

**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, May 21, 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 – April 16, 2019

Approval of the April Operational Checks

Approval of April Financial Reports

Director's, Strategic Plan, and Friends Reports

**7:10 Public Comment**

**7:15 Presentation:**

1. Terri Lancaster on Fine Free Libraries

**7:45 Action Items**

1. Donations
2. 2018 Audit

**8:00 Discussion Items**

1. Millage
2. Policies: 102, 206, 230, 304, 405, & 441

**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, April 16, 2019 6:45pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** A. Merkel

**Staff:** Assistant Director L. Ballard, M. Budzinski & C. Berggren.

**Guests:** William Tucker, Jim Pruitt

**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 C. Taylor, SECONDED by E. Sensoli to approve the agenda, as amended. Discussion: Susan requested that the Audit Presentation be moved to the beginning, before the Compulsory Segments, as well as one special order of business.

All Ayes: 6-0

**Presentation: Audit Findings and Report, Presented by William Tucker, Maner Costerisan**

Bill spoke about letter and booklet and walked the board through his power-point presentation on the audit findings and report.

- The auditor has issued the Chelsea District Library a clean opinion, which is the best possible opinion.
- Went over figures and explained areas of fluctuation.
- Elizabeth asked how the numbers compare with other libraries. Bill answered very well. He also stated that the library are definitely good stewards of the public tax dollars to Susan's follow up question.
- Gary asked why it's recommended that a portion of the revenue go unspent each year. Bill answered so that the entity could continue to function through emergency situations and breaks in regular funding.

**Special Order of Business:**

Susan read a Special Resolution that the Board presented to Mary Budzinski for her years of service to the library. Mary served two terms as trustee from Lyndon Township, helped with millage and bond campaigns, has been a long-standing and important member of the Friends of Chelsea District Library (even garnering the Friend of the Year Award in 2016), and has worked as the library's bookkeeper for nearly a decade. Mary is retiring at the end of April and moving north to the Traverse City area. Her many talents will certainly be missed at Chelsea District Library, but her library card will always be good here!

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the minutes of the March 19, 2019 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by G. Munce to accept the General Fund Operational checks for March, 2019. Discussion: None

All Ayes 6-0

MOTION made by E. Sensoli, SECONDED by C. Taylor to accept Financial Reports for March, 2019. Discussion: None

All Ayes: 6-0

**Director's Report Update:**

L. Coryell update:

- Linda added some notes from Lori, in her absence:
  - Design Think update continues with new carpet upstairs; the trendwall around the teen space goes up tomorrow; and the upstairs furniture reupholster is slated for before summer.
  - Two new PT Librarians: Marissa Lasoff-Santos and Margaret Loebe. Elizabeth asked why two PT instead of one FT. Linda explained it was for flexibility reasons within the Information Services staff.

- o Linda announced that we will be interviewing shortly for the special internship opportunity in response to Elizabeth's question about whether we had picked someone yet.
- o Mentioned that C.A.D.D.Y. has loaned some wonderful quilts, which are on display (two upstairs and one in the lobby).

**Strategic Plan Update:**

Linda referenced the write up in the board packet.

**Friends Report Update:**

Last Wednesday the Friends hosted their Staff Appreciation Luncheon in McKune. It was a wonderful event and the CDL staff is fortunate to have such great support.

Other Reports Notes:

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by G. Munce, SECONDED by TJ Helfferich to approve and acknowledge the presented 2019 March donations of \$5,465.00.

Discussion: None

All Ayes: 6-0

**Action Item #2: Budget Development Calendar**

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the presented budget development calendar for the fiscal year 2020. Discussion: None.

All Ayes: 6-0

**Action Item #3: 2019 Budget Adjustment**

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the presented adjustment to the 2019 budget to balance the books. Discussion: None.

All Ayes: 6-0

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

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the presented Resolution to certify the millage proposal language that will appear on the ballot in August. Discussion: None.

All Ayes: 6-0

**Discussion Item #1: Millage**

Anne gave info to Linda to pass along:

- Opening a checking account for the campaign.
- Capital improvement for Highpoint School will be the only other thing on the ballot.

**Discussion Item #2: 2018 Audit**

Taken care of following the Audit Presentation.

**Committee Reports**

**Policy Committee** – Reviewing 6 policies that should be ready for discussion in May.

**Finance Committee** – In the process for finding Mary's replacement

**Personnel Committee** –

**Nominating Committee** –

**Fundraising Committee** –

**Public and Board Comment:** None

**Other Items:**

Just a reminder that the Midwest Lit Walk is coming up and that Artist in Resident, Luis Rodriguez, arrives next Wednesday. Trustees urged to promote heavily.

**Adjourn:**

MOTION made by J. Carr, SECONDED by E. Sensoli to adjourn the meeting at 7:58 p.m.

All Ayes: 6-0

\_\_\_\_\_  
Anne Merkel, Board Secretary

\_\_\_\_\_  
Date





# **FINANCE REPORTS**



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# Chelsea District Library

## List of Checks for Board Approval

April 2019

Date	Num	Name	Memo	Amount
<b>701 - Personnel Expenses</b>				
<b>701.100 - Wages</b>				
<b>701.120 - Retirement Pick up</b>				
04/10/2019	03252019PRST	Alerus Financial	04/12/2019 PR	1,272.22
04/12/2019	PR04122019		RETIREMENT	-1,272.22
04/24/2019	04082019PRST	Alerus Financial	04/26/2019 PR	1,272.22
04/26/2019	PR04262019		RETIREMENT	-1,272.22
Total 701.120 - Retirement Pick up				0.00
<b>701.100 - Wages - Other</b>				
04/12/2019	PR04122019		WAGES	35,829.07
04/26/2019	PR04262019		WAGES	37,436.03
Total 701.100 - Wages - Other				73,265.10
Total 701.100 - Wages				73,265.10
<b>701.110 - Retirement-Contributions</b>				
04/10/2019	03252019PRST	Alerus Financial	04/12/2019 PR	2,171.14
04/12/2019	PR04122019		RETIREMENT PICK UP	-2,171.14
04/24/2019	04082019PRST	Alerus Financial	04/26/2019 PR	2,171.14
04/26/2019	PR04262019		RETIREMENT PICK UP	-2,171.14
Total 701.110 - Retirement-Contributions				0.00
<b>701.115 - 401A Retirement Matching</b>				
04/12/2019	PR04122019		401 A MATCHING	1,491.33
04/26/2019	PR04262019		401 A MATCHING	1,494.30
Total 701.115 - 401A Retirement Matching				2,985.63
<b>701.200 - FICA</b>				
04/12/2019	PR04122019		FICA EMPLOYER	2,666.30
04/26/2019	PR04262019		FICA EMPLOYER	2,789.27
04/26/2019	PR04262019		FICA EMPLOYER	188.84
Total 701.200 - FICA				5,644.41
<b>701.300 - Flex Benefits</b>				
04/12/2019	PR04122019		Dep Life (CA & DL & HI)	-40.02
04/12/2019	PR04122019		Health Insurance	-935.77
04/24/2019	CID - 0101194	Transcend	MAY 2019 BCN/BCBS	2,457.11
04/24/2019	04102019T	Unum Life Insurance Co.	2019 Premium April	695.44
04/26/2019	PR04262019		Dep Life (CA & DL & HI)	-40.02
04/26/2019	PR04262019		Health Insurance	-935.77
Total 701.300 - Flex Benefits				1,200.97
Total 701 - Personnel Expenses				83,096.11

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# Chelsea District Library

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April 2019

Date	Num	Name	Memo	Amount
<b>727 - Supplies</b>				
<b>727.200 - General Operations</b>				
04/03/2019	Stamp	Arbor Springs Water Co. Inc.	Bank Endorsement Stamp	15.10
04/10/2019	1745051	Detroit Pencil Company	Bottled Water / Rental	44.00
04/23/2019	WO-24843-1	Amazon Capital Services Inc	Office supplies	286.62
04/24/2019	11KC-3YCY-1P ...	Arbor Springs Water Co. Inc.	CHAIR MATS	87.96
04/24/2019	1746621		Bottled Water	45.00
04/30/2019	OutChecking		Unidentified Outstanding Checking Entries	-1,024.24
Total 727.200 - General Operations				-545.56
<b>727.300 - Material Processing</b>				
<b>727.320 - Matt Processing Cases</b>				
04/02/2019			Circ Receipts L/D	-14.99
04/22/2019			CIRC RECEIPTS	-5.00
04/24/2019	17751	Budget Library Supplies	Single CD & DVD Cases	1,359.00
Total 727.320 - Matt Processing Cases				1,339.01
<b>727.330 - Matt Processing Other</b>				
04/10/2019	1JL-WX4V-RY ...	Amazon Capital Services Inc	UV Pro Bill Detector	27.99
04/10/2019	6572260	Demco Inc.	book marks	155.50
04/23/2019	6590978	Demco Inc.	Supplies	42.20
Total 727.330 - Matt Processing Other				225.69
<b>727.340 - Repairs</b>				
04/23/2019	6590978	Demco Inc.	Supplies	70.66
04/24/2019	20858	ELM USA Inc	DISC REPAIR SUPPLIES	261.31
Total 727.340 - Repairs				331.97
Total 727.300 - Material Processing				1,896.67
<b>727.500 - Cleaning</b>				
<b>727.510 - Cleaning Paper Products</b>				
04/23/2019	WO-24993-1	Detroit Pencil Company	TP	149.90
Total 727.510 - Cleaning Paper Products				149.90
<b>727.520 - Cleaning Supplies</b>				
04/10/2019	4019131542	Cintas Corporation-300	Soap	14.78
04/23/2019	4019963783	Cintas Corporation-300	Soap	15.51
Total 727.520 - Cleaning Supplies				30.29
<b>727.530 - Cleaning Rugs</b>				
04/10/2019	4019131542	Cintas Corporation-300	Rugs 03/29/2019	78.07
04/23/2019	4019963783	Cintas Corporation-300	Rugs 04/12/2019	81.98

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Date	Num	Name	Memo	Amount
Total 727.530 · Cleaning Rugs				180.05
Total 727.500 · Cleaning				340.24
727.700 · Postage				
727.710 · Postage- Circulation Notices				
04/24/2019	63971	The Library Network	Jan - March 2019 Internet Service	2.28
Total 727.710 · Postage- Circulation Notices				2.28
727.720 · Postage-Operating Postage				
04/10/2019	1011810993	Pitney Bowes	Postage	71.25
04/24/2019	RESERVE AC...	Pitney Bowes Reserve Account	Postage on Machine	500.00
Total 727.720 · Postage-Operating Postage				571.25
Total 727.700 · Postage				573.53
Total 727 · Supplies				2,264.88
801 · Professional Services				
801.010 · Attorney				
04/24/2019	759518	Foster Swift Collins & Smith	MILLAGE	220.00
04/24/2019	759543	Foster Swift Collins & Smith	PATRON APPEAL	220.00
Total 801.010 · Attorney				440.00
801.020 · Auditor				
04/24/2019	219991	Maner Costerisan	2018 Audit through 02/14/2019	2,500.00
Total 801.020 · Auditor				2,500.00
801.040 · Bookkeeper				
04/10/2019	201907	Budzinski & Associates	1/2 April 2019 Billing	400.00
04/23/2019	201908	Budzinski & Associates	1/2 April 2019 Billing	400.00
Total 801.040 · Bookkeeper				800.00
801.041 · Payroll Services				
04/10/2019	19927218	Payroll 1	2019 March	192.18
Total 801.041 · Payroll Services				192.18
801.070 · Computer Specialist				
04/24/2019	IN1368309	Michigan Office Solutions	LABOR TO REPAIR COIN.BILL ACCEPTER	276.26
Total 801.070 · Computer Specialist				276.26
801.090 · Collection Fees				
04/10/2019	550722	Unique Management Services Inc	Collection Fees 03/2019	26.85

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Date	Num	Name	Memo	Amount
Total 801.090	Collection Fees			26.85
801.200	Insurance			
801.220	Directors/Officers Insurance			
04/25/2019	MY 1016492	SELECTIVE	3/18/19 - 03/18/20 MANAGEMENT (BOARD) LIABILITY PO...	2,399.00
Total 801.220	Directors/Officers Insurance			2,399.00
Total 801.200	Insurance			2,399.00
801.300	Banking Fees			
801.310	Bank Fees			
04/30/2019			Service Charge	13.20
Total 801.310	Bank Fees			13.20
801.350	Credit Card Fee Circ			
04/08/2019	CCFee0319		March 2019 CC Fee	147.90
Total 801.350	Credit Card Fee Circ			147.90
Total 801.300	Banking Fees			161.10
Total 801	Professional Services			6,795.39
803	Maintenance Service Contracts			
803.200	HVAC			
803.210	HVAC MA			
04/10/2019	1-85568485345	Johnson Controls	Annual Maintenance	6,947.00
Total 803.210	HVAC MA			6,947.00
Total 803.200	HVAC			6,947.00
803.600	Building Maintenance			
803.605	Janitorial			
04/10/2019	11939	A Production Cleaning Company Inc.	Full Rug Cleaning	1,000.00
04/10/2019	11940	A Production Cleaning Company Inc.	Cleaning 3/24 - 4/6/2019	1,440.85
04/10/2019	11946	A Production Cleaning Company Inc.	Windows Cleaning	1,300.00
04/23/2019	11964	A Production Cleaning Company Inc.	Cleaning 04/07-04/20/19	1,440.85
Total 803.605	Janitorial			5,181.70
803.610	Lawn/Snow Service			
803.611	Lawn Service			
04/23/2019	11306	Association Maintenance Corp	Spring Clean Up	480.00
Total 803.611	Lawn Service			480.00
Total 803.610	Lawn/Snow Service			480.00
803.620	Trash			

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Date	Num	Name	Memo	Amount
04/23/2019	18803	City of Chelsea	2019 March Trash	40.00
Total 803.620 · Trash				40.00
Total 803.600 · Building Maintenance				5,701.70
Total 803 · Maintenance Service Contracts				12,648.70
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
04/15/2019	04092019ST	Keybank	Star2Star - 2019 Apr Phone System	384.51
04/15/2019	04092019ST	Keybank	A T & T - Phone Bill - March 2019	174.25
Total 850.120 · Telephone				558.76
850.121 · Director's Cell Phone				
04/10/2019	9827098257	Verizon Wireless	Directors phone 2019 March	51.81
Total 850.121 · Director's Cell Phone				51.81
Total 850.100 · Local & Long Distance Charges				610.57
850.300 · TLN Internet Service				
850.310 · Internet				
04/10/2019	63886	The Library Network	Jan - March 2019 Internet Service	2,116.50
Total 850.310 · Internet				2,116.50
850.311 · WIFI Hotspots				
04/10/2019	9827098257	Verizon Wireless	Library Hotspots 2019 March	575.96
04/23/2019	04142019ST	A T&T Mobility	Hot Spot Service 2019 April	217.84
04/24/2019	2614002854-052	Sprint	2019 Mar Lyndon/Circ Hotspots	458.13
Total 850.311 · WIFI Hotspots				1,251.93
Total 850.300 · TLN Internet Service				3,368.43
Total 850 · Telecommunications				3,979.00
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
04/23/2019	2310	Chelsea Guardian	04/12 Ad	50.00
04/23/2019	2333	Chelsea Guardian	04/19 Ad	50.00
04/24/2019	7284-R	The Sun Times	BLANKET PO FOR 04102019	60.00
04/24/2019	7320-R	The Sun Times	BLANKET PO FOR 04172019	60.00
Total 880.110 · Media Buy				220.00
880.130 · Signs/Banners/Posters				

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Date	Num	Name	Memo	Amount
04/15/2019	04092019ST	Keybank	SignBracketStore - Hardware for westside Banner Brackets	57.75
	Total 880.130	• Signs/Banners/Posters		57.75
	Total 880.100	• Advertising		277.75
	880.200	• Publications		
	880.230	• Newsletter Postage		1,000.00
04/10/2019	04012019BR	Postmaster	Postage for Summer Newsletter	1,000.00
	Total 880.230	• Newsletter Postage		1,000.00
	Total 880.200	• Publications		
	880.300	• Marketing Supplies		
	880.320	• Misc Marketing Supplies		
04/15/2019	04092019ST	Keybank	American Button - 500 Sets of Buttons	73.60
	Total 880.320	• Misc Marketing Supplies		73.60
	880.340	• Printed Items / Stationary		
04/10/2019	SI-1880916	Namify	Name Badges	33.76
	Total 880.340	• Printed Items / Stationary		33.76
	Total 880.300	• Marketing Supplies		107.36
	880.400	• Program Promotion		
	880.410	• Adult Program Promotion		
	880.412	• Midwest Literary Walk		
04/10/2019	21392	Ann Arbor Observer	Display Ad - April for 2019 MWLW	599.50
04/10/2019	DB-61518-INV	Dollar Bill Copying	2019 Midwest Literary Walk	80.00
	Total 880.412	• Midwest Literary Walk		679.50
	Total 880.410	• Adult Program Promotion		679.50
	880.420	• Youth / Teen Promotion		
	880.423	• Summer Reading Program		
04/10/2019	6583414	Demco Inc.	Summer Reading	156.50
	Total 880.423	• Summer Reading Program		156.50
	Total 880.420	• Youth / Teen Promotion		156.50
	880.430	• Library Program Promotion		
	880.431	• General Library Prog Promotion		
04/23/2019	WO-24843-1	Detroit Pencil Company	Twin Pocket Folder	13.55
	Total 880.431	• General Library Prog Promotion		13.55



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### April 2019

Date	Num	Name	Memo	Amount
Total 880.430 · Library Program Promotion				
Total 880.400 · Program Promotion				
880.500 · Purchased Services				
880.510 · General Purchased Services				
04/15/2019	04092019ST	Keybank	Uberflip - 04/2019	29.95
04/15/2019	04092019ST	Keybank	Adobe Stock Monthly - Apr 2019	29.99
04/15/2019	04092019ST	Keybank	HootSuite - 1 year Hootsuite Professional Plan	174.00
Total 880.510 · General Purchased Services				
Total 880.500 · Purchased Services				
Total 880 · Promotional Materials				
884 · Programming				
884.110 · Adult Speakers				
884.111 · Midwest Literary Walk				
04/10/2019	2034430821	Baker & Taylor-Adult	2034430821	28.08
04/10/2019	76203009	Recorded Books Inc.	Pachinko Audio Book	35.00
04/24/2019	04282019	Gray Creative LLC	MIDWEST LIT WALK 2019	3,000.00
Total 884.111 · Midwest Literary Walk				
884.119 · General Adult Events				
04/10/2019	04102019 IN	Friends of the Southfield Public Arts	04012019 Presentation Kenson Siver	100.00
Total 884.119 · General Adult Events				
Total 884.110 · Adult Speakers				
884.120 · Adult Supplies				
884.126 · General Adult Programs				
04/10/2019	1WFN-PCCR-4...	Amazon Capital Services Inc	Earth Day Products	52.90
04/10/2019	20190409-EAR...	Brown, Laura	EARTH DAY RAFFLE	20.00
04/10/2019	04012019PRG	Sulecki, Keegan	An Uncommon Criminal Book	20.00
04/10/2019			Magazine Settlement Check	-109.28
Total 884.126 · General Adult Programs				
Total 884.120 · Adult Supplies				
884.210 · Youth Speakers				
884.211 · Authors in Chelsea				
04/10/2019	04092019IN	Chelsea House Victorian Inn	A in C Accommodations	644.40
04/15/2019	04092019ST	Keybank	Common Grill - A in C Authors Dinner	449.01
04/15/2019	04092019ST	Keybank	Cottage Inn - A in C Lunch	51.14
04/15/2019	04092019ST	Keybank	Cottage Inn - A in C Lunch	69.00
04/15/2019	04092019ST	Keybank	Golden Limousine - Lord Arrival	131.90
04/15/2019	04092019ST	Keybank	Golden Limousine - Butler Arrival	131.90

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Date	Num	Name	Memo	Amount
04/15/2019	04092019ST	Keybank	Golden Limousine - Lord Departure	120.90
04/15/2019	04092019ST	Keybank	Golden Limousine - Buller Departure	120.90
Total 884.211 · Authors in Chelsea				1,719.15
884.212 · General Youth Programs				
04/24/2019	05/11/2019 KC	Ann Arbor Symphony Orchestra	01/19/2019 Kinderconcert	150.00
04/24/2019	05062019 MP	Hutan	03/18 Monkeyplay Program	150.00
Total 884.212 · General Youth Programs				300.00
884.213 · Parenting Programs				
04/10/2019	04052019LI	Johnston, Jennifer R	CDL Lock-in 04/05/2019	50.00
04/10/2019	04052019LI	McArthur, Judy	04/05/2019 Lock-In Childcare	50.00
Total 884.213 · Parenting Programs				100.00
884.215 · Early Literacy				
04/10/2019	0409BT 0418 TT	DeMea, Karla	04/09 babytime 04/18 toddlerline	100.00
04/24/2019	05/02/2019 DA	Batthey, Beth	03/14 Dance Along/Sing Along	90.00
Total 884.215 · Early Literacy				190.00
Total 884.210 · Youth Speakers				2,309.15
884.220 · Youth Supplies				
884.222 · General Youth Programs				
04/10/2019	17D3-GM7V-N...	Amazon Capital Services Inc	ZipLock Bags	34.81
04/15/2019	04092019ST	Keybank	Cottage Inn - Pizza for 4/5/19 Lock-In	114.54
Total 884.222 · General Youth Programs				149.35
884.226 · Summer Reading				
04/10/2019	17D3-GM7V-N...	Amazon Capital Services Inc	Fuji Film	97.99
04/10/2019	1K49-HNMK-D...	Amazon Capital Services Inc	Lego Base Plates	56.90
04/23/2019	2034439266	Baker & Taylor Program Account	Family Fletcher	14.37
04/23/2019	2034465662	Baker & Taylor Program Account	Family Fletcher	43.11
Total 884.226 · Summer Reading				212.37
884.228 · Authors in Chelsea				
04/10/2019	045003	Just Imagine	Books for Authors in Chelsea	140.78
04/15/2019	04092019ST	Keybank	Polly's - Authors in Chelsea	7.57
Total 884.228 · Authors in Chelsea				148.35
Total 884.220 · Youth Supplies				510.07
884.270 · Teen Supplies				
884.272 · Teen General Programs				
04/15/2019	04092019ST	Keybank	CVS - Peeps Contest Supplies/Prizes	42.44

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# Chelsea District Library List of Checks for Board Approval April 2019

Date	Num	Name	Memo	Amount
04/15/2019	04092019ST	Keybank	Polly's - TTT April Fools Supplies	17.05
	Total 884.272	Teen General Programs		59.49
	Total 884.270	Teen Supplies		59.49
	884.400	Music Focus		
	884.962	Music in the Air - Restricted		
04/15/2019	04092019ST	Keybank	Della - Jacapo Giacopuzza Travel Music In the Air	30.00
04/15/2019	04092019ST	Keybank	Della - Jacapo Giacopuzza Travel Music In the Air	486.60
04/15/2019	04092019ST	Keybank	Travel Insurance- Jacapo Giacopuzza Travel Music In the Air	31.63
04/24/2019	04282019	Gusev, Georgy A.	Music in the Air 2019 - travel	400.00
	Total 884.962	Music in the Air - Restricted		948.23
	Total 884.400	Music Focus		948.23
	884.600	Technology Programming		
	884.601	Technology Programs General		
04/10/2019	1XXK-G1FN-9...	Amazon Capital Services Inc	Folding Chairs for Programs	258.00
	Total 884.601	Technology Programs General		258.00
	Total 884.600	Technology Programming		258.00
	884.700	Consortium Meetings		
04/15/2019	04092019ST	Keybank	Panera - SASUG Breakfast Meeting	75.65
	Total 884.700	Consortium Meetings		75.65
	884.910	Adult Programming Restricted		
	884.913	Adult Prog Rest Gifts SRP		
04/10/2019	17D3-GM7V-N...	Amazon Capital Services Inc	Cello Bags	29.74
04/15/2019	04092019ST	Keybank	Ghiradelli - Milk Chocolate Squares	199.65
	Total 884.913	Adult Prog Rest Gifts SRP		229.39
	Total 884.910	Adult Programming Restricted		229.39
	884.920	Youth Programming Restricted		
	884.923	Youth Prog Rest Gifts SRP		
04/10/2019	6583414	Demco Inc.	Youth Program gifts	86.08
04/15/2019	04092019ST	Keybank	Oriental Trading - Space Magnets & Galaxy Magic Scratch	241.99
	Total 884.923	Youth Prog Rest Gifts SRP		328.07
	Total 884.920	Youth Programming Restricted		328.07
	Total 884	Programming		7,864.75
	885	Volunteer		
	885.200	Supplies		

05/09/19

# Chelsea District Library

## List of Checks for Board Approval

### April 2019

Date	Num	Name	Memo	Amount
04/10/2019	6583414	Demco Inc.	Supplies	474.70
Total 885.200 · Supplies				474.70
Total 885 · Volunteer				474.70
920 · Utilities				
920.110 · City of Chelsea Water				
04/10/2019	04032019IN	City of Chelsea-Elect & Water	02-28-2019 to 03-29-2019	66.11
Total 920.110 · City of Chelsea Water				66.11
920.120 · City of Chelsea Sewer				
04/10/2019	04032019IN	City of Chelsea-Elect & Water	02-28-2019 to 03-29-2019	145.12
Total 920.120 · City of Chelsea Sewer				145.12
920.130 · City of Chelsea Electric				
04/10/2019	04032019IN	City of Chelsea-Elect & Water	02-28-2019 to 03-29-2019	2,761.66
Total 920.130 · City of Chelsea Electric				2,761.66
920.150 · City of Chelsea Sprinkler				
04/10/2019	04032019IN	City of Chelsea-Elect & Water	02-28-2019 to 03-29-2019	27.47
Total 920.150 · City of Chelsea Sprinkler				27.47
920.200 · McKune Gas				
04/10/2019	2572269	Constellation NewEnergy-Gas Division LLC	March 2019 Gas Service	1,636.73
Total 920.200 · McKune Gas				1,636.73
Total 920 · Utilities				4,637.09
960 · Board & Director Expense				
960.200 · Director Expense				
04/15/2019	04092019ST	Keybank	Smokehouse 52 - SASUG Lunch Meeting	28.52
04/15/2019	04092019ST	Keybank	Cleary's - Meeting with Monica Monsima/Chelsea Chamber	33.38
Total 960.200 · Director Expense				61.90
Total 960 · Board & Director Expense				61.90
965 · Automation Services				
965.100 · Bibliographic Database				
04/24/2019	64020	The Library Network	APR - JUNE 2019 Internet Service	2,226.08
Total 965.100 · Bibliographic Database				2,226.08
965.200 · Shared Automation System				
965.210 · Online Catalog/Circulation				

# Chelsea District Library

## List of Checks for Board Approval

April 2019

05/09/19

Date	Num	Name	Memo	Amount
04/24/2019	64020	The Library Network	APR - JUNE 2019 Internet Service	6,472.93
	Total 965.210 · Online Catalog/Circulation			6,472.93
	Total 965.200 · Shared Automation System			6,472.93
	Total 965 · Automation Services			8,699.01
	967 · Equipment			
	967.100 · Equipment Hardware			
	967.120 · Computers			
04/15/2019	04092019ST	Keybank	Hisonic Intl - Replacement Microphone	40.00
04/15/2019	04092019ST	Keybank	PayPal-Albederpccce - Replacement Coin/Bill Acceptor	315.00
	Total 967.120 · Computers			355.00
	Total 967.100 · Equipment Hardware			355.00
	967.200 · Equipment Software			
04/15/2019	04092019ST	Keybank	Apr 2019 Ninile Pro-Monthly non-Windows Updates	20.00
04/15/2019	04092019ST	Keybank	Apr 2019 - Bisect Hosting - Hosted Minecraft Server Svcs	12.46
	Total 967.200 · Equipment Software			32.46
	967.300 · Equipment Furniture & Fixtures			
	967.310 · Makerspace Furnishings			
04/10/2019	1XXK-G1FN-M...	Amazon Capital Services Inc	3D Printer Supplies	144.30
04/10/2019	1JJL-WX4V-RY...	Amazon Capital Services Inc	Cases & Cords and Apple iPad	1,028.67
04/15/2019	04092019ST	Keybank	IMADE3D.com - Parts for 3D Printer	161.03
	Total 967.310 · Makerspace Furnishings			1,334.00
	967.320 · Furniture			
04/25/2019	6091-44	Montange, Jeremy	STAFFIELD & HOWE PLAQUES	80.00
	Total 967.320 · Furniture			80.00
	967.330 · Equipment - non-Computer			
04/10/2019	04042019EBay	Ballard, Linda P.	Keurig	35.00
04/15/2019	04092019ST	Keybank	Menard's - Mini Pallet Jack	231.38
	Total 967.330 · Equipment - non-Computer			266.38
	Total 967.300 · Equipment Furniture & Fixtures			1,680.38
	Total 967 · Equipment			2,067.84
	969 · Continuing Education Expenses			
	969.001 · Travel			
	969.100 · Staff Travel			
	969.144 · Committee Meetings			
04/10/2019	04/04/2019 TL...	Coryell, Lori	TLN SAS	44.78

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# Chelsea District Library

## List of Checks for Board Approval

April 2019

Date	Num	Name	Memo	Amount
04/10/2019	03142019TLN	Lancaster, Terri	003/14/2019 TLN Circ Meeting	64.31
	Total 969.144	• Committee Meetings		109.09
	969.145	• Workshops		
04/11/2019	04112019AIM	Coryell, Lori	AIM High School - Intern	54.52
04/24/2019	05222019 TLN	Brown, Laura	TLN ADULT SVS MEETING	78.97
	Total 969.145	• Workshops		133.49
	Total 969.100	• Staff Travel		242.58
	Total 969.001	• Travel		242.58
	969.300	• Memberships		
	969.500	• Institutional Membership		
	969.510	• Institutional Member Rotary		
04/10/2019	0620737	Rotary Club of Chelsea	Rotary 3rd Qtr Charges	172.00
	Total 969.510	• Institutional Member Rotary		172.00
	Total 969.500	• Institutional Membership		172.00
	Total 969.300	• Memberships		172.00
	969.600	• Staff Training		
	969.940	• Staff Appreciation - Restricted		
04/15/2019	04092019ST	Keybank	Mike's Deli - Staff Appreciation	25.00
04/15/2019	04092019ST	Keybank	Cleary's - Staff Appreciation	36.40
	Total 969.940	• Staff Appreciation - Restricted		61.40
	Total 969.600	• Staff Training		61.40
	Total 969	• Continuing Education Expenses		475.98
	980	• Capital Expense		
	975.100	• Building Improvement Additions		
04/10/2019	18-318-01	Library Design Associates Inc.	Teen Space Windows	7,997.00
04/24/2019	18-323-02	Library Design Associates Inc.	Teen Space Trendwall	13,950.00
	Total 975.100	• Building Improvement Additions		21,947.00
	975.200	• Capital Maintenance		
04/24/2019	18-360-01	Library Design Associates Inc.	2ND FLOOR CARPET	19,317.00
	Total 975.200	• Capital Maintenance		19,317.00
	980.100	• Furniture and Equipment		
04/15/2019	04092019ST	Keybank	OfficeSight Inc - Teen Chairs (2)	2,975.00
04/24/2019	18-351-03	Library Design Associates Inc.	NEW SHELIVING/ 2ND FLOOR	5,442.00

# Chelsea District Library List of Checks for Board Approval April 2019

05/09/19

Date	Numb	Name	Memo	Amount
Total 980.100 · Furniture and Equipment				
980.300 · Computer Upgrades				
980.320 · Hardware Upgrades				
980.325 · PC Replacement				
04/24/2019	900197207	PCM-G	MONITORS	1,856.26
04/24/2019	900207530	PCM-G	LENOVO PCS	6,159.86
Total 980.325 · PC Replacement				
Total 980.320 · Hardware Upgrades				
Total 980.300 · Computer Upgrades				
Total 980 · Capital Expense				
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
04/10/2019	97172375	Midwest Tape	97172375 - Mar Audio Bks	39.99
04/10/2019	97172376	Midwest Tape	97172376 - Replacements	9.99
04/24/2019	97210300	Midwest Tape	FEB ADULT BOCD	45.99
04/24/2019	97210301	Midwest Tape	ADULT BCOD's MARCH	107.97
Total 982.120 · Adult Books on Disc				
Total 982.100 · Audio Books				
982.140 · Youth Books on Disc				
04/25/2019	1087845968	Penguin Random House LLC-New	Youth & Teen Audio Books	527.25
Total 982.140 · Youth Books on Disc				
Total 982.100 · Audio Books				
982.400 · Non Print				
982.410 · Electronic Products/Subs				
04/24/2019	19180285	Scholastic Library Publishing	Teachables	913.00
Total 982.410 · Electronic Products/Subs				
982.420 · Adult Music on CD				
04/10/2019	97172371	Midwest Tape	97172371 - Feb Music CDs	15.99
04/10/2019	97137888	Midwest Tape	97137888 - Feb Music CDs	25.98
Total 982.420 · Adult Music on CD				
982.450 · Youth Music CD				
04/10/2019	h30502280	Baker & Taylor-Entertainment	H15469620	168.13
04/10/2019	h30581930	Baker & Taylor-Entertainment	h30581930	10.04
04/10/2019	H313080010	Baker & Taylor-Entertainment	H313080010	15.33
04/10/2019	T01488980	Baker & Taylor-Entertainment	T01488980	8.67
04/23/2019	H31954280	Baker & Taylor-Entertainment	H31954280	10.13

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# Chelsea District Library

## List of Checks for Board Approval

### April 2019

Date	Num	Name	Memo	Amount
Total 982.450 • Youth Music CD				
982.460 • DVD Feature				
04/10/2019	97172373	Midwest Tape	97172373 - March Feat DVDs	212.30
04/24/2019	97210303	Midwest Tape	FEATURE ADULT DVD	146.15
04/24/2019	97210305	Midwest Tape	APRIL ADULT FEATURE DVD	56.22
04/24/2019	97238899	Midwest Tape	ADULT BODDS MARCH	584.70
04/24/2019	97238921	Midwest Tape	APRIL ADULT FEATURE DVDS	29.99
Total 982.460 • DVD Feature				287.12
Total 982.460 • DVD Feature				1,104.18
982.470 • DVD Non-Fiction				
04/10/2019	97172377	Midwest Tape	97172377 - Mar NF DVDs	14.24
Total 982.470 • DVD Non-Fiction				14.24
982.480 • Youth Video DVD				
04/10/2019	97172374	Midwest Tape	97172374 - Family/Anime DVDs	44.22
04/10/2019	97172378	Midwest Tape	97172378 - Family/Anime DVDs	157.42
04/24/2019	97210304	Midwest Tape	YOUTH DVD	101.20
04/24/2019	97238922	Midwest Tape	YOUTH DVD	44.98
Total 982.480 • Youth Video DVD				347.82
Total 982.480 • Youth Video DVD				2,633.51
Total 982.400 • Non Print				
982.700 • Print				
982.705 • Adult Print				
982.710 • Adult Large Print				
04/10/2019	2034412243	Baker & Taylor-Adult Large Print	2034412243	24.96
04/10/2019	2034440963	Baker & Taylor-Adult Large Print	2034440963	35.14
04/23/2019	2034465678	Baker & Taylor-Adult Large Print	2034465678	36.09
Total 982.710 • Adult Large Print				96.19
982.720 • Adult Print General				
04/02/2019	17D3-GM7V-N...	Amazon Capital Services Inc	Circ Receipts L/D	-62.00
04/10/2019	2034414808	Baker & Taylor-Adult	White Mountain Spirit	15.95
04/10/2019	2034423447	Baker & Taylor-Adult	2034414808	383.71
04/10/2019	2034426719	Baker & Taylor-Adult	2034423447	442.93
04/10/2019	2034430821	Baker & Taylor-Adult	2034426719	502.75
04/22/2019	2034447554	Baker & Taylor-Adult	2034430821	172.76
04/23/2019	2034464669	Baker & Taylor-Adult	CIRC RECEIPTS	-75.94
04/23/2019	2034464669	Baker & Taylor-Adult	2034447554	633.79
Total 982.720 • Adult Print General				322.11
Total 982.720 • Adult Print General				2,336.06
982.740 • Multiple Book Copies				
04/10/2019	2034409939	Baker & Taylor Books Adult Multiples	2034409939	117.39



# Chelsea District Library

## List of Checks for Board Approval

April 2019

Date	Num	Name	Memo	Amount
04/10/2019	2034434207	Baker & Taylor Books Adult Multiples	2034434207	16.96
Total 982.740 · Multiple Book Copies				134.35
04/15/2019	982.750 · Professional Collection 04092019ST Keybank		Michigan Chamber Services - Employment Handbook	149.00
Total 982.750 · Professional Collection				149.00
Total 982.705 · Adult Print				2,715.60
982.755 · Youth Print				
982.760 · Youth Print General				
04/02/2019			Circ Receipts L/D	-127.90
04/10/2019	2034417182	Baker & Taylor-Auto Yours Cats	2034417182	112.34
04/10/2019	2034410161	Baker & Taylor-Juvenile	2034410161	261.90
04/10/2019	2034410276	Baker & Taylor-Juvenile	2034410276	120.36
04/10/2019	2034414611	Baker & Taylor-Young Adult	2034414611	8.58
04/10/2019	2034431779	Baker & Taylor-Unlabeled	2034431779	44.74
04/10/2019	2034433347	Baker & Taylor-Unlabeled	2034433347	106.39
04/10/2019	2034433451	Baker & Taylor-Unlabeled	2034433451	93.12
04/22/2019			CIRC RECEIPTS	-37.94
04/23/2019	2034445015	Baker & Taylor-Auto Yours Cats	2034445015	112.27
04/23/2019	2034473552	Baker & Taylor-Auto Yours Cats	2034473552	55.91
04/23/2019	2034426464	Baker & Taylor-Juvenile	2034426464	306.47
04/23/2019	2034437531	Baker & Taylor-Juvenile	2034437531	166.37
04/23/2019	2034464493	Baker & Taylor-Juvenile	2034464493	163.47
04/23/2019	2034437329	Baker & Taylor-Young Adult	2034437329	394.45
04/23/2019	2034464486	Baker & Taylor-Young Adult	2034464486	19.78
04/23/2019	2034461966	Baker & Taylor-Unlabeled	2034461966	53.85
04/23/2019	2034472263	Baker & Taylor-Unlabeled	2034472263	164.22
04/24/2019	29216000230440	Livonia Civic Center Library	Lost Book Paid at Chelsea	25.00
Total 982.760 · Youth Print General				2,043.38
Total 982.755 · Youth Print				2,043.38
Total 982.700 · Print				4,758.98
Total 982 · Collection Expense				8,123.68
TOTAL				201,354.75



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

	TOTAL						
	Jan 19	Feb 19	Mar 19	Apr 19	Jan - Apr 19	Budget	% of Budget
Ordinary Income/Expense							
Income							
402 • District Revenue	594,401	816,483	219,041	44,006	1,673,931	1,752,176	96%
540.100 • State Aid	0	29,485	0	5,957	35,442	52,043	68%
574.100 • Penal Fines	0	0	0	0	0	20,000	0%
607.100 • Non-Resident Fees	564	749	563	219	2,095	6,000	35%
645.100 • Copiers & Printers	65	960	667	481	2,173	7,000	31%
655.100 • Circulation Fines	1,772	1,584	1,630	1,718	6,704	22,000	30%
665.100 • Interest	30	68	48	39	185		
666.100 • Investment Earnings	61	55	2,487	293	2,896	45,000	6%
666.500 • Investment Change in Value	12,063	1,598	(3,343)	17,178	27,496		
674 • Contribution & Donation-Public	7,740	500	4,465	1,100	13,805	24,455	56%
675 • Donations Private	10,000	0	1,000	0	11,000	11,000	100%
Total Income	626,696	851,482	226,558	70,991	1,775,727	1,939,674	92%
Gross Profit	626,696	851,482	226,558	70,991	1,775,727	1,939,674	92%
Expense							
701 • Personnel Expenses	43,209	77,748	123,383	83,096	327,436	1,141,773	29%
727 • Supplies	1,347	585	481	2,265	4,678	22,050	21%
801 • Professional Services	11,856	8,706	1,746	6,795	29,103	100,306	29%
803 • Maintenance Service Contracts	12,334	7,092	8,264	12,649	40,339	129,929	31%
850 • Telecommunications	(1,775)	2,125	2,077	3,979	6,406	37,400	17%
880 • Promotional Materials	2,863	6,360	2,421	2,469	14,113	62,851	22%
884 • Programming	1,937	15,247	17,803	7,865	42,852	121,895	35%
885 • Volunteer	0	0	284	475	759	2,400	32%
920 • Utilities	0	4,738	5,079	4,637	14,454	56,550	26%
960 • Board & Director Expense	0	0	87	62	149	3,200	5%
965 • Automation Services	13,163	0	0	8,699	21,862	42,795	51%
967 • Equipment	735	3,083	6,662	2,068	12,548	25,565	49%
969 • Continuing Education Expenses	2,554	1,931	1,078	476	6,039	25,700	23%
980 • Capital Expense	1,500	5,699	25,180	57,697	90,076	174,966	51%
982 • Collection Expense	6,151	27,925	9,595	8,124	51,795	175,369	30%
Total Expense	95,874	161,239	204,140	201,356	662,609	2,122,749	31%
Net Ordinary Income	530,822	690,243	22,418	(130,365)	1,113,118	(183,075)	
Other Income/Expense						1,296,193	
Other Expense							
999.001 • Transfer to Capital Improvement	0	0	0	0	0	(57,057)	0%
999.002 • Transfer to Capital Reserve Fun	0	0	0	0	0	(2,900)	0%
999.025 • Carry from General Fund	0	0	0	0	0	(123,118)	0%
Total Other Expense	0	0	0	0	0	(183,075)	0%
Net Other Income	0	0	0	0	0	(183,075)	0%
Net Income	530,822	690,243	22,418	(130,365)	1,113,118	0	100%

# Chelsea District Library

## Profit & Loss Prev Year Comparison

January through April 2019

	Jan - Apr 19	Jan - Apr 18	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402 · District Revenue	1,673,930.23	1,645,937.19	27,993.04	1.7%
501.001 · Grants	0.00	300.00	-300.00	-100.0%
540.100 · State Aid	35,441.92	5,463.38	29,978.54	548.72%
607.100 · Non-Resident Fees	2,093.75	2,312.50	-218.75	-9.46%
645.100 · Copiers & Printers	2,172.20	2,776.01	-603.81	-21.75%
655.100 · Circulation Fines	6,704.30	5,519.24	1,185.06	21.47%
665.100 · Interest	185.38	110.48	74.90	67.8%
666.100 · Investment Earnings	2,895.28	4,862.23	-1,966.95	-40.45%
666.500 · Investment Change in Value	27,496.51	-24,346.30	51,842.81	212.94%
674 · Contribution & Donation-Public	13,805.00	11,785.00	2,020.00	17.14%
675 · Donations Private	11,000.00	0.00	11,000.00	100.0%
<b>Total Income</b>	<b>1,775,724.57</b>	<b>1,654,719.73</b>	<b>121,004.84</b>	<b>7.31%</b>
<b>Gross Profit</b>				
<b>Expense</b>				
701 · Personnel Expenses	327,435.70	332,762.59	-5,326.89	-1.6%
727 · Supplies	4,677.89	5,706.79	-1,028.90	-18.03%
801 · Professional Services	29,103.82	38,665.18	-9,561.36	-24.73%
803 · Maintenance Service Contracts	40,338.88	50,835.72	-10,496.84	-20.65%
850 · Telecommunications	6,405.95	7,018.42	-612.47	-8.73%
880 · Promotional Materials	14,112.54	16,095.85	-1,983.31	-12.32%
884 · Programming	42,851.98	29,484.42	13,367.56	45.34%
885 · Volunteer	758.34	788.71	-30.37	-3.85%
920 · Utilities	14,454.49	13,648.63	805.86	5.9%
960 · Board & Director Expense	148.98	312.30	-163.32	-52.3%
965 · Automation Services	21,862.42	14,801.28	7,061.14	47.71%
967 · Equipment	12,548.84	5,074.26	7,474.58	147.3%
969 · Continuing Education Expenses	6,038.59	10,311.73	-4,273.14	-41.44%
980 · Capital Expense	90,076.47	10,500.75	79,575.72	757.81%
982 · Collection Expense	51,794.49	51,464.48	330.01	0.64%
<b>Total Expense</b>	<b>662,609.38</b>	<b>587,471.11</b>	<b>75,138.27</b>	<b>12.79%</b>
<b>Net Ordinary Income</b>	<b>1,113,115.19</b>	<b>1,067,248.62</b>	<b>45,866.57</b>	<b>4.3%</b>
<b>Net Income</b>	<b>1,113,115.19</b>	<b>1,067,248.62</b>	<b>45,866.57</b>	<b>4.3%</b>

# CHELSEA DISTRICT LIBRARY

## Fund Balances

April-19

### General Fund

#### LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank

Paypal Account

Cash on Hand

Beginning Balance	Net Change	Ending Balance
\$472,089.36	-\$144,797.98	\$327,291.38
\$48.25	\$0.00	\$48.25
<u>\$472,137.61</u>	<u>-\$144,797.98</u>	<u>\$327,339.63</u>

### Ameriprise Account

Fixed Income Fund

Money Market Fund

#### Investment Partners Total

\$1,418,224.75	\$17,471.01	\$1,435,695.76
\$700,000.00	\$0.00	\$700,000.00
<u>\$2,118,224.75</u>	<u>\$17,471.01</u>	<u>\$2,135,695.76</u>

### Total General Fund

<u>\$2,590,362.36</u>	<u>-\$127,326.97</u>	<u>\$2,463,035.39</u>
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### Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$298,455.07</u>	<u>\$16,043.61</u>	<u>\$314,498.68</u>
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[illegible]



Chelsea District Library Investment Account  
As of 04/30/2019  
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
	<b>Total Investment</b>	<b>1,077,957</b>

Investment Activity

Date	Value
4/30/2019	1,435,696
Invested	1,077,957
Increase 6/2009 – 12/31/2018	327,347
2019 Change (Current Year)	30,392
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	357,739
(Interest - Fees + Change in Value)	1,435,696

Note: 2019 Budget moves \$57,057 from Capital Improvement Fd to General Fd  
 Note: 2019 Budget moves \$22,100 from General Fund to Capital Reserve Fund  
 Note: 2019 Budget moves \$25,000 from Capital Reserve Fund to General Fund

Note: Fund Adjusts entered 2/12/2019

Report for 04/30/2019



# Chelsea District Library Cash Flow 2019

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$98,523	\$677,344	\$886,621	\$1,070,903	\$960,896	\$756,517	\$685,468	\$530,191	\$368,842	\$236,999	\$101,157	(\$64,442)	\$98,523
Total Income	\$788,839	\$369,004	\$366,572	\$60,256	\$6,463	\$79,029	\$19,904	\$66,792	\$4,238	\$5,504	\$3,315	\$115,893	\$1,885,809
Total expenditures	\$210,018	\$159,727	\$182,291	\$170,263	\$210,842	\$150,078	\$175,180	\$228,141	\$136,081	\$141,346	\$168,914	\$181,003	\$2,113,884
Net cash flow	\$578,821	\$209,277	\$184,281	(\$110,007)	(\$204,379)	(\$71,049)	(\$155,277)	(\$161,350)	(\$131,843)	(\$135,842)	(\$165,598)	(\$65,110)	(\$228,075)
Ending balance	\$677,344	\$886,621	\$1,070,903	\$960,896	\$756,517	\$685,468	\$530,191	\$368,842	\$236,999	\$101,157	(\$64,442)	(\$129,552)	(\$129,552)
<b>Income</b>	<b>\$517,917</b>	<b>\$850,291</b>	<b>\$227,764</b>	<b>\$59,900</b>	<b>\$6,463</b>	<b>\$47,596</b>	<b>\$19,904</b>	<b>\$27,023</b>	<b>\$4,238</b>	<b>\$5,504</b>	<b>\$3,315</b>	<b>\$115,893</b>	<b>\$1,885,809</b>
Total Income													
Other income PPP													
<b>Expenditures</b>	<b>\$160,906</b>	<b>\$161,849</b>	<b>\$199,602</b>	<b>\$204,747</b>	<b>\$210,842</b>	<b>\$150,078</b>	<b>\$175,180</b>	<b>\$228,141</b>	<b>\$136,081</b>	<b>\$141,346</b>	<b>\$168,914</b>	<b>\$181,003</b>	<b>\$2,118,689</b>
Total Expense													
Other													

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$98,523	\$455,534	\$1,143,976	\$472,138	\$327,291	\$122,912	\$120,431	\$65,154	(\$35,964)	(\$67,807)	(\$103,649)	(\$169,248)	\$98,523
Total Income	\$517,917	\$850,291	\$227,764	\$59,900	\$6,463	\$47,596	\$19,904	\$27,023	\$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	\$204,747	\$210,842	\$150,078	\$175,180	\$228,141	\$136,081	\$141,346	\$168,914	\$181,003	\$2,118,689
Net cash flow	\$357,011	\$688,442	(\$671,836)	(\$144,847)	(\$204,379)	(\$2,482)	(\$55,277)	(\$101,118)	(\$31,843)	(\$35,842)	(\$65,598)	\$34,890	(\$232,881)
Ending balance	\$455,534	\$1,143,976	\$472,138	\$327,291	\$122,912	\$120,431	\$65,154	(\$35,964)	(\$67,807)	(\$103,649)	(\$169,248)	(\$134,358)	(\$134,358)

\$ 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 April 2019

	Jan - Apr 19	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
674 · Contribution & Donation-Public			
674.110 · Designated Adult Programming	1,000	6,250	(5,250)
674.111 · Designated Youth Programming	4,350	7,850	(3,500)
674.112 · Designated Music Focus Programs	3,150	5,150	(2,000)
674.120 · Undesignated Donation	1,465	1,365	100
674.141 · Designated Technology	3,000	3,000	0
674.200 · Friends of the Library Donation	840	840	0
<b>Total 674 · Contribution &amp; Donation-Public</b>	<b>13,805</b>	<b>24,455</b>	<b>(10,650)</b>
675 · Donations Private			
675.100 · Community Found Southeast MI	10,000	10,000	0
675.400 · Chelsea Ed Foundation	1,000	1,000	0
<b>Total 675 · Donations Private</b>	<b>11,000</b>	<b>11,000</b>	<b>0</b>
<b>Total Income</b>	<b>24,805</b>	<b>35,455</b>	<b>(10,650)</b>
<b>Gross Profit</b>	<b>24,805</b>	<b>35,455</b>	<b>(10,650)</b>
<b>Expense</b>			
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	0	3,000	(3,000)
<b>Total 850.300 · TLN Internet Service</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
<b>Total 850 · Telecommunications</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
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)
<b>Total 884.211 · Authors in Chelsea</b>	<b>3,593</b>	<b>4,000</b>	<b>(407)</b>
<b>Total 884.210 · Youth Speakers</b>	<b>3,593</b>	<b>4,000</b>	<b>(407)</b>
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	0	1,150	(1,150)
884.962 · Music in the Air - Restricted	948	4,000	(3,052)
<b>Total 884.400 · Music Focus</b>	<b>948</b>	<b>5,150</b>	<b>(4,202)</b>
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	11,000	11,000	0
<b>Total 884.500 · Artist In Residence</b>	<b>11,000</b>	<b>11,000</b>	<b>0</b>
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	229	850	(621)
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)
<b>Total 884.910 · Adult Programming Restricted</b>	<b>3,229</b>	<b>6,870</b>	<b>(3,641)</b>

**Chelsea District Library**  
**Donation and Restricted**  
January through April 2019

	Jan - Apr 19	Budget	\$ Over Budget
<b>884.920 · Youth Programming Restricted</b>			
884.921 · Youth Prog Rest Gifts Genl	0	1,000	(1,000)
884.923 · Youth Prog Rest Gifts SRP	528	3,850	(3,322)
<b>Total 884.920 · Youth Programming Restricted</b>	<b>528</b>	<b>4,850</b>	<b>(4,322)</b>
<b>Total 884 · Programming</b>	<b>19,298</b>	<b>31,870</b>	<b>(12,572)</b>
<b>967 · Equipment</b>			
967.900 · Equipment Restricted Gifts			
967.910 · Equipment Rest Gifts	0	565	(565)
<b>Total 967.900 · Equipment Restricted Gifts</b>	<b>0</b>	<b>565</b>	<b>(565)</b>
<b>Total 967 · Equipment</b>	<b>0</b>	<b>565</b>	<b>(565)</b>
<b>969 · Continuing Education Expenses</b>			
969.600 · Staff Training			
969.940 · Staff Appreciation - Restricted	476	1,540	(1,064)
<b>Total 969.600 · Staff Training</b>	<b>476</b>	<b>1,540</b>	<b>(1,064)</b>
<b>Total 969 · Continuing Education Expenses</b>	<b>476</b>	<b>1,540</b>	<b>(1,064)</b>
<b>982 · Collection Expense</b>			
982.920 · Youth Collection Restricted	50		
<b>Total 982 · Collection Expense</b>	<b>50</b>		
<b>Total Expense</b>	<b>19,824</b>	<b>36,975</b>	<b>(17,151)</b>
<b>Net Ordinary Income</b>	<b>4,981</b>	<b>(1,520)</b>	<b>6,501</b>
<b>Net Income</b>	<b>4,981</b>	<b>(1,520)</b>	<b>6,501</b>

# **DIRECTOR'S REPORT**



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

**Staff News**

**Staff Work Anniversaries for the Month of April**

- Library Aide Beth Goodgall celebrated her one-year anniversary on April 5
- Adult Librarian Shannon Powers celebrated her three-year anniversary on April 18
- Library Assistant Beth Easterwood celebrated her 15-year anniversary on April 26

**New Staffers**

We welcomed two part-time Adult Services Librarians this month. Marissa Lasoff-Santos is finishing her MLIS from Wayne State in August and has worked at both the Saline and Plymouth. Margaret Loebe recently moved here from Maryland where she worked as a Collection Maintenance Coordinator.

**Financial News**

CDL received its first 2019 State Aid check in the amount of \$5,957.30 this month. We can expect the second check at the end of the summer.

**Word of Mouth Marketing for May  
Summer Reading**

This year's summer reading theme is *A Universe of Stories*. We are looking to sign up kids, teens, and adults and have lively and engaging programs and prizes for all. Spread the word!

**Artist in Residence and MLW**

Both of these major events were huge successes. Those who participated in one of the programs during Luis J. Rodriguez's three-day stay (April 25, 26, 27) in Chelsea were overwhelmingly positive about the experience. More than 80% of attendees rated the presentations "excellent," and 100% stated they would attend this program or one like it again. I was particularly moved by his work with students at Chelsea High School and local writers. As Luis noted, there is some real talent in this community! I am grateful CDL had a small part in celebrating that talent. We could not have brought Luis to Chelsea were it not for the generous support of the Chelsea Community Foundation. And a big thanks to Patty Roberts for her hard work on making this residency such a smashing success.

Luis's visit culminated in the Midwest Literary Walk on April 27—another fantastic day for our community and literature lovers. We had record-breaking attendance at all three events. Each writer — Min Jin Lee, Rodriguez, and Anissa Gray—engaged with their audience in profound ways. Thanks to staffers Patty Roberts, Shannon Powers, and Keegan Sulecki for their tireless work to bring this day to fruition. Also, a huge shout-out to Karen and Rich Fahle who seem to have the magic touch in scouting out and securing such awesome authors for our event. The Walk would not be the same without them!

**New Bookkeeper at CDL**

Kerry Ballard will replace Mary Budzinski as our freelance bookkeeper effective May 7. We have implemented changes to internal controls in light of this change as follows:

- The safe and locked cabinet have been relocated.
- Four staff members have access to this safe — the Library Director, the Administrative Assistant, the two most senior managers: Head of Circulation and Head of Technology.

Changes in library practice statements reflect these changes.

**Out and About – April 2019**

Met with Chelsea Area Chamber Executive Director Monica Monsma – April 1  
Attended Rotary meeting – April 9  
Attended TLN Shared Automated System Executive Committee meeting – April 4  
Visited Aim High School with staff (for internship pilot project) – April 11  
Artist in Residence programs – April 25, 26, 27  
Midwest Literary Walk – April 27

**Looking Ahead to May 2019**

TLN Shared Automated System Executive Committee – May 2  
Michigan Library Association's Library Hospitality Panel – May 3  
Chelseamich Ideas & Path Forward meeting – May 7  
Rotary – May 7, 14, 21, 28  
Foster Adoption Support Team meeting – May 7  
Presentation at Sylvan Township – May 7  
YES Committee – May 8  
Tecumseh Library visit to CDL – May 10  
TLN Steering Committee and Membership meetings – May 10  
Meeting with Bill O'Reilly, Executive Director, Chelsea Senior Center – May 14  
CFSEM/5 Healthy Towns phone meeting – May 15  
Washtenaw Reads Steering Committee meeting – May 16  
Library of Michigan Library Data Group meeting – May 20  
Shared Automated System Users Group meeting – May 23  
Library of Michigan Focus Group – May 24



## **Strategic Plan 2017-19 Update**

Goal progress from April 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.*

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

- Received grant from Chelsea Wellness Foundation for Storybook Trail at Baker Preserve.

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

- Washtenaw County Commissioners have formed a Broadband Task Force. Network Administrator Melanie Bell attended three meetings of the Washtenaw County Broadband Task Force. To prepare for county level grant submissions we have determined that we will need to do another survey of the community. She joined the data collection subcommittee of the task force and began work on draft survey.
- Attended Merit Conference where rural broadband efforts were discussed and attended Michigan Broadband Cooperative meeting. Discussion there revolves around engaging state and federal legislature in regards to establishing way to encourage rural broadband funding

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

- Created campaign to promote Business Library Cards to local businesses –packet with poster and letter.
- Included new feature in newsletter called CDL Insider to promote nontraditional collections, services, and databases in a fun and engaging way.
- Included three new patron stories in Summer newsletter.
- Displayed CRC resident's bird quilt at library.

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

- Partnered with Waterloo Natural History Association to install bird-watching display.

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

- Luis J. Rodriguez, our Artist in Residence, spent a day at Chelsea High School working with creative writing students.
- Worked with Beach Media Specialist to help promote Hoopla.
- 

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

- Luis J. Rodriguez, our Artist in Residence, spent a day at Chelsea High School working with creative writing students.

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

- Artist in Residence Community Conversation program that addressed inclusion of all types of diversity and how to be a more accepting community.
- MLW lineup included a very diverse cast of authors. Min Jin Lee's book details the struggles of a Korean family living in Japan through generations. Luis J. Rodriguez discussed his discovery of poetry after his life with gangs, substance abuse, and in prison. Anissa Gray is a debut novelist with a background as a journalist. Her book explores how whole families are impacted when a family member is sent to jail for a crime with characters also dealing with eating disorders and the memory of childhood abuse.

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

- Nontraditional collection promoted through new newsletter feature "CDL Insider."

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

# Chelsea District Library Performance Dashboard Apr 2019

\* YtD = Year to Date

	Apr-19	2018 YtD	2019 YtD	% change from last YtD
<b>Circulation - Total</b>	<b>22384</b>	<b>95226</b>	<b>93682</b>	<b>-1.62%</b>
Items	19470	86040	82091	-4.59%
E-books/E-audio	2392	7898	9574	21.22%
E-magazines	364	785	1477	88.15%
Non-Traditional	33	119	129	8.40%
Hotspots	31	84	125	48.81%
Deposit Collection Circulation	94	300	286	-4.67%
<b>Self-Check Items - Total</b>	<b>1951</b>	<b>8828</b>	<b>8748</b>	<b>-0.91%</b>
<b>New Cards - Total</b>	<b>104</b>	<b>267</b>	<b>323</b>	<b>20.97%</b>
<b>Reference Desk Interactions - Total</b>	<b>2464</b>	<b>7276</b>	<b>9239</b>	<b>26.98%</b>
<b>Outside Group Room Rentals</b>	<b>17</b>	<b>59</b>	<b>57</b>	<b>-3.39%</b>
<b>Engagement - Total</b>	<b>1724</b>	<b>7397</b>	<b>7082</b>	<b>-4.26%</b>
Youth Program Attendance	441	1316	1319	0.23%
Adult Program Attendance	247	634	617	-2.68%
Teen Program Attendance	30	99	167	68.69%
General Program Attendance	506	785	737	-6.11%
Outreach -- Youth	170	3400	2963	-12.85%
Outreach -- Teen	60	220	455	106.82%
Outreach -- Adult	223	266	332	24.81%
Awareness Opportunities	26	616	402	-34.74%
Homebound Visits	21	85	90	5.88%
<b>Programs/Visits Offered - Total</b>	<b>48</b>	<b>219</b>	<b>172</b>	<b>-21.46%</b>
Youth	19	80	65	-18.75%
Adult	10	49	28	-42.86%
Teen	5	13	24	84.62%
General	1	9	5	-44.44%
Outreach -- Youth	2	39	16	-58.97%
Outreach -- Teen	1	6	3	-50.00%
Outreach -- Adult	6	21	21	0.00%
Awareness Events	4	2	10	400.00%
<b>Door Count - Total</b>	<b>13592</b>	<b>51359</b>	<b>50388</b>	<b>-1.89%</b>
<b>WiFi Data Usage (GB) - Total</b>	<b>3220.468</b>	<b>9733.977</b>	<b>10946.452</b>	<b>12.46%</b>
Library Internal Public WiFi	668.81	3089.68	2722.52	-11.88%
Total Hotspot WiFi	2551.658	6644.297	8223.932	23.77%
Lyndon Twp Hotspot	44.53	625.32	177.18	-71.67%
Lima Twp Hotspot	0.418	25.463	7.336	-71.19%
Sylvan Twp. Hotspot	9.63	14.61	17.12	17.18%
Mobile Beacon Hotspots	942.31	3544.88	2912.41	-17.84%
Hotspots available for checkout.	1554.77	2434.024	5109.886	109.94%
<b>Computer Usage/Sessions - Total</b>	<b>7135</b>	<b>30576</b>	<b>27620</b>	<b>-9.67%</b>
Workstations	1117	4906	4112	-16.18%
Wireless	6018	25670	23508	-8.42%
<b>Website Stats</b>		<b>0</b>	<b>0</b>	<b>NA</b>
Website Sessions	9354	37284	40212	7.85%
Website Users	6032	23048	25095	8.88%



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

**Facility**

**Design Think update:**

- The Trendwall was installed in the Teenspace and we are getting rave reviews!
- New teen chairs are on the way☺
- Carpet for the Garage area and the new study room will be installed on May 17<sup>th</sup>.
- Trendwall for the youth area is ordered and expected delivery in early June.
- Our local upholsterer has had some health challenges and is a bit behind schedule but assures me they will get started on our projects in May.

Spring maintenance on the planting beds and the Fairy Garden was completed and the sprinklers will be turned on soon. We are having enough rain lately that I am going to wait on the sprinklers a bit longer. The HVAC maintenance was started but won't be completed until we get a few warm days together so the McKune outdoor units can be serviced. All of our fire extinguishers and Exit signs get checked this time of year and that is scheduled for May. And finally, I arranged for some extra cleaning- items that aren't included in our daily/weekly schedule but need attention a couple of times a year- just before the Artist in Residence and Lit Walk so the building would look tip-top!

**Programs/meetings**

May is my favorite programming month here at CDL. I attended the Open Mic event at Serendipity Books as part of the Lit Walk and it was fantastic! A great mix of teen and adult participants and the homey atmosphere of the book store made for a very successful event. I also attended the community conversation with our Artist in Residence Luis J. Rodriguez. It was well attended and we had very positive feedback about his presentation. Finally, I attended this year's Lit Walk and it was the best ever! Once again, we had diverse authors who were also interesting and articulate speakers. They drew big crowds and held them rapt with stories about writing and life. So many attendees stopped to tell me how much they enjoyed the event and how impressed they were with the caliber of authors we are able to give them access to. One of the best parts of my job is listening to program participants talk about the positive affects we are having on their lives!

**Volunteers**

We had 140.25 non-book sale hours this month and I do not have the book sale hours for April at this time. The Friends are experiencing a transition that is affecting a few areas of the book sale, including a new person compiling the volunteer stats. I expect we will have a bit of a delay in getting the stats until the new person gets fully trained and up to speed.

Respectfully submitted- Linda Ballard  
Assistant Director

Chelsea District Library  
Volunteer Hours 2019

Volunteer Area	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Booksale	200.50	206.00	160.00	273.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	839.50
CPU	8.00	3.00	0.00	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.50
Local History	27.00	27.25	23.00	33.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.75
Program	9.25	26.25	7.50	3.00	0.00	1.50	1.50	1.50	0.00	1.50	0.00	1.50	53.50
Workroom	20.25	20.25	27.00	28.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95.50
Friends	20.00	6.50	23.00	18.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67.75
YSG	40.00	54.00	29.50	48.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	172.00
Board Trustees incl.comm mtgs	6.00	6.00	8.50	7.50	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	28.00
<b>Monthly Totals</b>	<b>331.00</b>	<b>349.25</b>	<b>278.50</b>	<b>413.25</b>	<b>0.00</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>0.00</b>	<b>1.50</b>	<b>0.00</b>	<b>1.50</b>	<b>1379.50</b>
<i>Non Book sale</i>	<i>130.50</i>	<i>143.25</i>	<i>118.50</i>	<i>140.25</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>540.00</i>

### April Program Information

Date	Event	Attendance
<b>Adult Programming (10 Programs, 247 Attendees)</b>		
4/1	April Fools: Edwin Turner	10
4/2	Reading Glasses	18
4/3	Artist in Residence: Reading by Poet Douglas Smith	65
4/10	MLW: After Hours Book Club with Serendipity	10
4/11	Rally On: Buzz the Dog Does Rally Obedience	13
4/17	MLW: Open Mic Night	31
4/20	Purple Rose Concert Reading	50
4/25,26	AIR: Poetry Critique, Community Conversation, Conversations on the Craft of Writing	6,23,18
4/29	Allocating Your 401K for Retirement	3
<b>Youth Programming (19 Programs, 441 Attendees)</b>		
4/1	LEGO Club	9
4/2,9,16,23	Babytime	17,17,19,20
4/3,10,17,24	Preschool Storytime	21,12,18,14
4/4,11,18,25	Toddler Time	33,30,36,26
4/5	Super Library Lock-in	29
4/8	Minecraft Monday	14
4/9	Bunny Storytime	38
4/11	READ to Library Dogs	6
4/12	Homeschool Meetup: Parent Discussion	33
4/30	Ballet Storytime	49
<b>Teen Programming (5 Programs, 30 Attendees)</b>		
4/1	Peeps Contest	9
4/4,18	That Thursday Thing: Book Folding, Oreo Taste Test	4,8
4/9	Pizza & Paperbacks	8
4/12	Teen VR Experience	1
<b>General Programming (1 Programs, 506 Attendees)</b>		
4/27	Midwest Literary Walk	506
<b>Outreach (Adult 6/223, Teen 1/60, Youth 2/170 , Awareness 4/26)</b>		
4/2,11,16 (A)	Chelsea Retirement Community: iPad, Computer Training	3, 3,4
4/3,10,17,24 (Awar)	Walk to School Wednesdays	4,6,9,7
4/12 (A)	Trivia at Glazier (CRC)	14
4/13 (A&Y)	Chelsea Spring Expo: Table & Kidzone	189,125
4/18(A)	Book Club: Pines	10
4/24 (Y)	Storytime at Early Childhood Center	45
4/26 (T)	Artist in Residence at CHS	60
<b>*Denoted Strategic Plan Initiative</b>		
<b>(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach (Awar) Denotes Awareness Events</b>		

Services	Apr. 2019	Apr. 2018
Reference Questions	2,464	1,938
Homebound & Deposit Book Deliveries	21	27
OCLC Interlibrary Loan	18	0 (2018 Migration)

#### **Keegan Sulecki, Head of Information Services**

Hot on the heels of Authors in Chelsea is the Midwest Literary Walk in April. I spent time addressing details with our authors' agents, scheduling pick-up and return to the airport, and shopping for supplies for the day of the event. Shannon and I were also on the Lucy Ann Lance show to promote MLW. Along with Shannon I staff this year's Open Mic Night hosted by Serendipity Books. Other programs I staffed included our April Fools program on real con artist, Edwin Turner, and Buzz the Dog Does Rally Obedience. I also worked with Ann Arbor Symphony Orchestra to finalize our dates for the next season of Kinderconcert. We also began looking forward to Summer Reading which will kick-off in June.

In April we also found out that we would be receiving funding from the Chelsea Wellness Foundation for our Storybook Trail at Baker Preserve. I met with Allison from Washtenaw County Parks and Rec to come up with a list of tasks and a timeline. We will order the frames for the Storybook Trail in May.

In terms of staffing, we welcomed our two new part-time librarians Margaret and Marissa and they joined us in April to begin training. These two new librarians will participate in Adult Services collections and programming as well as staff both of our information desks.

#### **Shannon Powers, Adult Information Services Librarian**

As always, much of April was dedicated to the Midwest Literary Walk: the event itself was phenomenal, with record attendance. The behind the scenes work ran quite smoothly this year. In addition to working the actual event and setting up the day before, I also helped run the MLW Open Mic Night, attended a MLW committee planning meeting, went with Keegan to the Lucy Ann Lance radio interview, wrote introductions for the author talks, coordinated set-up and take down times with our venues, and post-event I wrote a press release and did the raffle drawing. Other programming this month included a Family Feud event I planned and hosted at Glazier. This was a nice event, and I signed up two new patrons for library cards and book delivery while I was there. We've been invited back for a spelling bee. This month included National Library Week, so I created our annual Blind Date with a Book Display, which was popular on social media and with patrons. Over half of the 40 books prepped for the display were checked out. This month I also spent time helping to train our new sub librarians. In order to do this more efficiently, I wrote documentation on how to order from Overdrive Advantage and Baker & Taylor, and instructions for generating reports from CARL (specific to the Information Service Department's needs). Finally, on the local history front, I helped a grateful patron all the way in Vancouver, Canada find information on Welch's automobiles, a subset of our local history collection.

#### **Laura Brown, Adult Information Services Librarian**

The Friends received a very large donation of classic DVDs. After I went through several hundred of them, those in good condition were kept for use as library copy replacements and several we did not own were added to the Adult Feature DVD Collection. Keeping this in mind, I expanded the shelving area for Adult Feature DVDs by four shelves using shelves normally empty that were held for yearly Xmas/holiday DVDs. We will use a different method for displaying holiday DVDs when the time comes. I also worked with Lucie to re-catalog the location of Adult Hallmark movies from TV to Feature. In addition, I worked with Deb to create Hallmark labels to easily identify these movies, as we are often asked by patrons the location of these DVDs.



Worked with a patron and her son to find and identify photos of the son from the Vern Otto 1976 bi-centennial collection. Worked with Patty and Stacey to update signage for Adult Feature DVDs, Adult New Material, and Teen Fiction. Created a poetry display upstairs for April is Poetry Month. Created a large Earth Day display in the downstairs lobby with help from CHS Arbor Club for an earth-friendly item drawing. I alerted Keegan and Patty to the newly revamped CHS *Bleu Line* newspaper. Worked with ancestry volunteer Nancy on over fifty 2019 Chelsea obituaries and photos that we will upload to our web site.

Reading Glasses met upstairs at the Ugly Dog and discussed *Sunglasses* by Laura Lippman. Purple Rose had another great reading, this time with *Paint* by Carey Crim, which will be performed by the theater company next spring. Learned a lot from Patrick Shope with his 401k investing program, which touched on retirement planning beyond 401k's. Updated the *Michigan's Citizen's Guide* in our Reference section—it now includes information for the 2019-2020 100<sup>th</sup> Michigan Legislature. Began training Margaret and Marissa on various adult librarian tasks. Added additional signage to the adult magazine area for our digital magazines through RBDigital, including the updated list of 175 digital magazine titles we now have through TLN. Completed online professional periodical links for ease in reviewing material to order and shared with new staff (fellow staff already had access). Concluded MoneySmart month with patrons taking over 50 copies of the *Smart Investing for Older Adults* booklet. Finished tax season with many extra tax forms even though counts ordered were based on what was used last year—more patrons are now filing digitally. Kept some of all tax forms for late filers, but will order less next year.

#### **Stacey Comfort, Youth & Teen Information Services Librarian**

April brought the second annual Peeps Photography Contest, an activity started by my predecessor, Jody. Many teens in my teen book club knew about it, and spread the word to those that didn't - something that was also true of this month's That Thursday Thing events. Early in the month, we used hardcover books from the Friends' culled piles to do book folding. The second TTT event was one that I was very excited about - the Oreo Taste Test. We had eight different flavors of Oreos to try, and the real foods that the Oreos were supposed to taste like (mint leaves, shelled pistachios, carrot cake cupcakes from the Cupcake Station, etc), and milk. While there wasn't a clear winner, the carrot cake cookies did go the fastest. We all agreed that the Birthday Cake Oreos were very sugary, and that the pistachio Oreos didn't really taste like anything. The biggest revelation, though, was to eat the mint leaves absolutely last; the taste they left behind clashed with every other flavor.

I assisted Jessica with this spring's Super Library Lock-In, which was a lot of whirlwind fun, and I look forward to doing it again, having this experience under my belt. I also represented CDL at the Spring Expo, where we brought out our prize wheel, magna-tiles, and snap circuits. Shortly after the expo, we had visits from several children who had been at the event come to ask for CDL Garage items to take home.

April also had my first teen book club, where we discussed Jerry Spinelli's *Stargirl*. It wasn't a big hit - most of the teens didn't like that the ending was left open - and we talked about what books to read when the book club reconvenes in the fall. In my preschool storytimes, we talked about wild hats and made crowns, read dog books, and I did the Ready to Read Michigan storytime for Christie Matheson's book, *Touch the Brightest Star*.

Planning with the CC Committee continues apace, and we are nearly done with our final draft of the technology survey. May will bring the implementation of the survey, and tours of other Michigan library makerspaces.

#### **Edith Donnell, Youth & Teen Information Services Librarian**

April was a great time to prepare for lots of new orders of books and DVD coming in for my collections, as well as start some major weeding projects, including picture books, early readers, graphic novels and DVDs. I am going through the Family DVD collection with a fine tooth comb, weeding titles that have only circulated once in the last year. This is a slow process because there is no accurate data for just the 2018 year, so I have to scan every title and look at individual checkout history information. It's give me a great deep dive into this collection, as I have only been ordering for DVDs for the past year. I plan to do the same with the other collections. I have also placed a special focus on holiday books and dvds, checking them for damage and removing them if they have not checked out during the time they are on display for the holiday.

I am currently pursuing the author Alyssa Capucilli to be next year's North Creek Elementary guest for Authors in Chelsea. She seems willing and available, and the teacher response was enthusiastic. I hope to include visits to the Kindergartners next year given Biscuit's popularity as a character for very beginning readers.

I was also able to do several bunny and spring themed storytimes on top of my usual babytime schedule, which were a lot of fun, and included using the bunny ears I purchased last year for Bunny Storytime. Kids love bunny ears!

**Jessica Zubik, Youth & Teen Information Services Librarian**

April just flew by as I began to think ahead to Summer Reading. I scheduled classroom visits for South Meadows to talk up SRP and will be headed there at the end of May. I also worked with staff at South to organize the Summer Tutoring program we run in partnership with the school district. This month I also began looking for authors for next year's Authors in Chelsea. While my top choice was unfortunately not a perfect fit for our program, I have several others that I am pursuing for the 3rd-5th grade students. Finally, set up a really fun station for our interactive playspace in KidSpot-- a post office! Kids can practice pre-writing skills by writing or drawing a postcard and "mailing" it, and postcards are going on display on the bulletin board in the Youth area.

## **Technology**

### **Summary of April**



**From: Ron Andrews – Head of Technology**

#### **Technology Department – Monthly Summary**

##### **April 2019**

Most of April was spent on two major projects: Partnership with St Louis Center and Internship with Aim High.

Melanie, Lori, Keegan and I went several months ago to the SLC to start a discussion about partnering with the library. Melanie and I had discussed possibly use VR equipment there and a basic level. After two more visits this month to check out locations in the school and to introduce Virtual Reality to the staff we have settled on some monthly dates to hold VR sessions with residents of their choosing. Our first session at the SLC will be this Thursday, May 16 which will be followed by a Friday evening and a Thursday morning session monthly. We are very excited to have this new partnership and hope that it opens the door for other departments to plan programming at the SLC.

My other project began with an introduction of some of the staff, actually the co-founder of the Aim High located in Farmington Hills. This school provides training and education for students on the Autism scale and has gain many accolades for their work in this area. As part of this introduction we discussed the idea of CDL being a pilot project site for a student or former student intern. We gladly accepted the project.

The main goal of the pilot project is to provide an intern with some real life experience in a working library and to provide the library staff with some training and information on working with people on the autism scale. Our first intern is Ross Dunlap and he just finished an Associate's Degree in Library Technical Services. We could have asked for a better fit.

Our experienced and talented Technical Services staff will take the lead in the internship. Lucie Smith will be responsible for the majority of training for Ross and I will be her supervisory backup. Lori, Linda, Terri, Lucie, Amy and Deb will all participate in an orientation session taught specifically by the school founder and the school therapist. These two will also provide an educational monthly Staff meeting session for all staff regarding people on the autism scale.

Ross will be here starting on June 5<sup>th</sup> for orientation and then start his internship on Tuesday, June 11<sup>th</sup>. He will be here for eight weeks through July 31<sup>st</sup>.

##### **Technology Projects**

- Move technology equipment on second floor for carpet replacement
- Update CARL library software

##### **Programming/Services**

- Continue on new schedule for CRC iPad and CT 1:1 programs

##### **Outreach/Partnerships**

- Met twice with the staff of the St Louis Center to review space and discuss bring VR to their residents. Start sessions monthly on May 16<sup>th</sup>.
- Continuing the Walk to School program with Lori and Amy.
- Terri Lancaster and I managed a table at the annual Chelsea Expo at the Chelsea Senior Center on April 13<sup>th</sup>.

##### **Meetings**

- Trained two new PT-Librarians in library AV equipment and the equipment in the McKune Room.
- The "Creative Commons" committee has met several times and are almost ready to release our Technology survey for re-envisioning our current Learning Lab. We also are currently researching storage and technology equipment for the space.
- Attended a lovely luncheon by the Friends for Staff Appreciation Day.
- Attended the eContent Policy meeting at TLN on April 23<sup>rd</sup>.

## **From: Melanie Bell – Network Admin**

### **Servers and Network:**

- Ran regular updates and double checked the backups.

### **Public and Staff Computers:**

- 3D printer that was repaired continued to have some issues with printing. Made some more adjustments to software settings and everything appears to be working again.
- Circuit board on our coin and bill acceptor that connects to our public printer/copier died. Tried ordering a replacement part but they were out of stock for a month. Ordered the same model coin/bill acceptor from eBay (for about the same costs as the circuit board) and was able to replace the old coin/bill acceptor.

### **Website**

- Ran into serious slowness issues with our website. After much troubleshooting determined that we were once again having issues with our vendor 1and1 IONOS. This was the second time this happened since 1and1 was purchased by IONOS. Decided to move all of our sites from 1and1 to a new webhost. Rothen webhost was recommended by other libraries. Moved to Rothen and have been very impressed.
- As part of our move to Rothen I was able to establish SSL certificates for each of our domains except storiesofchelsea.org. Need to purchase an SSL certificate for our historic newspapers server before we can setup SSL certificates for storiesofchelsea.org

### **Broadband**

- Attended April 4<sup>th</sup> Washtenaw County Board of Commissioners meeting held at the Sylvan Township Halls to speak about the broadband needs of our community.
- Hosted meeting on April 11<sup>th</sup> to talk about possible grant opportunity with Washtenaw County Commissioners, Township supervisors and Michigan Broadband Cooperative. Ultimately the timeline for the grant opportunity was too tight.
- Washtenaw County Board of Commissioners has renewed the formation of a Broadband Task Force. We hosted meetings for the Broadband Task Force on April 18, and 25<sup>th</sup>. The task force determined that we need to gather data to prepare for other grant opportunities. I'm on the data collection subcommittee of the Broadband Taskforce and we are working on putting together a survey to send out in tax bills.
- Attended Michigan Broadband Cooperative Board meeting on April 26<sup>th</sup>.
- Lyndon Township broadband project is moving forward. They have recently been boring on Waterloo, N. Territorial, Mester, and Island Lake Rds. They installed head end equipment at Lyndon Township Hall and have a total of 820 households signed up for broadband service. Find out more about the installation process at [lyndonbroadband.org](http://lyndonbroadband.org)

### **Other:**

- Ron and I proceeded (in conjunction with the management team) to work on the 2020 budget.
- Attended TLN Technology Committee meeting where they demoed a new calendar and room booking system called Local Hop. Looking into getting Local Hop and Assabet to demo the calendar and room booking systems to some of the management staff.
- Wrote up TecXpo article for the news letter.
- Assisted with setup and cleanup for Midwest Literary Walk
- Met with VR equipment vendor to talk about a new VR solution, that Ron and I have been interested in.
- Volunteer Joe Masaracchia removed hard drives from computers so that they can be sold at the Friends book sale.

## MARKETING BOARD REPORT

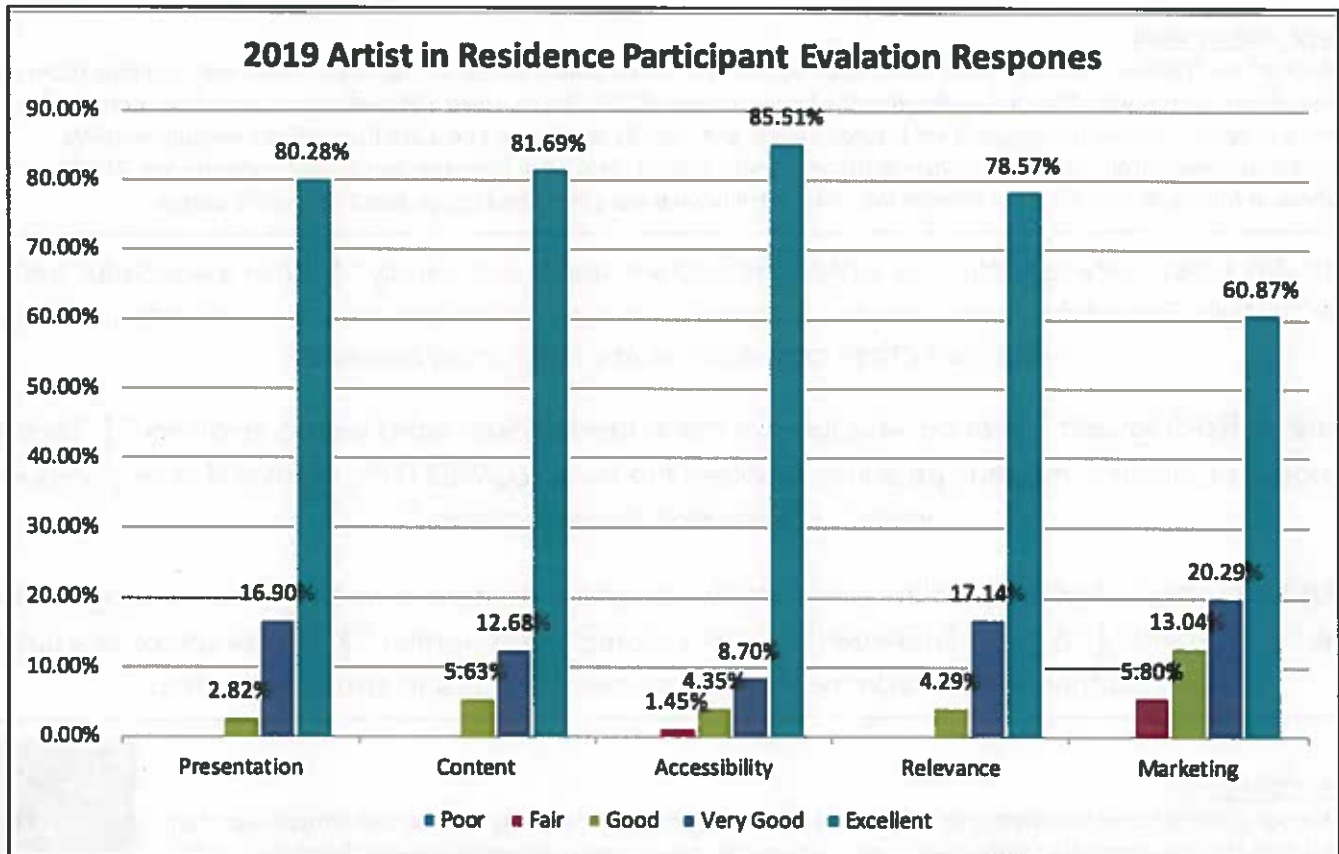
April 2019

### MARKETING HIGHLIGHTS

#### 2019 Artist in Residence Highlights



This year's Artist in Residence program featuring Luis J. Rodriguez was a great success—from attendance numbers to the impact Luis had on the lives of individuals in our community! Below are the ratings participants gave for the program as a whole and some individual ways they were impacted by the programs.



Here are some of the things participants learned during the 2019 Artist in Residence with Luis J. Rodriguez.

Community Conversation: "Imagination is an infinite, powerful resource." | "Hope is hard to kill!"

Craft of Writing: "Memoirs may not be detail accurate, but they should be true to the emotional value of it." | "How to interact with a publisher."

Poetry Critique: "I learned about resources where I might submit my poetry for publication." | "A greater understanding of the importance of meter, rhyme, and story/moral within poetry."

CHS Creative Writing Classes: "There is always another way to handle things." | "You can find inspiration in anything." | "Luis Rodriguez was incredibly inspiring. His story is truly amazing." | "Thank you for coming to our school and inspiring us to not only be better poets, but better people. Life is never easy but after this program I am happier and grateful for the cards we've been dealt."



## MARKETING BOARD REPORT

April 2019



### Midwest Literary Walk

The reach of our Midwest Lit Walk continues to grow as this year's attendance hit record numbers! There was standing room only at all three of our venues with Min Jin Lee drawing the largest crowd of 217! We received 144 evaluation forms from participants, which is a great way to evaluate the walk for future changes and identify where our guests are from. Of the evaluation forms submitted, 43% were from the Chelsea District Library service district, 28% were from the Ann Arbor/Ypsilanti area, 24% from elsewhere in Michigan, and 5% from outside the state. Here is what our guests had to say about this year's authors:

**Min Jin Lee:** "Very insightful. The author was gracious, warm, and friendly." | "What a wonderful 'get' for the Lit Walk! Thoughtful, funny—she was amazing!" | "It was interesting to hear about the adjustments an American citizen must adapt to as a racial group member!"

**Luis J. Rodriguez:** "Riveting—his love for the written/spoken word was so inspiring." | "Earthy, eloquent, historic, hopeful, personal, grabbed the heart. LOVED IT!" | "BRAVO! A very unique voice!" | "Excellent! Moved to tears."

**Anissa Gray:** "Appreciated her perspective on separating her two writing lives. I struggle with this." | "5 STAR!" | "A great interview by a very accomplished woman." | "Anissa spoke of a family with problems that made me think of my own siblings and struggles we had."

### Summer Newsletter

Look for our 2019 Summer Newsletter to hit your mailboxes beginning Friday, May 24! You can't miss it—it's fun, colorful, and the pages are filled with ways to stay engaged, inspired, and equipped all summer long! Sign up for a summer reading program, learn about some less commonly known collection items, or learn about the power of a CDL library card! Plus, the front and back covers are a delight—featuring South Meadows third-grade students' self-portraits.



### Music in the Air

If you have yet to attend our annual open-air concert, mark your calendar for Saturday, June 8 at 2pm, so you won't miss it again! This year's concert spotlights returning pianist **Jacopo Giacopuzzi** in performance with **Georgy Gusev**, world-class cellist and composer. Look for posters and postcards around town, newspaper ads, social media posts, website and eNews highlights, and a press release in the coming weeks. Plus, adults can also sign up for our 2019 Summer Reading program **A**

**Universe of Stories**, where reading earns you chances to win prizes all summer long! Make sure to join us for what is becoming a summer tradition in Chelsea and bring a friend or two to enjoy it with. You can also help us get the word out by sharing the Facebook event with friends and family.

# MARKETING BOARD REPORT

April 2019

## From Virginia Krueger, Marketing Assistant

The highlight of April was definitely the Midwest Literary Walk. Much of the last six weeks has been spent publicizing the event via digital promotion, so it was very rewarding to see standing room only crowds and hear the great feedback from participants. We continue to hone our social media skills in the marketing department. The addition of Hootsuite in January has enabled better planning and execution of scheduled social media posts, along with allowing for better collaboration between departments. I developed a short training document that we use to train librarians on the use of the platform. Hootsuite was particularly helpful in the promotion of this year's Artist in Residence, Earth Day display and partnership with the CHS Arbor Club, Walk to School Wednesdays, National Volunteer & Library Week, and Midwest Literary Walk.



Monthly Mystery Giveaway: We are grateful for the continued generosity of A.R. Eader, the mysterious donor, who drops off prizes each month in the youth department. In April, we had 117 entries. April's winner, Jacob, won *If You Plant a Seed* and an Earth plush toy. Jacob is a special guy and his mom was thrilled that he won. This monthly drawing continues to delight kids and parents.

## MISCELLANEOUS MARKETING ACTIVITIES

- Added Michigan Activity Pass (MAP) to marketing schedules
- Worked with Stacey Comfort to promote Hoopla in Teen area and at Beach Middle School
- Collected samples for New Cardholder Welcome email series
- Continued to work on 2020 budget
- Trained two new part-time librarians and created required employee branded items
- Worked with Hoopla to develop customizable marketing materials
- Created imprint for Teen SRP cell phone wallet giveaway
- Updated Library card brochures
- Trained librarians on Hootsuite and Canva
- Researched replacement west-side building banner hardware for better wear and tear on banners and building

## OUTREACH

- Collaborated with patron Mary Austin and Meg Gower of Waterloo Natural History Association for bird watching themed displays in first floor cases. Mary contributed her handmade *Birds of Waterloo* quilt, which included an interactive bird-naming game and Meg contributed a display on bird-watching (a follow up to our Spring newsletter cover image partnership). Mary was so excited to have her work displayed at the library and thrilled that other patrons were having fun with the bird-naming game. She has agreed to collaborate with us on another exhibit showcasing her ancestry research scheduled for August 2019. Mary's engagement at CDL has inspired her to write an article "Discovered at 93!" We're hoping she'll share it with us when it is complete.
- Collaborated with patron to display antique fishing lure collection.



Respectfully submitted,  
Patty Roberts  
Head of Marketing



# This Year's Literary Event Worth the Walk!



served 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 [midwestliterarywalk.org](http://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.

About Us: Chelsea District Library is a not for profit organization whose mission is to 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 and Dexter, Lima, Lyndon, and Sylvan townships. More than 16,000 individuals visit the Library each month. For more information visit [www.chelseadistrictlibrary.org](http://www.chelseadistrictlibrary.org).

About The Chelsea Community Foundation: The Chelsea Community Foundation 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., Chelsea, 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 re-

By Shannon Powers

Chelsea District Library (CDL) is thrilled to announce the 2019 Midwest Literary Walk. Rodriguez is an award-winning poet, memoirist, and activist, and his national best-selling 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.

At 1 p.m. New York Times best-selling author Min Jin Lee opens the Walk at Main Street Church, 320 N. Main St., Chelsea. 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

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APRIL 12	VERA BRADLEY OUTLET SHOP	JUNE 26	DETROIT RIVER PRIVATE CRUISE WITH MEAL, RIBS & CHICKEN AT FISHBONE
APRIL 18	TYLER PERRY'S "MARTIN LUTHER KING JR." AT PHS	JULY 10	"JOSEPH AND THE AMAZING TECHNICOLOR DREAMCOAT" LUNCHEON AT WIN SCHULER'S
APRIL 25-MAY 1	THE ARK & CREATION MUSEUM	JULY 23-24	YOUNG AMERICANS
MAY 10	JERSEY BOYS...FRONT SEATS	JULY 25	"MARVELOUS WONDERNETTES"
MAY 18	FLOWER DAY AT EASTERN MARKET	JULY 28-AUGUST 10	NEW ALASKA TRIP
JUNE 4	ARISH MUSICAL & NEAL SHIPPERMAN	AUGUST 24-30	NEW YORK CITY
JUNE 12	BARBARA HENRY "CROOKER" LUNCHEON AND BOAT	AUG 27-30	HOLMES COUNTY, OHIO
JUNE 17-20	MISSISSIPPI RIVERBOAT CRUISE	SEPT 23-25	"GRAND HOTEL" - MACKINAW ISLAND
JUNE 20-21	COVERED BRIDGES OF WISCONSIN COUNTY		

MAJOR TRIPS 2019: FRANCE, ITALY, IRELAND, ALASKA, CLASSIC DANUBE, LONDON, EGYPT.  
SEE PICK UP IN CHESAPEAKE & ANN ARBOR

## CDL wins at Festival of Tables



The Chelsea District Library Board of Trustees at its March 2019 meeting. Photo by Jim Pruitt.

By Jim Pruitt

[jamespruitt7@gmail.com](mailto:jamespruitt7@gmail.com)

The Chelsea District Library won the OMG award at the 2019 Festival of Tables. The library's theme was 1960s-Everything is Groovy Baby!

In other news:

The library will have an intern from Aim High School this summer. The intern is on the Asperger's spectrum.

Director Lori Coryell participated as a judge for this year's Sculpture Walk. Thirteen works were selected.

Coryell will make a presentation to all of the townships in the district about what the library does. It mentions the services it provides and how people can access them.

The library is seeking feedback and how

it operates and by what principles it operates.

One initiative deals with the library facility and maximizing income sources. Also, outdoor spaces have a purpose as well.

The library seeks to create more sponsorship opportunities.

Some new services include 24-hour hot spots at all township halls, Coryell said.

Another is community engagement with the townships, delivering materials to patrons (service fee). Walk to School Wednesdays and summer reading.

That program saw a 6 percent increase from 2017 to 2018.

A third is special events such as Songfest and making the website more accessible.

Total circulation is down 0.15 percent from last year, but the

use of E-books and audio (up 27.88 percent) as well as E-magazines (up 124.69) rose sharply.

Overall circulation was 4 percent higher than a year ago February.

Linda Ballard reports progress in the Design Think program.

Among the highlights:

The larger study room is ready for use;

Kids' computer table has replaced the circular table;

The granite counter is in place where the paperback shelving used to be allowing for more ADA computer seating.

Volunteers have worked 484.75 hours through February. Of that total, 284.25 hours is for non-book sale work.

**CHELSEA DISTRICT LIBRARY**  
121 E. MIDDLE ST. CHESAPEAKE, MI 48829  
(517) 326-1234



## Midwest Literary Walk draws hundreds to hear authors speak



[chelseaupdate.com/midwest-literary-walk-draws-hundreds-to-hear-authors-speak/](https://chelseaupdate.com/midwest-literary-walk-draws-hundreds-to-hear-authors-speak/)

April 29, 2019



Photo by Lisa Carolin. Author Min Jin Lee and Rich Fahle, executive producer of PBS Books, during the Chelsea District Library's Midwest Literary Walk on Saturday.

**By Lisa Carolin**

**Chelsea District Library's annual Midwest Literary Walk** on Saturday, April 27, drew hundreds of people to the area to see author **Min Jin Lee** at the Main Street Church, poet and children's book author **Luis J. Rodriguez** at the Chelsea Depot, and journalist and debut novelist **Anissa Gray** at Chelsea First Congregational Church.

At 1 p.m., **Susan Lackey**, president of the Chelsea District Library's board, greeted the crowd at the Main Street Church saying, "For the very first time, we've run out of seats, and that's very cool. For a community the size of Chelsea to do this for 11 years is pretty phenomenal."

Close to 200 people came to see Lee speak with moderator **Rich Fahle**, executive producer of PBS Books, as well as to buy copies of her books sold by Ann Arbor's Literati Books and to get autographs from the author.

Lee, who was born in Seoul, South Korea and came to the U.S. at age 7 with her family, began her career as a history major and then became a lawyer. It was actually in 1989 at the age of 19 during a lecture by a missionary at Yale University that she was inspired by the topic of Koreans who lived in Japan. The speaker talked about a Korean boy who jumped off a building to his death after growing up in Japan and receiving hateful comments from his middle school classmates.

"That story burned into my brain," said Lee. "It didn't fit with my understanding of the world."

Lee had suffered from a liver disease when she was young and was told by her doctor that she would get liver cancer by the time she reached her 20s or 30s.

"I didn't know how much time I had," the 50 year old told the audience, adding that as a lawyer she worked-in humane hours. "I decided I couldn't do it anymore and thought I would write a novel. It took me 12 years to write that first novel." (*Free Food for Millionaires*)

When her husband got a job in Japan in 2007, the family moved there. Lee wanted to understand the history of Koreans living in Japan and interviewed many Koreans, whom she felt connected to.

Her second book, *Pachinko*, tells the story of a Korean family living in Japan from 1910-1989.

"It's a multigenerational saga of Koreans being outsiders in Japan," she said. "Imagine if you couldn't tell your friends that you were ethnically Korean. Every one of my interviewees talked about passing for Japanese."

*Pachinko*, Lee explained, is a 203-billion-dollar industry in Japan. It's a vertical pinball game that invites people to gamble and got popular after WWII. She said that Koreans couldn't get good jobs in Japan because they were considered untrustworthy, but Korean men were able to get jobs in the *Pachinko* business while Korean women could only get jobs in food service.

She shared that Apple picked up the rights to turn *Pachinko* into a television series. Lee also read a compelling segment from the book.

When it came time for questions from the audience, Lee was asked how the book has been received by Korean and Japanese people. She said it's been very well received by Koreans, but won't be translated into Japanese until this fall.

She was asked if one of the main characters in *Pachinko* is a feminist, and Lee responded, "She's unequivocally a feminist."

When asked what her writing process looks like, Lee responded, "I write all the time, and I'm interrupted all the time. I was a working mom while writing these books. The only thing the writer can control is the quality of her work. You do it because you love it and because you believe in your message. I believe unequivocally in my message."

Lee said that she has practiced something she learned from author Willa Cather.

"I read a chapter of the Bible before I work," Lee said. "It's been incredibly helpful to me."

Lee is working on what she calls a "diaspora trilogy" called *The Koreans* with the hope of better understanding immigration and the diaspora.

"I'm focusing on Koreans because they're a group who have been understudied," she said. "I'm hoping that I can make a difference."



**Chel-sea**  
**Chel-sea's Annual Memorial Day Parade**  
 Monday, May 27, 2019 @ 10:00 am - 11:30 am

Chel-sea, Michigan's annual Memorial Day Parade and Community takes place on May 27, 2019. Parade participants gather in the municipal parking lot downtown. The parade route starts south on Main St., east on Park St., north on East St., and east on Middle St., ending at Oak Grove Cemetery. The parade route is subject to change by the Chel-sea District Library Board.

Chel-sea District Library  
 221 S. Main Street  
 Chel-sea, MI 48118

May 3, 2019

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Volume 2 Issue 18

# Chel-sea Guardian

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Hamilton  
 Publishing

**Featured Listing of the Week**

**Chel-sea Schools**

Build a beautiful home on over 3 private acres in the heart of Chel-sea. The area is a beautiful chef's kitchen with center island, white granite & stainless appliances incl. Viking stove & dishwasher. Hardwood floors, large deck overlooking the wooded back yard & family room. Formal dining, half bath & great entry room too. Stunning 3 story living room with wall of windows for plenty of natural light along with cozy gas fire.

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## 11th Annual Midwest Literary Walk Draws Standing Room Only Crowds



Min Jin Lee opens the Walk to a standing-room-only crowd  
 Photos By Burrill Strong Photography

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**St. Joseph Mercy Chel-sea announces more than \$600,000 in donations toward 34th annual charity auction**

By Shannon Powers  
 Last Saturday, aspiring writers, poets, and bibliophiles gathered in downtown Chel-sea for the Chel-sea District Library's 11th Annual Midwest Literary Walk. Each year, the library welcomes renowned

authors to historic venues in Chel-sea for a celebration of the written word. This year's lineup included National Book Award Finalist Min Jin Lee, former LA Poet Laureate Luis J. Rodriguez, and award-winning journalist and debut novelist Anissa Gray.

This year's event had record breaking attendance, with hundreds of book lovers and standing room only at each venue.

Library Board member Charlie Taylor was "amazed again at the huge attendance and excellent reception for the [Midwest Literary Walk] this year. I don't really see how it could continue to get better each year, but it certainly seems to do so."

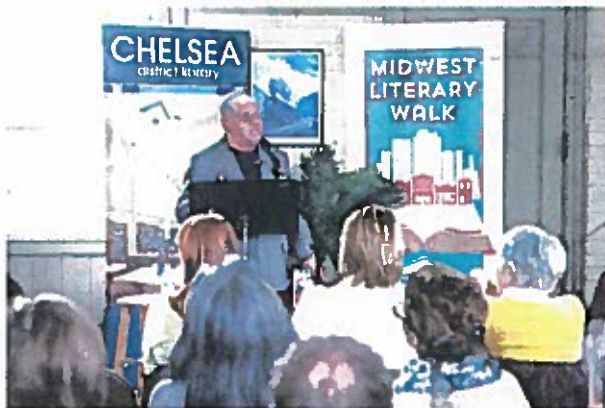
Min Jin Lee spoke about her latest novel, *Pachinko*, a beautiful, multigenerational novel that follows four generations of a Korean family living

in Japan from 1910-1989, through war, persecution, loss, and love. Ms. Lee's readings from her novel and honest discussion of her arduous writing process moved the audience. One attendee called her presentation "moving, emotional, funny, [and] wonderful" while another said "Wow! Outstanding, articulate, bright, engaging, excellent presenter—impressive to continued on page 5





# 11th Annual Midwest Literary Walk Draws Standing Room Only Crowds



continued from page 1  
have her here to Chelsea.

Luis J. Rodriguez shared from his poetry collections and his own challenging journey from a life of gang violence and drugs to his role as author, mentor, and activist. One attendee said it was "interesting to hear such heartfelt feelings expressed. [Rodriguez is] a very special, courageous man." Another found motivation for his own writing: "[Rodriguez] inspired me to

get back into writing [and] reading poetry [and] spoken word." Rodriguez's participation in this year's Midwest Literary Walk was made possible through the generous support of the Chelsea Community Foundation.

Anissa Gray concluded the Lit Walk with a discussion and readings from *The Care and Feeding of Ravenously Hungry Girls*, her debut novel that explores family, community, and the long reaching effects of incarceration



on both. Gray's fresh work was appreciated by the crowd. One

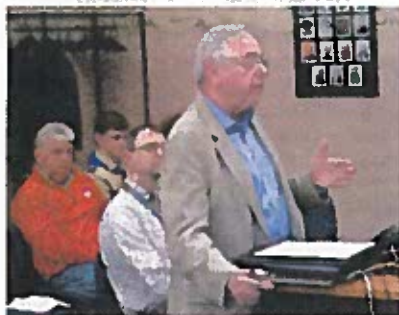
attendee said he was "very pleased to be introduced to this au-

thor—thank you for being a part of this day." Another said that

Gray's novel is now "on [her] list to read" and that she "loved [Gray's] readings—such raw honesty."

The 2019 Midwest Literary Walk was made possible by the following wonderful sponsors and partners: Serendipity Books, Literati Bookstore, Chelsea-mich.com, Friends of the Chelsea District Library, WDET 101.9, Chelsea Community Foundation, PBS Books, Astral Road Media, and Detroit Public TV.

## The WAVE continues to seek ways to reach out to community



The WAVE representative Jim Carson talked to the Chelsea City Council April 15 about the service's impact on the community and plans for a marketing campaign in the fall.

By Jim Pruitt

The WAVE and the city (village) of Chelsea go way back. The two entities have been partners in transportation of residents for 43 years.

abled. Another 35 percent of the riders were disabled. Seniors accounted for 30 percent.

There is an executive director and two staff members, a

and the Community Connector which runs through Dexter and on to Jackson Road and AAATA.

These three routes account for 15,000 rides per year. That's 35 percent of the total ridership.

"What you are doing here is phenomenal," Carson said.

The other routes include free routes, routes funded by community partners such as the CRC, the Chelsea Community Ride—a free shuttle, senior group trips, a week-end Connector, and a service that transports seniors to the Senior Center for lunch.

At last year's city

said, "We didn't feel we had the funds to do that."

Based on all the programs and funding, WAVE brings a value of \$397,000 to Chelsea. The city's cost allocation is \$63,000, Carson said.

Since Jan. 8, the WAVE board and Senior Center board have spent eight hours talking face-to-face about senior transportation, Carson said.

"We are trying to work with the Senior Center to develop a program which would include a bus service for the seniors," Carson said. "Specifically, a Senior Center bus that would run five

services' total funding, with The WAVE responsible for raising the remainder.

The funding does not include purchasing vehicles, which the state covers 100 per-

cent, Carson said. The WAVE can replace the vehicles every five years.

"Thank you very much for your support," Carson said.

### Washtenaw County Clean-up Day

**Saturday, May 18, 2019**  
**9AM - 1PM**  
Chelsea High School  
740 N. Freer Rd., Chelsea

#### What to bring

- Glass bottles
- Rigid plastic (1 gallon bucket, laundry basket, etc.)
- Tires (not on rims)
- Appliances (refrigerator, dryer, a/c unit, etc.)
- Scrap metal (supports Chelsea Athletic Booster)
- Electronics (TV, computer, etc.)



**Circulation Supervisor's Report  
April 2019**

- Circulation – 22,384 or 5% lower than last April;  
93,682 or 2% lower than last year.
- Patron Count- 13,592 for April;  
50,388 Year to Date.  
\*\* Does not include offsite programs.
- Circulation by township- for April –
  - Dexter = 10% of total transactions
  - Lima = 12% of transactions
  - Lyndon = 14% of transactions
  - Sylvan = 16% of transactions
  - Chelsea = 32% of transactions
- April Circulation: 67% were items from Chelsea and 33% were inter-loaned items.
- Automated phone renewals in April– 16, Self-check was 11% of items checked out in April;  
Overdrive = 2120 in April; RBDigital = 364 in April; Hoopla = 272 in April.
- Registrations for April– 104 new cards; 6959 total card holders
  - \*Dexter = 905 cards; Lima = 802 cards; Lyndon = 1017 cards
  - \*Sylvan = 1149 cards; Chelsea = 2522 cards; Nonresident = 564 cards

**Circulation Activities:**

- We received 4 to 9 tubs in the run each day M-F with a total of 139 in April.
- Hotspot holds for April: Sprint = 4; Verizon = 4; AT&T = 2.
- I attended the TLN SASUG (Shared Automation System User Group) meeting on April 25<sup>th</sup> as CDL hosted the meeting. The topics from our Circ meeting
  - Theft of video games & a new item type to discourage this behavior,
  - Updating the TLN Circ policies & procedures to reflect our new system and requiring standalone libraries to confirm their patrons are in good standing before they are issued a TLN guest card

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 May for more discussion.

- I continue to participate in the “Walk to School Wednesdays” with Lori, Ron & Amy.
- Circ training with Marissa & Margaret
- I worked the Chelsea Senior Center Expo with Ron and had a great time engaging with patrons.

Respectfully submitted,  
Terri Lancaster  
Head of Circulation

Chelsea District Library											
Monthly New Registration 2019											
District	NonRes	School	Other	Total	Grand Total	Chel	Dext	New Registrations by Municipality			
				Month				Lima	Lyndon	Sylvan	
January	65	9	0	5	79	8365	13	4	11	9	
February	51	6	0	2	59	6923	4	7	11	7	
March	66	12	0	3	81	6867	7	6	8	14	
April	95	8	1	0	104	6959	8	13	17	19	
May					0						
June					0						
July					0						
August					0						
September					0						
October					0						
November					0						
December					0						
Totals					323	125	32	30	47	49	
Change in Card holder Grand Total due to Patron database clean up for new computer system.											
Registered Card Holders											
District	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Dexter	8708	9113	8898	9147	9002	9063	9109	9064	7837	7753	6395
Lima	1216	1258	1197	1222	1206	1211	1215	1230	1087	1101	905
Lyndon	1124	1176	1169	1174	1156	1133	1109	1109	996	965	802
Sylvan	1605	1673	1567	1579	1538	1539	1546	1522	1302	1255	1017
CityChel	1743	1822	1800	1786	1693	1662	1667	1641	1412	1426	1149
	3020	3184	3165	3386	3409	3538	3572	3562	3040	3006	2522
NonRes	977	960	902	744	640	649	655	625	575	609	564
Freedom	81	58	18	7	6	6	6	7	0	1	1
Sharon	153	150	149	141	118	122	118	110	107	112	106
Waterloo	421	423	411	365	336	348	333	333	249	268	259
GrassLk				15	26	29	28	25	37	36	36
Other	322	329	324	216	154	144	151	150	182	192	162
Totals	9685	10073	9800	9891	9642	9732	9764	9689	8412	8362	6959

Average Daily Door Count 2019											
Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Mon.	433	537	509	523							
Tues.	527	513	496	534							
Wed.	508	396	437	525							
Thurs.	519	518	510	514							
Fri.	435	435	444	438							
Sat.	377	436	416	419							
Sun.	234	248	245	242							
Total	11,902	11,567	13,327	13,592							
Monthly average											
Avg. % increase											
Replacement People counter went live on January 2018											
Total door count includes outdoor programming at CDL											
50,388											
16,796											

Trans	% Tot	SEMCOG Dec2010	% of Pop	Regist	% of Entity Pop.
Apr-19	Trans	15010			
15,043		1500			
1550	10%	2604	47%	42%	Dexter
1868	12%	1909	59%	54%	Lima
2053	14%	2720	57%	100%	Lyndon
2349	16%	2833	59%	100%	Sylvan
4758	32%	4944	72%	100%	CityChel
			59%		
276	2%				
357	2%				
594	4%				
94	1%				
1144	8%				
	100%				

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



Chelsea District Library  
2019

Average Daily Circulation				SifChk/ Check-outs only		
	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	707	736	808	746	579	429
May						
June						
July						
August						
Sept.						
Oct.						
Nov.						
Dec.						
<b>Total</b>						
<b>Mnth Avg</b>						
<b>Avg. % Inc.</b>						

2019	2018	%Diff.
Total	24343	-4%
Jan.	23392	4%
Feb.	22779	-1%
March	25127	-5%
April	22384	
May	21069	
June	25615	
July	26766	
August	24733	
Sept.	22047	
Oct.	22823	
Nov.	22230	
Dec.	20805	
<b>Total</b>	<b>93682</b>	
<b>Mnth Avg</b>	<b>23,421</b>	

with OD & RB, & deposit collection ckouts. -2%

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

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

2019	Items Added	Total Items
Jan	732	69,229
Feb	574	67,415
Mar	782	68,196
April	700	68,896
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
<b>Total/Avg</b>	<b>2,788</b>	<b>68,434</b>

RB Digital Circ 2019 (downloadable e-magazines)				Overdrive Circ 2019 (e-books, audio books & music)			
	2019	2018	2017		2019	2018	2017
Jan	401	180	292	Jan	2248	1882	1577
Feb	327	144	271	Feb	2129	1696	1401
Mar	385	291	383	Mar	2216	2068	1703
April	364	170	331	April	2120	2057	1589
May		170	238	May		1813	1504
June		215	240	June		1908	1570
July		174	239	July		2034	1659
Aug		192	230	Aug		1990	1724
Sept		152	264	Sept		2011	1539
Oct		198	220	Oct		2041	1644
Nov		467	172	Nov		2077	1602
Dec		340	191	Dec		2138	1639
<b>Total</b>	<b>1477</b>	<b>2693</b>	<b>3,071</b>	<b>Total</b>	<b>8713</b>	<b>19151</b>	<b>19151</b>

Hoopla 2018 (e-books, audiobooks, music, movies)			
	2019	2018	
Jan	64	43	
Feb	238	38	
Mar	287	42	
April	272	78	
May		79	
June		121	
July		146	
Aug		160	
Sept		148	
Oct		167	
Nov		174	
Dec		204	
<b>Total</b>	<b>861</b>	<b>1400</b>	

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	22,384	15,065	67%	7,319	33%	15,132	1,192		
May				0					
June				0					
July				0					
August				0					
Sept.				0					
Oct.				0					
Nov.				0					
Dec.				0					
Totals	93,682	62,908	67%	30,774	33%	63,758	4,884		
Mnth Avg	23,421	15,727		7,694		15,940	1,221		

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	58%	38%	4%	8,738	5,790	537	
May							
June							
July							
August							
September							
October							
November							
December							
Yearly Avg.	58%	38%	4%	37,171	24,075	2,445	

# **ACTION ITEMS**



# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

May 21, 2019 Board Packet

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

Accept April donations and changes to the 2019 FY Budget.

<u>Income Line - Expense Line</u>	
Jan Carr	Non-Designated (In Memory of Robert German)
Steven & Dayle Wright	Non-Designated (In Memory of Robert German)
Elizabeth Sensoli	Music in the Air
674.120	967.910 \$50.00
674.120	967.910 \$50.00
674.112	884.962 \$1,000.00
<u>Sub Total: \$1,100.00</u>	

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

Total General Donations: \$1,100.00

Sub Total:

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** May 21, 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 Bill Tucker at the April meeting.

**Action:**

The Chelsea District Library Board of Trustees votes to approve the 2018 audit, as presented.

---

Anne Merkel, Board Secretary

---

Date





# **DISCUSSION ITEMS**



# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

## **Library Board Fact Sheet** May 21, 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** May 21, 2019 Meeting

#### **Policy Updates**

##### **Discussion:**

The Policy Committee has worked on updating 6 policies (102 Benefits, 206 Meal Periods and Rest Breaks, 230 Confidentiality Policy, 304 Introductory Period, 405 Drug and Alcohol Usage, and 441 Inclement Weather/Emergency Closings). These policies will be discussed by the board in May and move to action in June.



## SUBJECT: 102. BENEFITS

### A. Overview and Purpose

In the interest of contributing to the general health and well-being of its employees, it is the policy of Chelsea District Library to provide eligible employees with access to a flexible benefits plan.

### B. Definitions

1. Eligible full-time employees (those regularly scheduled to work at least 37 hours per week) follow the definition as provided in Subject No. 311, Employee Classifications. Except for certain specified benefit options requiring 20 or more hours per week, eligible part-time employees are defined as those regularly scheduled to work less than 37 hours per week, employed by the Library for at least 90 days, and are at least 18 years of age. Substitutes and temporary employees (also defined in Subject No. 311) are not eligible for benefits.

### C. Policy

1. Eligible full-time employees are provided an annual credit (determined annually by Library Board) to spend on a flexible menu of benefits that includes mandatory life, short and long-term disability, **and optional health** insurance. ~~If the employee is paying for health insurance, the credit can be paid as cash (per pay period) and the amount available is determined after the mandatory insurances have been deducted from the credit. The available credit remaining will only be paid at a rate equal to the employee's individual health insurance policy premium.~~ Unused credits can be taken as cash ("taxable income"), or put into the library-sponsored 457B Deferred Compensation plan, **or put into their own (non-library sponsored) HSA account.**
2. Eligible part-time employees regularly scheduled for 20 or more hours per week are provided life, long-term and short-term disability insurance by the Library, subject to the eligibility requirements of those hours set forth in the plan documents.
3. Eligible part-time employees regularly scheduled for less than 37 hours per week, over 18 years of age, and employed by the Library for at least 90 days can participate at their own expense in the library-sponsored deferred compensation plan (457B), subject to the eligibility requirements of those plans as set forth in the plan descriptions. Copies of the plan descriptions can be reviewed and/or obtained from the Admin Assistant.

4. Eligible full-time and part-time employees who make contributions into the library-sponsored 457(b) plan will receive a matching contribution up to 5% of their annual base salary/wage into the library-sponsored defined contribution retirement 401(a) account. The contribution will be paid bi-weekly as part of the payroll process.
5. Voluntary staff contributions going into the 457(b) plan can only be changed once a year at the designated open enrollment period. Exceptions may be made on a case-by-case basis.
6. Specifics of the benefit plan are provided in the plan summary as supplied by the benefits provider.
7. Please direct any questions regarding eligibility, amount, or benefits to the Admin Assistant.

Rev 2-18-14 by Board Action, William H. Harmer 2-19-14

Rev 10-20-2015 by Board Action,

Linda Ballard, Interim Director 10-27-15

Rev 8-15-17 board mtg.,

Lori Coryell, Director 8-16-17



## **SUBJECT: 206. MEAL PERIODS AND REST BREAKS**

### **A. Definitions**

1. Staffing needs are defined as the appropriate number of staff required to provide adequate service and meet business needs and as a fair and equitable distribution of break time among employees as determined by Library management.

### **B. Policy Overview and Purpose Statement**

1. It is the policy of Chelsea District Library to provide employees with break times each work day for rest and meals.
2. The purpose of this policy is to provide some general information about break times and how break times relate to general scheduling practices.

### **C. Break Times**

1. Generally, employees working an eight-hour day may take one ten-minute break in the morning and afternoon, and shall take one thirty-minute break in the middle of the work shift for a meal. The thirty-minute meal break is unpaid time for non-exempt (hourly) employees, **except as addressed in C3.**
2. Employees working less than an eight-hour day may generally take one ten-minute break within each four-hour block of time worked. Example: an employee working from 8:00 a.m. to 12:00 noon would take one ten-minute break in the course of such a shift.
3. Employees working a shift of five hours or more, but less than eight hours, may generally take a thirty-minute meal break in addition to the ten-minute break. The thirty-minute meal break is **unpaid time for non-exempt (hourly) employees if they are asked to stay in the building during a meal break to help at a public service desk. They are expected to stay in the building on weekends when staffing is lighter, or on any day that shift coverage may be lighter than originally scheduled. Hourly service desk staff should check with their supervisor before leaving the building for lunch.**
4. Employees are encouraged to notify their supervisor if they are leaving the Library premises during break times.

## **D. Break Times and Scheduling**

1. Allocating break times for rest or meals is subject to general staffing needs as defined in section A1 of this policy. Specific scheduling of break times may be necessary in order to satisfy staffing needs as well.
2. Due to staffing needs as defined in section A1 of this policy, supervisory staff may at times require employees to work through all or some break times in the course of a work day. Non-exempt (hourly) employees required to work through their thirty-minute lunch break may qualify for overtime pay (see Subject No. 106, Overtime/Assignment of Additional Work Hours).
3. Combining and/or taking break times for rest or meals at either the beginning or end of a shift in order to arrive late for work or leave early from work is prohibited. See Subject No. 201, Absenteeism and Late Arrival, for more information regarding late arrival.
4. If an employee needs to be away from the work area at a time other than the designated break time or for time in excess of the designated break time, he/she must receive approval in advance from his/her supervisor or the Library Director.

Rev. #2  
3/5/19 LB

Rev. #3  
5/10/19 LB

# **Chelsea District Library Policy and Procedure**

Policy Section 2: Circulation  
Board Approval Date: September 18, 2012  
Committee Review: June 2012

## **Subject:**

## **#230 CONFIDENTIALITY POLICY: DISCLOSURE OF LIBRARY RECORDS**

### **I. Policy; Library Records.**

It is the policy of the Chelsea District Library to preserve the confidentiality and privacy of Library Records to the fullest extent permitted by law. A "Library Record" pursuant to the Michigan Library Privacy Act and for the purpose of this policy means

"a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library."

For example, a Library Record would include, but not be limited to, surveillance video, patron circulation records, internet browsing history and program attendance records. "Library Record" does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general. The Library Director shall be responsible for determining whether a particular document or video surveillance footage meets the definition of "Library Record."

The Library takes seriously its obligation to protect the privacy of every patron, as required by law, even if this commitment to patron's privacy may appear to cause inconvenience on occasion. To that end, Library Records or other confidential information shall be released or disclosed only as provided for herein or otherwise provided by Michigan or Federal law.

### **II. Freedom of Information Act Requests.**

All requests for public records that are not subpoenas, court orders or other legal process must be processed according to the Michigan

Freedom of Information Act ("FOIA") and the Library's FOIA Procedures and Guidelines. See Procedures and Guidelines and Written Summary for additional information. "Library records" are exempt from disclosure under the FOIA.

### **III. Subpoenas, Court Orders or other Legal Process.**

Any employee of the Library who is served with a subpoena, court order, or other legal process to release or disclose any Library Record or other library document from (1) a State or Local law enforcement agency or (2) a Federal law enforcement agency, shall promptly notify the Library Director, or his or her designee. If neither is available, the Library Board President shall be contacted.

- A. *Consultation with Attorney.* The Library Director, his or her designee, or the Board President in their absence, has the authority to consult with the Library Attorney regarding the sufficiency, scope or any other matter related to the subpoena, court order, or other legal process.
- B. *Action by Library Director.* After review of the subpoena or court order the Library Director, his or her designee, or the Board President shall take appropriate action to respond.
- C. *Opportunity to be Heard.* Depending upon the type of court order or subpoena, the Library may have the right to appear and be represented by counsel at a hearing regarding the court order or subpoena.
- D. *Confidentiality.* If a subpoena, court order or other legal process is submitted to the Library, the Library shall keep the subpoena, court order or other legal process confidential if required by court order, Michigan law or federal law. To that end, the Library may not be able to inform the patron that his or her records were sought. The Library Board acknowledges that the Library Director, if required by a non-disclosure order or law, may not be permitted to inform the Board or its individual members that a local, state or federal agency has sought or obtained requested records.

#### **IV. Consent.**

In compliance with the Michigan Library Privacy Act, a person who is liable for the payment or return of the materials identified in a Library Record or portion of a record may provide written consent for the release of that record. Further, a parent or legal guardian who signs to accept legal responsibility for return of his/her child's (under the age of 18) library materials and accepts financial liability for that child's library fines and other charges, may authorize the disclosure of the minor's library records by signing the disclosure and release statement granting consent on behalf of the minor.

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## SUBJECT: 304. INTRODUCTORY PERIOD

### A. Overview and Purpose

It is the policy of Chelsea District Library to establish a 90-day introductory period for all employees. The purpose of the introductory period is so that the employee can become oriented to the organization, become familiar with policies and procedures required to fulfill assigned duties, receive any training necessary to perform successfully in the job, and receive feedback regarding performance. It is also a time in which the employee is encouraged to ask questions and seek guidance in order to become comfortable with the work environment.

The purpose of this policy is to describe how the introductory period works relative to benefit eligibility, use of time off, performance feedback, and employment status.

### B. Policy

#### Benefit Eligibility During the Introductory Period:

1. For those employees occupying positions that qualify for the benefit credit, that credit ~~can be effective~~ **is available** on the date of hire if the employee is ~~paying for their own health insurance and wants to use the credit for that purpose. The employee must provide proof of an active insurance policy before the benefit credit is paid~~ **needs health insurance and does not have options to continue coverage from their previous employer (COBRA) or through a Marketplace plan.** Any remaining credit is subject to #3 below. (see Subject No. 102, Benefits, C1, for details of this option.)
2. For those employees occupying positions that qualify for life, short-term and long-term disability insurance benefits (see Subject No. 102, Benefits), *the benefit begins after completion of the introductory period.*
3. Full-time employees choosing to take excess benefit credits as cash or put them into the 457B Deferred Compensation plan *may do so after the completion of the introductory period.*
4. Part-time employees are eligible to participate in **the** reimbursement accounts and **457B Deferred Compensation plan** at their own ~~cost~~ **expense.** (see Subject No. 102, Benefits). *They may do so after completion of the introductory period (90 days).*



#### **Time Off During the Introductory Period:**

- 1 Use of paid time off (PTO) by an employee during the introductory period is generally limited to single-day, or for hourly employees, single-day or partial- day requests.**
- 2 Requests by introductory employees eligible for leaves of absence (see Subject No. 105, Leaves of Absence) for a leave of absence are generally not approved during the introductory period, unless extenuating circumstances exist as determined by the Library Director, consistent with the criteria established in Subject No. 105.**

#### **Performance Feedback During the Introductory Period:**

- 1 Upon hire, the employee meets with his/her supervisor to discuss performance standards and expectations for the position the employee occupies.**
- 2 Upon completion of the introductory period, the employee and supervisor meet for the purposes of discussing the employee's performance as described in Subject No. 207, Performance Evaluation.**

#### **Employment Status Relative to the Introductory Period:**

- 1 An employee is required to complete only one introductory period. If the employee at some point moves to a different job classification but has not had interrupted service, he/she is not required to complete a second introductory period.**
- 2 During their introductory period, employees are expected to work closely with their supervisor to learn the various aspects of their job. Introductory employees are encouraged to use the introductory period to ask questions and seek out information that will help them orient to their assigned duties as well as the general operations of the Library.**
- 3 In all other aspects, introductory employees are expected to abide by all work rules and policies of the Library.**

**Revised 8-15-17  
Board Meeting  
Lori Coryell, Director,  
8-16-17**

## **SUBJECT: 405. DRUG AND ALCOHOL USAGE**

### **A. Definitions**

1. **Legal Intoxicating Substances.** Legal intoxicating substances include any drugs or substances that, although legal in Michigan, can change how an employee's mind and body work. Legal intoxicating substances include prescription drugs, marijuana and alcohol.
2. **Illegal Drugs.** Illegal drugs include any drug or substance that cannot be legally used, possessed or sold under Michigan law.

### **B. Policy Overview and Purpose Statement**

1. It is the policy of Chelsea District Library to prohibit employees from consuming **legal intoxicating substances**, including alcohol **and marijuana**, during work hours or reporting for work under the influence of **legal intoxicating substances**.
2. It is the policy of Chelsea District Library to prohibit employees from using illegal drugs or misusing any prescribed medication on Library premises or while performing work as an employee of the Library or reporting for work under the influence of these substances.
3. The purpose of this policy is to provide general guidelines on employee use of alcohol or other mood-altering substances before or during work.

### **C. Usage of Legal Intoxicating Substances**

1. Employees are prohibited from consuming **legal intoxicating substances**, including alcohol, **marijuana and prescription drugs used other than as directed or prescribed during** work hours, or reporting for work under the influence of legal intoxicating substances.
2. Employees are expected to report for work alert and prepared to perform their assigned duties safely and competently. Therefore, employees are encouraged to use discretion when consuming legal intoxicating substances to ensure they arrive for work fully prepared to perform their duties. **An employee who is taking a prescription drug that may impair their ability to perform the essential duties of their job must notify their supervisor of its potential effect.**
3. Employees who arrive for work or are, at any point during their work shift, exhibiting behaviors that would indicate they are under the influence of legal intoxicating substances can be instructed by their supervisor (or other member of the supervisory staff) to leave the premises. This includes the smell of alcohol **or marijuana** on the breath or person's body or clothing. If the supervisor feels it is warranted, he/she may request the employee undergo a fitness-for-duty evaluation (see Subject No. 402, Fitness-For-Duty Evaluation).

4. Working or reporting for work under the influence of **legal intoxicating substances** or **consuming legal intoxicating substances** during work hours is subject to disciplinary action up to and including termination of employment (see Subject No. 202, Code of Conduct/Work Rules/Discipline).

#### **D. Use of Illegal Drugs**

1. The use of illegal drugs by employees is strictly prohibited on Library premises. Similarly, employees are prohibited from using illegal drugs in places other than Library premises during meal, ~~or~~ rest breaks, or library programming.
2. Employees are discouraged from using any type of illegal drug and should use discretion when taking any type of mood-altering substance to ensure they arrive to work fully prepared to perform their duties.
3. Employees are expected to use prescribed medication only under a physician's supervision and according to the dosage directions. Misuse of prescribed medication(s) is strictly prohibited on Library premises or in places other than Library premises during meal, ~~or~~ rest breaks, or library programming.
4. Employees who arrive for work, or are at any point during their work shift, exhibiting behaviors that would indicate they are under the influence of an illegal drug or are misusing a prescribed medication, can be instructed by their supervisor (or another member of the supervisory staff) to leave the premises. If the supervisor feels it is warranted, he/she may request the employee undergo a fitness-for-duty evaluation (see Subject No. 402, Fitness-For-Duty Evaluation).
5. Use of any type of drug during work hours without physician prescription or contrary to physician prescription is subject to disciplinary action up to and including termination of employment (see Subject No. 202, Code of Conduct/Work Rules/Discipline).
6. **Using, selling, dispensing, distributing, possessing or manufacturing illegal drugs on Library premises is prohibited and will subject the employee to disciplinary action up to and including termination of employment (see Subject No. 202, Code of Conduct/Work Rules/Discipline). It may also subject the employee to criminal prosecution by the appropriate authorities.**

**Chelsea District Library  
Policy and Procedure**

Policy Section: 4: Facility and Equipment  
Board Approval Date: February 19, 2013  
Committee Review Date: September 2012

Subject: 441: Inclement Weather/**Emergency Closings**

**Background:**

The weather in Michigan can be unpredictable and severe. It is not uncommon for it to change drastically within a matter of hours, or even minutes. The volatile nature of the weather, **as well as facility emergencies**, necessitates policy and procedure for dealing with sudden, hazardous conditions.

**Policy:**

Should the weather become hazardous during hours of operation, **or a facility emergency occur**, the director will decide if the library should be closed earlier than normal. If the director is not at the library or reachable by phone, supervisory staff will make the decision. If no supervisory staff is available or reachable by phone, the Board president will make the decision.

In the event that the weather turns hazardous **or a facility emergency occurs** overnight, the director will decide whether or not to open the library. If the director has made the decision to keep the library closed, the staff will be notified as soon as possible.

**If the library is closed due to weather or facility emergency, those staff members scheduled to work that day will be paid for their regularly scheduled hours, and may be asked by their supervisor to work from home.**

If the library is to be open but a staff member ~~cannot make it in~~ **chooses not to come into** work because of the weather or **facility emergency**, they should contact their supervisor as soon as possible so arrangements can be made for other staff persons to cover the shift, if necessary. If the supervisor cannot be reached, the director should be notified. **Staff members choosing not to come to work are required to use PTO for that day, or take it as unpaid time off (UPTO) if they have exhausted their PTO allotment for the year.**

~~Staff will be contacted to post a sign~~ **inform the public** regarding the closure, if possible.

**Personnel Responsible:**

Library Director, Supervisory personnel

J. Miller

2/19//2013



# **COMMITTEE INFO & MINUTES**





The Policy committee met on Thursday, May 9 at 1:30 PM to review and revise 6 policies.

Gary Munce will present these policies at the May 21 board meeting as discussion items.

Board should review these and bring comments to the June CDL board meeting when they will be offered as action items.

For the Policy committee,

Jan Carr, chair

Gary Munce

Charlie Taylor

also present Lori Coryell and Linda Ballard



**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
<b>TJ Helfferich</b>			X		Chair
<b>Anne Merkel</b>	Chair	X			
<b>Gary Munce</b>	X	Chair		X	
<b>Elizabeth Sensoli</b>	X		Chair		
<b>Charlie Taylor</b>				X	X
<b>Susan Lackey</b>			X		X
<b>Jan Carr</b>		X		Chair	

Anne Merkel

1-15-19

\_\_\_\_\_  
Anne Merkel, Board Secretary

\_\_\_\_\_  
Date

