

**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, June 18, 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 – May 21, 2019  
Approval of the May Operational Checks  
Approval of May 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. Policy: 102, 206, 230,304,405, & 441

**8:00 Discussion Items**  
1. Millage  
2. Budget Hearing Notice

**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, May 21, 2019 6:45pm  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** S. Lackey, A. Merkel, C. Taylor, & G. Munce.

**Trustees Absent:** TJ Helfferich, E. Sensoli, & J. Carr.

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

**Guests:** New librarians Stacey Comfort, Margaret Loebe, & Marissa Lasoff-Santos all briefly introduced themselves to the board before the meeting got officially underway.

**Welcome and Call to Order**

S. Lackey called the meeting to order at 6:46 p.m.

**Agenda Review, Additions, and Approval**

MOTION made by C. Taylor, SECONDED by G. Munce to approve the agenda, as amended. Discussion: Moved Terri's scheduled presentation to the June meeting, so as more trustees could be in attendance.

All Ayes: 4-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by G. Munce, SECONDED by C. Taylor to approve the minutes of the April 16, 2019 Board Meeting, as amended. Discussion: Gary wanted a minor change to reflect that he was asking about the fund balance as opposed to revenue during Bill Tucker's audit presentation.

All Ayes: 4-0

MOTION made by A. Merkel, SECONDED by C. Taylor to accept the General Fund Operational checks for April, 2019. Discussion: None

All Ayes 4-0

MOTION made by A. Merkel, SECONDED by G. Munce to accept Financial Reports for April, 2019. Discussion: None

All Ayes: 4-0

### **Director's Report Update:**

#### **L. Coryell update:**

- Notified the board of a large chargeback to the county that lowers the library's revenue by 14K.
- 2020 Census worker will be setting up in the lobby periodically in order to recruit census volunteers.
- Millage expert Shirley Bruursema will be speaking at the all-staff meeting tomorrow and board members are welcome to attend.
- Susan complimented Lori on the internal-control changes that have been implemented with the hiring of Kerry Ballard as the library's new bookkeeper.

### **Strategic Plan Update:**

- Update details in the packet.
- Continue to be amazed by the sheer number of goals hit in the strategic plan.
- Charlie asked if we continue to look back at strategic plan successes from two years ago. Lori answered that yes, we look forward and in past when it comes to takeaways from the plan.
- Linda stressed that part of the success is due to having a manageable plan.

### **Friends Report Update:**

- Met on May 9 and voted to give \$1,000 to the millage campaign committee.
- The annual Friends Tea Party is scheduled for Oct. 19, which is also the final day of the Apron Strings display.
- The Friends will receive some reserved seating at Music in the Air, as well as post-concert events. This is part of an effort to make membership have actual privileges.
- Both Charlie and Susan noted the importance of thanking sponsors at big events and that that's been a strength of the library.

#### **Other Reports Notes:**

- Gary wants to know more about the high positive numbers that appear on the performance dashboard.

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by G. Munce, SECONDED by C. Taylor to approve and acknowledge the presented 2019 April donations of \$1,100.00.

Discussion: None

All Ayes: 4-0

**Action Item #2: 2018 Audit Approval**

MOTION made by C. Taylor, SECONDED by A. Merkel to approve the 2018 Audit that was presented and discussed at the April board meeting. Discussion: None.

All Ayes: 4-0

**Discussion Item #1: Millage**

- Anne is resigning as co-chair of the millage campaign due to scheduling conflicts. Gary Zenz will take her place as co-chair and Charlie will join the campaign committee, as the board's representative. Anne wanted the board to know of her decision first and will send out an official email to all committee members later tonight.
- Millage talking points were discussed. Lori stressed 1. Renewal and 2. Positive impact.

**Discussion Item #2: Policies**

- Policy Committee member, Gary, led discussion on the changes to the 6 policies that have been revised in committee.
- These policies will move to Action in June.

## **Committee Reports**

**Policy Committee** – Have minutes in packet.

**Finance Committee** –

**Personnel Committee** –

**Nominating Committee** –

**Fundraising Committee** –

## **Public and Board Comment:**

- Gary announced that he and JoAnn will be hosting a strategic plan open-house for Lyndon Township on June 17 and also reminded the board about the township's broadband meeting tomorrow.

**Other Items:** None

## **Adjourn:**

MOTION made by A. Merkel, SECONDED by C. Taylor to adjourn the meeting at 7:44 p.m.

All Ayes: 4-0

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Anne Merkel, Board Secretary

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Date

# **FINANCE REPORTS**





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

	TOTAL					
	Jan 19	Feb 19	Mar 19	Apr 19	Jan - May 19	% of Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
402 · District Revenue	594,401	816,483	219,041	44,006	1,659,862	1,752,176
540.100 · State Aid	0	29,485	0	5,957	35,442	52,043
574.100 · Penal Fines	0	0	0	0	0	20,000
607.100 · Non-Resident Fees	564	749	563	219	2,856	6,000
645.100 · Copiers & Printers	65	960	667	481	2,915	7,000
655.100 · Circulation Fines	1,772	1,584	1,630	1,718	8,373	22,000
665.100 · Interest	30	68	48	39	209	45,000
666.100 · Investment Earnings	61	55	2,487	293	2,896	45,000
666.500 · Investment Change in Value	12,063	1,598	(3,343)	17,178	27,496	(5,090)
674 · Contribution & Donation-Public	7,740	500	4,465	1,100	19,365	24,455
675 · Donations Private	10,000	0	1,000	0	11,000	11,000
Total Income	626,696	851,482	226,558	70,991	1,770,414	1,939,674
Gross Profit	626,696	851,482	226,558	70,991	1,770,414	1,939,674
<b>Expense</b>						
701 · Personnel Expenses	43,209	77,748	123,383	83,096	411,256	1,141,773
727 · Supplies	1,347	585	481	2,265	6,896	22,050
801 · Professional Services	11,856	8,706	1,746	6,795	30,341	100,306
803 · Maintenance Service Contracts	12,334	7,092	8,264	12,649	48,714	129,929
850 · Telecommunications	(1,775)	2,125	2,077	3,979	8,476	37,400
880 · Promotional Materials	2,863	6,360	2,421	2,469	18,463	62,851
884 · Programming	1,937	15,217	17,803	7,865	55,193	121,895
885 · Volunteer	0	30	284	475	858	2,400
920 · Utilities	0	4,738	5,079	4,637	19,123	56,550
960 · Board & Director Expense	0	0	87	62	674	3,200
965 · Automation Services	13,163	0	0	8,699	21,862	42,795
967 · Equipment	735	3,083	6,662	2,068	13,951	25,565
969 · Continuing Education Expenses	2,554	1,931	1,078	476	9,944	25,700
980 · Capital Expense	1,500	5,699	25,180	57,697	90,076	174,966
982 · Collection Expense	6,151	27,925	9,595	8,124	62,354	175,369
Total Expense	95,874	161,239	204,140	201,356	798,181	2,122,749
Net Ordinary Income	530,822	690,243	22,418	(130,365)	972,233	(183,075)
<b>Other Income/Expense</b>						
<b>Other Expense</b>						
999.001 · Transfer to Capital Improvement	0	0	0	0	0	(57,057)
999.002 · Transfer to Capital Reserve Fun	0	0	0	0	0	(2,900)
999.025 · Carry from General Fund	0	0	0	0	0	(123,118)
Total Other Expense	0	0	0	0	0	(183,075)
Net Other Income	0	0	0	0	0	(183,075)
Net Income	530,822	690,243	22,418	(130,365)	972,233	972,233

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

Ordinary Income/Expense

	Jan - May 19	Jan - May 18	\$ Change	% Change
<b>Income</b>				
402 · District Revenue	1,659,860.86	1,648,333.12	11,527.74	0.7%
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	2,854.73	2,656.25	198.48	7.47%
645.100 · Copiers & Printers	2,914.25	2,993.21	-78.96	-2.64%
655.100 · Circulation Fines	8,373.47	7,111.56	1,261.91	17.74%
665.100 · Interest	209.45	127.87	81.58	63.8%
666.100 · Investment Earnings	2,895.28	23,057.90	-20,162.62	-87.44%
666.500 · Investment Change in Value	27,496.51	-22,542.24	50,038.75	221.98%
674 · Contribution & Donation-Public	19,365.00	12,635.00	6,730.00	53.27%
675 · Donations Private	11,000.00	0.00	11,000.00	100.0%
<b>Total Income</b>	<b>1,770,411.47</b>	<b>1,680,136.05</b>	<b>90,275.42</b>	<b>5.37%</b>
<b>Expense</b>				
<b>Gross Profit</b>	<b>1,770,411.47</b>	<b>1,680,136.05</b>	<b>90,275.42</b>	<b>5.37%</b>
<b>Expense</b>				
701 · Personnel Expenses	411,256.11	415,037.09	-3,780.98	-0.91%
727 · Supplies	6,896.30	6,685.12	211.18	3.16%
801 · Professional Services	30,342.12	52,291.15	-21,949.03	-41.98%
803 · Maintenance Service Contracts	48,713.89	57,545.59	-8,831.70	-15.35%
850 · Telecommunications	8,476.37	8,578.21	-101.84	-1.19%
880 · Promotional Materials	18,462.43	24,598.00	-6,135.57	-24.94%
884 · Programming	55,193.08	44,515.19	10,677.89	23.99%
885 · Volunteer	857.11	833.35	23.76	2.85%
920 · Utilities	19,123.81	17,767.68	1,356.13	7.63%
960 · Board & Director Expense	674.08	579.54	94.54	16.31%
965 · Automation Services	21,862.42	25,132.03	-3,269.61	-13.01%
967 · Equipment	13,951.41	6,588.08	7,363.33	111.77%
969 · Continuing Education Expenses	9,943.64	13,224.63	-3,280.99	-24.81%
980 · Capital Expense	90,076.47	37,766.71	52,309.76	138.51%
982 · Collection Expense	62,353.63	63,438.50	-1,084.87	-1.71%
<b>Total Expense</b>	<b>798,182.87</b>	<b>774,580.87</b>	<b>23,602.00</b>	<b>3.05%</b>
<b>Net Ordinary Income</b>	<b>972,228.60</b>	<b>905,555.18</b>	<b>66,673.42</b>	<b>7.36%</b>
<b>Net Income</b>	<b>972,228.60</b>	<b>905,555.18</b>	<b>66,673.42</b>	<b>7.36%</b>

# Chelsea District Library

## List of Checks for Board Approval

May 2019

Date	Num	Name	Memo	Amount
<b>701 - Personnel Expenses</b>				
<b>701.100 - Wages</b>				
<b>701.120 - Retirement Pick up</b>				
05/08/2019	04222019 P...	Alerus Financial	04/26/2019 PR	1,272.22
05/10/2019	PR 05102019		RETIREMENT	-1,272.22
05/22/2019	110320	Alerus Financial	05/24/2019 PR	1,459.18
05/23/2019	PR 05102020		RETIREMENT	0.00
05/24/2019	PR 05242019		RETIREMENT	-1,459.18
Total 701.120 - Retirement Pick up				0.00
<b>701.100 - Wages - Other</b>				
05/10/2019	PR 05102019		WAGES	36,869.31
05/23/2019	PR 05102020		WAGES	0.00
05/24/2019	PR 05242019		WAGES	36,826.58
Total 701.100 - Wages - Other				73,695.89
Total 701.100 - Wages				73,695.89
<b>701.110 - Retirement-Contributions</b>				
05/08/2019	04222019 P...	Alerus Financial	04/26/2019 PR	2,171.14
05/10/2019	PR 05102019		RETIREMENT PICK UP	-2,171.14
05/22/2019	110320	Alerus Financial	05/24/2019 PR	2,242.90
05/23/2019	PR 05102020		RETIREMENT PICK UP	0.00
05/24/2019	PR 05242019		RETIREMENT PICK UP	-2,242.90
Total 701.110 - Retirement-Contributions				0.00
<b>701.115 - 401A Retirement Matching</b>				
05/10/2019	PR 05102019		401 A MATCHING	1,494.41
05/23/2019	PR 05102020		401 A MATCHING	0.00
05/24/2019	PR 05242019		401 A MATCHING	1,494.67
Total 701.115 - 401A Retirement Matching				2,989.08
<b>701.200 - FICA</b>				
05/10/2019	PR 05102019		FICA EMPLOYER	2,745.87
05/23/2019	PR 05102020		FICA EMPLOYER	0.00
05/24/2019	PR 05242019		FICA EMPLOYER	2,742.60
Total 701.200 - FICA				5,488.47
<b>701.300 - Flex Benefits</b>				
05/10/2019	PR 05102019		Dep Life (CA & DL & HI)	-40.02
05/10/2019	PR 05102019		Health Insurance	-935.77
05/21/2019	011194	Transcend	JUNE 2019 BCN/BCBS	2,457.11
05/21/2019	05/11/2019	Unum Life Insurance Co.	2019 Premium MAY	695.44
05/23/2019	PR 05102020		Dep Life (CA & DL & HI)	0.00
05/23/2019	PR 05102020		Health Insurance	0.00
05/24/2019	PR 05242019		Dep Life (CA & DL & HI)	-40.02

# Chelsea District Library

## List of Checks for Board Approval

May 2019

Date	Num	Name	Memo	Amount
05/24/2019	PR 05242019		Health Insurance	-935.77
Total 701.300 - Flex Benefits				1,200.97
701.500 - Workers Comp				
05/08/2019	1505211319...	Citizens Insurance Co	2018 - POST AUDIT WORKERS COMP	446.00
Total 701.500 - Workers Comp				446.00
Total 701 - Personnel Expenses				83,820.41
727 - Supplies				
727.200 - General Operations				
05/08/2019	ACCT 475873	Arbor Springs Water Co. Inc.	Bottled Water	44.00
05/08/2019	05/06/2019	Petty Cash-	MENARDS - PAPER PLATES	3.96
05/08/2019	05/06/2019	Petty Cash-	POLLY'S - FOIL AND PLASTIC CUPS	8.11
05/08/2019	05/06/2019	Petty Cash-	GREAT LAKES ACE - BATTERIES	10.58
05/08/2019	05/06/2019	Petty Cash-	TORNADO SHELTER FOOD WATER	11.65
05/08/2019	05/06/2019	Petty Cash-	POLLY'S - AIR FRESHNERS	6.50
05/08/2019	05/06/2019	Petty Cash-	Parking Ticket reimbursement	-50.00
05/09/2019	23730	City of Chelsea	PARKING TICKET - VOLUNTEER	50.00
05/20/2019	04/10 - 05/0...	Keybank	globalindustrial.com - locking cabinet	420.37
05/21/2019	1749919	Arbor Springs Water Co. Inc.	Bottled Water	45.00
05/21/2019	APRIL 2019	Costco Anywhere Visa	COPY PAPER	167.94
05/21/2019	APRIL 2019	Costco Anywhere Visa	SPOONS	10.79
05/21/2019	APRIL 2019	Costco Anywhere Visa	REWARDS	-20.99
05/21/2019	APRIL 2019	Costco Anywhere Visa	FEES	28.86
05/21/2019	WO-28763-1	Detroit Pencil Company	TP	217.22
05/21/2019	8268/154	Great Lakes Ace Hardware	CIRC DOORBELL	15.19
05/22/2019	1VGF-X6TP-...	Amazon Capital Services Inc	WHITEBOARD - ACCESSORIES/SUPPLIES	43.34
Total 727.200 - General Operations				1,012.52
727.300 - Material Processing				
727.320 - Mail Processing Cases				
05/02/2019			CIRC DEPOSIT 05/02/2019	-5.50
05/20/2019			Circ Deposit 05/20/2019	-5.50
Total 727.320 - Mail Processing Cases				-11.00
727.330 - Mail Processing Other				
05/21/2019	210968	Hawk Labeling Systems	Label Maker Tapes	861.89
Total 727.330 - Mail Processing Other				861.89
Total 727.300 - Material Processing				850.89
727.500 - Cleaning				
727.510 - Cleaning Paper Products				
05/08/2019	05/06/2019	Petty Cash-	POLLY'S - NAPKINS	1.06

# Chelsea District Library

## List of Checks for Board Approval

May 2019

Date	Nm	Name	Memo	Amount
05/21/2019	APRIL 2019	Costco Anywhere Visa	HAND ROLL TOWELS	97.98
Total 727.510 · Cleaning Paper Products				99.04
727.520 · Cleaning Supplies				
05/08/2019	14203324	Cintas Corporation-300	Soap	15.51
05/08/2019	05/06/2019	Petty Cash-	DOLLAR TREE - SPONGE HOLDER	1.06
05/08/2019	05/06/2019	Petty Cash-	CVS - DISH SOAP	6.59
05/08/2019	05/06/2019	Petty Cash-	KIWANIS - TUB	3.00
05/08/2019	05/06/2019	Petty Cash-	MENARDS - GLOVES AND SPONGE	11.96
05/08/2019	05/06/2019	Petty Cash-	POLLY'S - DISH SOAP	4.09
05/21/2019	4021698293	Cintas Corporation-300	Soap	15.51
Total 727.520 · Cleaning Supplies				57.72
727.530 · Cleaning Rugs				
05/08/2019	14203324	Cintas Corporation-300	Rugs 04/26/2019	81.98
05/21/2019	4021698293	Cintas Corporation-300	Rugs 04/26/2019	81.98
Total 727.530 · Cleaning Rugs				163.96
Total 727.500 · Cleaning				320.72
727.800 · Maintenance				
727.830 · Maintenance General				
05/08/2019	05/06/2019	Petty Cash-	MENARDS - SHELF BRACKET	13.74
05/08/2019	05/06/2019	Petty Cash-	SCREWS/BRACKETS	9.55
05/21/2019	APRIL 2019	Costco Anywhere Visa	BROOM SET	10.99
Total 727.830 · Maintenance General				34.28
Total 727.800 · Maintenance				34.28
Total 727 · Supplies				2,218.41
801 · Professional Services				
801.010 · Attorney				
05/21/2019	761184	Foster Swift Collins & Smith	AUDIT RESPONSE, FOIA REQUEST	220.00
Total 801.010 · Attorney				220.00
801.040 · Bookkeeper				
05/21/2019	APR2019	Ballard, Kerry	APR 2019	300.00
05/22/2019	MAY 1/2 2019	Ballard, Kerry	MAY 1/2 2019	350.00
Total 801.040 · Bookkeeper				650.00
801.041 · Payroll Services				
801.041 · Payroll Services				
05/08/2019	20227174	Payroll 1	2019 APRIL	229.94
Total 801.041 · Payroll Services				229.94

06/12/19

# Chelsea District Library

## List of Checks for Board Approval

May 2019

Date	Num	Name	Memo	Amount
05/21/2019	801.090 • Collection Fees 522736	Unique Management Services Inc	Collection Fees 04/2019	62.65
	Total 801.090 • Collection Fees			62.65
05/31/2019	801.300 • Banking Fees 801.310 • Bank Fees		Service Charge	16.40
	Total 801.310 • Bank Fees			16.40
05/10/2019	801.350 • Credit Card Fee Circ NPC 0419		FEES DEDUCTED PER APRIL STATEMENT	59.31
	Total 801.350 • Credit Card Fee Circ			59.31
	Total 801.300 • Banking Fees			75.71
	Total 801 • Professional Services			1,238.30
05/08/2019	803 • Maintenance Service Contracts 803.010 • Maint Svc Contingency 362145	NBS Commercial Interiors	Repair 4 Chairs	405.00
	Total 803.010 • Maint Svc Contingency			405.00
05/08/2019	803.100 • Copier 803.101 • Public Copier INV 500619...	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - MAY	229.44
	Total 803.101 • Public Copier			229.44
05/08/2019	803.102 • Staff Copier INV 500619...	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - MAY	584.28
	Total 803.102 • Staff Copier			584.28
05/08/2019	803.103 • Small Printer Maintenance INV 500619...	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - MAY	153.34
	Total 803.103 • Small Printer Maintenance			153.34
	Total 803.100 • Copier			967.06
05/08/2019	803.300 • Technology 803.310 • Bibliotheca/3M CUST 0001...	Bibliotheca, LLC	ANNUAL SUPPORT AND MAINTENANCE	2,716.57
	Total 803.310 • Bibliotheca/3M			2,716.57
05/20/2019	803.395 • Website Hosting & Service 04/10 - 05/0...	Keybank	premium web hosting - 04/23/19 - 04/01/2020	236.37

# Chelsea District Library

## List of Checks for Board Approval

### May 2019

Date	Num	Name	Memo	Amount
05/20/2019	04/10 - 05/0...	Keybank	GoDaddy - annual domain renewal midwestlthwalk...	42.34
05/20/2019	04/10 - 05/0...	Keybank	1&1 - web hosting refund #1	-85.58
05/20/2019	04/10 - 05/0...	Keybank	1&1 - web hosting refund #2	-85.76
05/20/2019	04/10 - 05/0...	Keybank	Rochen - web hosting - FTF	7.09
Total 803.395 · Website Hosting & Service				114.46
Total 803.300 · Technology				2,831.03
<b>803.600 · Building Maintenance</b>				
<b>803.605 · Janitorial</b>				
05/08/2019	11975	A Production Cleaning Company Inc.	Cleaning - EXTRA 04/25/2019	300.00
05/08/2019	11981	A Production Cleaning Company Inc.	Cleaning - 04/22-05/04/2019	1,440.85
05/21/2019	12002	A Production Cleaning Company Inc.	Cleaning - 05/05-05/18/2019	1,440.85
Total 803.605 · Janitorial				3,181.70
<b>803.620 · Trash</b>				
05/21/2019	18840	City of Chelsea	2019 APRIL Trash	50.00
Total 803.620 · Trash				50.00
<b>803.640 · Doors</b>				
05/08/2019	SCI/00054839	ASSA ABLOY Entrance Systems	MAINTENANCE AGREEMENT	548.48
Total 803.640 · Doors				548.48
<b>803.760 · Fire Ext/Emerg Lights</b>				
05/21/2019	OD26569299	Cintas Fire Protection	MAINT. EXTINGUISHERS & LIGHTS	391.74
Total 803.760 · Fire Ext/Emerg Lights				391.74
<b>Total 803 600 · Building Maintenance</b>				
Total 803 · Maintenance Service Contracts				4,171.92
<b>850 · Telecommunications</b>				
<b>850.100 · Local &amp; Long Distance Charges</b>				
<b>850.120 · Telephone</b>				
05/08/2019	7344339804...	A T & T	01/26/19 - 02/25/19 Billing (February)	169.76
05/08/2019	20001159 - 1	Navitas Credit Corp	VOIP Lease - 2019 MAY	212.81
05/20/2019	04/10 - 05/0...	Keybank	Star2Star - 2019 phones 4/26 - 05/25/2019	384.56
Total 850.120 · Telephone				767.13
<b>850.121 · Director's Cell Phone</b>				
05/08/2019	9829073723	Verizon Wireless	Directors phone 2019 APRIL	51.76
Total 850.121 · Director's Cell Phone				51.76
Total 850.100 · Local & Long Distance Charges				818.89

# Chelsea District Library

## List of Checks for Board Approval

May 2019

Date	Num	Name	Memo	Amount
<b>850.300 · TLN Internet Service</b>				
<b>850.311 · WiFi Hotspots</b>				
05/08/2019	9829073723	Verizon Wireless	Library Hotspots 2019 APRIL	575.96
05/21/2019	261402854-...	Sprint	2019 APR Lyndon/Circ Hotspots	458.13
05/22/2019	2872862311...	A T&T Mobility	Hot Spot Service 2019 April	217.44
Total 850.311 · WiFi Hotspots				1,251.53
Total 850.300 · TLN Internet Service				1,251.53
Total 850 · Telecommunications				2,070.42
<b>880 · Promotional Materials</b>				
<b>880.100 · Advertising</b>				
<b>880.110 · Media Buy</b>				
05/08/2019	04/26/2019 ...	Chelsea Guardian	04/26/2019 AD	50.00
05/08/2019	7349-R	The Sun Times	BLANKET PO FOR 04242019	60.00
05/21/2019	MAY/JUNE/...	Chelsea Update	MAY/JUNE/JULY 2019 Ads	285.00
Total 880.110 · Media Buy				395.00
Total 880.100 · Advertising				395.00
<b>880.300 · Marketing Supplies</b>				
<b>880.320 · Misc Marketing Supplies</b>				
05/08/2019	05/06/2019	Petty Cash-	STEINMART - EVENT SUPPLIES	17.96
05/20/2019	04/10 - 05/0...	Keybank	MLW - Signed author copies	181.10
Total 880.320 · Misc Marketing Supplies				199.06
<b>880.340 · Printed Items / Stationary</b>				
05/21/2019	1887061	Namify	Name Badges	24.76
Total 880.340 · Printed Items / Stationary				24.76
Total 880.300 · Marketing Supplies				223.82
<b>880.400 · Program Promotion</b>				
<b>880.410 · Adult Program Promotion</b>				
<b>880.412 · Midwest Literary Walk</b>				
05/20/2019	04/10 - 05/0...	Keybank	MLW - Balloons for Sidewalk Signs	27.00
Total 880.412 · Midwest Literary Walk				27.00
Total 880.410 · Adult Program Promotion				27.00
<b>880.420 · Youth / Teen Promotion</b>				
<b>880.423 · Summer Reading Program</b>				
05/20/2019	04/10 - 05/0...	Keybank	YSG Backside Printing	192.50
Total 880.423 · Summer Reading Program				192.50



# Chelsea District Library

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Date	Num	Name	Memo	Amount
Total 880.420	· Youth / Teen Promotion			192.50
880.430	· Library Program Promotion			
05/09/2019	880.434 · Music in the Air			98.81
05/09/2019	DB-62443-INV Dollar Bill Copying		MUSIC IN THE AIR POSTERS	225.35
	2500077 Print-tech Inc.		MUSIC IN THE AIR POST CARDS	
Total 880.434	· Music in the Air			324.16
Total 880.430	· Library Program Promotion			324.16
880.440	· Service / Resource Promotion			
880.441	· General Service/Resource Promo			
05/08/2019	DB-62204-INV Dollar Bill Copying			55.53
05/08/2019	249932 Print-tech Inc.		CDL BUSINESS CARD POSTERS 8.5 X 11	322.89
			CDL DELIVERS1 BROCHURE	
Total 880.441	· General Service/Resource Promo			378.42
Total 880.440	· Service / Resource Promotion			378.42
Total 880.400	· Program Promotion			922.08
880.500	· Purchased Services			
880.510	· General Purchased Services			
05/20/2019	04/10 - 05/0... Keybank		Chicago Manual of Style - on-line	39.00
05/20/2019	04/10 - 05/0... Keybank		Adobe Stock subscription - for 05/2019	29.99
05/21/2019	FLAG SUBS... BSA TROOP 425		Flag Service 2018	40.00
Total 880.510	· General Purchased Services			108.99
880.520	· Professional Services			
880.521	· Graphic Design Services			
05/08/2019	INV 0308 MC creative design & photography LLC		2019 SUMMER Newsletter Design	1,500.00
05/08/2019	INV 0308 MC creative design & photography LLC		PHOTOGRAPHY SERVICES FOR FRONT AND ...	200.00
Total 880.521	· Graphic Design Services			1,700.00
880.522	· Photography Services			
05/08/2019	04252019 Burill Strong Photography		2019 Photography Services (1/2)	1,000.00
Total 880.522	· Photography Services			1,000.00
Total 880.520	· Professional Services			2,700.00
Total 880.500	· Purchased Services			2,808.99
Total 880	· Promotional Materials			4,349.89
884	· Programming			
884.100	· Speakers			
05/20/2019	04/10 - 05/0... Keybank		Joann's - Clover Siz 8 - 9" and 13"	45.71

# Chelsea District Library

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Date	Num	Name	Memo	Amount
Total 884.100 - Speakers				
884.110 - Adult Speakers				
884.111 - Midwest Literary Walk				
05/07/2019	3518	Chelsea Depot Association	DEPOT SECURITY DEPOSIT RETURN	45.71
05/20/2019	04/10 - 05/0...	Keybank	Serendipity Books - 2- \$25 Gift cards	-150.00
05/20/2019	04/10 - 05/0...	Keybank	Polly's - MLW	50.00
05/20/2019	04/10 - 05/0...	Keybank	Zou Zou - MLW - 2 \$25 gift cards	19.84
05/20/2019	04/10 - 05/0...	Keybank	Kroger - MLW supplies	50.00
05/20/2019	04/10 - 05/0...	Keybank	Jimmy Johns - MLW	10.41
05/20/2019	04/10 - 05/0...	Keybank		49.81
Total 884.111 - Midwest Literary Walk				
884.114 - Comedy Showcase				
05/08/2019	JUNE 6, 2019	Kramis, Kevin J	06/06/2019 KORNER STAGE - Variety Showcase	30.06
05/08/2019	06/20/2019	ZVARA, CAMERON	KORNER STAGE 06/20/2019 -	800.00
05/21/2019	06272019 - ...	Ring of Steel Action Theatre	JEDI ACADEMY	500.00
Total 884.114 - Comedy Showcase				
884.119 - General Adult Events				
05/08/2019	05/14/2019	Batley, Beth	05/14/2019 BEGINNERS KNITTING WORKSHOP	180.00
Total 884.119 - General Adult Events				
Total 884.110 - Adult Speakers				
884.120 - Adult Supplies				
05/21/2019	05152019	Brown, Laura	PURPLE ROSE READINGS MAY AND JUNE	180.00
Total 884.121 - Refreshments				
884.126 - General Adult Programs				
05/21/2019	05132019	Powers, Shannon H	ADULT BEGINNER KNITTING CLASS	47.96
Total 884.126 - General Adult Programs				
Total 884.120 - Adult Supplies				
884.220 - Youth Supplies				
884.222 - General Youth Programs				
05/08/2019	05/06/2019	Petty Cash-	POLLY'S - EVENT FOOD	59.60
05/20/2019	04/10 - 05/0...	Keybank	Meijer - Homeschool Meetup / Tween book club s...	12.27
05/21/2019	1MD4-CWL...	Amazon Capital Services Inc	SHOWER CURTAINS, JINGLE BELLS	31.66
05/21/2019	1433-GVG7-...	Amazon Capital Services Inc	GARDENING SUPPLIES	16.98
Total 884.222 - General Youth Programs				
884.223 - Holiday Programs				
05/08/2019	05/06/2019	Petty Cash-	POLLY'S - HOT CHOCOLATE	41.09
Total 884.223 - Holiday Programs				
Total 884.222 - General Youth Programs				
Total 884.223 - Holiday Programs				

# Chelsea District Library

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May 2019

Date	Num	Name	Memo	Amount
Total 884.223 · Holiday Programs				
884.226 · Summer Reading				
05/20/2019	04/10 - 05/0...	Keybank		7.08
05/20/2019	04/10 - 05/0...	Keybank		125.35
05/21/2019	90830067	Demco Inc.	GFS - MLW supplies GFS - MLW - kickoff supplies CSLP - GLOW STAR & MOON STICKERS	68.86 487.96
Total 884.226 · Summer Reading				
Total 884.220 · Youth Supplies				
884.250 · Story Book Trail				
884.925 · Story Book Trail - Restricted				
05/09/2019	est# BD13083	Barking Dogs Exhibits		791.25
Total 884.925 · Story Book Trail - Restricted				
Total 884.250 · Story Book Trail				
884.260 · Teen Speakers				
884.261 · Teen Summer Reading				
05/20/2019	04/10 - 05/0...	Keybank		63.40
05/20/2019	04/10 - 05/0...	Keybank	Wholesale Phone Acc - popsockets	1.90
05/21/2019	06272019 - ...	Ring of Steel Action Theatre	Wholesale Phone Acc - FTF SRP	375.00
Total 884.261 · Teen Summer Reading				
Total 884.260 · Teen Speakers				
884.270 · Teen Supplies				
884.272 · Teen General Programs				
05/20/2019	04/10 - 05/0...	Keybank		38.16
05/20/2019	04/10 - 05/0...	Keybank	Cupcake Station - for TTT Oreos Taste Test	25.18
05/20/2019	04/10 - 05/0...	Keybank	Meijer - TTT - Oreos - Bath Bomb	24.01
05/21/2019	1MD4-CWL...	Amazon Capital Services Inc	Meijer - TTT Bath Bombs - YouTube Night ESSENTIAL OILS	20.97
Total 884.272 · Teen General Programs				
884.276 · Teen Refreshments				
05/20/2019	04/10 - 05/0...	Keybank		108.32
Total 884.276 · Teen Refreshments				
884.277 · Teen Summer Reading				
05/20/2019	04/10 - 05/0...	Keybank		45.25
05/20/2019	04/10 - 05/0...	Keybank		45.25
05/20/2019	04/10 - 05/0...	Keybank		235.26
05/21/2019	1237575482...	COMFORT, STACY	deluxe.com - Phone wallets Meijer - SRP Frankentoy	8.37
05/22/2019	1Q3D-JYH6...	Amazon Capital Services Inc	Meijer - Pop-Up Party / Frankentoy Supplies FRANKENTOYS HOGWARTS AND ART SUPPLIES	6.86 20.03 147.14
Total 884.277 · Teen Summer Reading				

# Chelsea District Library

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### May 2019

06/12/19

Date	Num	Name	Memo	Amount
Total 884.270 · Teen Supplies				
884.400 · Music Focus				
884.962 · Music in the Air - Restricted				
05/08/2019	14372 - 06/0...	King's Keyboard House	Music in the Air Concert-Piano Rental	571.23
05/21/2019	MIA2019	Giacopuzzi, Jacopo	Music in the Air Artist Fee	1,100.00
05/21/2019	MIA2019	Gusev, Georgy A.	Music in the Air 2019 - Artist Fee	1,250.00
Total 884.962 · Music in the Air - Restricted				1,250.00
Total 884.400 · Music Focus				3,600.00
Total 884.400 · Music Focus				3,600.00
884.500 · Artist In Residence				
884.510 · Artist In Residence				
05/08/2019	04/29/19	Chelsea House Victorian Inn	A in C Accommodations	405.60
05/08/2019	19-0343	Coryell, Lori	AIR MILEAGE - AIRPORT	45.70
05/20/2019	04/10 - 05/0...	Keybank	AIR - ZOU ZOU - supplies	30.56
05/20/2019	04/10 - 05/0...	Keybank	AIR - ZOU ZOU - supplies	5.08
05/20/2019	04/10 - 05/0...	Keybank	AIR - ZOU ZOU - supplies	5.86
05/20/2019	04/10 - 05/0...	Keybank	AIR - Common Grill - dinner	142.72
05/20/2019	04/10 - 05/0...	Keybank	AIR - Busch's - Supplies	44.70
05/20/2019	04/10 - 05/0...	Keybank	AIR - Cleary's - lunch	60.51
05/20/2019	04/10 - 05/0...	Keybank	AIR - Common Grill - dinner	124.88
05/20/2019	04/10 - 05/0...	Keybank	IAR - MLW - Panera - Artist Luncheon	188.00
Total 884.510 · Artist in Residence				1,053.61
Total 884.500 · Artist In Residence				1,053.61
884.910 · Adult Programming Restricted				
884.911 · Adult Prog Rest Gifts Comedy Sh				
05/08/2019	19-0193	A2 Aviary LLC	06/28 Komer Stage Performance	1,500.00
Total 884.911 · Adult Prog Rest Gifts Comedy Sh				1,500.00
Total 884.910 · Adult Programming Restricted				1,500.00
884.920 · Youth Programming Restricted				
884.923 · Youth Prog Rest Gifts SRP				
05/08/2019	6604535	Demco Inc.	CLSP ARTWORK	20.00
05/21/2019	06/19/2019	Wawrzaszek, Jeff	06/19/2019 SRP - Magic Show Presenter	327.00
Total 884.923 · Youth Prog Rest Gifts SRP				347.00
Total 884.920 · Youth Programming Restricted				347.00
Total 884 · Programming				12,370.96
885 · Volunteer				
885.200 · Supplies				
05/08/2019	05/06/2019	Petty Cash-	CVS - VOLUNTEER CANDY	15.99

# Chelsea District Library

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Date	Num	Name	Memo	Amount
05/08/2019	05/06/2019	Petty Cash-		4.78
05/22/2019	1VGF-X6TP-...	Amazon Capital Services Inc	CVS - VOLUNTEER CANDY VOLUNTEER CANDY	48.14
Total 885.200 · Supplies				
Total 885 · Volunteer				
920 · Utilities				
920.110 · City of Chelsea Water				
05/08/2019	5542-2	City of Chelsea-Elect & Water	03/23/19 - 04/30/2019	72.55
Total 920.110 · City of Chelsea Water				
920.120 · City of Chelsea Sewer				
05/08/2019	5542-2	City of Chelsea-Elect & Water	03/23/19 - 04/30/2019	152.56
Total 920.120 · City of Chelsea Sewer				
920.130 · City of Chelsea Electric				
05/08/2019	5542-2	City of Chelsea-Elect & Water	03/23/19 - 04/30/2019	3,221.60
Total 920.130 · City of Chelsea Electric				
920.150 · City of Chelsea Sprinkler				
05/08/2019	5542-2	City of Chelsea-Elect & Water	03/23/19 - 04/30/2019	27.47
Total 920.150 · City of Chelsea Sprinkler				
920.200 · McKune Gas				
05/22/2019	2598549-1	Constellation NewEnergy-Gas Division LLC	APRIL 2019 Gas Service	1,195.14
Total 920.200 · McKune Gas				
Total 920 · Utilities				
960 · Board & Director Expense				
960.200 · Director Expense				
05/20/2019	04/10 - 05/0...	Keybank	Golden Limo - MLW author airport transportation	525.10
Total 960.200 · Director Expense				
Total 960 · Board & Director Expense				
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
05/08/2019	AQ3IPVMD...	Amazon Capital Services Inc	MOVE CONTROLLER / BACKUP HOTSPOT CA...	127.13
05/08/2019	10178	Headtech Electronics Inc	INV 10178 - CUSTOM SPEAKER CABLES FOR ...	280.00
05/09/2019	1YPD-PNXN...	Amazon Capital Services Inc	ORGANIZER	27.60
05/22/2019	1CYW-FRC...	Amazon Capital Services Inc	COMPUTER SUPPLIES - SHIELDS, TIES FILAM...	549.44
05/22/2019	1VPT-QVQL...	Amazon Capital Services Inc	COMPUTER SUPPLIES - STORAGE FOR SPEA...	36.99

# Chelsea District Library

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06/12/19

Date	Num	Name	Memo	Amount
Total 967.120 · Computers				
Total 967.100 · Equipment Hardware				
967.200 · Equipment Software				
05/20/2019	04/10 - 05/0...	Keybank	Boost Membership - 04/09/2019	99.00
05/20/2019	04/10 - 05/0...	Keybank	Bisect Hosting for Minecraft 04/17-5/16/19	12.46
05/20/2019	04/10 - 05/0...	Keybank	Software subscription for non-Windows updates 0...	20.00
Total 967.200 · Equipment Software				
967.300 · Equipment Furniture & Fixtures				
967.320 · Furniture				
05/09/2019	04/10 - 05/0...	Keybank	A PRODUCTION BROKE LAMP - REMBURSEM...	-99.00
05/20/2019	04/10 - 05/0...	Keybank	Floor Lamp for Mag Area - A-Prod will pay	99.00
Total 967.320 · Furniture				
967.330 · Equipment - non-Computer				
05/08/2019	591810	Heydlauff's Inc.	GARBAGE DISPOSAL	239.95
05/08/2019	05/06/2019	Petty Cash-	CHELSEA ANTIQUE MALL - SPACE HEATER	10.00
Total 967.330 · Equipment - non-Computer				
Total 967.300 · Equipment Furniture & Fixtures				
Total 967 · Equipment				
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.120 · Information Services				
05/20/2019	04/10 - 05/0...	Keybank	Merit Membership Conf Registration	219.99
05/21/2019	20190508	Bell , Melanie	MERIT CONF IN DEARBORN	30.28
Total 969.120 · Information Services				
969.122 · Adult Services Travel				
05/20/2019	04/10 - 05/0...	Keybank	Michigan Flyer - Bus to airport	54.00
05/20/2019	04/10 - 05/0...	Keybank	Michigan Flyer Parking - 4 days	10.00
05/20/2019	04/10 - 05/0...	Keybank	Delta - 2019 ALA Conference - Shannon Powers	372.60
05/20/2019	04/10 - 05/0...	Keybank	Delta - 2019 ALA Conf - Laura Brown	372.60
05/20/2019	04/10 - 05/0...	Keybank	ALA - 2019 conf registration - Shannon Powers	335.00
05/20/2019	04/10 - 05/0...	Keybank	ALA - 2019 conf registration = Laura Brown	335.00
Total 969.122 · Adult Services Travel				
969.143 · Other Staff Travel				
05/08/2019	05/06/2019	Roberts, Patty	MI PR GROUP GROUP MEETING	37.12
Total 969.143 · Other Staff Travel				

# Chelsea District Library

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Date	Num	Name	Memo	Amount
<b>969.144 • Committee Meetings</b>				
05/08/2019	TRAVEL 4/23	Andrews, Ron	eCONTENT COMMITTEE TRAVEL	51.04
05/08/2019	05/02/19	Coryell, Lori	ATTEND SAS EX COMM MTG - LIVINGSTON CL...	44.78
05/08/2019	04/30/2019	Lancaster, Terri	04/30/2019 TLN SASUG Circ Meeting	62.76
05/08/2019	05/06/2019	Petty Cash-	PARKING STRUCTURE - TLN PARKING	2.00
05/21/2019	20190510	Coryell, Lori	ATTEND TLN MEETINGS	15.20
05/21/2019	20190509	Lancaster, Terri	0509/2019 TLN Circ Meeting	53.30
Total 969.144 • Committee Meetings				229.08
<b>969.145 • Workshops</b>				
05/21/2019	20190502	Bell, Melanie	MAKERSPACE CONF	85.38
Total 969.145 • Workshops				85.38
Total 969.100 • Staff Travel				2,081.05
Total 969.001 • Travel				2,081.05
<b>969.300 • Memberships</b>				
<b>969.400 • Trustees Memberships</b>				
<b>969.410 • Trustee Memberships - MLA</b>				
05/21/2019	3460	Michigan Library Association	MLA MEMBERSHIP THRU 06/30/20	1,574.00
Total 969.410 • Trustee Memberships - MLA				1,574.00
Total 969.400 • Trustees Memberships				1,574.00
<b>969.500 • Institutional Membership</b>				
<b>969.530 • Institutional Member MML</b>				
05/08/2019	36186-519	Michigan Municipal League	7/1/2019 -6/30/2020 Membership	200.00
Total 969.530 • Institutional Member MML				200.00
Total 969.500 • Institutional Membership				200.00
Total 969.300 • Memberships				1,774.00
<b>969.600 • Staff Training</b>				
<b>969.940 • Staff Appreciation - Restricted</b>				
05/20/2019	04/10 - 05/0...	Keybank	Zou Zou - Staff appreciation \$25 - Powers	25.00
05/20/2019	04/10 - 05/0...	Keybank	Mike's Deli - Staff appreciation - Goodgall \$25	25.00
Total 969.940 • Staff Appreciation - Restricted				50.00
Total 969.600 • Staff Training				50.00
Total 969 • Continuing Education Expenses				3,905.05
<b>982 • Collection Expense</b>				
<b>982.100 • Audio Books</b>				
<b>982.120 • Adult Books on Disc</b>				

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Date	Num	Name	Memo	Amount
05/09/2019	97299974	Midwest Tape	BOCD ADULT APRIL	99.97
05/09/2019	97269010	Midwest Tape	BOCD ADULT	684.82
05/21/2019	97330840	Midwest Tape	APRIL ADULT BOCD	74.98
05/21/2019	97362384	Midwest Tape	MAY ADULT BOCD	179.95
Total 982.120 - Adult Books on Disc				1,039.72
<b>982.140 - Youth Books on Disc</b>				
05/02/2019			CIRC DEPOSIT 05/02/2019	-20.00
05/08/2019	1088083488	Penguin Random House LLC-New	Youth & Teen Audio Books	51.00
05/08/2019	1088224937	Penguin Random House LLC-New	Youth & Teen Audio Books	45.00
05/20/2019			Circ Deposit 05/20/2019	-10.00
05/21/2019	19318283	Weston Woods Studios	Books on CD	85.35
05/23/2019	23829	VOID A BLANK CHECK	VOID A BLANK CHECK 23900	0.00
05/23/2019	23830	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23831	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23832	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23833	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23834	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23835	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23836	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23837	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23838	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23839	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23840	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23841	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23842	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23843	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23844	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23845	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23846	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23847	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23848	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
05/23/2019	23849	VOID A BLANK CHECK	CHECK RUN - PRINTED BACKWARDS 5/23/2019	0.00
Total 982.140 - Youth Books on Disc				151.35
Total 982.100 - Audio Books				1,191.07
<b>982.400 - Non Print</b>				
<b>982.410 - Electronic Products/Subs</b>				
05/21/2019	10110734986	LINKEDIN CORP	LYNDE LIBRARY - 5 USERS	2,000.00
Total 982.410 - Electronic Products/Subs				2,000.00
<b>982.416 - eContent/Kindle</b>				
05/20/2019	04/10 - 05/0...	Keybank	Amazon Whispercast - new titles for youth	141.82
05/20/2019	04/10 - 05/0...	Keybank	Amazon Whispercast - Adult Kindle	285.76



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Total 982.416 · eContent/Kindle				
982.460 · DVD Feature				
05/09/2019	97268978	Midwest Tape	APRIL ADULT FEATURE DVDS	73.44
05/09/2019	97299978	Midwest Tape	ADULT FEATURE DVDS	18.74
05/09/2019	97299976	Midwest Tape	APRIL ADULT FEATURE DVD	74.96
05/20/2019			Circ Deposit 05/20/2019	-54.99
05/20/2019			Circ Deposit 05/20/2019	-14.99
05/21/2019	97330829	Midwest Tape	APRIL ADULT FEATURE DVD	46.47
05/21/2019	97362383	Midwest Tape	APRIL ADULT FEATURE DVD	18.74
05/21/2019	97362386	Midwest Tape	MAY FEATURE ADULT DVD	525.47
05/22/2019	3908211980...	Addison Township Public Library	Lost DVD - 39082119808338	14.99
Total 982.460 · DVD Feature				702.83
982.470 · DVD Non-Fiction				
05/09/2019	97299973	Midwest Tape	NF ADULT DVD	18.74
05/09/2019	97268979	Midwest Tape	APRIL NF ADULT FEATURE DVDS	119.94
05/21/2019	97362387	Midwest Tape	ADULT NF MAY DVD	118.43
Total 982.470 · DVD Non-Fiction				257.11
982.480 · Youth Video DVD				
05/08/2019	97299977	Midwest Tape	YOUTH DVD	145.42
05/08/2019	97330842	Midwest Tape	YOUTH DVD	65.22
05/08/2019	97330843	Midwest Tape	YOUTH DVD	9.74
05/21/2019	97362382	Midwest Tape	YOUTH VIDEO DVD	11.24
05/21/2019	97394244	Midwest Tape	YOUTH DVD	26.24
Total 982.480 · Youth Video DVD				257.86
982.490 · Videogames				
05/20/2019	04/10 - 05/0...	Keybank	Game Stop - video games for collection	599.45
05/20/2019			Circ Deposit 05/20/2019	-49.99
Total 982.490 · Videogames				549.46
Total 982.400 · Non Print				4,194.84
982.600 · Periodical & Newspapers				
982.620 · Daily Newspapers				
05/08/2019	36100-5032...	Jackson Citizen Patriot	52 Week Subscription	370.00
Total 982.620 · Daily Newspapers				370.00
Total 982.600 · Periodical & Newspapers				370.00
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
05/08/2019	2034482027	Baker & Taylor-Adult Large Print	2034482027	163.68

# Chelsea District Library

## List of Checks for Board Approval

May 2019

06/12/19

Date	Num	Name	Memo	Amount
05/21/2019	2034539042	Baker & Taylor-Adult Large Print	2034482027	54.53
05/21/2019	2034511153	Baker & Taylor-Adult Large Print	2034511153	39.38
Total 982.710 - Adult Large Print				257.59
<b>982.720 - Adult Print General</b>				
05/02/2019			CIRC DEPOSIT 05/02/2019	-31.99
05/02/2019			L/C - LOST BOOK - CIRC DEPOSIT 05/02/2019	-38.00
05/08/2019		Dearborn Heights Public Library	Lost Book PATON 29216000152941	38.00
05/08/2019	PATON 292...	Baker & Taylor-Adult	2034476024	622.62
05/08/2019	2034476024	Baker & Taylor-Adult	2034483459	680.00
05/08/2019	2034483459	Baker & Taylor-Adult	2034499955	316.11
05/08/2019	2034499955	Baker & Taylor-Adult	Circ Deposit 05/20/2019	-109.94
05/20/2019			2034499955	438.56
05/21/2019	2034523108	Baker & Taylor-Adult	2034530708	92.04
05/21/2019	2034530708	Baker & Taylor-Adult	2034517066	602.29
05/21/2019	2034517066	Baker & Taylor-Adult	MYSTERY - SOMETHING READ SOMETHING ...	21.87
05/21/2019	1LTG-VL33-...	Amazon Capital Services Inc	DAMAGED BOOK FINE	14.00
05/22/2019	3908212896...	GARDEN CITY PUBLIC LIBRARY		
Total 982.720 - Adult Print General				2,645.56
<b>982.730 - Adult Ref.</b>				
05/08/2019	2034489213	Baker & Taylor-Juvenile	2034489213	94.34
Total 982.730 - Adult Ref.				94.34
<b>982.740 - Multiple Book Copies</b>				
05/21/2019	2034526279	Baker & Taylor Books Adult Multiples	2034526279	158.11
05/21/2019	2034513983	Baker & Taylor Books Adult Multiples	2034513983	15.35
Total 982.740 - Multiple Book Copies				173.46
Total 982.705 - Adult Print				3,170.95
<b>982.755 - Youth Print</b>				
<b>982.760 - Youth Print General</b>				
05/02/2019			CIRC DEPOSIT 05/02/2019	-30.88
05/08/2019	3908211506...	FLAT ROCK PUBLIC LIBRARY	39082115063938 - LOST BOOK	7.99
05/08/2019	2034497152	Baker & Taylor-Auto Yours Cats	2034497152	58.76
05/08/2019	2034475871	Baker & Taylor-Young Adult	2034475871	260.21
05/08/2019	2034499958	Baker & Taylor-Young Adult	2034499958	16.16
05/08/2019	2034476015	Baker & Taylor-Juvenile	2034476015	508.65
05/08/2019	2034475334	Baker & Taylor-Unlabeled	2034475334	174.17
05/08/2019	2034500400	Baker & Taylor-Unlabeled	2034500400	94.87
05/20/2019			Circ Deposit 05/20/2019	-25.90
05/21/2019	2034516601	Baker & Taylor-Auto Yours Cats	2034516601	57.52
05/21/2019	2034513759	Baker & Taylor-Juvenile	2034513759	182.96
05/21/2019	2034512594	Baker & Taylor-Juvenile	2034512594	42.63
05/21/2019	2034538970	Baker & Taylor-Unlabeled	2034538970	108.40
05/22/2019	2034530348	Baker & Taylor-Young Adult	ACCT # 209645 L732223 2 B00000, INV 203453...	27.25

Chelsea District Library  
List of Checks for Board Approval  
May 2019

Date	Num	Name	Memo	Amount
	Total 982.760	Youth Print General		1,482.79
	982.770	Youth Ref.		
05/08/2019	2034483418	Baker & Taylor-Juvenile	2034483418	149.49
	Total 982.770	Youth Ref.		149.49
	Total 982.755	Youth Print		1,632.28
	Total 982.700	Print		4,803.23
	Total 982	Collection Expense		10,559.14
	TOTAL			135,573.49



# CHELSEA DISTRICT LIBRARY

Fund Balances

May-19

## General Fund

### LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank

Paypal Account

Cash on Hand

Beginning Balance

\$327,291.38

\$48.25

\$327,339.63

Net Change

-\$115,124.71

\$0.00

-\$115,124.71

Ending Balance

\$212,166.67

\$48.25

\$212,214.92

## Ameriprise Account

Fixed Income Fund

Money Market Fund

Investment Partners Total

\$1,435,695.76

\$700,000.00

\$2,135,695.76

\$11,213.56

\$0.00

\$11,213.56

\$1,435,695.76

\$700,000.00

\$2,146,909.32

## Total General Fund

\$2,463,035.39

-\$103,911.15

\$2,359,124.24

## Debt Service Fund

Bond Debt Retirement Fund Checking

\$314,498.68

\$66.09

\$314,564.77

**Chelsea District Library**  
**Trial Balance**  
**As of May 31, 2019**

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	May 31, 19	
	Debit	Credit
001.001 · CSB/Operations Checking	186,356.54	
002.001 · Belser Memorial Fund	0.00	
003.001 · Chelsea State Bank/CD	0.00	
003.002 · Paypal Donations Account	48.25	
003.003 · CSB/Money Market Oper. Checking	0.00	
003.004 · Lake Trust Credit Union	0.00	
003.005 · CSB/ Capital Campaign Savings	0.00	
003.008 · TCF Ebay Book Sales Account	0.00	
003.009 · CSB Grant Account	0.00	
TOTAL	186,404.79	0.00

Chelsea District Library  
Trial Balance  
As of May 31, 2019

	May 31, 19	
	Debit	Credit
001.001 · CSB/Operations Checking	186,356.54	
002.001 · Belser Memorial Fund	0.00	
003.001 · Chelsea State Bank/CD	0.00	
003.002 · Paypal Donations Account	48.25	
003.003 · CSB/Money Market Oper. Checking	0.00	
003.004 · Lake Trust Credit Union	0.00	
003.005 · CSB/ Capital Campaign Savings	0.00	
003.008 · TCF Ebay Book Sales Account	0.00	
003.009 · CSB Grant Account	0.00	
020.001 · Taxes Receivable		42,313.14
030.001 · Pledges Receivable	0.00	
070.001 · Accounts Receivable	0.00	
007.001 · Petty Cash	200.00	
007.100 · Circ Daily Cash	10.00	
007.999 · Undeposited Funds	0.00	
017.001 · Investment-Infinex HDT052004	0.00	
017.002 · CDL Contingency Funds MILAF	0.00	
017.003 · MM - Investment Professionals	700,000.00	
017.004 · Investment Professionals A/C	1,435,695.76	
017.005 · Investment Infinex NFL 150689	0.00	
084.400 · Due from construction fund	0.00	
123.001 · Prepaid Rent	0.00	
123.002 · Prepaid Payments	0.00	
125.001 · Beneficial Int Community Found	26,287.16	
136.000 · Capital Improvement Fund	0.00	
136.001 · Capital Improvement 2001	0.00	
136.002 · Project #1 Computer Purchases	0.00	
136.003 · Project #2 Librarian Workspace	0.00	
136.004 · Project #3 Telephone System	0.00	
136.005 · Project #4 Site Enhancements	0.00	
136.006 · Technology Improvement 2001	0.00	
136.007 · Capital Improvement Fund Contra	0.00	
136.008 · Contingency Fund-	0.00	
136.009 · Technology Improvement Fund	0.00	
202.001 · Accounts Payable	0.00	
202.002 · State Tax Liability	0.00	
214.301 · Due to Debt Service	0.00	
214.490 · Capital Improvement Fund Acct	0.08	
227.001 · Village Escrow Account	0.00	
257.001 · Accrued Wages & Taxes	0.00	
257.002 · Payroll Liabilities	0.00	
257.004 · Payroll Liability Deduction	0.00	
257.005 · Payroll Liability - 401A Match	0.00	
257.003 · Accounts Payable-due	0.00	
258.001 · Federal Tax Liabilities	0.00	
264.001 · Deferred Revenue		0.06
265.001 · Deferred Inflow-Unavailable Rev	0.00	
300.001 · Fund Equity	2,621.79	
386.000 · Fund Equity-Re allocate	0.00	
386.001 · General Fund	0.00	
386.101 · General Funds-Signage	0.02	

## Chelsea District Library

## Trial Balance

06/13/19

As of May 31, 2019

Cash Basis

	May 31, 19	
	Debit	Credit
386.002 · Belser Memorial Fund	0.00	
386.003 · Friends & Volunteers	0.00	
386.004 · Christy Gutekunst Memorial Fund	0.00	
386.005 · Children's Area Fund	0.00	
386.006 · Capital Campaign Fund	0.00	
386.010 · Investments	0.00	
386.011 · Capital Contingency Fund	0.00	
386.012 · Capital Campaign Investment	0.00	
386.112 · Capital Campaign Cash to Const	0.00	
390.001 · Opening Bal Equity	422,402.10	
395.001 · Retained Earnings		1,744,180.17
402.300 · Dexter Township		277,610.90
402.400 · Lima Township		257,382.31
402.500 · Lyndon Township		306,599.73
402.600 · Sylvan Township		372,620.04
402.700 · City Taxes		460,727.05
540.110 · State Aid - Library of Michigan		5,957.30
540.120 · Local Community Stabilization		29,484.62
607.100 · Non-Resident Fees		2,854.73
645.100 · Copiers & Printers		2,914.25
655.100 · Circulation Fines		8,373.47
665.100 · Interest		209.45
666.100 · Investment Earnings		2,895.28
666.500 · Investment Change in Value		27,496.51
674.110 · Designated Adult Programming		5,500.00
674.111 · Designated Youth Programming		4,350.00
674.112 · Designated Music Focus Programs		3,300.00
674.120 · Undesignated Donation		2,375.00
674.141 · Designated Technology		3,000.00
674.200 · Friends of the Library Donation		840.00
675.100 · Community Found Southeast MI		10,000.00
675.400 · Chelsea Ed Foundation		1,000.00
701.100 · Wages	359,681.45	
701.120 · Retirement Pick up	0.00	
701.110 · Retirement-Contributions	0.00	
701.115 · 401A Retirement Matching	14,464.81	
701.200 · FICA	26,919.25	
701.300 · Flex Benefits	7,564.55	
701.400 · Unemployment	108.05	
701.500 · Workers Comp	2,518.00	
727.200 · General Operations	1,424.55	
727.320 · Matl Processing Cases	1,315.51	
727.330 · Matl Processing Other	1,285.90	
727.340 · Repairs	503.52	
727.510 · Cleaning Paper Products	581.53	
727.520 · Cleaning Supplies	308.15	
727.530 · Cleaning Rugs	714.36	
727.710 · Postage- Circulation Notices	10.38	
727.720 · Postage-Operating Postage	647.50	
727.810 · Maintenance Light Bulbs	15.49	
727.830 · Maintenance General	89.41	



Chelsea District Library  
**Trial Balance**  
As of May 31, 2019

	May 31, 19	
	Debit	Credit
801.010 • Attorney	3,340.00	
801.020 • Auditor	7,500.00	
801.040 • Bookkeeper	4,150.00	
801.041 • Payroll Services	1,259.10	
801.070 • Computer Specialist	276.26	
801.090 • Collection Fees	187.95	
801.210 • General Liability Insurance	10,372.00	
801.220 • Directors/Officers Insurance	2,775.00	
801.310 • Bank Fees	57.80	
801.340 • Credit Card Fees	0.00	
801.350 • Credit Card Fee Circ	422.26	
801.360 • Pay Pal Fees	1.75	
803.010 • Maint Svc Contingency	8,643.63	
803.101 • Public Copier	1,147.20	
803.102 • Staff Copier	2,921.40	
803.103 • Small Printer Maintenance	766.70	
803.210 • HVAC MA	7,372.00	
803.310 • Bibliotheca/3M	2,716.57	
803.385 • Laminator Maint Agreement	614.17	
803.395 • Website Hosting & Service	1,125.53	
803.410 • Security	324.00	
803.605 • Janitorial	17,008.50	
803.611 • Lawn Service	1,069.97	
803.612 • Snow	3,884.00	
803.620 • Trash	180.00	
803.640 • Doors	548.48	
803.760 • Fire Ext/Emerg Lights	391.74	
850.120 • Telephone	3,676.36	
850.121 • Director's Cell Phone	207.18	
850.310 • Internet		871.82
850.311 • WiFi Hotspots	5,464.65	
880.110 • Media Buy	1,500.00	
880.130 • Signs/Banners/Posters	358.75	
880.140 • Sponsorships	625.00	
880.230 • Newsletter Postage	2,000.00	
880.240 • Newsletter	4,170.83	
880.320 • Misc Marketing Supplies	505.96	
880.330 • Paper	111.15	
880.340 • Printed Items / Stationary	161.26	
880.412 • Midwest Literary Walk	2,105.36	
880.422 • Authors in Chelsea	874.51	
880.423 • Summer Reading Program	454.00	
880.431 • General Library Prog Promotion	170.28	
880.434 • Music in the Air	324.16	
880.441 • General Service/Resource Promo	378.42	
880.510 • General Purchased Services	522.75	
880.521 • Graphic Design Services	3,200.00	
880.522 • Photography Services	1,000.00	
884.100 • Speakers	45.71	
884.111 • Midwest Literary Walk	4,614.09	
884.114 • Comedy Showcase	1,675.00	

## Chelsea District Library

## Trial Balance

As of May 31, 2019

	May 31, 19	
	Debit	Credit
884.119 · General Adult Events	1,270.00	
884.121 · Refreshments	118.41	
884.122 · Craft Supplies	38.03	
884.123 · CSC Movie License	169.36	
884.126 · General Adult Programs	124.07	
884.211 · Authors in Chelsea	8,758.15	
884.922 · Youth Prog Rest Gifts Authors	3,000.00	
884.953 · Youth Prog Rest Chelsea Ed Foun	593.34	
884.212 · General Youth Programs	800.00	
884.213 · Parenting Programs	150.00	
884.215 · Early Literacy	970.00	
884.222 · General Youth Programs	467.52	
884.223 · Holiday Programs	7.08	
884.226 · Summer Reading	894.54	
884.228 · Authors in Chelsea	219.31	
884.230 · Youth Reading Group	136.32	
884.925 · Story Book Trail - Restricted	2,077.20	
884.261 · Teen Summer Reading	440.30	
884.272 · Teen General Programs	408.83	
884.276 · Teen Refreshments	67.38	
884.277 · Teen Summer Reading	417.66	
884.962 · Music in the Air - Restricted	4,548.23	
884.510 · Artist in Residence	6,233.83	
884.970 · Artist in Residence Restricted	11,000.00	
884.601 · Technology Programs General	333.61	
884.700 · Consortium Meetings	75.65	
884.911 · Adult Prog Rest Gifts Comedy Sh	1,500.00	
884.913 · Adult Prog Rest Gifts SRP	229.39	
884.914 · Adult Prog Rest Gifts MWest LW	3,000.00	
884.921 · Youth Prog Rest Gifts Genl	0.00	
884.923 · Youth Prog Rest Gifts SRP	875.07	
885.100 · Programs	0.00	
885.200 · Supplies	857.11	
920.110 · City of Chelsea Water	277.32	
920.120 · City of Chelsea Sewer	595.36	
920.130 · City of Chelsea Electric	12,023.10	
920.150 · City of Chelsea Sprinkler	109.88	
920.200 · McKune Gas	6,118.15	
960.200 · Director Expense	674.08	
965.100 · Bibliographic Database	4,452.16	
965.210 · Online Catalog/Circulation	12,945.86	
965.310 · Envisionware Clients	969.40	
965.400 · Delivery	3,495.00	
967.110 · Tech Research	749.97	
967.120 · Computers	4,490.36	
967.160 · Kindle Lending Program	0.00	
967.200 · Equipment Software	3,075.02	
967.310 · Makerspace Furnishings	1,334.00	
967.320 · Furniture	1,638.25	
967.330 · Equipment - non-Computer	2,663.81	
969.110 · Director Travel	659.42	

Chelsea District Library  
**Trial Balance**  
As of May 31, 2019

	May 31, 19	
	Debit	Credit
969.111 • Asst Director	1,989.45	
969.120 • Information Services	250.27	
969.122 • Adult Services Travel	1,479.20	
969.123 • Circulation Services Travel	114.44	
969.143 • Other Staff Travel	103.58	
969.144 • Committee Meetings	732.97	
969.145 • Workshops	218.87	
969.310 • Director Memberships	145.00	
969.311 • Assistant Director	137.00	
969.320 • Information Services	701.00	
969.323 • Head of Circ Svc. Membership	85.00	
969.324 • Head of Tech Svc Membership	220.00	
969.410 • Trustee Memberships - MLA	1,874.00	
969.510 • Institutional Member Rotary	172.00	
969.530 • Institutional Member MML	200.00	
969.540 • Institutional Member Chamber	450.00	
969.620 • Staff in Service	0.00	
969.940 • Staff Appreciation - Restricted	525.88	
975.100 • Building Improvement Additions	40,032.00	
975.200 • Capital Maintenance	19,317.00	
980.100 • Furniture and Equipment	22,711.35	
980.325 • PC Replacement	8,016.12	
982.120 • Adult Books on Disc	3,122.16	
982.140 • Youth Books on Disc	723.54	
982.410 • Electronic Products/Subs	8,463.00	
982.412 • EBooks/Overdrive Advantage	14,500.00	
982.414 • eBooks / Schools	2,000.00	
982.416 • eContent/Kindle	438.57	
982.420 • Adult Music on CD	158.49	
982.430 • Non-Traditional Collections	0.00	
982.431 • NT Collections - Supplies	36.99	
982.450 • Youth Music CD	212.30	
982.460 • DVD Feature	4,934.56	
982.470 • DVD Non-Fiction	707.43	
982.480 • Youth Video DVD	1,649.48	
982.485 • Playaway Views	279.96	
982.490 • Videogames	1,664.23	
982.510 • Local History Preservation	1,978.63	
982.620 • Daily Newspapers	600.00	
982.630 • Magazines	25.00	
982.710 • Adult Large Print	826.37	
982.720 • Adult Print General	11,568.92	
982.730 • Adult Ref.	94.34	
982.740 • Multiple Book Copies	523.21	
982.750 • Professional Collection	149.00	
982.760 • Youth Print General	7,348.38	
982.770 • Youth Ref.	149.49	
982.820 • Youth Enhancement	149.58	
982.920 • Youth Collection Restricted	50.00	
<b>TOTAL</b>	<b>3,572,855.83</b>	<b>3,572,855.83</b>

4:55 PM  
6/12/2019  
Accrual Basis

Chelsea District Library Debt Services  
Trial Balance  
As of May 31, 2019

Assets

Current Assets

Checking Savings

003.008 - CSB Debt Retirement Checking \$314,564.77

Total Checking/Savings \$314,567.77

Total Current Assets \$314,564.77

LIABILITIES & EQUITY \$0

<b>Ameriprise</b> <b>Account no. 0000-4823-9221-4</b> <b>GL 017.004</b>						
Dec-18	Beginning Balance					Ending balance
Jan-19	1,405,303.97					1,417,427.85
Feb-19	1,405,303.97					1,419,080.28
Mar-19	1,417,427.85					1,418,224.75
Apr-19	1,419,080.28					1,435,695.76
May-19	1,418,224.75					1,446,909.32
Jun-19	1,435,695.76					1,446,909.32
Jul-19	1,446,909.32					1,446,909.32
Aug-19	1,446,909.32					1,446,909.32
Sep-19	1,446,909.32					1,446,909.32
Oct-19	1,446,909.32					1,446,909.32
Nov-19	1,446,909.32					1,446,909.32
Dec-19	1,446,909.32					1,446,909.32
Balance	1,405,303.97	0.00	3,215.49	0.00	38,389.86	1,446,909.32
GL						1,446,909.32 ✓

Ameriprise Money Market GL 017.003		Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawal	Change in Value	Ending balance
	Dec-18	0.00						
	Jan-19	0.00		0.00	0.00	0.00	0.00	0.00
	Feb-19	0.00		0.00			0.00	0.00
	Mar-19	0.00	700,000.00	0.00	0.00		0.00	700,000.00
	Apr-19	700,000.00		0.00		0.00	0.00	700,000.00
	May-19	700,000.00		0.00		0.00	0.00	700,000.00
	Jun-19	700,000.00		0.00			0.00	700,000.00
	Jul-19	700,000.00		0.00			0.00	700,000.00
	Aug-19	700,000.00		0.00			0.00	700,000.00
	Sep-19	700,000.00		0.00			0.00	700,000.00
	Oct-19	700,000.00		0.00			0.00	700,000.00
	Nov-19	700,000.00		0.00			0.00	700,000.00
	Dec-19	700,000.00		0.00			0.00	700,000.00
Balance		0.00	700,000.00	0.00	0.00	0.00	0.00	700,000.00
GL								700,000.00

## Chelsea District Library

06/17/19

## Trial Balance

Accrual Basis

As of May 31, 2019

	May 31, 19	
	Debit	Credit
001.001 · CSB/Operations Checking	186,356.54	
002.001 · Belser Memorial Fund	0.00	
003.001 · Chelsea State Bank/CD	0.00	
003.002 · Paypal Donations Account	48.25	
003.003 · CSB/Money Market Oper. Checking	0.00	
003.004 · Lake Trust Credit Union	0.00	
003.005 · CSB/ Capital Campaign Savings	0.00	
003.008 · TCF Ebay Book Sales Account	0.00	
003.009 · CSB Grant Account	0.00	
020.001 · Taxes Receivable	0.00	
030.001 · Pledges Receivable	0.00	
070.001 · Accounts Receivable	197.00	
007.001 · Petty Cash	200.00	
007.100 · Circ Daily Cash	10.00	
007.999 · Undeposited Funds	0.00	
017.001 · Investment-Infinex HDT052004	0.00	
017.002 · CDL Contingency Funds MILAF	0.00	
017.003 · MM - Investment Professionals	700,000.00	
017.004 · Investment Professionals A/C	1,446,909.32 ✓	
017.005 · Investment Infinex NFL 150689	0.00	
084.400 · Due from construction fund	0.00	
123.001 · Prepaid Rent	0.00	
123.002 · Prepaid Payments	0.00	
125.001 · Beneficial Int Community Found	26,287.16	
136.000 · Capital Improvement Fund	0.00	
136.001 · Capital Improvement 2001	0.00	
136.002 · Project #1 Computer Purchases	0.00	
136.003 · Project #2 Librarian Workspace	0.00	
136.004 · Project #3 Telephone System	0.00	
136.005 · Project #4 Site Enhancements	0.00	
136.006 · Technology Improvement 2001	0.00	
136.007 · Capital Improvement Fund Contra	0.00	
136.008 · Contingency Fund-	0.00	
136.009 · Technology Improvement Fund	0.00	
202.001 · Accounts Payable	0.00	
202.002 · State Tax Liability	0.00	
214.301 · Due to Debt Service	0.00	
214.490 · Capital Improvement Fund Acct	0.08	
227.001 · Village Escrow Account	0.00	
257.001 · Accrued Wages & Taxes	0.00	
257.002 · Payroll Liabilities	0.00	
257.004 · Payroll Liability Deduction	0.00	
257.005 · Payroll Liability - 401A Match	0.00	
257.003 · Accounts Payable-due	0.00	
258.001 · Federal Tax Liabilities	0.00	
264.001 · Deferred Revenue		0.06
265.001 · Deferred Inflow-Unavailable Rev	0.00	
300.001 · Fund Equity	2,621.79	
386.000 · Fund Equity-Re allocate	0.00	
386.001 · General Fund	0.00	
386.101 · General Funds-Signage	0.02	





# Chelsea District Library Donation and Restricted

January through May 2019

	Jan - May 19	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
674 · Contribution & Donation-Public			
674.110 · Designated Adult Programming	5,500	6,250	(750)
674.111 · Designated Youth Programming	4,350	7,850	(3,500)
674.112 · Designated Music Focus Programs	3,300	5,150	(1,850)
674.120 · Undesignated Donation	2,375	1,365	1,010
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>19,365</b>	<b>24,455</b>	<b>(5,090)</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>30,365</b>	<b>35,455</b>	<b>(5,090)</b>
<b>Gross Profit</b>	<b>30,365</b>	<b>35,455</b>	<b>(5,090)</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	4,548	4,000	548
<b>Total 884.400 · Music Focus</b>	<b>4,548</b>	<b>5,150</b>	<b>(602)</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	1,500	1,500	0
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>4,729</b>	<b>6,870</b>	<b>(2,141)</b>
884.920 · Youth Programming Restricted			

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

	Jan - May 19	Budget	\$ Over Budget
884.921 • Youth Prog Rest Gifts Genl	0	1,000	(1,000)
884.923 • Youth Prog Rest Gifts SRP	875	3,850	(2,975)
Total 884.920 • Youth Programming Restricted	875	4,850	(3,975)
Total 884 • Programming	24,745	31,870	(7,125)
967 • Equipment			
967.900 • Equipment Restricted Gifts			
967.910 • Equipment Rest Gifts	0	565	(565)
Total 967.900 • Equipment Restricted Gifts	0	565	(565)
Total 967 • Equipment	0	565	(565)
969 • Continuing Education Expenses			
969.600 • Staff Training			
969.940 • Staff Appreciation - Restricted	526	1,540	(1,014)
Total 969.600 • Staff Training	526	1,540	(1,014)
Total 969 • Continuing Education Expenses	526	1,540	(1,014)
982 • Collection Expense			
982.920 • Youth Collection Restricted	50		
Total 982 • Collection Expense	50		
Total Expense	25,321	36,975	(11,654)
Net Ordinary Income	5,044	(1,520)	6,564
Net Income	5,044	(1,520)	6,564

# **DIRECTOR'S REPORT**



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

**Staff News**

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

- Head of Technology Ron Andrews, 17 years on May 8
- Library Assistant Heidi Glaubitz, three years on May 9
- Library Assistant Kathy Kahler, five years on May 19

**Word of Mouth Marketing for June**  
**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!

**Military Library Cards**

Since last fall, CDL has been offering a special library card to active and retired military. The card allows the holder to borrow materials without incurring overdue fees and provides \$10/year towards printing costs. I am happy to report that, thus far, 38 people have taken advantage and are now CDL military card holders!

**MLA Panel: Creating a Culture of Hospitality**

On May 3, I participated on an MLA panel at the Ann Arbor District Library as part of the workshop called "Library Hospitality: More Than Just Customer Service." Panel participants highlighted ways they transformed spaces to be more welcoming and inclusive. Questions discussed included:

- How has design helped or hindered your library's hospitality?
- What have you done to change your library's physical space to improve patrons' experiences?
- How does your library address hospitality in areas of safety and security and community outreach?

**Library of Michigan Focus Group**

I participated in a Library of Michigan focus group in Lansing on May 24. The Library of Michigan is beginning strategic planning. During the session, library directors from around the state provided feedback on what the LOM does well, things that need to be improved, and ideas for partnerships/programs.

**Washtenaw Reads Theme for 2020**

The Steering Committee of Washtenaw Reads met this month to assess the 2019 Read and to plan for the 2020 Read. In 2020, the theme will be "Everyone Counts," which is connected to the 100<sup>th</sup> anniversary of the 19<sup>th</sup> Amendment as well as related electoral, political, civic engagement, and census events (2020 is a BIG year with the presidential election and the Census!). The Screening Committee of the Read is soliciting titles on that theme for consideration, and that committee will meet throughout the summer to select finalist titles. Chelsea District Library is very pleased that Adult Librarian Laura Brown is representing our community on the Screening Committee.

**Out and About – May 2019**

- Attended TLN Shared Automated System Executive Committee – May 2
- Member on Michigan Library Association's Library Hospitality Panel – May 3
- Attended performance of *The Only Man in Town* – May 6
- Attended Chelseamich Ideas & Path Forward meeting – May 7
- Attended Rotary – May 7, 21

- Hosted Foster Adoption Support Team meeting – May 7
- Presentation on strategic plan progress at Sylvan Township board meeting – May 7
- Friends meeting – May 9
- Attended TLN Steering Committee and Membership meetings – May 10
- Met with Bill O'Reilly, Executive Director, Chelsea Senior Center; Trinh Pifer; and Mayor Johnson – May 14
- Participated in CFSEM/5 Healthy Towns phone meeting on grant possibility – May 15
- Attended Washtenaw Reads Steering Committee meeting – May 16
- Attended Chelsea Education Foundation meeting – May 20
- Facilitated Shared Automated System User's Group meeting – May 23
- Participated in Library of Michigan Focus Group – May 24
- Met with incoming Rotary President Mary Lee Penney – May 29

### **Looking Ahead to June 2019**

- Millage presentation at Kiwanis – June 3
- Music in the Air artists at CSC, CRC, and Silver Maples – June 7
- Music in the Air concert and reception – June 8
- Millage presentation at Rotary – June 11
- Rotary – June 11 and 18
- Michelle Tuplin, Owner, Serendipity Books – June 11
- Friends meeting – June 13
- Presentation in Lyndon Township – June 17
- Faith in Action's Doug Smtih – Sharon Apartments meeting – June 20
- ALA in Washington , DC – June 21 – 24

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

Goal progress from May 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.*

- New carpet installed in areas of 2<sup>nd</sup> floor.

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

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

- Attended Washtenaw County Broadband Task Force.
- Attended Michigan broadband Cooperative meeting where bylaws were reviewed in preparation for becoming 501(c)3.

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

- Presented Strategic Plan progress at Sylvan Township board meeting.
- Staff serving on Washtenaw Reads Steering Committee and Screening Committee.
- Extended CDL Insider campaign inside the Library by working with librarians to create slides and shelf talkers to inspire customers to explore resources, collections, databases, and services.
- Marketing Head joined MI PR Group

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

- See Goal 2.1.

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

- Promoted Pronunciator to Homeschool group.
- Staff serving on Chelsea Education Foundation board since fall 2018.
- Featured South Meadows 3<sup>rd</sup> grade students' artwork on cover and back on summer newsletter.
- Supplied South Meadows with SRP bookmarks to be distributed at their book fair.

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

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

- Hosted Foster Adoption Support Team meeting.

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

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







**With a CDL library card  
you'll have access to  
materials from over  
50 partnering libraries  
including these  
great items:**

**Did you know...**

**you can get a  
Chelsea library  
card even though  
you don't live in  
the district?**

**If you work for an employer located  
within our district boundaries —  
you're eligible!**

**Ask your employer for details or  
call us at (734) 475-8732 to find  
out more about our business  
library card.**



Card Info



**CHELSEA DISTRICT LIBRARY**

**221 S. Main St. | Chelsea, MI | 48118**

**[chelseadistrictlibrary.org](http://chelseadistrictlibrary.org) | (734) 475-8732**

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**DVDs, Video games, Streamable Movies  
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**eBooks,  
digital magazines...**

**Plus, our CDL Garage (think... equipment,  
crafting tools, and other unusual items),  
discount ticket offers, and so much more!**

**Don't wait — sign up for  
your library card today!**



### Chelsea District Library Performance Dashboard May 2019

\* YtD = Year to Date

	May-19	2018 YtD	2019 YtD	% change from last YtD
<b>Circulation - Total</b>	<b>22887</b>	<b>116295</b>	<b>116569</b>	<b>0.24%</b>
Items	19883	104993	101974	-2.88%
E-books/E-audio	2537	9790	12111	23.71%
E-magazines	345	955	1822	90.79%
Non-Traditional	30	148	159	7.43%
Hotspots	31	96	156	62.50%
Deposit Collection Circulation	61	313	347	10.86%
<b>Self-Check Items - Total</b>	<b>2091</b>	<b>11053</b>	<b>10839</b>	<b>-1.94%</b>
<b>New Cards - Total</b>	<b>78</b>	<b>327</b>	<b>401</b>	<b>22.63%</b>
<b>Reference Desk Interactions - Total</b>	<b>2304</b>	<b>9011</b>	<b>11543</b>	<b>28.10%</b>
<b>Outside Group Room Rentals</b>	<b>14</b>	<b>80</b>	<b>71</b>	<b>-11.25%</b>
<b>Engagement - Total</b>	<b>1627</b>	<b>9115</b>	<b>8709</b>	<b>-4.45%</b>
Youth Program Attendance	486	1760	1805	2.56%
Adult Program Attendance	105	779	722	-7.32%
Teen Program Attendance	18	107	185	72.90%
General Program Attendance	0	785	737	-6.11%
Outreach -- Youth	923	3879	3886	0.18%
Outreach -- Teen	0	720	455	-36.81%
Outreach -- Adult	34	305	366	20.00%
Awareness Opportunities	30	688	432	-37.21%
Homebound Visits	31	116	121	4.31%
<b>Programs/Visits Offered - Total</b>	<b>45</b>	<b>267</b>	<b>217</b>	<b>-18.73%</b>
Youth	21	104	86	-17.31%
Adult	5	61	33	-45.90%
Teen	4	15	28	86.67%
General	0	9	5	-44.44%
Outreach -- Youth	4	41	20	-51.22%
Outreach -- Teen	0	7	3	-57.14%
Outreach -- Adult	6	26	27	3.85%
Awareness Events	5	4	15	275.00%
<b>Door Count - Total</b>	<b>13180</b>	<b>64197</b>	<b>63568</b>	<b>-0.98%</b>
<b>WiFi Data Usage (GB) - Total</b>	<b>2794.96</b>	<b>11537.327</b>	<b>14162.542</b>	<b>22.75%</b>
Library Internal Public WiFi	715.19	3766.3	3437.71	-8.72%
Total Hotspot WiFi	2079.77	7771.027	10724.832	38.01%
Lyndon Twp Hotspot	31.29	733.07	208.47	-71.56%
Lima Twp Hotspot	0.26	26.343	7.596	-71.17%
Sylvan Twp. Hotspot	2.65	16.04	19.77	23.25%
Mobile Beacon Hotspots	680.75	4188.63	4014.29	-4.16%
Hotspots available for checkout.	1364.82	2806.944	6474.706	130.67%
<b>Computer Usage/Sessions - Total</b>	<b>6805</b>	<b>37936</b>	<b>34425</b>	<b>-9.26%</b>
Workstations	956	5980	5068	-15.25%
Wireless	5849	31956	29357	-8.13%
<b>Website Stats</b>		<b>0</b>	<b>0</b>	<b>NA</b>
Website Sessions	9066	46236	49278	6.58%
Website Users	5723	28505	30818	8.11%





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

**Facility**

**Design Think update:**

- The Trendwall for the youth area should be in place by the time you read this!
- New teen chairs are scheduled for delivery the day after the board meeting😊
- All of the new carpet scheduled for this year is in. Next year we will replace carpet in Teenspace, Kidspot, and the tech office.

The sprinklers are now on, mulch has been added to the planting beds and trees, and regular mowing has begun. The warm season HVAC maintenance is complete and we will change out the heavy Verisol filters in early June. All of our fire extinguishers and Exit signs were checked and all is well. Our elevator/lift and front doors also received regular maintenance checks this month.

The umbrellas are out on the tables in the Reading Garden- a sure sign of summer!

**Programs/meetings**

While there are no signature programs in May, we get to look forward to June and Music in the Air! Georgy Gusev joined Jacopo for what I what I felt was the most amazing performance to date. Watching the crowd watch Georgy was so much fun. And I felt the added reserved seating for Friends and the post-performance meet-and-greet were fantastic perks for our Friends.

We hosted the staff from Tecumseh Library this month as part of their in-service day. They had a tour and then settle in to our new large study room to ask our staff questions on all things CDL.

We also enjoyed a return visit from Shirley Bruursma, who attended our all staff lunch meeting to once again remind us what staff can and can't do as part of the millage campaign.

**Volunteers**

We had 136 non-book sale hours this month and 179 book sale hours. Dan Kaminsky has taken over compiling the volunteer stats for The Friends and is doing a great job. We are coming into Summer Reading Program season so expect to see the non-book sale volunteers hours go through the roof next month 😊

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	179.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1018.50
CPU	8.00	3.00	0.00	1.50	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.50
Local History	27.00	27.25	23.00	33.50	35.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	146.50
Program	9.25	26.25	7.50	10.00	1.50	1.50	1.50	1.50	0.00	1.50	0.00	1.50	62.00
Workroom	20.25	20.25	27.00	28.00	26.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.00
Friends	20.00	6.50	23.00	18.25	17.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.50
YSG	40.00	54.00	29.50	48.50	47.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	219.50
Board Trustees incl.comm mtgs	6.00	6.00	8.50	7.50	6.00	0.00	0.00	0	0.00	0.00	0.00	0.00	34.00
<b>Monthly Totals</b>	<b>331.00</b>	<b>349.25</b>	<b>278.50</b>	<b>420.25</b>	<b>315.00</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>1701.50</b>
<i>Non Book sale</i>	<i>130.50</i>	<i>143.25</i>	<i>118.50</i>	<i>147.25</i>	<i>136.00</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>683.00</i>

### Mayy Program Information

Date	Event	Attendance
<b>Adult Programming (5 Programs, 105 Attendees)</b>		
5/7	Reading Glasses	21
5/8	Place That Face	11
5/13	Adult VR	5
5/14	Beginning Knitters	23
5/18	Purple Rose Concert Readings	45
<b>Youth Programming (21 Programs, 517 Attendees)</b>		
5/2	Dance Along, Sing Along	30
5/4	Free Comic Book Day	40
5/4	Star Wars Day	22
5/6	LEGO Club	9
5/6	MonkeyPlay	22
5/7,14,21,28	Babytime	18,21,24,20
5/8,15,22,29	Preschool Storytime	20,15,24,23
5/9	READ to Library Dogs	9
5/9,16,23,30	ToddlerTime	37,20,29,32
5/10	Homeschool Meetup: Start Your Garden	16
5/11	Kinderconcert	39
5/13	Minecraft Monday	16
<b>Teen Programming (4 Programs, 18 Attendees)</b>		
5/2,16	That Thursday Thing: Youtube, Bath Bombs	3,5
5/14	Teen Book Club	9
5/17	Teen VR	1
<b>Outreach (Adult 6/34 , Teen 0/0, Youth 4/923 , Awareness 5/30)</b>		
5/1,8,15,22,29 (Awar)	Walk to School Wednesdays	8,5,6,6,5
5/2,7,9,21 (A)	Chelsea Retirement Community: Computer Training/iPad	5,3,3,3
5/8,29 (Y)	Storytime at Early Childhood Center	35,12
5/9,16 (A)	Book Club: Silver Maples, Pines	10,10
5/30,31 (Y)	SRP School Visits: NCE, SME	500,376
<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	May. 2019	May. 2018
Reference Questions	2,304	1,735
Homebound & Deposit Book Deliveries	31	31
OCLC Interlibrary Loan	27	0 Due to Migration

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

Since May is our month before the Summer Reading Kick-off and before the fall newsletter is due, a lot of time was spent on planning and preparation. After a very successful Midwest Literary Walk where two of our venues ended up being standing room only, I began to reach out to some alternative facilities that could potentially host us next year. In addition, since we will have the Apron String Exhibit in the McKune room in the fall, I explored options for alternative locations to host some of our larger programs during that time. I also worked with my staff to finalize our themed programming around this exhibit.

We have received some feedback that our users would like to see more book clubs. However, our last two afternoon book groups dwindled and were retired so in an effort to be thoughtful in our planning I created a book club survey. We received over 70 responses and as a result we are going to pilot two new book clubs in the fall. Both will only meet every other month and one will meet in the mornings and the other in the evenings. We plan to send out additional surveys to help with book selection. Our new part-time librarians, Margaret and Marissa, will each take responsibility for one of these.

Margaret and Marissa will also be taking over some other responsibilities. I have asked them to work on some passive programming to help patrons explore resources and collections while in the library. We hope to do one a month and the first will be in June and involve the telescope from our CDL Garage. I have also asked them to work with Patty and Virginia on shelf talkers and table tents to better promote some of our hidden treasures.

In May my youth librarians and I met with Washtenaw County Parks and Recreation to walk the new trail being cut in Baker Wood Preserve that will be the home of our new Storybook Trail. I made preparations such as ordering the frames that will house the storybook trail and reviewing potential books for our opening. WCPR has been a great partner and they will also be joining us for our Summer Reading Kick-off.

For summer, I worked to update details and contracts for our upcoming programming. I worked with my staff to finalize this year's reading logs for all ages, ordered paper for youth logs, finalized grand prizes, and arranged to have an ice cream cart with popsicles for this year's kick-off.

Finally, in May, I worked with the management team to finalize the 2020 proposed budget. This includes considering ongoing collections and programs, as well as some new ones. Some ideas for next year include circulating book club sets and of course thinking ahead to how we will use our new Storybook Trail.

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

May was a busy month for planning, with the Adult Summer Reading Program and the deadline for fall programming just around the corner. In addition to prepping prizes and creating the game card with Laura Brown, I also created a new registration database for ASRP using Caspio, wrote staff instructions, and began prepping the print materials. This month I finalized plans for several fall programs, writing contracts and newsletter content and meeting with a new community partner, Keegan Rodgers, a local pastry chef, to plan an adult cooking lecture. Our May programs went nicely, including the first of our Adult Beginner Knitter's workshops. This program was so well received I've planned a Part 2 to take place this Fall. We had relatively few local history requests this month, however, I was able to obtain permission for the library to digitize the previously restricted obituaries from the Ann Arbor Newspaper, and I trained Margaret on the preparation for Place that Face and the future online Ralph Guenther database. On the collection development front, I finished a deep weed of the Science Fiction and Fantasy collection, and began a similar weed for the fiction collection. Homebound delivery remained steady, and I was able to create an online database and web forms for CDL Delivers. This database allows me to better track deliveries, and enables other adult librarians to deliver books and materials to patrons. I



spent time training Marissa how to use the web forms and make deliveries. Finally, I created the adult LCD images for the summer programs and scheduled them on the LCD screens and on social media.

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

Shannon and I worked hard in May to finalize all the details for CDL's Adult Summer Reading Program (ASRP). We created the ASRP Bingo card, purchased the grand prize gift certificates from Chelsea merchants, and bought items for the ASRP gift baskets. This year one basket contains local items and the other is loaded with "Universe" items to follow this year's summer reading theme: *A Universe of Stories*. I also created the ASRP display upstairs that holds all these items. Special thanks to Stacey for creating the 3D printed items!

I continue to work with Nancy and Melanie to streamline CDL's process of recording obituaries. Nancy trained volunteer Jim to help, as well. I worked with Jessica to streamline our music CD ordering process. I will now order all adult music CDs, and she will focus on youth music. I also trained Marissa and Margaret on adult duties, such as ordering and obituaries. We received a large *Great Courses* collection of audiobooks (over 100 titles) that I culled for CDL's collection and gave the remaining to the Friends. A large part of my job continues to be ordering books and media, so I dutifully kept up.

In program news, Reading Glasses met at Ugly Dog and read *The Stranger in the Woods* by Michael Finkel. I also led the book discussion at Silver Maples who read *Great Expectations* by Charles Dickens. In addition, I attended TLN's Adult Workshop at Redford District Library where I learned more about readers' advisory, MeL databases, and adult programming. I summarized my findings and shared them with adult staff. Finally, adult staff met to plan fall programming—lots of upcoming fun for patrons!

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

May 11th marked my 90 day anniversary at CDL! I've been diving in to all the tech we have to offer by running the Teen VR adventure program once a month, and using our 3D printers during the course of the work day. I often have a 3D print running when I'm in the office, so I can encourage patrons to ask questions and sign up to use the printers as part of Tech by Request. The last week of this month, I printed out plastic planets, spaceships, and aliens for myself and the adult librarians to use in their Summer Reading Program prize display.

As my Preschool Storytime comes to a close for the season, I've planned a three-week art project that will end on the last day - June 5th. The kids' work will be on display soon after, for everyone to see. I had two fun That Thursday Thing Programs this month, too - YouTube Night and Bath Bombs, which had a good turnout. I'm already planning fall's Thursday Things, and asking my regulars for input on what they'd enjoy most.

Finally, we're hard at work getting prizes and programs ready for Summer Reading. I know I'm excited to see who will win two prize packs I've put together - one for Harry Potter, which includes a light-wand, and one for the aspiring manga/comics artist, which has a set of drawing and writing tools, a how-to book, and two sketchpads.

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

May was all about planning for fall while simultaneously preparing and promoting Summer programs. The highlights include an intense visit to over a dozen classes in North Creek promoting the Summer Reading Game, designing the kickoff party and enlisting volunteers from Proquest. I spent time preparing forms for YSG volunteers, getting YSG enlisted to assist with printing and cutting and folding for my

school visit and the visits of the other youth staff. I also tried to make sure we purchased materials needed for prizes and crafts. I also connected with the Biscuit author Alyssa Capucilli to come to Authors in Chelsea in the spring, and confirmed the date of programs with Chelsea School District administration. I am gearing up for Kids Read Comics in the fall, which also means helping with promotion for the Ann Arbor-based A2CAF coming up in June. I was interviewed for WEMU's Morning Edition the last day of the month. Despite all of the program related work, I found time to weed the picture book section and place new movie and book orders.

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

May was all about preparing for Summer Reading! This month I created school visit materials, selected Grand Prizes, and updated the Reading Logs, Math and Science Stations, Discovery Center, and Challenge Cards for 2019. I spent a morning at South Meadows Elementary going class-to-class talking to students about SRP and getting them pumped up for all our fun programs this summer. And using a new database creation tool, I updated our online SRP registration with some assistance from Melanie Bell. I also began planning ahead for fall programs. In conjunction with the upcoming *Apron Strings* exhibit, I started a new partnership with Keegan Rodgers of the Lakehouse Bakery. He'll be leading a kids baking program and an adult demo and lecture program this fall-- stay tuned! Finally, I was able to secure an author for next year's Authors in Chelsea program that our South Meadows students will absolutely love!

## **Technology**

### **Summary of May**



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

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

###### **May 2019**

Our first visit to St Louis Center to provide VR experience went better than expected. The staff had already lined up several residents and with only one who did not want any part of VR, the rest loved it. I have a video that if I get permission from SLC I will share. We will be visiting them monthly; once on a morning and once on an evening to reach both their adult and younger residents. We will not be providing VR for anyone under 12. We hope to involve some other staff in this new service and would also extend an invitation to any Board member who would like to attend a session.

Our Intern collaboration with AimHigh is going well. Lucie Smith has done an outstanding job creating a job duty binder for him and she will be his primary supervisor. We were privileged to have an orientation workshop with one of the founders of AimHigh and with Ross's therapist. They provided us with some great information on autism, working with persons on the spectrum and specifics about what to expect from Ross. Ross actually presented us with a list of his skillsets from working in other library which I must say was well written and extensive. We are thinking this is going to be a great partnership!

Ross will have a mock interview to give him real-life experience with this process on June 3<sup>rd</sup> and an orientation to the library on June 5<sup>th</sup>. His first day of work will be Tuesday, June 11, and will be working Tuesdays and Wednesdays from 10:30-3:30.

##### **Technology Projects**

- Setup laptop for Friends data input
- Setup new monitors and stand for Youth Services Librarian - Stacey

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

- Continue on new schedule for CRC iPad and CT 1:1 programs
- VR session on May 16<sup>th</sup> at the St Louis Center
- Adult VR session on May 13<sup>th</sup>

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

- Continuing the Walk to School program with Lori and Amy.
- Led a library tour and Q&A session with librarians visiting from the Tecumseh Library for their Staff In-Service Day
- Setup VR schedule with St Louis Center till fall

##### **Meetings**

- Meeting with Christine and Lucie to review needs and parameters for Duty Binder for Ross (Intern) on May 21<sup>st</sup>
- Annual Evaluation with Lori on May 15<sup>th</sup>
- 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.
- Worked on issues with FTP services to TLN. There's some third party blocking the primary IP address we were using. Changed the IP address of the firewall to address this issue.
- Trained Ron on changing our phone and computer management systems to summer hours.

- Ran firmware updates on all the networking equipment.
- Ron and I met with a vendor to discuss moving the elevator phone from copper phone lines to wireless. Will pursue in 2021 budget.

#### Public and Staff Computers:

- Replaced some keyboards on the public machines
- Worked on public profile for the new public machines that we are waiting to deploy. Have it mostly finalized just ironing out some permission issues.
- Purchased more electrical towers for the tables in the large study rooms

#### Website

- Trained Jessica and Shannon on our new database service Caspio. Assisted them with moving the summer reading program registration over to Caspio.
- Ran updates on the website and plugins.
- Fixed some dead links reported by Siteimprove on the StoriesofChelsea.org site
- Started work on kids read comics page. Currently in a very early draft format. Working with Edith and Patty to finalize.

#### Broadband

- Created sample online survey for the Washtenaw Broadband Task Force and assisted with review of the bylaws for that group.
- Attended the Michigan Broadband Cooperative program. We discussed new bylaws to move forward on the path to becoming a 501(c)(3).
- Other:
- Keegan and I attended the Makerspace Unconference held in Rochester Hills. Got some great ideas on how to setup passive makerspace programming and some of the best practices for using 3D printers and laser cutters in library spaces.
- Attended Merit Membership Conference. Got some great resources for VR equipment and some ideas for using VR in the library. Also had some information about broadband in rural communities. Merit is working on a Moonshot initiative where they are working with schools to give their students a homework assignment to survey their broadband access. The goal of the initiative is to get more accurate maps on the broadband issues.
- Attended Sylvan Township Board Meeting with Lori and Ron to talk about progress on the strategic plan.
- Attended lab redesign meeting where we discussed equipment options and storage options for the new area.
- Ron and I ran our first VR session at the St Louis Center.
- Helped with Teen and Adult VR sessions.

*Ron Andrews & Melanie Bell*

# MARKETING BOARD REPORT

May 2019

## MARKETING HIGHLIGHTS



**Summer Reading Program (SRP)** – This year we will be using the Collaborative Summer Library Program's theme **A Universe of Stories**. As one of our largest programs, there is a lot of prep involved prior to the kickoffs: Banners are hung on main street light posts and on the Freer Rd/Old US 12 corner fence. Ads will be run in the local media, informational handouts will be sent home with Chelsea school students, a press release will be issued to the local media, our SRP webpage will be updated for this year's theme and registration links, and Sponsor thank yous will be posted through our digital channels. This year, we will have a special station at our youth/teen kickoff that will tie in with our Millage Informational campaign—read below to find out more.

### Millage Informational Campaign

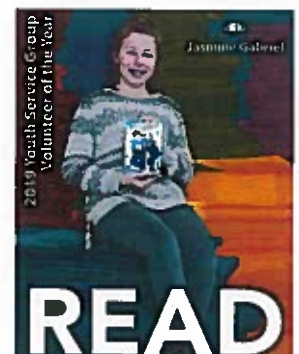
On August 6, CDL will be on the ballot for a millage renewal. In preparation for this election, we have created an informational campaign to educate our service district about the value CDL adds to the Chelsea-area community. The campaign is centered around messages crafted to convey how CDL continues to Engage, Inspire, and Equip our community through both traditional and innovative collections, resources, and services, and to encourage continued support of Chelsea District Library. It will be deployed in the following ways:

- **CDL Insider Tips:** A new feature in our summer newsletter "CDL Insider" was created to highlight CDL offerings that customers might not be aware of with added inspiration of ways to use them in their everyday lives. We will continue to use this branding on LCD slides, shelf talkers, and social media posts throughout the remainder of the year. Help us get the word out about these great offerings by sharing our FB posts with friends, family, and neighbors!
- **Outreach presentations:** Lori and select staff members have been visiting local organizations, partners, and townships to give informational presentations. An informational document was also supplied to the townships for posting on their websites.
- **Informational Postcard:** A 6"x 11" postcard was designed to create awareness about the upcoming millage renewal vote and includes the election date, facts about the millage renewal, and information about the value taxpayers receive from the tax dollars they invest in CDL.
- **#ILOVECDL Yard Signs:** Recently, I attended a MI PR Group meeting where libraries shared successful marketing efforts. Canton shared how they used yard signs to create awareness of their summer reading program. I thought this would be a great way to create awareness of for our upcoming millage renewal—from this idea, a mini-campaign was born! At this year's youth/teen summer reading kickoff, kids will get the chance to personalize their own "I Love My Library" yard sign. They will also be asked to display it in their yards during the summer and engage in fun photo opps that they can share with us on our Facebook page. Each time they post a photo, they'll win a drawing slip for the grand prize drawing. Just prior to the election on August 6, we'll invite them to bring their signs back to the library so that all the signs can be displayed on our front lawn in the days leading up to the election.
- **Website Button:** A button will be posted on our website trending section with election information and links to our informational postcard and library value calculator.
- **Press Release:** A press release will be issued to the local media prior to the election.



### YSG Volunteer of the Year

Congratulations to *Jasmine Gabriel*, our 2019 Youth Service Group Volunteer of the Year! Make sure to read her wonderful story in the summer newsletter—we are so very lucky to have such a dedicated teen here at CDL! To celebrate her award, a fun READ poster will be on display at the library, a press release sent to the local media and Beach Middle School, along with FB posts and an eNews article. Jasmine will be acknowledged by her YSG peers at one of their summer reading get-togethers.





# MARKETING BOARD REPORT

May 2019

## From Virginia Krueger, Marketing Assistant

This month I worked on the digital promotions for Music in the Air and Summer Reading Programs. With the start of the new quarter, I also updated all the digital marketing schedules for the summer months.

In addition to our usual program promotion, I worked with Patty to define the Millage Information Campaign digital promotions. I also created the artwork for the #ILOVECDL yard signs.

Hootsuite has proven invaluable in keeping an active social media presence, as you can schedule posts in advance and balance the postings over days and hours. Additionally, due to the reduced time it takes to post to multiple platforms, we have been able to expand our social media presence on Twitter.

The positive results of using this management tool are apparent when comparing the analytics between April and May. We were thrilled to see the significant upward trend of the following categories: Facebook posts ↑117%, Facebook engagement ↑158%, Facebook shares ↑104%, Tweets ↑74%, Tweet Engagement ↑400%, and Tweet Likes ↑510%.

Monthly Mystery Giveaway: A.R. Eader, the mysterious donor who drops off prizes in the youth department, struck again in May. Kids completed 146 drawing slips and Kaelyn was thrilled to bring home a collection of Roald Dahl books and cute shelf to store them.



## MARKETING PROJECTS/CAMPAIGNS ON THE HORIZON

- Storybook Trails
- Fall Newsletter
- Apron Strings Exhibition
- 2019 CDL Song Fest
- 2019 Kids Read Comics

## MISCELLANEOUS MARKETING ACTIVITIES

- Met with new marketing volunteer prospect.
- Put together marketing packets for Tecumseh Library tour of CDL.
- Researched social media marketing practices, content marketing, and visual displays.
- Evaluated potential upcoming in-library exhibitions.
- Evaluated current plexi table top display holders and explored better options for limited library display space.
- 

## OUTREACH

- Dialogued with Kim Eder, Beach Middle School art teacher, about future newsletter cover featuring her student's artwork.
- Joined MI PR Group (an informal PR group that works together and shares successes, non-successes, and tackles marketing and communication issues confronted by libraries) and attended first meeting.

Respectfully submitted,  
Patty Roberts  
Head of Marketing

## Midwest Literary Walk 2019

I'm happy to say I was able to return to the Midwest Literary Walk (<https://midwestliterarywalk.org/>) for 2019. We had a great line up of authors this year. In addition to my friend Amy, we each brought a friend so there were a total of four of us walking and enjoying the books.



Me and Min Jin Lee

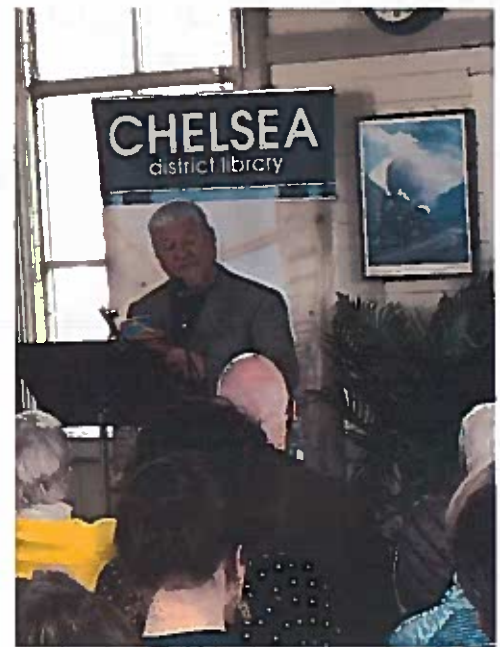
The first author was the one I ended up enjoying the most, Min Jin Lee. She's the author of Pachinko ([https://www.goodreads.com/book/show/34051011-pachinko?ac=1&from\\_search=true](https://www.goodreads.com/book/show/34051011-pachinko?ac=1&from_search=true)), which two years after publication is became an NYT bestseller in paperback. It took Lee 30 years to write this book. She put it away for years because her first draft was 'long and bad.' The idea originally came in 1989 when she attended a lecture about Koreans in Japan and the hatred directed at Korean children by Japanese classmates. She didn't think it would be a historical novel but it needed that history. The segregation between Japanese and Koreans still exists in Japan and people of Korean descent will try to 'pass' as Japanese. Lee wrote this book originally as a study of masculinity, though her main character ended up being a woman. She wanted to talk about how the suppressed male minority can be emasculated. She also wanted to tell the story of the poor and illiterate. They never get a chance to write history but their work is what history depends on.

Lee took twelve years to publish her first book and is at work on a third with similar themes about Korean immigrants. Apply TV has picked up Pachinko ([https://www.goodreads.com/book/show/34051011-pachinko?ac=1&from\\_search=true](https://www.goodreads.com/book/show/34051011-pachinko?ac=1&from_search=true)) for a series adaptation, though we won't see that for about two years. Lee's only hope is that the history is correct as she has no involvement in the show. The Japanese translation of the book is coming out in the fall. There is already a Korean translation and a copy of it appears in the Korean-Japanese Museum in Japan.

Lee offered some writing advice. As writers, we should expect to be interrupted, there's almost never a smooth path to finishing a book. She advises listening to those interruptions as they may be redirecting the book. The quality of the work is what's most important, not the quantity. As a writer, you're asking your reader for their time more than their money. Authors make very little from the sale of each book. But each sale asks a reader for several hours of time to enjoy it. Writing is a long process and you should only do it if you really love it. Lee advises that novels should have things that happen, they need action and should follow the rules of the craft. Personally, she reads a verse of the Bible before she writes each time.

The second speaker was Luis Rodriguez, a poet and memoirist. He grew up poor in east LA and was involved in gangs. He'd lost 25 friends to violence and drugs by age 18. He is a former heroin addict and was in jail. He said that he wasn't 'scared straight,' he was 'cared straight' and he now mentors prisoners to try and do the same. Rodriguez never saw himself as an immigrant in the US. He is part of the Tarahumara tribe of Mexico and those people lived in the US before there was an arbitrary border. He feels he's become an expert in English and writing descriptive words because he worked hard to learn it in spite of his poor education and mastery as a youth.

The final speaker was Anissa Gray, a Michigan native and author of The Care and Feeding of Ravenously Hungry Girls



Luis Rodriguez at the Midwest Literary Walk

([https://www.goodreads.com/book/show/39719167-the-care-and-feeding-of-ravenously-hungry-girls?ac=1&from\\_search=true](https://www.goodreads.com/book/show/39719167-the-care-and-feeding-of-ravenously-hungry-girls?ac=1&from_search=true)), her first novel. Gray is from St. Joseph, Michigan (west side of the state) and attended Western Michigan University. The book is set in a fictional Michigan city that was inspired by St. Joseph and Kalamazoo. She'd been living outside of Michigan for 25 years when she started writing this book and I'd like to think she was homesick. This isn't the book Gray set out to write. She wanted to focus on one character but realized she had to explore the character's backstory and family to make the book work. She said she couldn't make the characters do what she wanted, she had to listen to them and what they were going to do. One of the characters in the book has an eating disorder, as Gray herself has had. Writing about it made her talk about it in a way she hadn't had to before. It was easy to write the character that was like her, but the others were a struggle. The story is honest and covers a complex issue. The people in the story are imperfect, but they're hopeful that things will work out. and they might be OK in the end.



Gray offered a bit of writing advice. She's a journalistic editor and she has to turn her editor mind off when she writes. She sets a schedule of time to write every day and pushes through even when she's uninspired. She doesn't have an outline but develops a mental plan of what she'll write with a story and characters. She gets it down first before worrying too much about the language. That comes later. For this book, it took her about four major drafts to get to the final version.

Again, this was an amazing event and one I hope to attend for years to come. The Chelsea District Library does a great job and I'm so thankful to the writers who traveled to this small town to share their expertise with ravenously hungry readers.



## June 8: Music in the Air features world-class cellist and pianist

 [chelseupdate.com/june-8-music-in-the-air-features-world-class-cellist-and-pianist/](https://chelseupdate.com/june-8-music-in-the-air-features-world-class-cellist-and-pianist/)

May 22, 2019



The poster for the 'Music in the Air' concert features a dandelion on the left with musical notes floating around it. The title 'Music in the Air' is written in a cursive font. The event details are in the top right: 'SATURDAY, JUNE 8', '2-3 PM | ALL AGES', and 'READING GARDEN\*'. Below this are two portraits of the performers, Jacopo Giacopuzzi and Georgy Gusev. Text below the portraits identifies them as 'Pianist' and 'Cellist and Composer' respectively. A note about rain is in the center: '\*In case of rain, the concert will be moved indoors'. At the bottom left is the Chelsea District Library logo with the tagline 'ENGAGE. INSPIRE. EQUIP.' and the names 'MICHAEL D. KUNKEL & HENRY COX'. At the bottom right is a blue box with the text 'PLUS Adult Summer Reading Kickoff! Sign up for this summer's game where reading and exploring the Library and Chelsea earns you chances to win prizes!'.

**SATURDAY, JUNE 8**  
**2-3 PM | ALL AGES**  
**READING GARDEN\***

\*In case of rain, the concert will be moved indoors

**MICHAEL D. KUNKEL & HENRY COX**

**Jacopo Giacopuzzi**  
Pianist

**Georgy Gusev**  
Cellist and Composer

**PLUS** Adult Summer Reading Kickoff! Sign up for this summer's game where reading and exploring the Library and Chelsea earns you chances to win prizes!

**CHELSEA DISTRICT LIBRARY**  
**ENGAGE. INSPIRE. EQUIP.**

(Chelsea Update would like to thank Lori Coryell for the information in this story.)

The **Chelsea District Library** hosts its third annual Music in the Air concert featuring pianist Jacopo Giacopuzzi and cellist Georgy Gusev on Saturday, June 8 at 2 p.m. in the Library's Reading Garden.

This open-air concert is an opportunity to hear classical music in a casual, outdoor environment.

Giacopuzzi returns to Chelsea for his third consecutive summer to enchant us with his piano virtuosity. He has performed at major festivals and venues, lectured, served on competition juries, and won numerous competitions throughout the United States and Italy.

Jacopo studied at Liszt Hochschule, the Conservatory of Verona, and the International Piano Academy of Imola. He is a graduate in Piano Performance from the University of Southern California.

Georgy Gusev is a graduate of the famed Moscow Tchaikovsky State Conservatory and Accademia Nazionale di Santa Cecilia in Rome. He performs at major music festivals and events worldwide with other artists, most notably Yo-Yo Ma. He has worked with composers Randy Jackson, Kenny G, and Kenny “Babyface” Edmonds.

Gusev is also a prolific composer and the founder of the Moscow GOSH Projects – a nonprofit group of young artists committed to actively promoting the cultural exchange between artists of different countries while supporting new projects for young, talented artists from Russia. Georgy plays cellos made by Ernst Liebich III (Breslau, 1880) and Nicolas Geisser (St. Petersburg, 1901).

Music lovers of all ages are invited to come together to share their love of and appreciation for classical music as Giacomuzzi and Gusev share the stage. Grab a seat or bring a blanket and enjoy classical music in the open air.

Our Music in the Air concert is also an opportunity for adults to sign up for this year’s Summer Reading Program. Librarians will be on hand to register participants for this year’s game — *A Universe of Stories*. Make sure to sign up to win prizes all summer long by tracking your reading and activities around town on your bingo card.

Music in the Air is made possible through the support of our Gold Sponsor — Friends of CDL and Michael D. Kunkel & Henry Cox.

About Us: Chelsea District Library is a not-for-profit organization whose mission is to engage, inspire, and equip through evolving resources and services.

The library currently serves 15,010 residents in the Chelsea area, which includes the city of Chelsea plus Dexter, Lima, Lyndon, and Sylvan townships.

For more information visit [www.chelseadistrictlibrary.org](http://www.chelseadistrictlibrary.org).

Artist Lynn Harris works from her Chelsea studio at 118 South Main Street, where she also teaches sewing classes to people of all ages. Meeting starts at 9:15 a.m. at the Morris Lawrence Building, Washenaw Community College, 4800 East Huron River Drive, Ann Arbor. Admission: \$10.00 at the door. For more information: <https://www.gaaag.com/>

**May 21, 2019**

CHS Orchestra & Band Concert beginning at 7pm CHS Auditorium

**May 22, 2019 - The Rumpus Room**

Spore Live Trivia | Tap Take-Over | Featuring: Shorts Brewery & Oddside Ales 7pm | Free Fun

**May 25, 2019 - The Rumpus Room**

Botata's Afro-Electronic Dance Party! 8pm | Free Show

**May 27, 2019**

10:00 am-11:30 am Chelsea's Annual Memorial Day Parade and Ceremony. Parade participants gather in the municipal parking lot downtown. The parade route heads south on Main St., east on Park St., north on East St., and east on Middle St., ending at Oak Grove Cemetery for a traditional ceremony honoring our veterans. The Memorial Day parade is hosted by the Herbert J. McKune American Legion Post 31.

**June 5, 2019**

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

**June 6 - August 15, 2019**

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

**June 6, 2019 - Sounds & Sight**

6:30 - 8:30 PM. Sounds & Sight Line-Up:

Fun on the Frets (Jazz) at Poirier Commons

Korner Stage: #1BT Comedy Showcase (Comedy) at Katie's Korner on the Library Lawn.

Cash is King (Johnny Cash Tribute) at South St. \*Senior Seating. 3 Generations Entertainment (Balloons for Kids) at Main St. Alley. Beach Daisy (Indie Rock) at East Middle St. Dave Boulette & Kristi Lynn Davis (Americana) at Sylvan Courtyard. The Shelter Dogs (Americana) at Glazier Building. How to Chalk - Bugs (Chalk Art) at the Clocktower. The Big Band Theory (Jazz/Swing) at the Clocktower Gazebo. Colors the Clown (Animal/Magic Show) at the Kids Courtyard.

**June 22 & 23, 2019**

Gordon Hall Days. 10:00 AM to 4 PM. Donation \$5 per person or \$20/car. Come and join us for the expanded Gordon Hall Days 2019! This year we are featuring barn raising demonstrations. See how barns were constructed in the past and even lend a hand to assist. Learn about Dexter's past as you follow the Dexter History Walk which is a self-guided series of signs depicting interesting Dexter area history created by the Dexter 3rd graders. Shop at the Antique and Vintage Market, tour historic Gordon Hall and enjoy the antique car show. Activities for the children include Colors the Clown, crafts, games and animal demonstrations. There will be music and food and you are also invited to bring a picnic lunch and enjoy it on our lawn. Visit our website for specific times for each event. All proceeds support the Dexter Area Historical Society. Location: Gordon Hall, 8311 Island Lake Road, Dexter Michigan, at the corner of Dexter Pinckney Road. For information call (734) 426-4767 or visit our website [www.dexterhistory.org/upcoming-events](http://www.dexterhistory.org/upcoming-events)

**July 25-27, 2019**

Sounds & Sight Festival Weekend

If you have any Community Events you would like listed here please email [charlachelseaguardian@gmail.com](mailto:charlachelseaguardian@gmail.com)

# SculptureWalk Chelsea



From Doris Galvin Chelsea Area Festivals and Events (CAFE) is pleased to present SculptureWalk Chelsea's 10th year exhibition. This new season kickoff will coincide with Sounds and Sight on Thursday Nights' opening on June 6.

Thirteen beautiful sculptures were chosen via a juried selection process. Each Artist received a \$750 award and visible platform to showcase their art in prominent locations throughout downtown Chelsea. All Sculptures will be available for sale. Most of the Sculpture Artists live in Michigan, and 3 live out of state. Exhibiting Artists are Mary Angers, Calvin Babich, Mark Belchenko, Rick Destroyer, Brian Feriby,

Ray Katz (2 entries), Justin La Doux, John Merigian, Barry Parker, David Petrakovitz, Laurie Tennent and Russell Thayer.

CAFE has revitalized this outdoor art project as part of the visual arts component of its mission. This was accomplished with community support from the City of Chelsea, Chelsea Downtown Development Authority, Chelsea District Library, Chelsea Area Chamber of Commerce, generous sponsors, and a mini-grant from the Michigan Council for Arts and Cultural Affairs. Minigrant Program administered by The Arts Alliance. Visitors are welcome to take a self-guided walking tour of the year-long creative placemaking project or contact the

Chelsea District Library for the schedule of docent-led tours. All tours are free to the public. For additional information, contact Crystal Scott, Visual Arts Coordinator and SculptureWalk Project Manager at [visualarts@chelseafestivals.com](mailto:visualarts@chelseafestivals.com).

Sponsors for the 2019-20 SculptureWalk season are: Chelsea District Library (2 sculptures), D&B Strategic Marketing, Rick Eder Agency - Farm Bureau Insurance, LAFCU - Your Credit Union for Life, La Maison, Live in Balance Consulting, O&W / Atwater Brewing, Rumpus Room, Secret Crisis Comics, Silver Maples of Chelsea, Steiper & Brust Orthodontics, and Surelutions.

## Evolution of the Newspaper Industry

The Newspaper industry is making an interesting comeback. Yes I said it, a comeback, but it is not what it used to be. Instead of daily Newspapers now the weekly paper local newspaper is what is desired. The Chelsea Guardian was created to fill a void that the residents of Chelsea wanted. A hometown newspaper with their news, their kids, and their neighborhoods, but the model of the newspaper industry has also changed. Instead of paid subscriptions we now count on advertisers and local supporters to cover the costs kind of like watching PBS only for Chelsea. In the old days you would have paid for a subscription which would cost between \$10 and \$150 dollars which is way too expensive and one of the reasons the old model is struggling. Now you just go to the mail box and your free community news is waiting for you. The cost of getting this paper to each home and business is about 30 cents per week per paper. If you would like to be a supporter of The Chelsea Guardian please fill out the form below. We hope you are enjoying your "Home Town Paper" The Chelsea Guardian. Thank you all for the kind words you have sent via Phone, Email, and Facebook.

### Chelsea Guardian

1 Year Contribution ☐ \$26  
6 Month ☐ \$13  
3 Month ☐ \$6.50  
Other: ☐ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Please send contributions to:  
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# Monitor Base Ball Fundraising For Depression Awareness

From Jon Van Hook

Please come join the Monitors and Merries Vintage Base Ball Clubs of Chelsea on Sunday, May 26, 2019 as we host our fifth annual 'Tallies for Charity' match. It will take place at 1:00pm at Timbertown Park on Sibley Rd in Chelsea. This year the event will benefit the UM Peer-to-Peer Depression Awareness Campaign at Beach Middle School and Chelsea High School. All are invited to come enjoy the game! No charge for admission, and no obligatory donation. 100% of all donations raised will go to Chelsea Peer-to-Peer.

May is Mental Health Awareness Month, and any donations to this important effort in our schools will be greatly appreciated. You may donate via cash or check at the match, or if you are unable to attend and would like to contribute, an easy online giving link has been set up: [victors.us/chelseamonitors](http://victors.us/chelseamonitors).

The Monitors and Merries play our nation's pastime

by the rules of 1860, and we emphasize hustle and sportsmanship, history and community. If you haven't yet made it out to one of our matches, please mark your calendars—we'd love to have you join the fun! All ages welcome—just bring lawn chairs, blankets and refreshments for yourself, and settle in to watch a lively demonstration of the beginnings of our national pastime, played with spirit by your friends & neighbors. We also hold weekly practices, open to anyone interested in trying their hand. Other home matches this year will be June 9, July 28 and August 24 at Timbertown, and June 29 at Chelsea High School.

For more information on the Tallies for Charity match or any of our 2019 matches, please contact [chelseamonitorsbbc@gmail.com](mailto:chelseamonitorsbbc@gmail.com), visit our website: [www.chelseamonitors.com](http://www.chelseamonitors.com), or Facebook page 'Chelsea Monitors.' Huzzah!



The Monitors and Merries

## Call For Artists ~ 7th Annual Sounds & Sights Festival Chalk Art Contest

From Bridget Favre

The Sounds and Sights Festival will hold its seventh annual Chalk Art Contest on Saturday, July 27, 2019. Participants of all abilities and ages are encouraged to help transform the streets of Chelsea into vibrant colors and works of art from 8 a.m. until 4 p.m. Chelsea Area Festivals & Events (CAFE) will award over \$1,200 across 8 contest categories.

"Each year, the quality of art created during the chalk contest is phenomenal. The Chalk Art component of the Sounds & Sights Festival continues to evolve thanks to the input from both contestants and spectators," said CAFE Event Coordinator, Denise Cugliari.

The following categories are juried: Best in Show: \$350; Best Art Reproduction: \$100; Best Original Piece: \$100; Best 3D Piece: \$100; Best Use of Color: \$100; Best Youth Piece: \$100 & \$75; Best Children's Piece: \$50 & \$25; Spectators will have the opportunity to vote for The People's Choice Award and the winner will receive \$200.

Artists of all ages wishing to compete in the Chalk Contest may fill out a registration form at [www.chelseafestivals.com/chalk-art](http://www.chelseafestivals.com/chalk-art). There is a \$25 registration fee which includes one 5'x5' pavement space and a box of chalk. Each space can be worked on by one to four artists. Artists can

win in multiple categories selected at the time of registration.

Children up to the age of 18 have the additional option to register for a free 2.5'x2.5' space and are eligible for a first place \$50 prize and a \$25 second place prize which will be determined by spectators' votes.

Registrants are required to apply by July 12, 2019 to be eligible for prizes. There will be a limited number of open spaces available the day of the contest for Children. Spaces forfeited by no-shows will be available at 10 a.m. the morning of the contest and will be eligible for prizes. All paid, registered spaces are non-refundable but are transferable.

"We will also showcase several renowned stipend chalk artists who are not competing in the contest but are working to push the boundaries of their art with larger, more complex designs on both Friday and Saturday of the Sounds & Sights Festival," said Cugliari.

The Sounds & Sights Festival Chalk Art is sponsored by Healthy Smiles Dental of Chelsea, Reimco Building Company and is also made possible by donations of over one hundred Sounds and Sights sponsors. For more information, please contact Chalk Art Coordinator Denise Cugliari at [chalkwalk@chelseafestivals.com](mailto:chalkwalk@chelseafestivals.com) or call 734-276-4206.

## New This Summer ~ "Rec It" Tuesdays Will Offer Free Fun In Chelsea

Looking for fun opportunities for recreation and hanging out in Chelsea this summer? A group of community partners including the Chelsea Area Friends for Recreation (CAFR), Chelsea District Library (CDL), Chelsea School District Community Education and Recreation Department (CSD), City of Chelsea Parks and Recreation Commission (Parks & Rec), Chelsea Community Center Exploratory Committee (CCCEC) and SRSly have put together a great lineup of free summer activities on Tuesday evenings starting June 18, 6-8:30 p.m.

Who can participate in "Rec It" Tuesdays? Anybody looking for something fun to do with friends. What does it cost? Nothing, thanks to the community partners working together to make this possible.

What's even better than having free recreation? Being rewarded to play. Every time you attend one of these activities, your name will be entered into a drawing for a

chance to win cool prizes like gift cards or merchandise from local businesses. Are you interested in helping or supporting this new initiative? Please contact Andrew Thomson at [athomson@chelsea.k12.mi.us](mailto:athomson@chelsea.k12.mi.us) if you would like to volunteer or donate prizes.

According to City of Chelsea Mayor Melissa Johnson, "This community collaboration to provide positive recreational activities for our youth in the summer is much needed. It is a natural extension of the City's efforts to improve recreational opportunities in Chelsea, foster a sense of community and better utilize our parks. We are very pleased to be a partner."

For more details about "Rec It" Tuesdays, visit the Chelsea Community Center Facebook page at: [www.facebook.com/Chelsea-Community-Center](http://www.facebook.com/Chelsea-Community-Center).

See Rec It Tuesday full schedule of events and locations on Page 8.

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## City Of Dexter Continues Discussion On City Facilities Options After Town Hall Meeting

By Lynne Beauchamp, [lbeauchamp@thesuntimesnews.com](mailto:lbeauchamp@thesuntimesnews.com)

Dexter City Council continues to review options for city facilities (fire station, city hall and police station) whether to build new, remodel current station, or renovate at another location.

A town hall meeting regarding the options took place April 27 to inform the public of what is being considered.

At the city council meeting on May 13, council discussed what was presented that day. Also

as we didn't give him a clear charge of the purpose of this meeting."

Council member Scott Bell agreed with Michels adding that he felt residents were more interested in hearing a proposal about the options, not of the history as to why the meeting was taking place.

Bell discussed the written comments from city residents and added that, based on those comments, the majority of those respondents favored

meeting packet were written comments from the public from that town hall meeting.

City of Dexter Mayor, Shawn Keough started the council discussion saying he felt some residents seemed overwhelmed at the town hall discussion on city facilities options as some were new to the issue at hand, while others were aware of previous city discussions on the city's facility options.

Council member, Julie Knight, said she thought the town hall meeting was very well attended and pleased to see the number of people who came to listen.

"I sensed there was a lot of confusion about the presentation," Knight added about the options that were discussed during that town hall meeting.

Council members discussed whether a second town hall meeting should take place.

Council member Zach Michels said he felt some residents may be unwilling to attend another facilities discussion after attending the April 27 meeting, which Michels added was a lengthy presentation by the city's architectural consultant, David Gassen.

"I have very little confidence in Mr. Gassen being the lead presenter in a public meeting like that," said Michels. "It wandered and that is not all his fault

meeting packet were written comments from the public from that town hall meeting. City of Dexter Mayor, Shawn Keough started the council discussion saying he felt some residents seemed overwhelmed at the town hall discussion on city facilities options as some were new to the issue at hand, while others were aware of previous city discussions on the city's facility options.

Council member Paul Cousins added that if another meeting is held, it needs to have a clearer direction on what council is doing on facilities progression.

Council discussed having a second meeting on city facilities, and tentatively planned for June 8.

After council members discussed, at length, the town hall meeting from April 27, the next agenda item for the evening on May 13 was consideration of signing a letter of intent to enter into a purchase agreement for the purchase of property located on Dexter-Ann Arbor at Meadowview [MAVD site].

Council voted 6-1 (Keough casting nay vote) to sign a letter of intent to enter into a purchase agreement for the purchase of property on Dexter-Ann Arbor at Meadowview.

Michels, prior to the vote, added that by voting in favor of this, it shows council is interested in purchasing the property, to begin negotiations and terms of the purchase, but in no way commits to a final purchase of property at this time.

## Purple Rose Theatre Company Rounds Out 2018-2019 Season with World Premiere "Welcome to Paradise"

From Katie Hubbard

The Purple Rose Theatre Company (PRTC) will continue its 28th season with "Welcome to Paradise", a world premiere by Julie Marino. Tickets are on sale now.

Welcome to Paradise, set in the Caribbean, centers around two people who, despite their age difference, find love and acceptance in each other. With a generation gap (or more) between them, they discover they have

more in common with each other than they thought. At what age can one find one's soulmate? Are there boundaries to true friendship and affection? What, exactly, is the meaning and nature of love?

"To me, the question is 'What does it mean to love someone?'" says director, Michelle Mountain. "It's a romance in the bigger sense of the word."

Performances run from

Thursday, June 20 through Saturday, August 31, 2019. Previews with reduced-price tickets are available through Thursday, June 27. Opening night is Friday, June 28.

Directed by Michelle Mountain, the cast features artists Ruth Crawford (Ann Arbor, MI), Ryan Black (New York, NY), Paul Stroll (Chicago, IL), Rhannon Ragland (Gregory, MI), and Meghan VanArsdalen (Ann Arbor,

MI). Set design is by Bart Bauer, properties by Danna Segrest, costumes by Suzanne Young, lighting by Noelle Stollmack, and sound by Tom Whalen. Thomas Macias is the stage manager.

The production sponsors are the Michigan Council for Arts & Cultural Affairs, the National Endowment for the Arts, Underwriting support for the season comes from the Ford Motor Company Fund, The

Hamp Family Fund, the Richard & Jane Manogian Foundation, the Michigan Council for Arts & Cultural Affairs, the National Endowment for the Arts, The Shubert Foundation, and the Matilda R. Wilson Fund. Media sponsors include Michigan Radio, [ChelseaMich.com](http://ChelseaMich.com), Applied Storytelling, and HOME fm.

All performances take place at The Purple Rose Theatre Company, 137

Park Street, Chelsea, Michigan 48118. Ticket prices range from \$23 to \$47 with special discounts for students, seniors, teachers, members of the military and groups (12+). For more information or to make reservations call (734) 433-7673 or go to [www.purplerosetheatre.org](http://www.purplerosetheatre.org).



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Sundays @ 11:30a.m.

Light Lunch follows

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## Rocket into Reading at CDI's 2019 Summer Reading Program!



Photos By Borrill Strong Photography

From Keegan Sulecki

There's a Universe

of Stories to be found

at the Chelsea District

Library (CDL) Summer

Reading Program! Lift

off into a good book,

earn chances to win

prizes, and enjoy fun

activities all summer

long. "This summer

you can seek new

destinations, near and

far, by engaging with

books, sharing stories

with friends, and dis-

covering opportunities

to create and learn,"

said Keegan Sulecki,

Head of Information

Services. All ages

are invited to join in

the fun, with tailored

kickoff events and pro-

grams for adult, youth,

and teen participants.

The Adult Kickoff

will take place in con-

junction with CDI's

3rd annual Music in

the Air event on Sat-

urday, June 8, from

2-3 pm in the Read-

ing Garden. This year,

accomplished pianist

Jacopo Giacopuzzi re-

turns, sharing the stage

with the talented cellist

and composer Georgy

Gusev. Sign up for the

Adult Summer Read-

ing game, and enjoy

this open air concert

right here in down-

town Chelsea! Arrive

early to grab a seat or

bring a blanket and

find a spot on the lawn.

Summer Reading

for adults includes a

bingo-style game with

the option to read or

do activities around

town. "More than just

an opportunity to dis-

cover great reads, this

is a chance to discover

some of the wonderful

resources available at

the library and in the

Chelsea Community,"

explains Sulecki. Get

one bingo to earn a

completion prize, such

as a \$3 coupon to Zou

Zou's or the Chelsea

Bakery, plus an entry

for one of the Adult

Grand Prizes. Prizes

include \$50 gift cards to

Common Grill, Wines

on Main, Thompson's

Pizza, Smokehouse 52

BBQ, and Chelsea Ale-

house, or a gift basket

filled with items pur-

chased locally. Each

additional square com-

pleted earns partici-

pants another entry for

a Grand Prize. Com-

plete two bingos for a

CDL drawing back

pack, and three bingos

to choose a free book!

For kids and teens,

the Summer Reading

Kickoff is Wednesday,

June 12, from 12-2 pm.

CDL will host a variety

of Space Stations on

the Library Lawn. Kids

can visit with Chelsea

Robotics, color space-

themed magnets, try

an astronaut training

obstacle course, take

a turn in the rocket ship

bounce house, and

earn a sweet treat by

completing six or more

activities.

All ages can regis-

ter for their respective

games online at [chelseadistrictlibrary.org/](http://chelseadistrictlibrary.org/srp)

[srp](http://srp). Elementary and

middle school stu-

dents in the Chelsea

School District will

bring home an online

registration instruc-

tion sheet in early June.

Those who are unable

to register online from

home are welcome to

visit the library and

sign up in-person.

Students who read

at least 20 hours will

earn a free book, plus

smaller prizes along

the way and entries

into the Grand Prize

Drawings. This year's

Grand Prizes for kids

include a gift certificate

to Zhen'der's Splash

Village, classes at ATA

Martial Arts, a pass to

the Chelsea Treehouse,

tickets to The Henry

Ford, and more. Teens

also have a chance to

win an Amazon gift

card worth \$100 and a

host of other fun prizes

like a Harry Potter

prize pack and movie

tickets.

Children and teens

can once again earn

more drawing slips by

completing Challenge

Cards. Library patron

Jen Pawlowski is a fan.

"My daughter loves

the summer reading

challenge cards. The

challenges are an in-

teractive and fun way

for kids to use litera-

cy while engaging in

the community." Also

returning this year is

the Discovery Center,

featuring science and

technology activities

for elementary stu-

dents and Math and

Science Stations for

preschoolers, which

give kids more chances

to earn drawing slips.

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sea Treehouse, Zap-

Zone, Chelsea ATA

Martial Arts, Chelsea

Lanes, Collected Tre-

asures Farm, and Spad's

Twisters.

For more informa-

tion about this year's

Summer Reading Pro-

gram, contact Keegan

Sulecki, Head of In-

formation Services at

734-475-8732 x218 or

at [ksulecki@chelseadistrictlibrary.org](mailto:ksulecki@chelseadistrictlibrary.org). In-

formation can also be

found in the library's

summer newsletter or

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About Us: Chelsea

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ving services and re-

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dividuals visit the Li-

brary each month. For

more information visit

[chelseadistrictlibrary.org](http://chelseadistrictlibrary.org).



Council for many years. One of his greatest pleasures was spending time on the water. He kept his boat, the Susan K, at the Jefferson Beach Marina on the international waters of Lake St. Clair. He spent much of his leisure time between May and October cruising the waters of Michigan and Canada. His 40 foot cabin cruiser was traded in for a pontoon boat when he and Pat moved to Farwell Lake, nearly 30 years ago. He continued to enjoy the water and the company of many good friends.

The family would like to thank Hospice Home in Jackson for the care Lyle received. As per Lyle's request, no services are being held at this time. Memorial contributions may be made to The Patricia A. Chiswell Nursing Scholarship at Jackson Community College, and the Allegiance Hospice Home of Jackson in Lyle's memory. Arrangements by Staffan-Mitchell Funeral Home.

### Setting the Record Straight....

In the May 29 edition of the Sun Times, a photo caption misidentified the post number for the American Legion Post #557 of Dexter. We sincerely apologize for the error.

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**Publisher**  
Robert Nester  
nester@thesuntimesnews.com

**Managing Editor**  
Wendy Wood  
wendy@thesuntimesnews.com

**Advertising**  
advertising@thesuntimesnews.com

**Account Executives**  
Michele Conaway  
mconaway@thesuntimesnews.com  
Tom Drinkwater  
tdrinkwater@thesuntimesnews.com

**Digital Consultant**  
Kyle Wolinski  
**Production & Customer Assistance**  
(734)648-0837



The Sun Times News  
PO Box 366  
Chelsea MI 48118

**News Reporters**  
Lynne Beauchamp  
lbeauchamp@thesuntimesnews.com

Seth Kinker  
skinker@thesuntimesnews.com  
Lonnie Huhman  
lhuhman@thesuntimesnews.com

**Sports**  
Mike Williamson  
mwilliam@thesuntimesnews.com  
Seth Kinker  
skinker@thesuntimesnews.com  
Lonnie Huhman  
lhuhman@thesuntimesnews.com

**Photographers**  
Daria Barnes  
Lynne Beauchamp  
Office Location  
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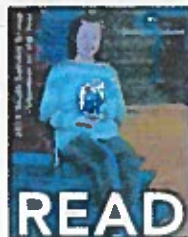
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## Jasmine Gabriel Shines Top Teen Volunteer

Chelsea District Library  
From Virginia Krueger

The Chelsea District Library (CDL) is proud to announce Beach Middle School eighth grade student, Jasmine Gabriel, has been named CDL's 2019 Youth Service Group (YSG) Volunteer of the Year. This award celebrates teens who demonstrate outstanding leadership and commitment while volunteering at the library. Jasmine will be recognized by her peers at this year's YSG orientation sessions and a custom-designed READ poster commemorating her award will be on display in the library lobby.

Jasmine has been volunteering at the library since the end of her sixth grade year in 2017. "Jasmine only volunteered for a couple of hours that first summer," said Youth Librarian Jessica Zubik, "but then she signed up again the following fall and we started to see her regularly." Edith Donnell, Head of YSG at the library, was thrilled when Jasmine began asking for more volunteer hours, which lead to her becoming one of the most reliable volunteers in the group. "Jasmine had the dependability and quick understanding that I usually expect from my high school junior and senior volunteers. When we ran out of youth and teen tasks for her to do after school last year, I reached out to the adult department to fill her time." This year, Jasmine has been helping twice a week, regularly spending two to three hours at the library doing everything from filing forms, preparing books for the Friends Used Book Sale to assisting with afternoon and evening programs. Jasmine was overjoyed when she heard that she had received the award. "I can't tell you how much the library means to me," she told Patty Roberts, Head of Marketing, as she was getting her photo taken for her READ poster. "Chelsea District Library is basically my castle," said Jasmine. "If it were legal, I would live in a library." When asked about her YSG volunteer experience, Jasmine exclaimed "What I love most about being a YSG volunteer is the feeling of community I get whenever I see a group of moms chatting while their kids play in KidSpot; or when I spy competition between siblings during the Summer Reading Program—trying



**READ**

to see who can get the most prize slips. Everything about the Chelsea District Library embodies community, knowledge, and fun; and is what made me decide to become a YSG volunteer." CDL is proud to present

this award to Jasmine in appreciation of her hard work and dedication.

CDL is always looking for new YSG members who are entering seventh grade or above. If you are an interested student or parent and want to find out more about YSG volunteer opportunities at CDL, visit the library website at [chelseadistrictlibrary.org](http://chelseadistrictlibrary.org), and click on the How Do I... Become a Volunteer tab. The library is currently taking applications for summer volunteer positions. Sign up today by filling out an application online and attending one of our YSG Orientation sessions on June 3, 5 or 10 at 3:30pm in the McKune room. YSG volunteers help set up and clean up library programs, assist with running the Summer Reading Program, and support the Youth & Teen Librarians. YSG volunteering is a great way to serve our community and meet new friends! Plus, as an added bonus, the group will finish the summer off with a fun party at Pierce Park!

Keough expanded on his lone vote during the May 13 meeting in his manager's report. "I continue to feel that moving the fire station does not make logistical sense from a response perspective or a cost perspective. The MAYD property is further away from the district and presents many challenges for our firefighters trying to drive through town 800 to 900 times a year," said Keough. "While the issue of increasing the response time was voiced by several people as a concern at the April town hall meeting, most members of city council seem unphased by the idea of increasing response times to most of our district if the station is moved. This bothers me and I plan to continue to raise it as a core issue in future discussions of providing emergency service to our community."

Building a new fire station is currently estimated at \$7,000,000 vs. the idea of renovating for approximately half that cost. A new city office is estimated at between \$2,000,000 and \$3,000,000. While all of these estimates are preliminary and based solely on concept plans, the idea that the city needs to spend this much to improve these facilities is troublesome to me," added Keough. "I believe that there are more efficient ways to accomplish this and would ask residents to submit comments on whether they want to spend this amount of money on two buildings."

**YOUTH SUMMER READING KICKOFF**  
Wednesday, June 12  
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## Typical City of Saline Household to See \$60 Increase

Continued from the Front Page

"It's important to remind ourselves the framework of water and sewer rates is set by state law and legal precedent," Councilor Linda Terhaar said. "We're not making these things up. It's based on actual costs."

Next year rates are expected to climb 15 percent. But the following year, as debt falls off, they're expected to fall 9.4 percent.

Councilor Janet Dillon wondered if there was a way to smooth the costs.

Treasurer Mickie Jo Bennett said city has done that in the past and will keep it in mind when setting rates.

Councilor Dean Girbach said despite the increases in cost, the city's model works.

"Again, it's for water and sewer. It's the most important thing we provide as a city. These rates need to be accommodating so we can continue to provide safe and secure service," Girbach said.

(Editor's note: This article was corrected to say the vote wasn't unanimous. Mayor Brian Marl informed us he voted against the measure. We've also included Marl's reasoning with the correction.)

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**Arbor Oaks Living Center**  
Semi-Assisted Apartments  
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617-750-1906  
[arboroaks@gantonretirement.com](http://arboroaks@gantonretirement.com)

**Brooklyn Living Center**  
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151 Constitution Ave., Brooklyn  
617-832-2828  
[brooklynlivingcenter@gantonretirement.com](http://brooklynlivingcenter@gantonretirement.com)

**Legacy Assisted Living & Legends Alzheimer's Center**  
5025 Ann Arbor Rd., Jackson  
617-750-2000  
[Legacy@gantonretirement.com](http://Legacy@gantonretirement.com)

**Spring Arbor Assisted Living & Willow Alzheimer's Center**  
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[www.GantonRetirement.com](http://www.GantonRetirement.com)

## **Circulation Supervisor's Report May 2019**

- Circulation – 22,887 or 9% higher than last May;  
118,511 or 2% higher than last year.
- Patron Count- 13,180 for May;  
63,568 Year to Date.  
\*\* Does not include offsite programs.
- Circulation by township- for May –
  - Dexter = 10% of total transactions
  - Lima = 12% of transactions
  - Lyndon = 13% of transactions
  - Sylvan = 16% of transactions
  - Chelsea = 34% of transactions
- May Circulation: 67% were items from Chelsea and 33% were inter-loaned items.
- Automated phone renewals in May– 15, Self-check was 9% of items checked out in May;  
Overdrive = 2270 in May; RBDigital = 345 in May; Hoopla = 267 in May.
- Registrations for May– 78 new cards; 7037 total card holders
  - \*Dexter = 910 cards; Lima = 809 cards; Lyndon = 1023 cards
  - \*Sylvan = 1177 cards; Chelsea = 2548 cards; Nonresident = 570 cards

### **Circulation Activities:**

- We received 5 to 9-1/2 tubs in the run each day M-F with a total of 150 in May.
- Hotspot holds for May: Sprint = 2; Verizon = 4; AT&T = 4.
- Attended the TLN Circ committee meeting at the Farmington Community Library on May 9<sup>th</sup>.
- I attended the TLN SASUG (Shared Automation System User Group) meeting on May 23<sup>th</sup> at the Dexter District Library.
- I continue to participate in the “Walk to School Wednesdays” with Lori, Ron & Amy.
- Participated in the tour with the Tecumseh District Library.
- Library assistant Kathy celebrated her 5<sup>th</sup> anniversary and Heidi celebrated her 3<sup>rd</sup>!

### **\*\* Notes on Check out numbers for January, February & March.**

TLN realized that they had made an error in how they ran the checkout numbers for the first 3 months of the year and they also found out that instead of renewals being counted toward the borrowing library, they could get the renewal numbers for the loaning library instead. These are highlighted in yellow on the “Average Daily Circulation” & “Item Circulation” reports.

Respectfully submitted,  
Terri Lancaster  
Head of Circulation



Chelsea District Library  
2019

Average Daily Circulation									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2019 Total	2018 Total
Jan.	591	950	903	850	715	548	422	26483	24343
Feb.	771	965	754	779	731	618	398	22244	21896
March	764	828	691	703	735	706	399	24554	25332
April	707	736	808	746	579	429	367	22384	23655
May	815	780	743	684	618	464	344	22887	21069
June									25615
July									26766
August									24733
Sept.									22047
Oct.									22823
Nov.									22230
Dec.									20805
<b>Total</b>								118552	281314
<b>Month Avg</b>								23,710	23,443
<b>Avg.% Inc.</b>								with OD & RB, & deposit 2%	

collection ckouts.

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

SifChk/ Check-outs only				
2019 Total	Days	Per Day	ChkOuts	%
2273	29	78	9%	
2061	26.5	73	9%	
2399	31	83	8%	
2095	29	67	11%	
2225	29	72	9%	
2605				
2934				
2595				
2032				
2296				
2017				
1849				
<b>27381</b>			<b>9%</b>	

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

TLN Updated these numbers in April

2019	Items Added	Total Items
Jan	732	69,229
Feb	574	67,415
Mar	782	68,196
April	700	68,896
May	606	69,502
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
<b>Total/Avg</b>	<b>3,394</b>	<b>68,648</b>

RB Digital Circ 2019 (downloadable e-magazines)				Overdrive Circ 2019 (e-books, audio books & music)			
2019	2018	2017	2019	2018	2017	2019	2018
Jan	401	180	292	2248	1882	1577	
Feb	327	144	271	2129	1696	1401	
Mar	385	291	383	2216	2068	1703	
April	364	170	331	2120	2057	1589	
May	345	170	238	2270	1813	1504	
June		215	240		1908	1570	
July		174	239		2034	1659	
Aug		192	230		1990	1724	
Sept		152	264		2011	1539	
Oct		198	220		2041	1644	
Nov		467	172		2077	1602	
Dec		340	191		2138	1639	
<b>Total</b>	<b>1822</b>	<b>2693</b>	<b>3,071</b>	<b>10983</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	267	79	
June		121	
July		146	
Aug		160	
Sept		148	
Oct		167	
Nov		174	
Dec		204	
<b>Total</b>	<b>1628</b>	<b>1400</b>	



Chelsea District Library																			
Monthly New Registration 2019																			
District	NonRes	School	Other	Total Month	Grand Total	New Registrations by Municipality					Average Daily Door Count 2019								
						Chel	Dext	Lima	Lyndon	Sylvan	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	
January	65	9	0	5	79	8365	35	13	4	11	9	433	527	508	519	435	377	234	11,902
February	51	6	0	2	59	6923	22	4	7	11	7	537	513	396	518	435	436	248	11,567
March	66	12	0	3	81	6867	32	7	6	8	14	509	496	437	510	444	416	245	13,327
April	95	8	1	0	104	6959	36	8	13	17	19	523	534	525	514	438	419	242	13,592
May	71	5	0	2	78	7037	22	5	9	8	28	559	538	485	464	425	432	252	13,180
June					0														
July					0														
August					0														
September					0														
October					0														
November					0														
December					0														
Totals					401		147	37	39	55	77								63,568
Change in Card holder Grand Total due to Patron database clean up for new computer system.												Replacement People counter went live on January 2018							
Registered Card Holders												Total door count includes outdoor programming at CDL.							

# 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.	26,483	15,888	60%	10,595	40%	16,197	1,342
Feb.	22,244	14,894	67%	7,350	33%	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	22,887	15,337	67%	7,550	33%	15,524	1,224
June				0			
July				0			
August				0			
Sept.				0			
Oct.				0			
Nov.				0			
Dec.				0			

<b>Totals</b>	<b>119,125</b>	<b>78,245</b>	<b>66%</b>	<b>40,880</b>	<b>34%</b>	<b>79,282</b>	<b>6,108</b>
<b>Mnth Avg</b>	<b>23,825</b>	<b>15,649</b>		<b>8,176</b>		<b>15,856</b>	<b>1,222</b>

## TLN Updated these numbers in April

### 2019 Circulation by Department - Percentage

	Adult	Youth	Teen
January	60%	36%	5%
February	58%	38%	4%
March	57%	39%	4%
April	58%	38%	4%
May	59%	37%	4%
June			
July			
August			
September			
October			
November			
December			
<b>Yearly Avg.</b>	<b>58%</b>	<b>38%</b>	<b>4%</b>

### 2019 Circulation by Department - Total Checkouts

	Adult	Youth	Teen
January	9,777	5,743	677
February	8,900	5,743	563
March	9,756	6,799	668
April	8,738	5,790	537
May	9,121	5,687	529
June			
July			
August			
September			
October			
November			
December			
<b>Yearly Total</b>	<b>46,292</b>	<b>29,762</b>	<b>2,974</b>

# **ACTION ITEMS**



# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

June 18, 2019 Board Packet

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

### Accept May donations and changes to the 2019 FY Budget.

		Income Line -	Expense Line	
Daphne Hodder	Non-Designated (In Memory of Robert German)	674.120	967.910	\$50.00
Scott & Karen Allen	Non-Designated (In Memory of Robert German)	674.120	967.910	\$20.00
Cheryl & William Wells	Non-Designated (In Memory of Robert German)	674.120	967.910	\$25.00
Dick & Jean Schmidt	Non-Designated (In Memory of Robert German)	674.120	967.910	\$50.00
Patti & Joe Tomasak	Non-Designated (In Memory of Robert German)	674.120	967.910	\$100.00
Jim & Ruth Castle	Non-Designated (In Memory of Robert German)	674.120	967.910	\$50.00
Ruth Ann Musbach	Non-Designated (In Memory of Robert German)	674.120	967.910	\$30.00
Joe & Janet Rossi	Non-Designated (In Memory of Robert German)	674.120	967.910	\$25.00
Larry Chapman	Non-Designated (In Memory of Robert German)	674.120	967.910	\$50.00
Michael & Ann Feeney	Non-Designated (In Memory of Robert German)	674.120	967.910	\$100.00
David & Deborah Schaible	Non-Designated (In Memory of Robert German)	674.120	967.910	\$50.00
Bill & Shar Eisenbeiser	Non-Designated (In Memory of Robert German)	674.120	967.910	\$25.00
Sandy Burdi	Non-Designated (In Memory of Robert German)	674.120	967.910	\$50.00
Brenda Hartman	Non-Designated (In Memory of Robert German)	674.120	967.910	\$50.00
David & Jan Knisely	Non-Designated (In Memory of Robert German)	674.120	967.910	\$100.00
Dan & Terri Lancaster	Non-Designated (In Memory of Robert German)	674.120	967.910	\$25.00
Tom & Terri Eder	Non-Designated (In Memory of Robert German)	674.120	967.910	\$50.00
Karen Ashmore	Non-Designated (In Memory of Robert German)	674.120	967.910	\$20.00
Jan Longworth	Non-Designated (In Memory of Robert German)	674.120	967.910	\$20.00
Kathy Salow	Non-Designated (In Memory of Robert German)	674.120	967.910	\$20.00
Michael Kunkel & Henry Cox	Music in the Air	674.112	884.962	\$150.00

**Sub Total: \$1,060.00**

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

Friends of CDL	Midwest Lit Walk	674.110	884.914	\$3,000.00
Friends of CDL	Comedy Show/Korner Stage	674.110	884.911	\$1,500.00
<b><u>Sub Total: \$4,500.00</u></b>				

**Total General Donations: \$5,560**

**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** June 18, 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).

##### **Action:**

The Chelsea District Library Board of Trustees votes to approve the updates to the policies, as presented.

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Anne Merkel, Board Secretary

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Date





## **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. Unused credits can be taken as cash ("taxable income"), 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 10-20-15 by Board Action, L. Ballard, Interim Director 10-27-15

Rev 8-15-17 board mtg., Lori Coryell, Director 8-16-17

Rev. 6-18-19 by Board Action, L. Ballard 6-19-19

## **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 paid 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. 6/18/19 by Board action; L. Ballard 6/18/19

# **Chelsea District Library Policy and Procedure**

Policy Section 2: Circulation  
Committee Review: June 2012  
Board Approval Date: 9/18/12; 6/18/19

## **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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Signature

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Date





## **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 is available on the date of hire if the employee *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 457B Deferred Compensation plan at their own 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 by Board action; L. Coryell 8-16-17  
Revised 6-18-19 by Board action; L. Ballard 6-18-19

## **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).

<b>D. Use of Illegal Drugs</b>
--------------------------------

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, 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, 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  
Committee Review Date: September 2012  
Board Approval Date: 2-19-13; 6-18-19

### **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 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 inform the public regarding the closure, if possible.

#### **Personnel Responsible:**

Library Director, Supervisory personnel

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Signature

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Date



# **DISCUSSION ITEMS**





# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

## **Library Board Fact Sheet** June 18, 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** June 18, 2019 Meeting

#### **2020 Budget Hearing Notice**

**Background:**

Every August the library must present a balanced budget for the next fiscal year to the board and have an open hearing for the public. This is the resolution that the board will approve in July for the publication of the Hearing Notice in the Sun Times and Chelsea Update prior to the August 20, 2019 hearing.



# NOTICE OF PUBLIC HEARING

## Chelsea District Library 2020 PROPOSED BUDGET

A PUBLIC HEARING WILL BE HELD ON August 20, 2019 at approximately 6:45 p.m. at the Chelsea District Library, 221 S. Main Street, Chelsea, Michigan on the following proposed 2020 budget:

Expense	Fiscal Year 2020 Budget
Personnel Expenses	1,168,519
Supplies	19,150
Professional Services	63,027
Maintenance Services Contracts	139,050
Telecommunications	38,320
Promotional Materials	62,835
Programming Expenses	101,785
Volunteer Services	2,400
Utilities	61,715
Board Expenses	3,500
Automation Services	43,020
Equipment	28,900
Staff Development & Travel	23,985
Capital Expenses	70,000
Collection Expenses	170,770
Capital Reserve Fund	12,400
<b>TOTAL</b>	<b>2,009,376</b>

The property tax millage rate proposed to be levied to support the proposed budget is the subject of this hearing.

<u>Operating</u>	Rate
Operating Total	1.9190
Bond Debt	0.6500
	<hr/> 2.5690

The proposed 2020 budget documents are available at the Chelsea District Library for public examination.

Lori Kunkel-Coryell, Library Director  
Chelsea District Library

Individuals with disabilities requiring auxiliary aids or services should contact Lori Kunkel-Coryell Director, Chelsea District Library, 221 S. Main Street, Chelsea, MI 48118, (734) 475-8732 x 206

PUBLISHED: July 24, 2019



BOARD OF TRUSTEES OF THE  
CHELSEA DISTRICT LIBRARY  
RESOLUTION NO. 2019-07-16

RESOLUTION APPROVING BUDGET HEARING AND NOTIFICATION

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Minutes of a regular meeting of the Board of Trustees of the Chelsea District Library, County of Washtenaw, State of Michigan, held in the McKune Meeting Room at the Library on the 16th day of July, 2019 at Six forty-five, p.m., prevailing Eastern Time.

PRESENT: Susan Lackey, TJ Helfferich, Elizabeth Sensoli, Anne Merkel, Charlie Taylor, Jan Carr, & Gary Munce.

ABSENT:

The following preamble and resolution were offered by Trustee \_\_\_\_\_ and supported by Trustee \_\_\_\_\_ :

WHEREAS, in accordance with the Truth in Budgeting Act, there will be presented to the Board of Trustees of the Chelsea District Library (the "Library") on August 20, 2019 the proposed budget for fiscal year 2020; and

WHEREAS, the notice of hearing on the budget is to include the following statement printed in 11-point bold-faced type:

**The property tax millage rate proposed to be levied to support the proposed budget is the subject of this hearing.**

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library Board hereby directs its Library Director to schedule the 2020 Budget Hearing for Tuesday, August 20, 2019; and
2. The Library Board hereby directs its Library Director to arrange for publication of Notice of Hearing in the *The Sun Times News & Chelsea Update* for their July 24<sup>th</sup> publication

date.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Trustees: Susan Lackey, TJ Helfferich, Elizabeth Sensoli, Anne Merkel, Charlie Taylor, Jan Carr, & Gary Munce.

NAYS: Trustees:

RESOLUTION DECLARED ADOPTED.

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Anne Merkel, Secretary, Board of Trustees  
Chelsea District Library  
County of Washtenaw  
State of Michigan

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Chelsea District Library, County of Washtenaw, Michigan, at a regular meeting held on the 16<sup>th</sup> day of July, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Anne Merkel, Secretary, Board of Trustees  
Chelsea District Library  
County of Washtenaw  
State of Michigan



# **COMMITTEE INFO & MINUTES**



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

Governance  
**Appendix #3**

Approved: January 15, 2019

	Community Outreach Committee	Personnel Committee	Finance Committee	Policy Committee	Nominating Committee
<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

