12	Authors in Chelsea: An Evening in the Authors	86
Outreach (Adult 6/36 , Teen 1/235, Youth 6/1,248 , Awareness 4/43)		
3/1 (Y)	Reading Night at NCE	200
3/4 (Y)	AIK Visits: BMS	160
3/5,7,14,19(A)	CRC Tech: iPad, Computer Training	4,3,5,4
3/6,13,20 (Awar)	Walk to School Wednesdays	2,6,5
3/6 (Y)	4th Grade Explora Presentation	167
3/9 (Y)	Boy Scout Visit: Finding American History Bios	8
3/12 & 3/13 (Y & T)	Authors in Chelsea: NCE, SME, BMS	330,510,235
3/14,21 (A)	Book Clubs: Silver Maples, Pines	12,8
3/14 (Awar)	CRC Resident Council Meeting	30
3/20 (Y)	Storytime at ECC	40
*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	Mar. 2019	Mar. 2018
Reference Questions	2561	1925
Homebound & Deposit Book Deliveries	25	15
OCLC Interlibrary Loan	23	21

Keegan Sulecki, Head of Information Services

March was a busy month in terms of staffing responsibilities, programming, and the reference desk, with a big increase in the number of reference questions compared to March of last year.

In terms of program staffing, I took over responsibility for hosting Cynthia Lord, our Authors in Chelsea author for South Meadows Elementary. I spent two days introducing Cynthia to 3rd through 5th grade students and coordinated drop-off and pick-up of our authors traveling two and from the airport. I also hosted a program called Building the Modern World about Albert Kahn in Detroit, which was a great success as well as covering our Rosie's Mom program and our first MonkeyPlay program that encourages children to learn through gross motor play.

For outreach this month, I read and provided an activity to North Creek Elementary for their March is Reading Month night. They had a record turnout with approx. 200 students and parents. I was invited to talk to 4th grade classes at South Meadows about our Explora database. I also talked to Shawn Sinacola at the High School about her Arbor Club students assisting with our Earth Day display by helping us choose this year's giveaways and writing descriptions for how each product is eco-friendly.

For future program planning, our newsletter content for Summer was due at the end of March so I worked with my staff to finalize our programming and package our content to give to Patty. This includes finalizing details such as the number of sessions we will be able to offer for the Planetarium and confirming dates for our Summer Reading Finale performer, Dr. Nitro. In other planning, I booked and submitted our collaborative Adult Learners Institute program for the fall, worked on Midwest Literary Walk tasks such as proof reading our press release and delivering marketing materials to Literati in Ann Arbor.

Finally, for staff I reviewed applicants for our two open part-time positions and conducted interviews. We selected two candidates based on those interviews and their references. Both will join us in April so I began working on a training schedule and accounted for their joining us in the April desk schedule.

Shannon Powers, Adult Information Services Librarian

This year March offered a unique experience for me--the chance to participate in Authors in Chelsea, a program normally covered by the youth librarians. Hosting Shelley Pearsall was a fantastic experience--the presentations and writing workshops she gave at the school were phenomenal. Assisting with AiC also gave me the opportunity to visit six of the middle school classes, book talking the AiC books and getting the students excited about the event. This allowed me to engage with a library demographic I have limited interactions with, and I was grateful for the opportunity. While AiC was the highlight, March was also a good month for planning the Midwest Literary Walk. We finalized our third author, and I spent time writing Anissa Gray's bio, updating the website, proofing the brochures, delivering posters and coasters, creating a MLW display, and writing the press release. Additional program planning included meeting with Keegan and Laura to discuss summer programming, contacting potential presenters, and gathering and submitting subsequent content for the summer newsletter. I also planned an event for fall with a local Chelsea presenter that will compliment the Apron Strings exhibit that will be on display in September. Book delivery stayed strong in March, and I was invited to attend the United Methodist Retirement Community's Resident Council meeting to discuss the library's book delivery service, an offer I gladly took. On the local history front, I assisted two patrons with research questions, including a patron who found 52 year old wedding photos of her late husband to share with her daughters. We also received a donation of letters and photographs of Rena Roedel Walworth, an early CDL librarian, and I successfully made use of the new acquisitions practices Sarah Conrad implemented before her resignation. Other miscellaneous tasks included sitting on the hiring committee for the two new part time Adult Reference Librarians, and beginning work on planning the TLN Adult Performers' Showcase.

Laura Brown, Adult Information Services Librarian

I had a fun start to March with a Mardi Gras concert I organized performed by Chelsea's Mo' Easy at the Ugly Dog Distillery. Everyone had a great time and Ugly Dog is a great partner with a great space for events. We also held Reading Glasses at Ugly Dog in March and had a great book discussion of *There, There* by Tommy Orange. Good book discussions continued with the Silver Maples Book Club, who read *All the Light We Cannot See* by Anthony Doerr. Money Smart week/month began at the end of March: I coordinated the free books for Stacey's money smart story time; registered CDL with the national promotion; and created a book display in the new book area of adult non-fiction. I've also been preparing for our Earth Day display in April, registering CDL as a non-profit partner with earthday.org. I led Place that Face in March, did more weeding of the BOCD's, ordered all the non-fiction (now that Sarah is gone) and did most of the ILL book ordering.

After creating Facebook posts of the adult programs for the quarter, I met with Patty to go over Hootsuite, a social media scheduler that allows us to schedule Twitter and Facebook posts and get the big picture of when CDL posts for the month. Keegan and I met with Jim Alford to discuss Chelsea's plans for Veteran's Day 2019. Speaking of planning, I did a lot to meet our new summer newsletter deadline. Stay tuned for some great summer programs that will be out of this universe!

Stacey Comfort, Youth/Teen Information Services Librarian

I'm definitely feeling at home in Chelsea, and I'm having a great time getting to know our teen patrons and our YSG volunteers. In March, I had two great That Thursday Thing programs - one to make clay jewelry and one to learn about April Fools' Day pranks - and all of my attendees had fun. I also did a Preschool Storytime geared towards Money Smart Week, where the kids got to draw their own play money. Everyone also got a copy of the book "Earn It!" by Cinders McLeod, donated to us by the Michigan Credit Union Foundation, which the children were very excited about. I'm really digging in to my collections, weeding some lesser-circulated graphic novels, completing the runs of several manga favorites, and making sure all of the comic book graphic novel titles are as up to date as can be. Throughout April, I'll be doing the same to the young adult fiction collection.

I also got to experience my first-ever Authors in Chelsea - I even got to introduce author Shelley Pearsall at the Night with the Authors event. I joined Shannon at Beach Middle School to watch Shelley teach a small writing group the way she crafts her characters in her books. I'm excited to be a part of planning the 2020 event.

Finally, I was asked to join the Creative Commons Committee, and I'm really enjoying the meetings and discussions with my fellow committee members. Our next step is to research and visit other libraries with a similar 'makerspace' area and decide what will work for us in the long run. We're also working on a survey for our patrons, so we can see what new tech they'd like to see and use while at the library.

Jessica Zubik, Youth & Teen Information Services Librarian

I returned from my maternity leave just in time for Authors in Chelsea. While I did not attend the school presentations with any of the authors this year, it was such a pleasure to meet them and enjoy the evening program! The Youth librarians are already planning for next year's event. I used the rest of March to get caught up on my collections and programming. It has been super fun to jump back into Toddlertime! We also finalized Summer Reading plans, and I determined the Youth incentive prizes and helped to follow up with donors and sponsors.

Edith Donnell, Youth & Teen Information Services Librarian

The highlight of March was definitely the two days of Authors in Chelsea! As the chaperone for Dori Hillestad Butler, I was able to deliver her to North Creek Elementary for classroom presentations. Technology was a critical part of making the program work, and I made sure the school knew well in

advance what Dori required and made sure that the rooms that Dori was in were properly equipped before her presentations. At one point the sound system failed, but I had brought a backup from the library and had it set up with in a minute or two of the problem being discovered. On the second day we had a few hairy moments due to having to use an iPad for a presentation in the cafeteria while the school's tech manager was out of town, but we were able to figure it out. The lunch in the school's art classroom with 14 lucky 2nd graders was a blast, with the kids eating pizza and carrots with Dori, asking her questions, and each talking about ideas they had for really good names to give characters (Dori was given a lot of suggestions for her future books).

Other activities in March included an Ocean-themed storytime at the Early Childhood Center, Tween Book Club (we read *Rules* by Cynthia Lord), babytimes, and new collection orders for Early Readers. Juvenile Graphics, several carts of books with Kirkus Starred Reviews, and new movies.

Technology

Summary of March



From: Ron Andrews – Head of Technology

Technology Department – Monthly Summary

March 2019

I completed cloning the new public workstations and we will be deploying them in April, hopefully with the carpet change.

The new shift in programming at the CRC is going much better with the altered schedule.

Melanie and I have started to do our projections for the 2020 budget, and technology planning based on our Technology Plan.

Technology Projects

- Completed cloning new workstations for Public computer replacement project.
- Update the technology storage area and was able to send a load off to be recycled. Once the new public workstations are deployed we can make some equipment available to the Friends for public sale.
- Trained Stacey (new teen librarian) on AV equipment and setup for the McKune Room.
- The Creative Commons (not the official name) of the current Learning Lab committee has been meeting and we are off to a great start. The members of the committee are: Scott Baird, Kathy Eberly, Stacy Comfort, Beth Goodgall, Melanie and myself.
- Update Electronic collections statistics and discuss with mgt team which services to continue and which to drop. We are in the process of adding access to Lynda.Com – great resource for online training in technology and work related skills. We will have 5 concurrent users with a soft start on June 12th. We are also adding a new database, Teachables, which provides preplanned courses and support materials aimed at Homeschoolers. Edith has several of our homeschool parents try out the product and it got rave reviews.
- I also reset the Youth desk after it's refreshing.

Programming/Services

- We decided to halt the Adult VR programs until September to give us time to work on other technology needs.

Outreach/Partnerships

- Lori, Melanie and I presented some of our strategic plan material with an emphasis on technology to a group of Lima Township members at the home of Elizabeth Sensoli on March 6th. An outcome of this meeting, Melanie and I setup a meeting with Craig Maier to provide a TecExpo at the old Lima Township hall this summer.
- Melanie and I presented a short program on our VR equipment to the Rotary Club in March.
- I finally was able to reconnect with the St Louis Center and we are set to meet again in April to finalize plans to provide some technology programming at the Center.

Meetings

- Setup and run video conference for SASUG meeting here on March 27th.

From: Melanie Bell – Network Admin

Servers and Network:

- Ran updates on Seuss.

Public and Staff Computers:

- Worked with Schools to fix an issue with school computers accessing the MeL databases from our website.
- Ordered and configured 6 new ipads to replace some aging generation 2 ipads that were used for programming.
- Fixed some issues with tagpads and receipt printers on the circ machines
- Fixed an issue with the 2nd floor digital signage computer.
- Ordered parts for the broken 3D printer and got it back up and running.

Website

- Ran updates for the Midwest Literary Walk site.
- Assisted with getting the MLW site ready to go live.

Broadband

- Repaired minor issues with 2 hotspots.
- 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
- Michigan Broadband Cooperative is looking for ways to apply for a new USDA grant available to assist in the spread of broadband to rural communities.

Other:

- Presented to TLN Membership meeting on loaning out hotspots and the importance of broadband in our communities.
- Assisted with putting together Strategic Plan Progress Presentation and attended the Lima Twp presentation at Elizabeth Sensoli's
- Ron and I presented VR to Rotary.
- Helped with Homeschool Tinker meetup event
- Trained Stacey on the VR equipment
- Assisted with Adult VR
- Assisted with creation of spreadsheets for the 2020 budget.
- Worked on detailed drawings of the learning lab for the Creative Commons meetings.

Ron Andrews & Melanie Bell

MARKETING BOARD REPORT

March 2019

MARKETING HIGHLIGHTS

2019 Authors in Chelsea Photos/Comment Highlights



"Whole family loves this program!"

"Love the high caliber of authors who come to Chelsea"

"Thank you for bringing in authors. The boy next to me said 'That was great!'"

"I am a 'wanna be' author-It was great!"

"My kids are grown, so I really enjoy a glimpse into children's lit and seeing the kids and writers interact."

Artist in Residence



With the Artist in Residence (AIR) program on the horizon (4/25-27), a significant portion of the program's marketing efforts were deployed during March. Bookmarks listing all the respective programs were distributed to over 25 local businesses and organizations including the Chelsea and Dexter Community Forums, Chelsea Writers Group, and Chelsea High School English students. A press release ran in the local papers and personalized invitations were emailed to strategic partners within the community. A Facebook event was created for each AIR program with followup posts scheduled. Promotion for these events have been well received, with sixty-five people attending the kick off event **Reading by Poet Douglas Smith** and all of the **Poetry Critique** sessions being

filled by the end of March! Help us continue to promote the two drop in events: **Community Conversation** (4/25 @7pm) and the **Conversation on the Craft of Writing** (4/26 @6:30pm) by sharing the Facebook events with those who you think might be interested.

Midwest Literary Walk



Our third author has been announced! Joining this year's stellar line up is Anissa Gray, Emmy and duPont-Columbia award-winning journalist and debut novelist. Her first novel, *The Care and Feeding of Ravenously Hungry Girls*, debuted in 2019 to wide critical acclaim, and was a 2019 LibraryReads pick for spring and an Indie Next pick.

Promotions for the 2019 Walk went into full gear during March as we worked with our media partners Literati Books (recently

awarded 2019 Publishers Weekly Bookstore of the Year), ChelseaMich.com, and Detroit Public TV to spread the word about this year's event! Through their extended reach, we are able to engage tens of thousands more potential walkers! Subsequently, attracting participants from outside our community not only allows us to attract noteworthy and influential authors to our event but also helps to bring additional foot-traffic to our local businesses. As we get closer to the event, WDET will further that reach with interviews of our authors, thanks to MLW committee member Rich Fahle. To date, the 2019 Midwest Lit Walk has grabbed the attention of Pure Michigan, Destination Ann Arbor, and U of M English Language Institute.

As a programming partner, Serendipity Books has been indispensable in providing CDL access to the Chelsea area literary groups to promote the upcoming Walk. Nine other local businesses have also been engaged to offer day of event discounts to all MLW participants. Watch for ads on Chelsea Update and in our two local print newsletters in the weeks leading up to the event. And remember — word of mouth is one of our most effective forms of promotion — so wear your MLW button proudly!

MARKETING BOARD REPORT

March 2019

CDL Non-Resident Business Card

You might not know this, but working in Chelsea has its perks! Employees of local businesses are eligible for a CDL library card! To help promote this message, I have been working with Terri Lancaster, Head of Circulation to create an awareness campaign. We are currently defining a list of local businesses who are eligible so that Terri can meet with them to distribute a packet containing: an introductory letter, an informational poster for their staff room, a pre-drafted letter template to confirm a worker's employment, and library application forms. Look for this campaign to roll out in the coming months.



Summer Newsletter

We have some exciting things in store for our 2019 Summer newsletter! In addition to information about all the wonderful programs we'll be offering this summer, we'll be showcasing South Meadows Elementary 3rd grade students' artwork on the front and back covers, highlighting three more patrons' stories, and introducing *CDL Insider* tips to help residents get the most out of their library!

From Virginia Krueger, Marketing Assistant

In addition to helping promote our upcoming major programs through our social media channels, I assisted in the promotion of Food for Fines; TLN community discounts for the Detroit Red Wings, 313 Presents Theater events, and Emagine Theatres; as well as Walk to School Wednesdays and the Monthly Mystery gift. Our weekly eNews editions expanded in March to include an additional weekly edition specifically targeted at those interested in our annual Midwest Literary Walk. While the content sometimes overlaps, the layout, timing, and audience varies. Open rates for the CDL eNews continue to be about 30%, while the more directed Midwest Literary Walk eNews has an open rate of nearly 50%. Social Media engagement increased during the month of March and has been overwhelmingly positive. It is a great channel for posting notices and event reminders, as well as keeping our audience engaged in CDL's day-to-day happenings.

Monthly Mystery Giveaway: Two months in and our mystery giveaway is gaining ground! Our March giveaway received 199 entries! We are so appreciative of the generosity of our anonymous donor and our kids are thrilled to have another reason to visit the library! Congratulations to Vivian, who won a collection of Dr. Seuss books and an adorable plush fish. Make sure to stop by in April to see what new giveaway is on display!



MISCELLANEOUS MARKETING ACTIVITIES

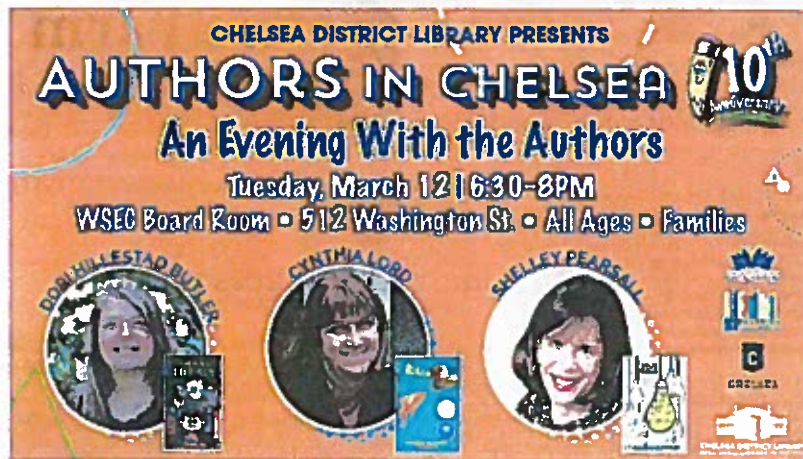
- Updated CDL Library Card brochure with changes due to implementation of new ILS system
- Printed and installed new building banner due to wind damage
- Submitted entries for 2018 PR Xchange Awards Competition, which recognizes the very best individual pieces of public relations materials produced by libraries.
- Updated CDL website staff page with photo of Stacey Comfort and contact button
- Created roaming signs for Stacey Comfort

OUTREACH

- Worked with Barb Locks and Chelsea-Shimizu Sister Cities organization to create display in CDL front lobby case to showcase the culture of our sister city. We also welcomed Shimizu students to the library and gave them a tour. Photos of the visit were shared on Facebook.
- Worked with Washtenaw County Farm Bureau to display small exhibit in lobby for Farm Bureau Ag Week
- Corresponded with Pam Byrnes, rep for Chelsea Community Forum, to help promote this year's Artist in Resident program *Community Conversation with Luis J. Rodriguez*.
- Met with Crystal Scott to discuss partnering with Chelsea Area Festivals and Events for the Chelsea Summer Festival Art Market and Sculpture Walk.

Respectfully submitted,
Patty Roberts
Head of Marketing

Popular Children's Authors to Appear at 10th Annual Authors in Chelsea Event



By Keegan Sulecki
Beginning Tuesday, March 12, Chelsea District Library (CDL) will present the 10th annual Authors in Chelsea (AIC). This two-day event, featuring nationally-recognized children's authors, includes assemblies and workshops for more than 1,000 first through sixth grade Chelsea students along with an opportunity for the public to meet all three authors in an evening event. In celebrating its 10th anniversary, AIC will have brought thirty-one noteworthy authors to Chelsea who have in turn inspired about 10,000 students with the power of writing.

Working with North Creek Elementary students this year is Edgar Award-winning author, Dori

Hillestad Butler. Butler's works include three popular series: The Buddy Files, The Haunted Library, and King & Kayla. Newberry Honor Medal winner Cynthia Lord will be visiting third through fifth graders at South Meadows Elementary. She is the author of The Shelter Pet Squad series as well as Rules, Half a Chance, and A Handful of Stars to name a few. Beach Middle School sixth grade students will have the opportunity to work with Scott O'Dell Award-winning author of Trouble Don't Last, Shelley Pearsall. Two of her other novels, All of the Above and The Seventh Most Important Thing are ALA Notable Books.

Students in each school have been provided with more than

300 copies of their visiting author's books. These books allow students and teachers to prepare for each author's visit and will become a permanent part of their classroom libraries. The purchase of these books was made possible through a grant from the Chelsea Education Foundation and support from the Friends of the Chelsea District Library. Each authors' books are also available for checkout at CDL.

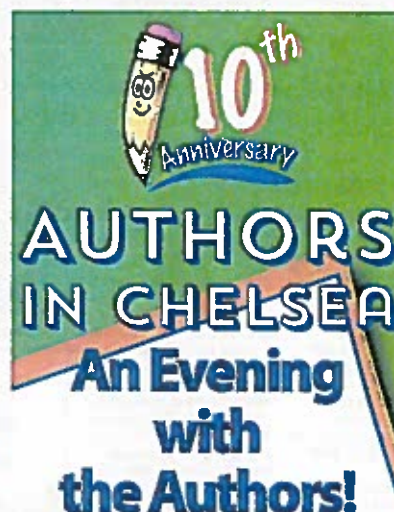
In addition to their time in the classrooms, this year's distinguished guests will be featured at An Evening with the Authors, which is open to the public and free of charge. The event will take place on Tuesday, March 12 at 6:30pm in the Washington Street Education Cen-

ter boardroom located at 500 Washington Street, Chelsea, MI. Don't miss this exclusive opportunity to hear each author share their journey into the world of writing, participate in Q&A sessions, and get your books personally signed by the authors. Books will be available for purchase courtesy of Just Imagine. The first 20 families to arrive will also receive a free book!

For further information about the Authors in Chelsea program, please visit chelseadistrictlibrary.org/authors-in-chelsea/.

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

About: Chelsea Education Founda-



March 12 | 6:30-8pm
WSEC | Board Room
All Ages

- Dori Hillestad Butler
- Shelley Pearsall
- Cynthia Lord

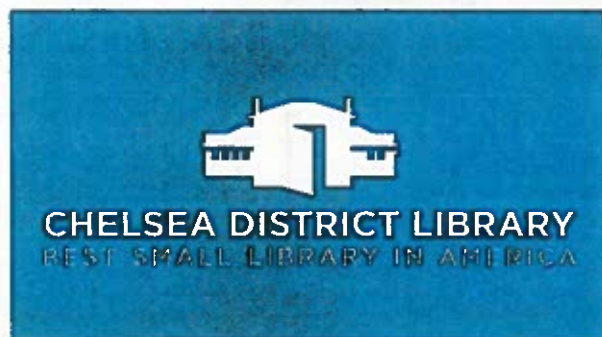
To learn more about ALL the authors at this event visit chelseadistrictlibrary.org



tion: The Chelsea Education Foundation provides funding for a wide spectrum of educational activities to benefit the residents of Chelsea, Michigan. A non-profit, tax-exempt organization, friends and supporters organized CEF in 1990 to provide a link between school, business, and community to help strengthen Chelsea's future.

About: Friends of

Chelsea District Library: The mission of the Friends of Chelsea District Library is to provide financial assistance for special Library programs, and to supplement materials and equipment; to increase the visibility of the Library in the community; provide volunteer aid to the Library; and to recognize Library staff annually.



Dexter's Necessary Power Outage

By Lonnie Huhman, huhman@thesuntimesnews.com

Dexter homeowners and businesses had their power switched off for around six hours Saturday, March 16, while repairs were done by energy provider, DTE Energy.

Both city of Dexter and DTE officials said it was due to an emergency repair needed to the substation located on Second Street. This repair required the power to be out, according to the email alert that went

out Saturday informing city residents.

DTE spokeswoman Randi Berris said one of the transformers at the substation serving Dexter failed and had to be replaced. There are two transformers at the location, and one had been carrying the load, but after an alarm and visual inspection of the failing transformer it was determined that, for safety

reasons and power needs, it had to be fixed.

Berris said not attending to the repair right away could have led to a worse situation, such as a fire or power being out for an even a longer duration of time.

"It's a very complicated job to replace a 100,000-pound transformer, and the outage was necessary so the crews could work safely

inside the substation to remove the old transformer and install the new one," Berris said by email.

In addition to addressing a needed fix, Berris said, "We took the opportunity also to upgrade the transformer to one with the newest technology. It will be able to carry increased load and support future growth and economic development in Dexter."

It was such an emergency that the notice of the outage went out just hours before.

"We know that the outage on Saturday was frustrating for customers, and we appreciate their patience. Because this was an emergency situation, we could not wait to complete

the work," Berris said.

Dexter City Manager Courtney Nichols said the city got the word out that afternoon (Saturday, March 16) using its communication methods within about 20 minutes of being notified by DTE.

In an email message the afternoon of Monday, March 18, the city said the problem with the transformer was discovered during an inspection that was done on Saturday morning.

The city said, "Though this was an emergency repair that needed to be done immediately, the City did receive a couple of questions we would like to address. One question was why the work couldn't be done at night. DTE would

not choose to have the power off during the night. This would mean all street lights and traffic signals would be out, creating the potential for issues on the roadways and in dark neighborhoods. Another question is why the work couldn't have been done during the week. Having the power out during the week impacts even more businesses and would also require the closure of schools."

"The city understands the frustration of our residents and business owners due to this outage," the city's email said. "Unfortunately, as with any provider of essential services, difficult decisions sometimes need to be made to preserve the long-term functionality of the system."

The city trusts that DTE did not make this decision lightly but did so to be proactive in preventing a much larger problem in the future.

Power went back on at 9 p.m. or a just afterward for the impacted area.

As of Monday, March 18, there was still a large crew of DTE workers at the substation doing work, but power was still on and they were expected to complete the repair by that night.

CDL Artist In Residence

Luis J. Rodriguez Highlights The Power Of Art And Words To Transform Lives

From Patty Roberts

The Chelsea District Library (CDL) is honored to host Luis Rodriguez as this year's Artist In Residence. Rodriguez is an award-winning poet, memoirist, youth and arts advocate, community activist, and former Los Angeles Poet Laureate.

During his April 25-27 residency, Rodriguez will work with local poets and aspiring authors, spend a day mentoring creative writing students at Chelsea High School, facilitate a community conversation, and be a featured author at the 11th Annual Midwest Literary Walk on April 27. His visit is made possible through the generous support of the Chelsea Community Foundation and the Friends of CDL.

Rodriguez is best known for his national bestseller *Always Running: La Vida Loca, Gang Days in L.A.*

This vivid memoir explores gang life and cautions against the death and destruction that haunts its participants. Writing in the *New York Times Book Review*, Gary Soto said, "Rodriguez's account of his coming of age is vivid, raw... fierce and fearless... Here's truth no television

set, burning night and day, could ever begin to offer."

He is also the author of several acclaimed collections of poetry. He earned a Hispanic Heritage Award for Literature and was named one of the 50 leaders worldwide deemed "Unsung Heroes of Compassion" by the Dalai Lama.

Rodriguez's visit is part of the Library's efforts to provide opportunities for self-expression and connection to the larger world. As a young man, Rodriguez found redemption through art and claims that books saved him from a life of violence, prison, and drugs. Today, his work is testament to the power of words to evoke positive change on a personal level and throughout communities.

In a Community Poetry Critique Program on Thursday, April 25, Rodriguez will lead writers on a journey of self-discovery and self-expression. Chelsea area poets are invited to have their work critiqued by Rodriguez in 30-minute sessions of manuscript feedback at Zou Zou's Cafe. Works must be submitted

to Rodriguez in advance.

To sign up, receive a time slot, and for detailed instructions on submissions contact serendipity.bkstore@gmail.com.

Rodriguez has lectured and led workshops on social justice, youth development, the transformative power of the arts, gang intervention and prevention, substance abuse and prevention, and mass incarceration.

He will guide attendees in a conversation to identify our community's challenges and strengths and examine and explore workable solutions at 7 p.m., April 25. Discussion topics will be generated by the audience. The public is invited to join in this civic conversation, which takes place in the Library's McKune Room and is free of charge.

Rodriguez will spend the day at Chelsea High School working in the classroom with creative writing students on April 26. He will share his story with teens and work intensively with them on their writing. He is uniquely tuned into the challenges these students face and will work to positively address them and find creative outlets through the power of their words.

Local poet Douglas Smith will facilitate a conversation with Rodriguez at 6:30 p.m., April 26 at Serendipity Books, 113 West Middle Street, Chelsea. Rodriguez will share insights on the tools and techniques of writing and take questions at this up-close and personal event. This program is open to the public and free of charge. (Catch Douglas Smith reading from his own poetry at 7 p.m., April 3 at Serendipity Books.)

Rodriguez wraps up his visit to Chelsea as a featured author at the Midwest Literary Walk on April 27. During this afternoon's celebration of literature, he will talk about his work and share his compelling story with the community. For more information on the Walk, visit midwestliterarywalk.org.

CDL is especially grateful for the support of the Chelsea Community Foundation and the Friends of the Chelsea District Library to help make this program possible. We would also like to give special thanks to our community partners Serendipity Books and Zou Zou's Cafe.



DTE spokeswoman Randi Berris said one of the transformers at the substation serving Dexter failed and had to be replaced. Berris said not attending to the repair could have led to a worse situation, such as a fire.

Photo by Lonnie Huhman

NEW CONSTRUCTION
1483 SQ. FT. RANCH CONDOMINIUMS. MOVE IN READY!

STARTING AT \$329,900

VICTORIA
CONDOMINIUMS
At Dexter Crossing

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A KELLER WILLIAMS REALTY COMPANY

KW LAKESIDE
KELLER WILLIAMS REALTY

CLOSE OUT SALE



2 UNITS LEFT!!!

- 2 Bedroom
- 2 Baths
- 2 Car Attached Garage

- Full Basement with egress windows and plumbing for bathroom
- Hardwood Floors

Annual Ingham County Consignment

LIVE ON-SITE AUCTION
Saturday, March 23 at 10am

Ingham County Fairgrounds
700 E Ash St, Mason, MI
See current inventory list on our website

SHERIDAN
REALTY & AUCTIONS INC.
517 670-0800
SheridanAuctionService.com

2019 Dexter K of C Fish Fry

Every "Fry" day
March 23rd thru April 1st

4:30 p.m. to 7:30 p.m.

\$12 \$8 \$11

Columbus Hall & Bangor Center
6265 Dexter-Chelsea Road

Proceeds support Dexter Chapter of Columbus Chapter

Menu items: Pan-Fried Cod, Baked Tilapia, Fried Corn Strips, Baked Salmon, Fried Chicken, Fried Potatoes, Fried Onions, Fried Mushrooms, Fried Peas, Fried Beans, Fried Corn, Fried Potatoes, Fried Onions, Fried Mushrooms, Fried Peas, Fried Beans, Fried Corn.

Details revealed for 2019 Midwest Literary Walk

 chelseaupdate.com/details-revealed-for-2019-midwest-literary-walk/

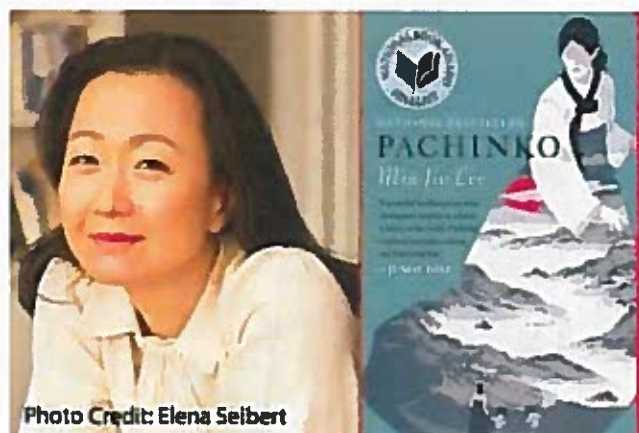
March 26, 2019



(Chelsea Update would like to thank Shannon Powers for the information in this story.)

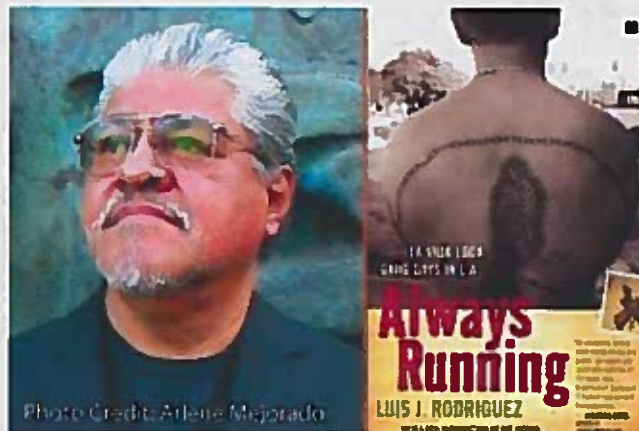
Chelsea District Library (CDL) is thrilled to announce the 2019 Midwest Literary Walk lineup featuring authors **Min Jin Lee**, **Luis J. Rodriguez**, and **Anissa Gray**.

For the past 10 years, this unique literary event has showcased more than 60 award-winning authors and poets at historic venues throughout downtown Chelsea.



This year's event is no exception as it features a *New York Times* best-selling author, a former Los Angeles Poet Laureate, and an Emmy award winning journalist turned debut novelist. The eleventh annual Walk takes place 1-5 p.m., Saturday, April 27. It includes author talks, book signings, and is free and open to the public.

At 1 p.m. *New York Times* best-selling author Min Jin Lee opens the Walk at Main Street Church, 320 N. Main St. Lee's book *Pachinko* was a National Book Award Finalist, *New York Times* 10 Best Books of 2017, and was recently picked up as a TV series by Apple. A gripping, multi-generational novel, *Pachinko* tells the story of a Korean family living in Japan during the Japanese occupation of Korea. They struggle through war and prejudice, all the while experiencing life's joys, friendships, and heartbreaks.



Luis J. Rodriguez continues the Walk at 2:30 p.m. at the historic Chelsea Depot, 125 Jackson St. Rodriguez is an award-winning poet, memoirist, and activist, and his national bestselling memoir, *Always Running: La Vida Loca, Gang Days in L.A.* was a *New York Times* notable book and recipient of the Carl Sandburg Literary Award. This memoir is an honest look at gang life and a cautionary tale against its consequences. Rodriguez's participation in this year's Midwest Literary Walk is made possible through the generous support of the Chelsea Community Foundation.



The final author session begins at 4 p.m. at Chelsea First Congregational Church, 121 E. Middle St., and will feature debut novelist Anissa Gray. Gray, a Michigan native, is an Emmy and duPont-Columbia award-winning journalist for CNN Worldwide. Her debut novel, *The Care and Feeding of*

Ravenously Hungry Girls was released in February. This engrossing novel centers around a Michigan-based family of three sisters, the eldest of which is mysteriously arrested. Secrets and lies test familial loyalty and love.

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

On the day of the event, Midwest Literary Walk participants may also take advantage of a plethora of business discounts from local restaurants and shops before and after the walk. For more information about this year's Midwest Literary Walk and local business discounts offered on the day of the event, visit www.midwestliterarywalk.org.

This year's event is sponsored by the **Friends of Chelsea District Library** and the **Chelsea Community Foundation**, and in partnership with **Literati Bookstore, Detroit Public TV, WDET, Astral Road Media, ChelseaMich.com, and Serendipity Books.**

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 –
 - 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 = 902 cards; Lima = 798 cards; Lyndon = 1023 cards
*Sylvan = 1135 cards; Chelsea = 2502 cards; Nonresident = 563 cards
These are the updated numbers from the TLN patron database clean out

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.

TLN had not done a patron purge since we went on the new system at the end of May 2018. This makes our numbers REAL! Since we are on a one-year expiration these are a true picture of our current patrons. All the libraries in TLN had a major drop from a couple of hundred to almost four thousand. TLN & the Shared Automation System User Group (SASUG) made the decision that they would not hold on to patron's forever and they would do major cleanup of the system several times a year.

Respectfully submitted,
Terri Lancaster
Head of Circulation

February - Updated

Chelsea District Library																			
Monthly New Registration 2019																			
New Registrations by Municipality					Average Daily Door Count 2019														
District	NonRes	School	Other	Total Month	Grand Total	Chel	Dext	Lima	Lyndon	Sylvan	Jan. Feb.	Tues. 527	Wed. 508	Thurs. 519	Fri. 435	Sat. 377	Sun. 234	Total 11902	
January	65	9	0	5	79	8365	13	4	11	9	March	537	396	518	435	436	248	11567	
February	51	6	0	2	59	6923	4	7	11	7	April								
March					0						May								
April					0						June								
May					0						July								
June					0						August								
July					0						Sept.								
August					0						Oct.								
September					0						Nov.								
October					0						Dec.								
November					0						Total							23469	
December					0						Monthly average							11,735	
											Avg. % increase								
Totals					138		57	17	11	22	16	Replacement People counter went live on January 2018							
Change in Card holder Grand Total due to Patron database clean up for new computer system.																			
Registered Card Holders																			
Trans % Tot																			
SEMCOG Dec2010 Pop. 15010																			
Regist % of Pop. 47%																			
100% CityChel																			
100% Sylvan																			
100% Lyndon																			
59% Lima																			
42% Dexter																			
59%																			
47%																			
2604																			
1909																			
2720																			
2833																			
4944																			
72%																			
59%																			
381																			
2%																			
494																			
3%																			
529																			
3%																			
90																			
1%																			
1400																			
98%																			
100%																			
These are actual checkout #'s, there is no way to get the breakdown to add download #'s.																			

**Circulation Supervisor's Report
March 2019**

- Circulation – 25,127 or 1% lower than last March;
71,298 or even with last year.
- Patron Count- 13,327 for March;
36,796 Year to Date.
** Does not include offsite programs.
- Circulation by township- for March –
 - Dexter = 9% of total transactions
 - Lima = 11% of transactions
 - Lyndon = 13% of transactions
 - Sylvan = 15% of transactions
 - Chelsea = 35% of transactions
- March Circulation: 68% were items from Chelsea and 32% were inter-loaned items.
- Automated phone renewals in March– 16, Self-check was 9% of items checked out in March;
Overdrive = 2216 in March; RBDigital = 385 in March; Hoopla = 287 in March.
- Registrations for March– 81 new cards; 6867 total card holders
*Dexter = 898 cards; Lima = 793 cards; Lyndon = 1003 cards
*Sylvan = 1131 cards; Chelsea = 2487 cards; Nonresident = 555 cards

Circulation Activities:

- We received 4 to 10 tubs in the run each day M-F with a total of 153 in March.
- Hotspot holds for March: Sprint 2; Verizon 5; AT&T 5.
- I attended the March TLN Circ Meeting in Waterford. Topics were theft of video games & a new item type to discourage this behavior, processing damaged items from other libraries and updating the TLN Circ policies & procedures to reflect our new system and for standalone libraries to confirm their patrons are in good standing before they are issued a TLN guest card.
- I also attended the TLN SASUG (Shared Automation System User Group) meeting on March 28th as CDL hosted the meeting. The topics from our Circ meeting were discussed here also. The TLN Circ committee cannot make final decisions, so any changes we would like to make have to be approved at the SASUG meetings. These will be on the agenda in April for more discussion.
- I continue to participate in the “Walk to School Wednesday’s” with Lori, Ron & Amy.
- Attended the AIC program at South School with Mrs. Stubbs 3rd grade class and attended the evening program at the WSEC.

Respectfully submitted,
Terri Lancaster
Head of Circulation

[illegible]

Chelsea District Library
2019

Average Daily Circulation						
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Jan.	591	950	903	850	715	548
Feb.	771	965	754	779	731	618
March	764	828	691	703	735	706
April						
May						
June						
July						
August						
Sept.						
Oct.						
Nov.						
Dec.						
Total	71298					
2019	281314					
2018	23,443					
%Diff.	-4%					
	4%					
	-1%					
	23655					
	21069					
	25615					
	26766					
	24733					
	22047					
	22823					
	22230					
	20805					
2019	23,766					
2018	23,443					
%Diff.	0%					

with OD & RB, & deposit collection ckouts.

Avg. % Inc.

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

SifChk/ Check-outs only				
2019	2018	Days	Per Day	%
Total	2273	29	78	10%
	2061	26.5	73	9%
	2399	31	83	10%
	2095			
	2225			
	2605			
	2934			
	2595			
	2032			
	2296			
	2017			
	1849			
Total	27381	6797	9%	

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

2019	Items Added	Total Items
Jan	732	69,229
Feb	574	67,415
Mar	782	68,196
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	2,688	68,280

RB Digital Circ 2019				Overdrive Circ 2019			
(downloadable e-magazines)				(e-books, audio books & music)			
2019	2018	2017	2016	2019	2018	2017	2016
Jan	401	180	292	2248	1882	1577	1401
Feb	327	144	271	2129	1696	1401	1703
Mar	385	291	383	2216	2068	1589	1504
April		170	331		2057	1570	1659
May		170	238		1813	1724	1539
June		215	240		1908	1644	1602
July		174	239		2034	1639	2138
Aug		192	230		1990	19151	19151
Sept		152	264		2011	1639	
Oct		198	220		2041		
Nov		467	172		2077		
Dec		340	191		2138		
Total	1113	2693	3,071	6593	19151	19151	

Hoopla 2018			
(e-books, audiobooks.music,movies)			
2019	2018	2017	2016
Jan	64	43	
Feb	238	38	
Mar	287	42	
April		78	
May		79	
June		121	
July		146	
Aug		160	
Sept		148	
Oct		167	
Nov		174	
Dec		204	
Total	589	1400	

Item Circulation 2019

		2019											
		All items circled at Chel inc: OD & Zinio	Chel items circled at Chel inc: OD & Zinio	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/ renewed anywhere in system	Chel items circled other libraries					
Jan.		23,392	15,888	68%	7,504	32%	16,197	1,342					
Feb.		22,779	14,894	65%	7,885	35%	15,206	1,153					
March		25,127	17,061	68%	8,066	32%	17,223	1,197					
April					0								
May					0								
June					0								
July					0								
August					0								
Sept.					0								
Oct.					0								
Nov.					0								
Dec.					0								
Totals		71,298	47,843	67%	23,455	33%	48,626	3,692					
Mnth Avg		23,766	15,948		7,818		16,209	1,231					

		2019 Circulation by Department - Percentage			2019 Circulation by Department - Total Checkouts		
		Adult	Youth	Teen	Adult	Youth	Teen
January		60%	36%	5%	9,777	5,743	677
February		58%	38%	4%	8,900	5,743	563
March		57%	39%	4%	9,756	6,799	668
April							
May							
June							
July							
August							
September							
October							
November							
December							
Yearly Avg.		58%	38%	4%	28,433	18,285	1,908

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

April 16, 2019 Board Packet

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

Accept March donations and changes to the 2019 FY Budget.

		Income Line -	Expense Line
Kiwanis Club of Chelsea	Youth Programming – Summer Reading Program	674.111	884.923
Eichenbaum Photo Sales	Designated Music Focus Programming	674.112	884.961
Fred & Sally Dickinson	Non-Designated (In Memory of Robert German)	674.120	967.910
Jean Vargas	Non-Designated (In Memory of Robert German)	674.120	967.910
Mary Green	Non-Designated (In Memory of Robert German)	674.120	967.910
David & Mary Budzinski	Non-Designated (In Memory of Robert German)	674.120	967.910
Loretta Eder	Non-Designated (In Memory of Robert German)	674.120	967.910
Fred & Laura Holdsworth	Non-Designated (In Memory of Robert German)	674.120	967.910
Gary Zenz	Non-Designated (In Memory of Robert German)	674.120	967.910
John & Gloria Mitchell	Non-Designated (In Memory of Robert German)	674.120	967.910
Olive Lodge, No. 156	Youth Programming – Summer Reading Program	674.111	884.923
Heather Gaffney	Non-Designated (In Memory of Robert German)	674.120	967.910
William & Marilyn Chandler	Non-Designated (In Memory of Robert German)	674.120	967.910
			Sub Total: \$1,465.00

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

Friends of the CDL	Authors in Chelsea	674.111	884.922	\$3,000.00
Chelsea Educ. Found.	Authors in Chelsea	475.400	884.953	\$1,000.00
			Sub Total: \$4,000.00	

Total General Donations: \$5,465.00

Acknowledge the donations below toward the CDL Endowment.

Anne Merkel, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet April 16, 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.

Action:

The Chelsea District Library Board of Trustees approves the 2020 budget development calendar.

Anne Merkel, Board Secretary

Date

**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

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet April 16, 2019 Meeting

Budget Adjustment

Discussion:

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

Action:

That the Board approves this adjustment to the 2019 budget.

Anne Merkel, Board Secretary

Date

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet April 16, 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.

Action:

The Chelsea District Library Board of Trustees approves the Resolution to Approve and Certify the Millage Proposal.

Anne Merkel, Board Secretary

Date

**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 an amount not to exceed 1.9231 mills (\$ 1.9231 on each \$1,000 of taxable value), which is a renewal of the millage rate that expires in 2019, 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

21969.00001:4126338-1

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet April 16, 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 April 16, 2019 Meeting

2018 Audit Approval

Discussion:

The Chelsea District Library Board of Trustees must approve the presented 2018 Audit performed by Maner Costerisan, which was presented by Jordan Smith at this meeting. This item will move to Action in May.

COMMITTEE INFO & MINUTES

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

Governance
Appendix #3

Approved: January 15, 2019

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

Anne Merkel

1-15-19

Anne Merkel, Board Secretary

Date

