

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, July 16, 2019—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda Review, Additions, and Approval

6:50 Compulsory Segments

Board Meeting Minutes Approval – May 21, 2019

Approval of the May Operational Checks & Financial Reports

Board Meeting Minutes Approval – June 18, 2019

Approval of June Operational Checks & 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 (May)
2. Donations (June)
3. Policies: 102, 206, 230,304,405, & 441

8:00 Discussion Items

1. Millage
2. Budget Hearing Notice
3. 2020 Budget Draft

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

Anne Merkel, Board Secretary

Date

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

Tuesday, June 18, 2019 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: S. Lackey, J. Carr, & G. Munce.

Trustees Absent: TJ Helfferich, E. Sensoli, A. Merkel, & C. Taylor.

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

Guests: None

Welcome and Call to Order

S. Lackey called the meeting to order at 6:45 p.m., however, in absence of a quorum, no official business could take place.

Director's Report Update:

L. Coryell update:

Lori pointed out that in addition to her report in the packet, the glass trendwall is now up, separating the kid's area from the main lobby.

Friends Report Update:

Had a productive meeting last Thursday and are considering revising their brochure.

Jan reported that Better World Books, the company that we sent all unsold books to has terminated our relationship because our unsold books weren't creating enough revenue for them. Due to this development and the need to move out old books that don't sell, we will be acquiring a second dumpster, which will be a recycling dumpster and go next to the garbage bin. Jan also reported that Books by Chance, our high-end book dealer is closing their S. Industrial location, so books going to them will now have to go to Third Ave. in Ann Arbor.

Other Reports Notes:

Lori reported that there was a wonderful millage meeting at the Munce's house last night and that absentee ballots are starting to be received by voters. Also, thanks to Gary, there was a piece on the millage in the Sun Times on June 12.

Lori showed the board the millage advertisement flyer and spoke about the I Heart My Library yard signs.

Lori and Melanie will be speaking at city council on July 8 concerning the millage.

Public Comment: None

S. Lackey adjourns the meeting at 7:00 p.m., without a vote, due to the lack of a quorum.

Anne Merkel, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library

Monthly Check Register

June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Deposit		06/15/2019		CC Deposit	001.001 · CSB...		0.00
TOTAL						0.00	0.00
Bill Pmt ...	23903	06/05/2019	A Production ...	12022	001.001 · CSB...		-1,440.85
Bill	12022	06/05/2019		Cleaning - 05/19-06/...	803.605 · Janit...	-1,440.85	1,440.85
TOTAL						-1,440.85	1,440.85
Bill Pmt ...	23904	06/05/2019	A T & T	734433998045206 - ...	001.001 · CSB...		-135.96
Bill	734...	06/05/2019		04/26/19 - 05/25/19 ...	850.120 · Tele...	-135.96	135.96
TOTAL						-135.96	135.96
Bill Pmt ...	23905	06/05/2019	Alerus Financ...	400298 / 110320 - p...	001.001 · CSB...		-5,196.75
Bill	052...	06/05/2019		A/C 110320 401A 06/...	257.005 · Payr...	-1,494.67	1,494.67
				06/07/2019 PR	701.110 · Retir...	-2,242.90	2,242.90
				06/07/2019 PR	701.120 · Retir...	-1,459.18	1,459.18
TOTAL						-5,196.75	5,196.75
Bill Pmt ...	23906	06/05/2019	Amazon Capit...		001.001 · CSB...		-401.64
Bill	1NK...	06/05/2019		ADULT SRP GIFT B...	884.913 · Adult...	-38.73	38.73
Bill	17X...	06/05/2019		MY LITTLE MICH KI...	982.720 · Adult...	-34.00	34.00
Bill	1HJ...	06/05/2019		SRP - PRIZES - VAR...	884.226 · Sum...	-170.10	170.10
				CRAYOLA MARKERS	884.222 · Gen...	-54.41	54.41
Bill	1FY...	06/05/2019		FISKARS TRIMMER ...	884.126 · Gen...	-4.66	4.66
				9V Batteries	982.431 · NT ...	-13.98	13.98
Bill	1JQ...	06/05/2019		TABLETOP MINI-CH...	880.320 · Misc...	-15.99	15.99
Bill	1FY...	06/05/2019		SPIRITUAL GARDN...	982.720 · Adult...	-16.95	16.95
Bill	1X7...	06/05/2019		HEX JARS	884.222 · Gen...	-37.90	37.90

Chelsea District Library
Monthly Check Register
June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL				AVERY LABELS AV...	884.127 · SRP ...	-14.92	14.92
						-401.64	401.64
Bill Pmt ...	23907	06/05/2019	Arbor Springs...	ACCT 475873 INV 1...	001.001 · CSB...		-32.00
Bill	175...	06/05/2019		Bottled Water	727.200 · Gen...	-32.00	32.00
TOTAL						-32.00	32.00
Bill Pmt ...	23908	06/05/2019	Association M...	11328	001.001 · CSB...		-1,592.80
Bill	11328	06/05/2019		lawn service - 3 mow... sprinkler	803.611 · Law... 803.613 · Sprin...	-1,340.80 -252.00	1,340.80 252.00
TOTAL						-1,592.80	1,592.80
Bill Pmt ...	23909	06/05/2019	Baker & Taylo...		001.001 · CSB...		-877.72
Bill	203...	06/04/2019		2034545195	982.720 · Adult...	-448.73	448.73
Bill	203...	06/04/2019		2034538430	982.720 · Adult...	-428.99	428.99
TOTAL						-877.72	877.72
Bill Pmt ...	23910	06/05/2019	Baker & Taylo...	2034551627	001.001 · CSB...		-440.93
Bill	203...	06/04/2019		ADULT LARGE PRINT	982.710 · Adult...	-440.93	440.93
TOTAL						-440.93	440.93
Bill Pmt ...	23911	06/05/2019	Baker & Taylo...	ACCT 209645 L4233...	001.001 · CSB...		-65.11
Bill	203...	06/05/2019		ACCT 209645 L4233...	982.760 · Yout...	-65.11	65.11
TOTAL						-65.11	65.11

Chelsea District Library
Monthly Check Register
 June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt ...	23912	06/05/2019	Baker & Taylo...	ACCT 209645 L4092...	001.001 · CSB...		-94.68
Bill	203...	06/05/2019		ACCT 209645 L4092...	982.760 · Yout...	-94.68	94.68
TOTAL						-94.68	94.68
Bill Pmt ...	23913	06/05/2019	Baker & Taylo...	ACCT # 209645 L73...	001.001 · CSB...		-318.11
Bill	203...	06/05/2019		ACCT # 209645 L73...	982.760 · Yout...	-318.11	318.11
TOTAL						-318.11	318.11
Bill Pmt ...	23914	06/05/2019	Ballard, Kerry	FOR MAY - LAST 1/2...	001.001 · CSB...		-350.00
Bill		06/05/2019		MAY LAST 1/2 2019	801.040 · Book...	-350.00	350.00
TOTAL						-350.00	350.00
Bill Pmt ...	23915	06/05/2019	Bruursema, S...	VOID:	001.001 · CSB...		0.00
TOTAL						0.00	0.00
Bill Pmt ...	23916	06/05/2019	Chelsea Guar...	2465	001.001 · CSB...		-150.00
Bill	2465	06/05/2019		BLANKET PO FOR 2...	880.110 · Medi...	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt ...	23917	06/05/2019	Cintas Corpor...	4022590450	001.001 · CSB...		-97.49
Bill	402...	06/05/2019		Rugs 04/26/2019 Soap	727.530 · Clea... 727.520 · Clea...	-81.98 -15.51	81.98 15.51
TOTAL						-97.49	97.49

Chelsea District Library
Monthly Check Register
 June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt ...	23918	06/05/2019	Demco Inc.		001.001 · CSB...		-400.58
Bill	661...	06/05/2019		BOOK TAPE 2"	727.340 · Rep...	-54.00	54.00
Bill	661...	06/05/2019		Supplies - VARIOUS	727.330 · Mail ...	-286.99	286.99
TOTAL				SRP SUPPLIES	884.227 · Outr...	-59.59	59.59
						-400.58	400.58
Bill Pmt ...	23919	06/05/2019	Dollar Bill Co...	DB-62900-INV	001.001 · CSB...		-24.00
Bill	DB-...	06/05/2019		YSG VOY POSTER	880.421 · Gen...	-24.00	24.00
TOTAL						-24.00	24.00
Bill Pmt ...	23920	06/05/2019	Dynamic Sch...	7/3/2019 Starlab Bal...	001.001 · CSB...		-295.00
Bill	831...	06/04/2019		Starlab Deposit #8313	884.923 · Yout...	-295.00	295.00
TOTAL						-295.00	295.00
Bill Pmt ...	23921	06/05/2019	First Congreg...	VOID: SONG FEST ...	001.001 · CSB...		0.00
TOTAL						0.00	0.00
Bill Pmt ...	23922	06/05/2019	King's Keybo...	INV 6819- PO 19-03...	001.001 · CSB...		-110.00
Bill	6819	06/05/2019		Music in the Air Conc...	884.412 · Musi...	-110.00	110.00
TOTAL						-110.00	110.00
Bill Pmt ...	23923	06/05/2019	Lancaster, Terri	05/23/2019 DEXTER...	001.001 · CSB...		-8.82
Bill	052...	06/05/2019		050/232019 DEXTE...	969.144 · Com...	-8.82	8.82

Chelsea District Library

Monthly Check Register

June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-8.82	8.82
Bill Pmt ...	23924	06/05/2019	Library Desig...	19-169-01	001.001 · CSB...		-5,844.00
Bill	19-1...	06/05/2019		GARAGE/LG STUD...	975.200 · Capit...	-5,844.00	5,844.00
TOTAL						-5,844.00	5,844.00
Bill Pmt ...	23925	06/05/2019	Maner Costeri...	Client#70032.0 - INV...	001.001 · CSB...		-400.00
Bill	221 ...	06/05/2019		2018 Audit through 0...	801.020 · Auditor	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt ...	23926	06/05/2019	Midwest Tape		001.001 · CSB...		-1,180.79
Bill	973...	06/05/2019		MAY ADULT BOCD	982.120 · Adult...	-354.91	354.91
Bill	973...	06/05/2019		MAY FEATURE DVD...	982.460 · DVD...	-206.87	206.87
Bill	973...	06/05/2019		MAY ADULT NF DVD	982.470 · DVD...	-52.47	52.47
Bill	973...	06/05/2019		APRIL BOCD ADULT	982.120 · Adult...	-44.99	44.99
Bill	974...	06/05/2019		MAY BOCD ADULT	982.120 · Adult...	-84.98	84.98
Bill	974...	06/05/2019		MAY FEATURE DVD...	982.460 · DVD...	-160.36	160.36
Bill	974...	06/05/2019		JUNE FEATURE DV...	982.460 · DVD...	-137.92	137.92
Bill	974...	06/05/2019		MAY ADULT NF DVD	982.470 · DVD...	-14.99	14.99
Bill	974...	06/05/2019		MAR-JUNE MUSIC ...	982.420 · Adult...	-123.30	123.30
TOTAL						-1,180.79	1,180.79
Bill Pmt ...	23927	06/05/2019	Navitas Credit...	Contract#20001159 ...	001.001 · CSB...		-212.81
Bill	200 ...	06/05/2019		VOIP Lease - 2019 J...	850.120 · Tele...	-212.81	212.81
TOTAL						-212.81	212.81
Bill Pmt ...	23928	06/05/2019	Postmaster	06032019 - POSTAG...	001.001 · CSB...		-1,000.00

Chelsea District Library
Monthly Check Register
 June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	060...	06/05/2019		POSTAGE FOR INF...	880.350 · Misc...	-380.00	380.00
				POSTAGE FOR INF...	880.230 · New...	-620.00	620.00
TOTAL						-1,000.00	1,000.00
Bill Pmt ...	23929	06/05/2019	Print-tech Inc.		001.001 · CSB...		-5,537.63
Bill	250...	06/05/2019		STICKER - SUMME...	880.240 · Newl...	-114.29	114.29
Bill	250...	06/05/2019		# I LOVE CDL YARD...	880.120 · Misc...	-500.00	500.00
				# I LOVE CDL YARD...	884.226 · Sum...	-200.00	200.00
				# I LOVE CDL YARD...	880.423 · Sum...	-238.50	238.50
				# I LOVE CDL YARD...	880.220 · Misc...	-75.50	75.50
Bill	250...	06/05/2019		2019 SUMMER NE...	880.240 · Newl...	-4,409.34	4,409.34
TOTAL						-5,537.63	5,537.63
Bill Pmt ...	23930	06/05/2019	The Library N...		001.001 · CSB...		-5,208.40
Bill	64309	06/05/2019		2019 INTERNET (AP...	850.310 · Inter...	-2,116.50	2,116.50
Bill	64200	06/05/2019		5/1/2019 - 04/30/202...	982.413 · Emags	-3,091.90	3,091.90
TOTAL						-5,208.40	5,208.40
Bill Pmt ...	23931	06/05/2019	The Sun Times	ACCT 69151 - INV 7...	001.001 · CSB...		-60.00
Bill	752...	06/05/2019		BLANKET PO FOR 0...	880.110 · Medl...	-60.00	60.00
TOTAL						-60.00	60.00
Bill Pmt ...	23932	06/05/2019	Wells Fargo B...	CONTRACT NUMB...	001.001 · CSB...		-967.06
Bill	500...	06/05/2019		2019 Copier Printer ...	803.101 · Publi...	-229.44	229.44
				2019 Copier Printer ...	803.102 · Staff...	-584.28	584.28
				2019 Copier Printer ...	803.103 · Smal...	-153.34	153.34

Chelsea District Library

Monthly Check Register

June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-967.06	967.06
Bill Pmt ...	23933	06/05/2019	ACADEMIC E...	06/26/2019 - MAD S...	001.001 · CSB...		-688.30
Bill	062...	06/05/2019		MAD SCIENCE - 2 S...	884.923 · Yout...	-688.30	688.30
TOTAL						-688.30	688.30
Bill Pmt ...	23934	06/05/2019	Kaplan, Jay D...	06/17/2019 - Keepin...	001.001 · CSB...		-175.00
Bill	060...	06/05/2019		06/17/2019 Keeping ...	884.119 · Gen...	-175.00	175.00
TOTAL						-175.00	175.00
Bill Pmt ...	23935	06/05/2019	MEG BOOKS	MICHIGAN MOON B...	001.001 · CSB...		-25.00
Bill	050...	06/05/2019		MICHIGAN MOON C...	982.140 · Yout...	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt ...	23936	06/06/2019	Amazon Capit...	ACCT AQ3IPVMDT9...	001.001 · CSB...		-54.69
Bill	17X...	06/06/2019		ROLLING OVERNIG...	982.431 · NT ...	-54.69	54.69
TOTAL						-54.69	54.69
Bill Pmt ...	23937	06/06/2019	Brown, Laura	TRAVEL - WASHTE...	001.001 · CSB...		-27.96
Bill	060...	06/06/2019		TRAVEL - WASHTE...	969.122 · Adult...	-27.96	27.96
TOTAL						-27.96	27.96
Bill Pmt ...	23938	06/06/2019	Time to Play ...	5004755	001.001 · CSB...		-285.00

Chelsea District Library
Monthly Check Register
June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	500...	06/06/2019		SRP Kickoff - 06/12/...	884.923 · Yout...	-285.00	285.00
TOTAL						-285.00	285.00
Bill Pmt ...	23939	06/11/2019	Payroll 1	20534146	001.001 · CSB...		-191.80
Bill	205...	06/11/2019		2019 MAY	801.041 · Payr...	-191.80	191.80
TOTAL						-191.80	191.80
Bill Pmt ...	23940	06/11/2019	Bruursema, S...	Travel-5/31/2014 - M...	001.001 · CSB...		-142.68
Bill		06/05/2019		Millage - Travel-5/31/...	801.084 · Elect...	-142.68	142.68
TOTAL						-142.68	142.68
Bill Pmt ...	23941	06/11/2019	First Congreg...	SONG FEST 2019 G...	001.001 · CSB...		-50.00
Bill	091...	06/05/2019		SONG FEST 2019 G...	884.961 · Song...	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt ...	23942	06/18/2019	A Production ...	12036	001.001 · CSB...		-1,440.85
Bill	12036	06/19/2019		Cleaning - 06/02 - 15...	803.605 · Janit...	-1,440.85	1,440.85
TOTAL						-1,440.85	1,440.85
Bill Pmt ...	23943	06/18/2019	Alerus Financ...	400298 / 110320 - p...	001.001 · CSB...		-5,296.75
Bill	060...	06/19/2019		A/C 110320 401A 06/...	257.005 · Payr...	-1,494.67	1,494.67
				06/07/2019 PR	701.110 · Retir...	-2,342.90	2,342.90
				06/07/2019 PR	701.120 · Retir...	-1,459.18	1,459.18
TOTAL						-5,296.75	5,296.75

Chelsea District Library

Monthly Check Register

June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt ...	23944	06/18/2019	Amazon Capit...		001.001 · CSB...		-238.07
Bill	1RG...	06/19/2019		CELECTRON TELE...	982.430 · Non...	-47.24	47.24
Bill	1R4...	06/19/2019		SUPPLIES	884.227 · Outr...	-71.95	71.95
Bill	1R7...	06/19/2019		DYMO 1" LABEL TA...	884.222 · Gen...	-16.95	16.95
Bill	CC	06/19/2019		RAPUNZEL AND CA...	884.226 · Sum...	-86.98	86.98
				I HIKE AGAIN - PAT...	982.720 · Adult...	-14.95	14.95
TOTAL						-238.07	238.07
Bill Pmt ...	23945	06/18/2019	Andrews, Ron		TRAVEL MIA at 060...		-55.10
Bill	060...	06/11/2019		MIA - MILEAGE	884.412 · Musi...	-55.10	55.10
TOTAL						-55.10	55.10
Bill Pmt ...	23946	06/18/2019	Arbor Springs...		ACCT 475873 INV 1...		-69.50
Bill	175...	06/19/2019		Bottled Water	727.200 · Gen...	-69.50	69.50
TOTAL						-69.50	69.50
Bill Pmt ...	23947	06/18/2019	Baker & Taylo...		001.001 · CSB...		-1,425.15
Bill	203...	06/19/2019		ADULT ACCT	982.720 · Adult...	-439.35	439.35
Bill	203...	06/19/2019		ADULT ACCT	982.720 · Adult...	-609.08	609.08
Bill	203...	06/19/2019		ADULT ACCT	982.720 · Adult...	-237.53	237.53
Bill	203...	06/19/2019		ADULT ACCT	982.720 · Adult...	-139.19	139.19
TOTAL						-1,425.15	1,425.15
Bill Pmt ...	23948	06/18/2019	Baker & Taylo...		2034573375		-75.00
Bill	203...	06/19/2019		ADULT LARGE PRINT	982.710 · Adult...	-75.00	75.00

Chelsea District Library
Monthly Check Register
June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-75.00	75.00
Bill Pmt ...	23949	06/18/2019	Baker & Taylo...	VOID:	001.001 · CSB...		0.00
TOTAL						0.00	0.00
Bill Pmt ...	23950	06/18/2019	Baker & Taylo...		001.001 · CSB...		-1,125.45
Bill	203...	06/19/2019		JUVENILE ACCT	982.760 · Yout...	-101.32	101.32
Bill	203...	06/19/2019		JUVENILE ACCT	982.760 · Yout...	-175.46	175.46
Bill	203...	06/19/2019		JUVENILE ACCT	982.760 · Yout...	-74.35	74.35
Bill	203...	06/19/2019		JUVENILE ACCT	982.760 · Yout...	-83.23	83.23
Bill	203...	06/19/2019		JUVENILE ACCT	982.760 · Yout...	-503.51	503.51
Bill	203...	06/19/2019		JUVENILE ACCT	982.760 · Yout...	-187.58	187.58
TOTAL						-1,125.45	1,125.45
Bill Pmt ...	23951	06/18/2019	Baker & Taylo...	ACCT 209645 L4092...	001.001 · CSB...		-102.29
Bill	203...	06/19/2019		UNLABELED JUVEN...	982.760 · Yout...	-102.29	102.29
TOTAL						-102.29	102.29
Bill Pmt ...	23952	06/18/2019	Baker & Taylo...		001.001 · CSB...		-351.26
Bill	203...	06/19/2019		ACCT # 209645 L73...	982.760 · Yout...	-9.86	9.86
Bill	203...	06/19/2019		ACCT # 209645 L73...	982.760 · Yout...	-341.40	341.40
TOTAL						-351.26	351.26
Bill Pmt ...	23953	06/18/2019	Baker & Taylo...	2304592187	001.001 · CSB...		-97.26
Bill	203...	06/19/2019		MULTIPLES	982.740 · Multi...	-97.26	97.26
TOTAL						-97.26	97.26

Chelsea District Library
Monthly Check Register
 June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt ...	23954	06/18/2019	Ballard, Kerry	FOR JUNE TO 06/18...	001.001 · CSB...		-350.00
Bill	061...	06/18/2019		JUNE THROUGH 06...	801.040 · Book...	-350.00	350.00
TOTAL						-350.00	350.00
Bill Pmt ...	23955	06/18/2019	Batley, Beth	VOID: 06/20/2019 D...	001.001 · CSB...		0.00
TOTAL						0.00	0.00
Bill Pmt ...	23956	06/18/2019	Brainfuse Inc.	2008085	001.001 · CSB...		-2,500.00
Bill	200...	06/19/2019		Renewal HelpNow 8/...	982.410 · Elect...	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00
Bill Pmt ...	23957	06/18/2019	Chelsea House	Reservations 06/06 ...	001.001 · CSB...		-441.60
Bill	061...	06/11/2019		MIA ARTISTS ACCO...	884.412 · Musi...	-441.60	441.60
TOTAL						-441.60	441.60
Bill Pmt ...	23958	06/18/2019	Cintas Corpor...	4023431732	001.001 · CSB...		-97.49
Bill	402...	06/11/2019		Rugs 04/26/2019 Soap	727.530 · Clea... 727.520 · Clea...	-81.98 -15.51	81.98 15.51
TOTAL						-97.49	97.49
Bill Pmt ...	23959	06/18/2019	City of Chelsea	STORMWATER 201...	001.001 · CSB...		-39.47
Bill	STO...	06/11/2019		STORMWATER 2019	803.620 · Trash	-39.47	39.47
TOTAL						-39.47	39.47

Chelsea District Library
Monthly Check Register
June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt ...	23960	06/18/2019	City of Chelsea...	5542-2 svc 04/30 - ...	001.001 · CSB...		-3,886.38
Bill	060...	06/11/2019		04/30 - 05/30/2019	920.110 · City ...	-59.67	59.67
				04/30 - 05/30/2019	920.120 · City ...	-137.68	137.68
				04/30 - 05/30/2019	920.130 · City ...	-3,552.08	3,552.08
				04/30 - 05/30/2019	920.150 · City ...	-136.95	136.95
TOTAL						-3,886.38	3,886.38
Bill Pmt ...	23961	06/18/2019	Constellation ...	VOID: BG-303066 IN...	001.001 · CSB...		0.00
TOTAL						0.00	0.00
Bill Pmt ...	23962	06/18/2019	Coryell, Lori	MIA - MILEAGE	001.001 · CSB...		-46.75
Bill	060...	06/11/2019		MIA MILEAGE	884.412 · Musi...	-46.75	46.75
TOTAL						-46.75	46.75
Bill Pmt ...	23963	06/18/2019	Creature Cont...	49838	001.001 · CSB...		-149.00
Bill	004...	06/19/2019		ant inspection	803.010 · Main...	-149.00	149.00
TOTAL						-149.00	149.00
Bill Pmt ...	23964	06/18/2019	Foster Swift C...	763108	001.001 · CSB...		-180.00
Bill	763...	06/19/2019		LEGAL FEES - FOIA	801.010 · Attor...	-180.00	180.00
TOTAL						-180.00	180.00
Bill Pmt ...	23965	06/18/2019	Giacopuzzi, J...	Music in the Air 201...	001.001 · CSB...		-59.73

Chelsea District Library
Monthly Check Register
 June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	413...	06/11/2019		Music in the Air Artist...	884.412 · Musi...	-59.73	59.73
TOTAL						-59.73	59.73
Bill Pmt ...	23966	06/18/2019	Johnson Cont...	ACCT # 1348743 - M...	001.001 · CSB...		-2,388.00
Bill	1-84...	06/11/2019		Annual Maintenance...	803.220 · HVA...	-2,388.00	2,388.00
TOTAL						-2,388.00	2,388.00
Bill Pmt ...	23967	06/18/2019	Lakeshore L...	3144070519	001.001 · CSB...		-46.53
Bill	314...	06/19/2019		SURVIVE THE QUA...	884.226 · Sum...	-46.53	46.53
TOTAL						-46.53	46.53
Bill Pmt ...	23968	06/18/2019	Library Desig...	19-215-01	001.001 · CSB...		-11,995.00
Bill	19-2...	06/19/2019		YOUTH TRENDWALL	975.100 · Build...	-11,995.00	11,995.00
TOTAL						-11,995.00	11,995.00
Bill Pmt ...	23969	06/18/2019	Michigan Mun...	2ND Qtr 2019	001.001 · CSB...		-33.89
Bill	2ND...	06/19/2019		2ND Qtr 2019	701.400 · Une...	-33.89	33.89
TOTAL						-33.89	33.89
Bill Pmt ...	23970	06/18/2019	Midwest Tape	VOID:	001.001 · CSB...		0.00
TOTAL						0.00	0.00
Bill Pmt ...	23971	06/18/2019	Munce, Gary	06/12/2019 - SUMM...	001.001 · CSB...		-85.00

Chelsea District Library
Monthly Check Register
June 2019

4:40 PM
07/09/19

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	108...	06/11/2019		SUMMER READING...	884.226 · Sum...	-85.00	85.00
TOTAL						-85.00	85.00
Bill Pmt ...	23972	06/18/2019	Sulecki, Keeg...	MIA - RECEPTION S...	001.001 · CSB...		-20.94
Bill	060...	06/11/2019		MIA RECEPTION S...	884.412 · Musi...	-20.94	20.94
TOTAL						-20.94	20.94
Bill Pmt ...	23973	06/18/2019	The Book Far...	ERG10570 - FLANN...	001.001 · CSB...		-43.90
Bill	ER...	06/11/2019		FLANNELS	884.222 · Gen...	-43.90	43.90
TOTAL						-43.90	43.90
Bill Pmt ...	23974	06/18/2019	The Sun Times		001.001 · CSB...		-60.00
Bill	757...	06/18/2019		BLANKET PO FOR 0...	880.110 · Medi...	-60.00	60.00
TOTAL						-60.00	60.00
Bill Pmt ...	23975	06/18/2019	Thomas, Alex...	06/20 CLAYMATION	001.001 · CSB...		-449.00
Bill	062...	06/19/2019		06/20/19 CLAYMATI...	884.923 · Yout...	-449.00	449.00
TOTAL						-449.00	449.00
Bill Pmt ...	23976	06/18/2019	Transcend	ID#1433/CID#01011...	001.001 · CSB...		-309.02
Bill	070...	06/19/2019		JUNE 2019 BCN/BC...	701.300 · Flex ...	-309.02	309.02
TOTAL						-309.02	309.02
Bill Pmt ...	23977	06/18/2019	Unique Mana...	554100	001.001 · CSB...		-62.65

Chelsea District Library

Monthly Check Register

June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	554...	06/12/2019		Collection Fees 06/0...	801.090 · Colle...	-62.65	62.65
TOTAL						-62.65	62.65
Bill Pmt ...	23978	06/18/2019	Verizon Wirel...	442098695-00001 I...	001.001 · CSB...		-627.72
Bill	983...	06/19/2019		Directors phone 201...	850.121 · Dire...	-51.76	51.76
				Library Hotspots 201...	850.311 · WiFi ...	-575.96	575.96
TOTAL						-627.72	627.72
Bill Pmt ...	23979	06/18/2019	WILDESIGN	MILLAGE FLYER	001.001 · CSB...		-322.00
Bill	000...	06/11/2019		MILLAGE FLYER	801.084 · Elect...	-322.00	322.00
TOTAL						-322.00	322.00
Bill Pmt ...	23980	06/18/2019	World Book Inc	0001594555	001.001 · CSB...		-319.00
Bill	000...	06/19/2019		HISTORY SUMMARI...	982.760 · Yout...	-319.00	319.00
TOTAL						-319.00	319.00
Bill Pmt ...	23981	06/18/2019	Batthey, Beth	VOID: 06/20/2019 D...	001.001 · CSB...		0.00
TOTAL						0.00	0.00
Bill Pmt ...	23982	06/19/2019	Amazon Capit...	VOID:	001.001 · CSB...		0.00
TOTAL						0.00	0.00
Bill Pmt ...	23983	06/19/2019	Baker & Taylo...	VOID:	001.001 · CSB...		0.00

Chelsea District Library
Monthly Check Register
June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						0.00	0.00
Bill Pmt ...	23984	06/19/2019	Constellation ...	BG-303066 INV 262...	001.001 · CSB...		-690.72
Bill	262...	06/19/2019		MAY 2019 Gas Service	920.200 · McK...	-690.72	690.72
TOTAL						-690.72	690.72
Bill Pmt ...	23985	06/19/2019	CTS Compani...	CW47371 - PHONE ...	001.001 · CSB...		-390.00
Bill	CW ...	06/19/2019		CORDLESS PHONE...	801.070 · Com...	-390.00	390.00
TOTAL						-390.00	390.00
Bill Pmt ...	23986	06/19/2019	Detroit Pencil ...	WO-31935-1	001.001 · CSB...		-217.31
Bill	WO-...	06/19/2019		PAPER PAPER, COVER	727.200 · Gen... 880.330 · Paper	-144.27 -73.04	144.27 73.04
TOTAL						-217.31	217.31
Bill Pmt ...	23987	06/19/2019	Keybank	A/C Ending3195	001.001 · CSB...		-3,057.35
Bill	062...	06/19/2019		MELANIE - COMPU... NEWSLETTER RE... IMAGE STOCK SUB... KNITTING ADULT PROGRAM ... COUPONS COUPONS GIFT CARDS #1 COUPONS REPEATER 2019 PHONES 5/56/... STAFF APPRECIATI... ZOU ZOU	967.200 · Equi... 969.940 · Staff... 880.510 · Gen... 884.126 · Gen... 884.913 · Adult... 884.277 · Teen... 884.126 · Gen... 884.127 · SRP ... 884.226 · Sum... 850.120 · Tele... 850.120 · Tele... 969.940 · Staff... 960.200 · Dire...	-85.44 -50.00 -29.99 -27.86 -481.34 -54.00 -26.00 -180.00 -560.00 -182.05 -384.57 -433.76 -20.20	85.44 50.00 29.99 27.86 481.34 54.00 26.00 180.00 560.00 182.05 384.57 433.76 20.20

Chelsea District Library
Monthly Check Register
 June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL				RECEPTION SUPPL...	884.412 · Musi...	-67.20	67.20
				AED BATTERY PACK	727.200 · Gen...	-157.94	157.94
				MIA ARTISTS DINN...	884.412 · Musi...	-317.00	317.00
						-3,057.35	3,057.35
Bill Pmt ...	23988	06/19/2019	SenSource	41668 - MAINTENA...	001.001 · CSB...		-240.00
Bill	41668	06/19/2019		People Counter Annu...	803.390 · Com...	-240.00	240.00
TOTAL						-240.00	240.00
Bill Pmt ...	23989	06/19/2019	Showcases	312410	001.001 · CSB...		-170.58
Bill	312...	06/19/2019		Launch Pad Cases, ...	727.320 · Matl ...	-170.58	170.58
TOTAL						-170.58	170.58
Bill Pmt ...	23990	06/19/2019	The Sun Times		001.001 · CSB...		-120.00
Bill	754...	06/11/2019		BLANKET PO FOR 0...	880.110 · Medi...	-60.00	60.00
Bill	754...	06/19/2019		BLANKET PO FOR 0...	880.110 · Medi...	-60.00	60.00
TOTAL						-120.00	120.00
Bill Pmt ...	23991	06/19/2019	Amazon Capit...		001.001 · CSB...		-1,020.20
Bill	1VR...	06/19/2019		PAINT MARKER PE...	884.272 · Teen...	-14.89	14.89
				SUPPLIES	884.277 · Teen...	-104.45	104.45
Bill	14L...	06/19/2019		COMPUTER SUPPL...	967.120 · Com...	-120.80	120.80
Bill	1R7...	06/19/2019		STANCHIONS	884.601 · Tech...	-604.49	604.49
Bill	1YJ...	06/19/2019		MONITOR TRAVEL ...	967.120 · Com...	-175.57	175.57
TOTAL						-1,020.20	1,020.20
Bill Pmt ...	23992	06/19/2019	Baker & Taylo...		001.001 · CSB...		-110.13

Chelsea District Library
Monthly Check Register
June 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	203...	06/19/2019		ACCT 209645 L4233...	982.760 · Yout...	-36.75	36.75
Bill	203...	06/19/2019		AUTO YOURS CATS	982.760 · Yout...	-73.38	73.38
TOTAL						-110.13	110.13
Bill Pmt ...	23993	06/19/2019	Midwest Tape		001.001 · CSB...		-1,126.26
Bill	974...	06/11/2019		MAY FEATURE DVD...	982.460 · DVD...	-11.24	11.24
Bill	974...	06/11/2019		JUNE FEATURE DV...	982.460 · DVD...	-353.83	353.83
Bill	974...	06/11/2019		MAY ADULT BOCD	982.120 · Adult...	-84.98	84.98
Bill	974...	06/11/2019		ADULT NF MAY DVDs	982.470 · DVD...	-12.74	12.74
Bill	974...	06/11/2019		MWT JUNE ADULT ...	982.120 · Adult...	-419.90	419.90
Bill	974...	06/11/2019		MUSIC CDs - ADUL...	982.420 · Adult...	-13.99	13.99
Bill	974...	06/11/2019		JUNE MULTIPLES D...	982.460 · DVD...	-14.24	14.24
Bill	974...	06/12/2019		MUSIC CDs - ADUL...	982.420 · Adult...	-19.18	19.18
Bill	974...	06/12/2019		JUNE FEATURE DV...	982.460 · DVD...	-104.94	104.94
Bill	974...	06/12/2019		MAY ADULT BOCD	982.120 · Adult...	-79.98	79.98
Bill	974...	06/12/2019		MAY FEATURE DVD...	982.460 · DVD...	-11.24	11.24
TOTAL						-1,126.26	1,126.26
Bill Pmt ...	23994	06/20/2019	A T&T Mobility	ACCT 28728623119...	001.001 · CSB...		-217.44
Bill	061...	06/20/2019		Hot Spot Service 201...	850.311 · WiFi ...	-217.44	217.44
TOTAL						-217.44	217.44

Chelsea District Library
Donation and Restricted
January through June 2019

	Jan - Jun 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation-Public			
674.110 · Designated Adult Programming	7,250	6,250	1,000
674.111 · Designated Youth Programming	4,350	7,850	(3,500)
674.112 · Designated Music Focus Programs	3,300	6,300	(3,000)
674.120 · Undesignated Donation	3,549	2,375	1,174
674.141 · Designated Technology	3,000	3,000	0
674.200 · Friends of the Library Donation	840	840	0
Total 674 · Contribution & Donation-Public	22,289	26,615	(4,326)
675 · Donations Private			
675.100 · Community Found Southeast MI	10,000	10,000	0
675.400 · Chelsea Ed Foundation	1,000	1,000	0
Total 675 · Donations Private	11,000	11,000	0
Total Income	33,289	37,615	(4,326)
Gross Profit	33,289	37,615	(4,326)
Expense			
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	0	3,000	(3,000)
Total 850.300 · TLN Internet Service	0	3,000	(3,000)
Total 850 · Telecommunications	0	3,000	(3,000)
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors In Chelsea			
884.922 · Youth Prog Rest Gifts Authors	3,000	3,000	0
884.953 · Youth Prog Rest Chelsea Ed Foun	593	1,000	(407)
Total 884.211 · Authors In Chelsea	3,593	4,000	(407)
Total 884.210 · Youth Speakers	3,593	4,000	(407)
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	50	1,150	(1,100)
884.962 · Music In the Air - Restricted	4,548	5,150	(602)
Total 884.400 · Music Focus	4,598	6,300	(1,702)
884.500 · Artist In Residence			
884.970 · Artist In Residence Restricted	11,000	11,000	0
Total 884.500 · Artist In Residence	11,000	11,000	0
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	1,500	1,500	0
884.912 · Adult Prog Rest Gifts General	0	520	(520)
884.913 · Adult Prog Rest Gifts SRP	749	850	(101)
884.914 · Adult Prog Rest Gifts MWest LW	3,000	3,000	0
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
Total 884.910 · Adult Programming Restricted	5,249	6,870	(1,621)

Chelsea District Library
Donation and Restricted
January through June 2019

	<u>Jan - Jun 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
884.920 • Youth Programming Restricted			
884.921 • Youth Prog Rest Gifts Genl	0	1,000	(1,000)
884.923 • Youth Prog Rest Gifts SRP	2,592	3,850	(1,258)
Total 884.920 • Youth Programming Restricted	<u>2,592</u>	<u>4,850</u>	<u>(2,258)</u>
Total 884 • Programming	<u>27,032</u>	<u>33,020</u>	<u>(5,988)</u>
967 • Equipment			
967.900 • Equipment Restricted Gifts			
967.910 • Equipment Rest Gifts	0	1,575	(1,575)
Total 967.900 • Equipment Restricted Gifts	<u>0</u>	<u>1,575</u>	<u>(1,575)</u>
Total 967 • Equipment	<u>0</u>	<u>1,575</u>	<u>(1,575)</u>
969 • Continuing Education Expenses			
969.600 • Staff Training			
969.940 • Staff Appreciation - Restricted	1,010	1,540	(530)
Total 969.600 • Staff Training	<u>1,010</u>	<u>1,540</u>	<u>(530)</u>
Total 969 • Continuing Education Expenses	<u>1,010</u>	<u>1,540</u>	<u>(530)</u>
Total Expense	<u>28,042</u>	<u>39,135</u>	<u>(11,093)</u>
Net Ordinary Income	<u>5,247</u>	<u>(1,520)</u>	<u>6,767</u>
Net Income	<u><u>5,247</u></u>	<u><u>(1,520)</u></u>	<u><u>6,767</u></u>

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

Ordinary Income/Expense	TOTAL									
	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jan - Jun 19	Budget	\$ Over Budget	% of Budget
Income										
402 - District Revenue	594,401	816,483	219,041	44,006	(14,069)	68,201	1,728,063	1,752,176	(24,113)	99%
540.100 - State Aid	0	29,485	0	5,957	0	0	35,442	52,043	(16,601)	68%
574.100 - Penal Fines	0	0	0	0	0	0	0	20,000	(20,000)	0%
607.100 - Non-Resident Fees	564	749	563	219	761	312	3,168	6,000	(2,832)	53%
645.100 - Copiers & Printers	65	960	667	481	742	240	3,155	7,000	(3,845)	45%
655.100 - Circulation Fines	1,772	1,584	1,630	1,718	1,669	904	9,277	22,000	(12,723)	42%
665.100 - Interest	30	68	48	39	24	0	209			
666.100 - Investment Earnings	61	55	2,487	293	320	0	3,216	45,000	(41,784)	7%
666.500 - Investment Change in Value	12,063	1,598	(3,343)	17,178	10,893	0	38,389			
674 - Contribution & Donation-Public	7,740	500	4,465	1,100	5,560	2,924	22,289	26,615	(4,326)	84%
675 - Donations Private	10,000	0	1,000	0	0	0	11,000	11,000	0	100%
Total Income	626,696	851,482	226,558	70,991	5,900	72,581	1,854,208	1,941,834	(87,626)	95%
Gross Profit	626,696	851,482	226,558	70,991	5,900	72,581	1,854,208	1,941,834	(87,626)	95%
Expense										
701 - Personnel Expenses	43,209	77,748	123,383	83,096	83,820	81,294	492,550	1,141,773	(649,223)	43%
727 - Supplies	1,347	585	481	2,265	2,218	1,072	7,968	22,050	(14,082)	36%
801 - Professional Services	11,856	8,706	1,746	6,795	1,238	2,389	32,730	100,306	(67,576)	33%
803 - Maintenance Service Contracts	12,334	7,092	8,264	12,649	8,375	8,258	56,972	129,929	(72,957)	44%
850 - Telecommunications	(1,775)	2,125	2,077	3,979	2,070	3,877	12,353	37,400	(25,047)	33%
880 - Promotional Materials	2,863	6,360	2,421	2,469	4,350	6,871	25,334	62,851	(37,517)	40%
884 - Programming	1,937	15,217	17,803	7,865	12,371	6,135	61,328	123,045	(61,717)	50%
885 - Volunteer	0	30	284	475	69	0	858	2,400	(1,542)	36%
920 - Utilities	0	4,738	5,079	4,637	4,669	4,577	23,700	56,550	(32,850)	42%
960 - Board & Director Expense	0	0	87	62	525	20	694	3,200	(2,506)	22%
965 - Automation Services	13,163	0	0	8,699	0	0	21,862	42,795	(20,933)	51%
967 - Equipment	735	3,083	6,662	2,068	1,403	382	14,333	26,575	(12,242)	54%
969 - Continuing Education Expenses	2,554	1,931	1,078	476	3,905	521	10,465	25,700	(15,235)	41%
980 - Capital Expense	1,500	5,699	25,180	57,697	0	17,839	107,915	174,966	(67,051)	62%
982 - Collection Expense	6,151	27,925	9,595	8,124	10,559	13,098	75,452	175,369	(99,917)	43%
Total Expense	95,874	161,239	204,140	201,356	135,572	146,333	944,514	2,124,909	(1,180,395)	44%
Net Ordinary Income	530,822	690,243	22,418	(130,365)	(129,672)	(73,752)	909,694	(183,075)	1,092,769	
Other Income/Expense										
Other Expense										
999.001 - Transfer to Capital Improvement	0	0	0	0	0	0	0	(57,057)	57,057	0%
999.002 - Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	(2,900)	2,900	0%
999.025 - Carry from General Fund	0	0	0	0	0	0	0	(123,118)	123,118	0%
Total Other Expense	0	0	0	0	0	0	0	(183,075)	183,075	0%
Net Other Income	0	0	0	0	0	0	0	183,075	(183,075)	0%
Net Income	530,822	690,243	22,418	(130,365)	(129,672)	(73,752)	909,694	0	909,694	100%

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

	Jan - Jun 19	Jan - Jun 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,728,062.06	1,709,170.92	18,891.14	1.1%
501.001 · Grants	0.00	300.00	-300.00	-100.0%
540.100 · State Aid	35,441.92	5,463.38	29,978.54	548.7%
607.100 · Non-Resident Fees	3,166.69	3,385.41	-218.72	-6.5%
645.100 · Copiers & Printers	3,154.70	3,840.03	-685.33	-17.9%
655.100 · Circulation Fines	9,277.32	9,083.39	193.93	2.1%
665.100 · Interest	209.45	139.70	69.75	49.9%
666.100 · Investment Earnings	3,215.49	26,043.10	-22,827.61	-87.7%
666.500 · Investment Change in Value	38,389.86	-25,621.99	64,011.85	249.8%
674 · Contribution & Donation-Public	22,289.34	20,805.00	1,484.34	7.1%
675 · Donations Private	11,000.00	0.00	11,000.00	100.0%
Total Income	1,854,206.83	1,752,608.94	101,597.89	5.8%
Gross Profit	1,854,206.83	1,752,608.94	101,597.89	5.8%
Expense				
701 · Personnel Expenses	492,550.56	495,200.24	-2,649.68	-0.5%
727 · Supplies	7,967.96	7,317.14	650.82	8.9%
801 · Professional Services	32,731.25	54,233.48	-21,502.23	-39.7%
803 · Maintenance Service Contracts	56,971.92	70,923.84	-13,951.92	-19.7%
850 · Telecommunications	12,353.42	10,245.66	2,107.76	20.6%
880 · Promotional Materials	25,333.08	28,167.31	-2,834.23	-10.1%
884 · Programming	61,328.35	50,626.16	10,702.19	21.1%
885 · Volunteer	857.11	833.35	23.76	2.9%
920 · Utilities	23,700.91	22,056.36	1,644.55	7.5%
960 · Board & Director Expense	694.28	579.54	114.74	19.8%
965 · Automation Services	21,862.42	25,132.03	-3,269.61	-13.0%
967 · Equipment	14,333.22	14,009.97	323.25	2.3%
969 · Continuing Education Expens...	10,464.18	13,279.63	-2,815.45	-21.2%
980 · Capital Expense	107,915.47	42,086.71	65,828.76	156.4%
982 · Collection Expense	75,451.83	73,298.80	2,153.03	2.9%
Total Expense	944,515.96	907,990.22	36,525.74	4.0%
Net Ordinary Income	909,690.87	844,618.72	65,072.15	7.7%
Net Income	909,690.87	844,618.72	65,072.15	7.7%

CHELSEA DISTRICT LIBRARY

Fund Balances

June-19

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank

Paypal Account

Cash on Hand

Beginning Balance	Net Change	Ending Balance
\$212,166.67	-\$92,754.26	\$119,412.41
\$48.25	\$0.00	\$48.25
<u>\$212,214.92</u>	<u>-\$92,754.26</u>	<u>\$119,460.66</u>

Ameriprise Account

Fixed Income Fund

Money Market Fund

Investment Partners Total

\$1,446,909.32	\$7,880.71	\$1,454,790.03
\$700,000.00	\$0.00	\$700,000.00
<u>\$2,146,909.32</u>	<u>\$7,880.71</u>	<u>\$2,154,790.03</u>

Total General Fund

<u>\$2,359,124.24</u>	<u>-\$84,873.55</u>	<u>\$2,274,250.69</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

\$314,564.77	\$24,703.66	\$339,268.43
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CHELSEA DISTRICT LIBRARY

Fund Balances

May-19

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank

Paypal Account

Cash on Hand

Beginning Balance	Net Change	Ending Balance
\$327,291.38	-\$115,124.71	\$212,166.67
\$48.25	\$0.00	\$48.25
<u>\$327,339.63</u>	<u>-\$115,124.71</u>	<u>\$212,214.92</u>

Ameriprise Account

Fixed Income Fund

Money Market Fund

Investment Partners Total

\$1,435,695.76	\$11,213.56	\$1,446,909.32
\$700,000.00	\$0.00	\$700,000.00
<u>\$2,135,695.76</u>	<u>\$11,213.56</u>	<u>\$2,146,909.32</u>

Total General Fund

<u>\$2,463,035.39</u>	<u>-\$103,911.15</u>	<u>\$2,359,124.24</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$314,498.68</u>	<u>\$66.09</u>	<u>\$314,564.77</u>
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4:28 PM

07/11/19

Chelsea District Library Debt Services

Reconciliation Summary

003.008 · CSB Debt Retirement Checking, Period Ending 06/30/2019

	Jun 30, 19
Beginning Balance	314,564.77
Cleared Transactions	
Deposits and Credits - 6 Items	24,703.66
Total Cleared Transactions	24,703.66
Cleared Balance	339,268.43
Register Balance as of 06/30/2019	339,268.43
Ending Balance	339,268.43

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07/11/19

Chelsea District Library Debt Services

Reconciliation Detail

003.008 · CSB Debt Retirement Checking, Period Ending 06/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						314,564.77
Cleared Transactions						
Deposits and Credits - 6 items						
General Journal	05/20/2019	LYND...		X	378.68	378.68
General Journal	06/11/2019	LYND...		X	958.12	1,336.80
General Journal	06/17/2019	LYND...		X	22,850.95	24,187.75
General Journal	06/20/2019	CHEL...		X	449.70	24,637.45
General Journal	06/27/2019	CHEL...		X	39.39	24,676.84
Deposit	06/30/2019			X	26.82	24,703.66
Total Deposits and Credits					24,703.66	24,703.66
Total Cleared Transactions					24,703.66	24,703.66
Cleared Balance					24,703.66	339,268.43
Register Balance as of 06/30/2019					24,703.66	339,268.43
Ending Balance					24,703.66	339,268.43

DIRECTOR'S REPORT

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

Word of Mouth Marketing for July

CDL TecXpo at Lima Township Hall

CDL hosts its first TecXpo at the Lima Township Hall on Sunday, July 28 from 1 – 4 pm. Lima Township visitors will get a chance to experience virtual reality, interact with Sphero robots, view 3D printer demonstrations, and learn about the technology available at and through the library.

CDL Renewal of Operating Millage on August 6 Ballot

On August 6, residents will vote on the **renewal** of a ten-year millage that will enable the Chelsea District Library (CDL) to continue its mission to Engage, Inspire, and Equip the residents in our service area. 90% of the library's funding comes from taxpayer dollars. The current millage expires at the end of 2019.

This renewal request is for 1.9231 mills and is **not a tax increase**. The millage funds the library's ability to realize its mission to engage, inspire, and equip through evolving services and resources. This is accomplished by operating, maintaining, and providing:

- Resources including books, DVDs, e-books, audiobooks, magazines, online databases, nontraditional items, and WiFi hotspots.
- Programs including storytimes, book clubs, craft programs, and signature events like Authors in Chelsea, Artist in Residency, Music in the Air, and the Midwest Literary Walk.
- Celebration of our local and national cultural heritage through exhibitions like *American Farmer*.
- Home delivery of library materials to eligible customers through CDL Delivers!
- Connectivity through library computers, WiFi at CDL, and broadband advocacy. CDL also circulates WiFi hotspots to library customers.
- Engagement in the community at places like the Chelsea Retirement Center, St. Louis Center, and Chelsea Schools.
- Access to new technology like 3D printers and virtual reality equipment.

ALA Annual Conference, Washington, DC, June 20-25

I encouraged CDL staffers who attended the ALA Conference to use the 3,2,1 reporting model on their experiences. Here is my 3,2,1 report.

Three sessions that amazed me with brief description why

1. *Writing Boxes: How Libraries Can Create Diverse, Welcoming, Intergenerational Programming to Inspire Writing as an Integral Part of Supporting Literacy and Family Engagement*

I came for the "intergenerational" (a goal in our current strategic plan) and left inspired to incorporate writing into both passive (Writing Boxes) and active programming (guided writing exercises). Presenters included Nikki Grimes, Dave Eggers, and Jon Scieszka.

2. *Wholehearted Librarianship: Finding Hope, Inspiration, and Balance*
Exceptional program on providing service steeped in humanism, compassion, and responsive library environments that invite open and equitable participation. The most impactful session I attended.

3. *Not a Kid Anymore: How and Why to Serve Adults with Disabilities in the Adult Department*

Sometimes libraries make assumptions about adults with intellectual and/or developmental disabilities when deciding where in the library they belong. How can we

best serve them? This session introduced program ideas and useful inclusion strategies that will help CDL better serve these adults.

Two concepts to focus on

1. *Wholehearted librarianship* – emphasizing **people** in service, programs, and initiatives. Library as place to think, feel, and breathe. Work to create a more human-centered library. In surveying folks for their relationship to library, ask open-ended questions such as, “What would make your life easier?” rather than “What can the library do for you?” Also, “What do you hope for this community? This library?” “What have you always wondered about?”
2. *Service to adults with intellectual and development disabilities*
Avoid term “special needs.”
Stress social inclusion in programming and resources.
Ideas to pursue:

Next Chapter Book Club (NCBC) – turnkey; literacy learning

- NCBC’ s Mission: to provide meaningful opportunities for lifelong-learning, social connections, and authentic community inclusion for individuals with intellectual and developmental disabilities through weekly or bi-weekly community-based book club meetings that include readers of all skill levels.
- The Club is committed to providing weekly or biweekly opportunities for people with intellectual and developmental disabilities (IDD) to read, learn and make friends in a relaxed, community setting.
- Read during meeting so participants have agency and self-esteem is encouraged.
- \$350 to become an affiliate.
- Possible collaboration with Saturday Morning Challengers.

Adult & Teen Sensory Storytimes & Programming

- Work to make IDD adults and teens welcome in all areas of the library (not just youth).
- Develop monthly age-appropriate sensory storytimes for in-house and outreach programming.
- Components: hello with seated yoga pose, visual schedule, incorporate music and movement, book scanned into pdf and projected on screen, videoclips based on theme, craft at end.
- Possible collaboration with St. Louis Center.
- Note: Incorporate sensory tours of annual touring exhibits and invite St. Louis Center for guided tours.

One idea to apply immediately

Creating a space and a sense of belonging for all at CDL. Work to emphasize and encourage the following in staff:

- Curiosity
- Creativity
- Empathy
- Compassion
- Joy
- Understanding
- Mercy
- Playfulness
- Kindness
- Inclusiveness

Out and About – 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
- Attended Rotary – June 11 and 18
- Met with Michelle Tuplin, Owner, Serendipity Books to discuss programming and promotion – June 11
- Presentation in Lyndon Township – June 17
- Met Faith in Action's Doug Smith – Sharon Apartments meeting – June 20
- Attended ALA in Washington , DC – June 21 – 24

Looking Ahead to July 2019

- Sylvan Township Board meeting – July 2
- Chelsea City Council meeting – July 8
- The Library Network Steering Committee meeting and annual picnic – July 9
- Friends meeting – July 11
- Chelsea Education Foundation meeting – July 15
- Rotary meetings – July 23 and 30
- Shared Automated System Users Group meeting – July 25
- Lima Township – TecXpo – July 28
- Citizen of the Year/Lifetime Achievement discussion/selection – July 29
- Chelsea Senior Center Donor Appreciation Party – July 31

Strategic Plan 2017-19 Update

Goal progress from June 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.

- Trendwall installed in youth/lobby area
- Partnering with CAFÉ to host ART Market on library lawn during Summer Festival

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

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

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

- Installation of StoryBook Trail in Lima Township
- Library card signup dates scheduled at each township during September's LCSUM
- Met with six local businesses in service area to share library business card information
- Music in the Air reception held to promote Friends awareness and membership
- Creation of ILOVECDL campaign with yard signs, Facebook Call to Actions, and staff and board t-shirts
- Large banner displayed at Katie's Korner for Korner Stage programming to acknowledge CDL's contribution to Sounds and Sights
- Created millage informational flyer – mailed to absentee voters in service area

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

- Installation of StoryBook Trail in Baker Woods Preserve in Lima Township
- Library card signup dates scheduled at each township during September's LCSUM

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

- Created partnership with South Meadows teachers to offer Schoolyard Opera program to fourth graders in November 2019

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.

- Provided internship opportunity for student on autism spectrum
- All staff meeting presentation on engaging with people on the autism spectrum

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

- Highlighted our telescope for our first adult passive programming station on 2nd floor as part of summer reading

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

- Korner Stage programming

Chelsea District Library Performance Dashboard Jun 2019

* YtD = Year to Date

	Jun-19	2018 YtD	2019 YtD	% change from last YtD
Circulation - Total	25327	141910	141896	-0.01%
Items	22306	128245	124280	-3.09%
E-books/E-audio	2502	11819	14613	23.64%
E-magazines	361	1170	2183	86.58%
Non-Traditional	43	183	202	10.38%
Hotspots	34	117	190	62.39%
Deposit Collection Circulation	81	376	428	13.83%
Self-Check Items - Total	2866	13658	13705	0.34%
New Cards - Total	112	460	513	11.52%
Reference Desk Interactions - Total	3276	11060	14819	33.99%
Outside Group Room Rentals	18	88	89	1.14%
Engagement - Total	3006	13316	11715	-12.02%
Youth Program Attendance	1460	3204	3265	1.90%
Adult Program Attendance	289	1012	1011	-0.10%
Teen Program Attendance	67	224	252	12.50%
General Program Attendance	427	1480	1164	-21.35%
Outreach – Youth	128	4771	4014	-15.87%
Outreach – Teen	375	1320	830	-37.12%
Outreach – Adult	173	482	539	11.83%
Awareness Opportunities	54	713	486	-31.84%
Homebound Visits	33	134	154	14.93%
Programs/Visits Offered - Total	52	323	269	-16.72%
Youth	14	123	100	-18.70%
Adult	6	71	39	-45.07%
Teen	5	20	33	65.00%
General	3	13	8	-38.46%
Outreach – Youth	2	46	22	-52.17%
Outreach – Teen	3	9	6	-33.33%
Outreach – Adult	13	36	40	11.11%
Awareness Events	6	5	21	320.00%
Door Count - Total	17485	82791	81053	-2.10%
WiFi Data Usage (GB) - Total	3098.65	13804.626	17261.192	25.04%
Library Internal Public WiFi	715.19	4502.17	4152.9	-7.76%
Total Hotspot WiFi	2383.46	9302.456	13108.292	40.91%
Lyndon Twp Hotspot	43.43	802.33	251.9	-68.60%
Lima Twp Hotspot	0.02	29.523	7.616	-74.20%
Sylvan Twp. Hotspot	3.19	18.88	22.96	21.61%
Mobile Beacon Hotspots	680.76	5130.6	4695.05	-8.49%
Hotspots available for checkout.	1656.06	3321.123	8130.766	144.82%
Computer Usage/Sessions - Total	7142	46264	41567	-10.15%
Workstations	1069	7368	6137	-16.71%
Wireless	6073	38896	35430	-8.91%
Website Stats		0	0	NA
Website Sessions	9924	56918	59202	4.01%
Website Users	6145	35181	36963	5.07%

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

Facility

Design Think update:

- New teen chairs are here and getting lots of use and rave reviews 😊
- Our last section of Trendwall was placed between the main lobby and the youth area this month. Public opinion seems to be running very much in favor of it but a few have expressed dislike. The librarians love it and the rest of us are just happy that no one has run head-on into it yet!

After spotting a large number of carpenter ants on the McKune porches, I called Creature Control to come take a look and they confirmed an infestation on the north and south porches. We had seen a few inside but the exterminator suggested we start by treating the exterior of the building and see if that doesn't take care of the few that are finding their way inside. We set up a regular treatment schedule that will start with this treatment and continue every two months through fall. It will also take care of other insects that can be a problem like slab ants, etc.

You may notice a new large white bin in our service drive area. It is a recycle bin that we will share with the Friends and it will be picked up weekly. This solves the Friends' issue of losing the recycler/reseller they were shipping most of their discards to, and it means we won't have to haul our recyclables to the curb anymore. I won't miss that. Bill Personke, a past CDL board member and recent book sale volunteer, contacted Western Washtenaw Recycling (where his wife Shawn previously worked) to start the conversation about the bin, so a big Thank You to Bill! There is a small charge for the bin but it is minimal considering the value of recycling 😊

Programs/meetings

We had a very interesting presentation at our all staff meeting by Gwen Dunlap, mother of our intern Ross and founding member of Aim High, a private school started to give students on the autism spectrum the specialized education they need to be successful, contributing members of their communities. She talked about the challenges that people on the spectrum experience, how we can better serve them as patrons, and support them in our work places. We learned so much that day.

Summer Reading kick-off was fantastic again this year. Always fun to watch kids and their family members so excited about reading and enjoying the carnival-like atmosphere on our lawn.

Volunteers

Once Summer Reading starts, our volunteer hours shoot through the roof! We had 480.25 non-book sale hours this month and 186.5 book sale hours for a total of 666.75 hours.

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	186.50	0.00	0.00	0.00	0.00	0.00	0.00	1205.00
CPU	8.00	3.00	0.00	1.50	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	14.50
Local History	27.00	27.25	23.00	33.50	35.75	29.25	0.00	0.00	0.00	0.00	0.00	0.00	175.75
Program	9.25	26.25	7.50	10.00	3.50	32.00	1.50	1.50	0.00	1.50	0.00	1.50	94.50
Workroom	20.25	20.25	27.00	28.00	26.50	24.00	0.00	0.00	0.00	0.00	0.00	0.00	146.00
Friends	20.00	6.50	23.00	18.25	17.75	12.50	0.00	0.00	0.00	0.00	0.00	0.00	98.00
YSG	40.00	54.00	29.50	48.50	47.50	378.50	0.00	0.00	0.00	0.00	0.00	0.00	598.00
Board Trustees incl.commm mtgs	6.00	6.00	8.50	7.50	6.00	3.00	0.00	0	0.00	0.00	0.00	0.00	37.00
Monthly Totals	331.00	349.25	278.50	420.25	317.00	666.75	1.50	1.50	0.00	1.50	0.00	1.50	2368.75
Non Book sale	130.50	143.25	118.50	147.25	138.00	480.25	1.50	1.50	0.00	1.50	0.00	1.50	1163.75

June Program Information

Date	Event	Attendance
Adult Programming (6 Programs, 289 Attendees)		
6/4	Reading Glasses Book Club	13
6/8	Music in the Air	167
6/9	Sculpture Walk	23
6/12	Place That Face	12
6/17	Keeping Current: LGBT Law*	23
6/29	Purple Rose Theatre Reading	51
Youth Programming (14 Programs, 1460 Attendees)		
6/4,18,25	Babytime	27,29,20
6/5	Preschool Storytime	24
6/6	Toddler time	28
6/7	Homeschool Meetup: College Prep	5
6/12	Summer Reading Kick-off	800
6/17	Movie Monday	41
6/19,26	Wild Wednesdays: A2 Spectacular, Mad Science	155, 180
6/20	Read to Library Dogs	8
6/20,27	Thrilling Thursdays: Dance Along, Moon Storytime	36,62
6/21	LEGO Club	45
Teen Programming (5 Programs, 67 Attendees)		
6/3,5,10	YSG Volunteer Orientation	12,9,16
6/18	VR Experience	3
6/20	Teen Thursdays: Alex Thomas & Friends, Ring of Steel	12,15
General Programming (3 Programs, 427 Attendees)		
6/6,20,27	Korner Stage	116,137,174
Outreach (Adult 13/173 , Teen 3/375, Youth 2/128 , Awareness 6/54)		
6/3,4 (Awar)	SRP Presentation: Kiwanis, Rotary	14,10
6/5,9 (Awar)	Walk to School Wednesday	4,9
6/6,20,28 (A)	SRP Kick-off: Senior Center & Check-in, Silver Maples	30,1,1
6/7,10,11 (T)	School Visits: Beach	160,150,65
6/7(A)	Music in the Air: CSC, Silver Maples, CRC	11,30,62
6/7 (Y)	Ice Cream Social at South Meadows	100
6/11 (Awar)	Rotary Millage Presentation	12
6/17 (Awar)	Strategic Plan Progress: Lyndon	5
6/18 (Y)	SRP @ Camp Gabika	28
6/20 (A)	Book Club @ Pines	8
6/4,6,13,18	CRC: Ipad, CT 1:1	2,4,3,1
6/14,20	VR at St. Louis Center	18,12
*Denoted Strategic Plan Initiative		
(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach (Awar) Denotes Awareness Events		

Services	Jun. 2019	Jun. 2018
Reference Questions	3,276	2,049
Homebound & Deposit Book Deliveries	33	18
OCLC Interlibrary Loan	9	0, Due to migration

Keegan Sulecki, Head of Information Services

June was full of Summer Reading related activities! I spoke in front of both Kiwanis and Rotary about our summer reading program, staffed a special SRP kick-off at the Senior Center, arranged for the rental of an ice cream cart for our youth kick-off (and thanks to Gary Munce for providing transport!). There was also lots of prep such as printing summer reading logs, pulling together prizes, figuring out where our summer reading table will be with our new configuration. Other programs I was involved with includes Music in the Air and our outreach for Music in the Air where I shared information on adult SRP at the same time. I also staffed our annual pride program. This year Jay Kaplan from the ACLU returned to share updates on current court cases impacting LGBT individuals and families. Our Aviary Performance for Korner Stage at Katie's Korner on the lawn was unfortunately cancelled due to Sounds & Sights being cancelled because of bad weather. I am working with Shannon to find a good time to reschedule.

Our fall newsletter content was due mid-June so I worked with my staff to plan, schedule, and write descriptions for our fall lineup. This included working with community members on plans for the 2019 Solar Tour and looking at our recent Book Club survey results and working with staff to establish two new book clubs for the fall. I worked with youth staff to create a Dinosaur program series for Kindergarten to grade 2 since we have received some feedback that families are looking for more programs for that age group.

I also spent a lot of time working with Washtenaw County Parks who did the installation on the posts for our StoryBook Trail at Baker Wood Preserve. I worked with them and my staff to choose our first books and finalize our first programs surrounding this permanent installation. Frames will be installed in July and we will hopefully go live before the end of the month. I have also been working with Patty on branded bug wipes to help advertise the trail and on other marketing pieces to help roll it out.

Shannon Powers, Adult Information Services Librarian

June is always a full month, the time of year when we kick off not just the Adult Summer Reading Program, but also our Sounds & Sights event series, Korner Stage. This year we had a particularly rainy June and I had to reschedule one of our events and move one indoors, but attendance for the remaining three was strong--Magician Cameron Zvara was a huge hit, despite the cold, damp evening, and Ring of Steel was a success as well. We're looking forward to hosting the Aviary later this summer. In addition to running the Korner Stage programs, I also hosted this year's Sculpture Walk.

In addition to my regular programming and outreach responsibilities this month, I also had the good fortune to attend the ALA Annual Conference in Washington D.C. with Laura Brown. This was a fantastic weekend. I attended a variety of sessions covering everything from collection development and reader-advisory, to self-evaluation and leadership. I left feeling excited and ready to try out some new ideas for displaying and selecting books, for managing programs, and for researching reference questions. I also attended a LibraryReads panel and noted some potential authors for next year's Midwest Literary Walk.

CDL Delivers remained steady this month, with one new patron signing up for delivery services. I've continued to tweak the new online, Caspio-based database and have found it's much easier to coordinate deliveries between Marissa and our volunteers.

On the local history front, I handled a house history question, and located a new resource that allows patrons to download copies of the original land patents for property parcels in Washtenaw County. This will help with future patron questions about property history.

For collection development, I continued to work on a deep weed of fiction, and prepped for a new collection we are considering circulating: book club kits. I first met with Keegan and then with Terri to discuss logistics and show them the prototype bags and filing system we might use. Both the ISD and Circulation departments are pleased and ready to move forward purchasing a pilot set in July.

Laura Brown, Adult Information Services Librarian

June was a very busy month. Both reference desks were hopping with summer reading participants of all ages. I created a book display next to the adult non-fiction with space-themed titles, following the *Universe of Stories* theme this year, which includes an original Ann Arbor newspaper from 1969 announcing the first moon landing! At the beginning of the month, I attended a *Booklist* webinar about crafting and got some great ideas for additional books to add to our collection. Reading Glasses met at Ugly Dog and had a great discussion of *The Heart Goes Last* by Margaret Atwood. Ugly Dog asked if Reading Glasses would be willing to move to first Wednesdays at 6:30pm in the fall. After surveying the book club's participants on their availability for the new night and time, we decided to go with the change starting in September. Marissa will be taking over the group then as I will be facilitating the new Busy People's Book Club that will meet bi-monthly at the library.

I attended my first Washtenaw Reads committee meeting for the year that same day and attended another group meeting two weeks later, reading several books following this year's book theme of "Everybody Counts." I continued my work with adult volunteers on obituaries, prepped materials for OCR scanning of the *Chelsea Standard* newspaper from 1890, and showed newer staff how to order e-books and books on CD-ROM for their collections. When we were short-staffed library aides in circulation, I helped shelve non-fiction books. This prompted me to weed several older cookbooks as shelving space was getting tight. (These materials will be in the upcoming book sale!) I also ordered adult non-fiction, adult feature and NF DVDs, audiobooks, music CDs, and filled several interlibrary loan and patron material requests.

I helped Shannon with setting up and taking down the three Sights and Sounds concerts on the library's lawn in June (one was rained out.) I finalized our order with WT Cox for all library periodicals for 2020. All fall programs were finalized, as well, as the newsletter deadline was moved to mid-month. This entailed finalizing the local author fair application, which will be held in November, and purchasing items for CDL's Downton Abbey party in September!

But the highlight of the month was attending the ALA Annual Conference in Washington, D.C. with Shannon from June 21-25. I attended several educational sessions with information I can use on the job, such as more effective search strategies from a Google evangelist and collection management approaches to best learn what materials patrons seek. I also heard several inspiring speeches, including those from Chief Justice Sotomayor and Hoda Kotb, and got a few books signed to boot. ;-)

Edith Donnell, Youth & Teen Information Services Librarian

June is a programming heavy month with end of school-related programs as well as Summer Reading. As teen volunteer coordinator I take on a variety of jobs including managing the YSG volunteer orientations, updating SignUp Genius schedules, scanning and filing related YSG paperwork, and contacting any wayward YSG as the month progressed. After orientation were over it was straight on into Kickoff! With the help of YSG, I set up the stations and provided staff with maps and station information so that they could assist with oversight of the event, which proved to be very popular. Hurray for good weather and good volunteers! Eight workers from Proquest stepped up to help, and top activities

included the ribbon carabiner craft, Universal Obstacle Course, and SUPER toe fishing station. Next year I will be making sure desk staff have maps to help direct people to activities, kids were eager to check specific activities off their list, not just do any old thing to get an ice cream!

While I was busy with summer reading kickoff week, I also managed to give a live interview to WEMU's Create/Impact team Deb Polich and David Fair discussing the importance of reading comics, and promoting A2CAF and Kids Read Comics. On June 14th, I participated in A2Inkubate, watching a Keynote given by Lucy Knisely, author of *Kid Gloves*, and really enjoyed a panel discussion featuring diverse artists, included Jerry Craft, Raul the Third, Joamette Gil and Leila Abdelrazas. In the afternoon I asked Wendy and Richard Pini how they managed to make their marriage work, after 40 years of publishing ElfQuest. The answer involved keeping your sense of humor, and owning two houses. A2CAF this year brought 6500 people to the Ann Arbor District Library downtown, and featured 60 artists. I hope to be able to bring a special miniature version of that comics magic to Chelsea at Kids Read Comics in the fall.

In other programming news, I wrapped up Homeschool Meetups for the summer with a discussion on college readiness for homeschool parents, connecting with multiple 10 child-family parents for a really good information dumping session. I got to put on a spontaneous musical storytime when a presenter forgot to appear, which was so much fun! It gave me ideas for the Gross Motor Storytime I'll be putting on in July. I also met with two new READ dogs and their trainers and feel like we might have enough dogs to start considering multi-dog sessions for winter programming.

In June I put in a large family/anime DVD order, new Kirkus, parenting, j graphics and Early Readers orders, and completed picture book weeding for 2019.

I'll wrap up my monthly report with this kind remark made to me by a long-time senior patron, who told me, "You know it all. You're the nicest know-it-all I've ever met."

Jessica Zubik, Youth & Teen Information Services Librarian

Summer Reading is in full swing! Our new registration software is working well and has been very easy for staff and teen volunteers alike to use. As of June 30, there are 999 kids and teens signed up for Summer Reading! I spent a portion of early June preparing the Math Station, Science Station, and Discovery Center, which feature rotating learning activities throughout the summer. The biggest hits so far have been MagnaTile Geometry for the preschool crowd and a new Snap Circuit Bric set that challenged older kids to build with LEGO-like bricks while also creating working circuits with lights and buzzers.

Thrilling Thursdays, our new-last-year lineup of programs for toddlers and preschoolers, is back in action. Edith mentioned her spontaneous music storytime as our first Thrilling Thursday. Our second was co-presented by me and local author Meg Gower. Moon Storytime was extra special because Meg read her own books, *Michigan Moon* and *Breakfast Moon*! Both are available to check out from the library. I'm looking forward to even more special guests in July, including Breathe Yoga and Ballet Chelsea.

Finally, on Tuesdays I have been visiting Camp GABIKA, the day camp run through the school district. It's tons of fun! Each week I book talk a couple new, interesting titles, and then we do a simple activity. We've made pom pom catapults and sun prints so far. I love squeezing in outreach like this, even during our busy summers, because kids begin to recognize me outside of the library and I'm a familiar face when they do come in. GABIKA campers have also attended Movie Monday, LEGO Club, and two of our Wild Wednesday programs here at the library, which is always a hit.

Stacey Comfort, Youth & Teen Information Services Librarian

It's hard to believe June's gone already! This month, I experienced my very first Chelsea-style Summer Reading Program Kickoff. It's a grand event, and our attendance was incredible; everyone I saw there was having a great time. Shortly thereafter, I hosted two programs: Alex Thomas and Friends, and the

Ring of Steel Action Theatre. Alex Thomas taught a group of teen participants about Claymation and other forms of animation, including stop-motion and papercut animation. As part of the program, each teen got a clay face to animate, and we just received the DVDs of the final video in the mail. Ring of Steel are stage combat and stuntmen, who have choreographed and soundtracked several famous movies. This program, Jedi Academy, focused on a specific style of lightsaber fighting, and our attendees each got to use a Lexan lightsaber to learn a chain of fighting moves. They even brought cases of real weapons, and the entire crew were able to answer questions about them.

June also saw the last of my Preschool Storytime sessions until September. I've had lots of return visitors since I started in February, and the last three weeks of the program were focused on putting together a display of preschool art. The inset display next to Kidspot has foil nameplates from robot storytime, a chain of loops from space storytime, and a backdrop of coloring and drawing from a storytime focused on my favorite funny books.

Finally, I did my first-ever school visits with the Beach Middle School 6th-, 7th-, and 8th-graders. I put together a slideshow with detail about the Summer Reading Program, the Youth Services Group, and recommended some new titles to each grade. I'm excited to have made inroads with their Media Center clerk, Sheryl Dewyer, and I look forward to visiting again in the new school year.

Technology

Summary of June



From: Ron Andrews – Head of Technology

Technology Department – Monthly Summary

June 2019

The first part of the month was fast a busy. I spent a lot of time finalizing logistics for our Intern and working closely with Lucie to make sure she had everything she needed. We actually held a “mock” interview with Ross to give him the look and feel of a real interview. It was a great learning experience for all of us. Ross’s first day was on June 5th and things have been going very well. Lucie is doing a great job managing him and workflow. He will be with us until July 31st. I would encourage you to stop by and say hello to him!

Second flurry was getting ready for Music In the Air. Lots of logistics and details to get the artists here, settled and where they needed to be. We were very lucky to have Jacopo back and the addition of Georgy and his cello the program soared. At the conclusion, both were exhausted but very happy with their performance and our hospitality.

Technology Projects

- Rendezver meeting 6/6 to discuss strategy and possibilities for this VR equipment.
- Attended a webinar on setup for Lynda.com – our newest digital addition. It is currently live for the library staff and will be available for the public in September. The reason we have not released it is that right after we purchase it, Lynda.com was bought out by LinkedIn.Com. Currently we log in as Lynda, but in September they will be re-branding and changing the login to LinkedIn Learning and we did not want to confuse patrons with differing login. This is going to be a great resource for technology and business online training.
- “Creative Commons” committee is meeting regularly and will be presenting a recommendation plan to the management team the first of September. As part of the committee we did revisit and update a technology survey that is set to be released on July 1. More to come on from this committee.
- Starting update all of the mobile lab laptops
- Continue to work with Melanie to upgrade and replace the public computers. 11 units in the TeenSpace and 11 in the Adult area. All will have new monitors and the mini-CPU units.

Programming/Services

- Planning and confirming Adult VR classes for the Fall newsletter
- Two more sessions at the St Louis Center for VR programming. Both have gone well. The residents really like it and we are hoping to expand offerings to this location. We are offering two sessions monthly; one during the day and one in the evening.
- Classes at the CRC continue as normal; 2 iPad sessions and 2 Computer Training 1:1 sessions

Outreach/Partnerships

- Assisted Lori with mission update at the Lyndon Township meeting at the home of Gary and JoAnn Munce.
- Melanie, Lori and I are planning a TecXpo for the Lima Township the end of July. Will will be providing demos of VR, 3D Printing and other services to let the residents know what we provide.
- Attended the eContent Policy meeting at TLN on April 23rd.

From: Melanie Bell – Network Admin

Servers and Network:

- Ran regular updates and double checked the backups.
- After a power outage the phone stopped giving an indication when there was a voicemail. Contacted CTS and worked with them to resolve the issue.

Public and Staff Computers:

- Public printer was down for a week. We had MOS out to run repairs. Need parts that were not on order. Setup a temporary printer while the public one was down.
- Installed a new repeater for better coverage with the cordless phones at the reference desks.
- Wrote up instructions and trained librarians on how to get the printer to do automatic folding of the reader logs.
- Fixed four kindles and put them back in circulation.

Website

- Restructured the database for the online resources page so that it is using up less of our Caspio resources.
- Put together the online library value calculator.
- Fixed some issues with photos on the Mid West Lit walk website

Broadband

- Attended meeting of Merit and Washtenaw Broadband Task Force to discuss next steps. They have a moonshot survey tool that might be useful.
- Attended the Michigan Broadband Cooperative program. We finalized new bylaws to move forward on the path to becoming a 501©3.

Other:

- Attended Lyndon Township update 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.
- Gary Munce and I ran a VR session with the St Louis Center. Ron and I ran a second VR session with the St Louis Center. Both sessions were well attended
- Helped with Teen VR session
- Ron and I met with Ben Fineman and Gary Munce to discuss a Rendeever VR project with the Chelsea Senior Center.
- Volunteer Ruben helped prepare some computer for sale at the Friends Booksale. I also prepared some external hard drives for the sale
- Ron, Patty, Keegan and I attended a demo of a new calendar system called Assabet.
- Met with Sprint and began work on getting us on a better contract for the hotspot data plans
- Terri and I called references for a Clover Credit Card system. Will need to follow up as some of the references were unavailable.

Ron Andrews & Melanie Bell

MARKETING BOARD REPORT

June 2019

Millage Informational Campaign



We continue to communicate to the community about our upcoming millage renewal on the August 6, 2019 ballot. I prepared and helped with the dissemination of a millage informational piece created to highlight CDL's accomplishments and detail the specifics of the millage renewal. Additionally, a value calculator link was provided on our website for people to calculate the value CDL provides to their households. In July, a press release will be issued to local media; and patrons will start receiving a copy of the informational piece with their checkouts.

#ILOVECDL Campaign

Our #ILOVECDL yard signs were a BIG hit! During the youth/teen Summer Reading Program, kids colored the yard signs as one of the activities. By the end of the day, there were only a few of the 200 signs left at the library! Those didn't last long once Chelsea residents started seeing them pop up all over our service district! We received numerous calls from supporters who wanted a sign for their yard. We distributed the remaining signs that we had and are working on producing more to fulfill outstanding requests. We also launched our Facebook campaign, which you can read more about in Virginia's monthly report below. To compliment the yard signs, staff and board will be wearing #ILOVECDL t-shirts.

2019 CDL Song Fest

The date and featured performer have been set for our 2019 CDL Song Fest. Grant-Lee Phillips will be headlining our 3rd annual event on Saturday, September 14, 2019. We are thrilled to present him to the Chelsea community along with all-day, all-ages programming targeted at celebrating the art and craft of songwriting. Over the coming months, we will be producing all the unique branded elements to promote this year's event. Look for programming details in our Fall newsletter along with a special pictorial bio of Grant-Lee's musical journey.



StoryBook Trail



Have you heard about our newest early literacy offering? In partnership with Washtenaw County Parks and Recreation and sponsored by 5 Healthy Towns, CDL is thrilled to offer StoryBook Trail, a series of permanent outdoor installations containing pages from an entire picture book. Storybook

Trails are a great way for families to enjoy reading and spending time together while exploring the outdoors! Our first Storybook Trail will be installed at Lima Township's Baker Woods Preserve and span approx. .5 miles. During June, I worked on creating the logo along with ordering branded bug-wipes that will be used to promote the new trail.



From Virginia Krueger, Marketing Assistant

June kicked off the #ILOVECDL campaign. Kids colored yard signs at the Summer Reading kick-off and an ongoing social media campaign was deployed for patrons to share fun photos throughout the summer leading up to the millage. I spent the first hour of the kick-off talking with parents about keeping these signs up around town and generating conversation and excitement about the campaign. So far, it has garnered a lot of positive feedback and the signs are visible not only in the city but have been seen in the townships as well.



Joanne wrote, "We ❤️ our library! #ILOVECDL"

Kelly wrote, "I have loved seeing all the I love my library signs all over town. What a great idea!"

Jean wrote, "Looking good! See them all over Chelsea"

Dawn wrote, "This sign thing made my kids' day! Great idea!"

MARKETING BOARD REPORT

June 2019

MARKETING HIGHLIGHTS

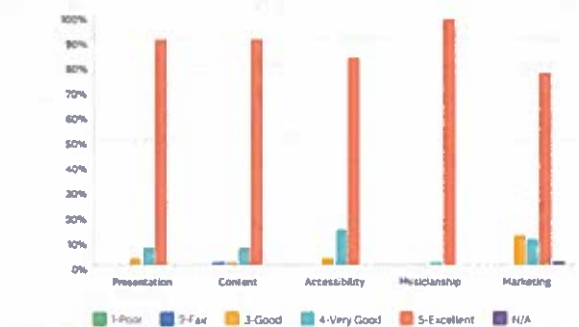
Music in the Air



This year's Music in the Air concert was once again a great success! We had our greatest participation to date with 167 people in attendance, including residents from all municipalities serviced by our library! Over half of the guests completed an evaluation form, helping us to continue to fine-tune this event and make it pleasurable for all. Of the feedback submitted, a high majority gave each of the event's components an above average rating (see chart on right). In addition to praise, we also received some very helpful suggestions for future concerts addressing weather, noise, and the request for an event program.

Please rate how well this program met your expectations.

Answered: 72 Skipped: 0



2019 Music in the Air

2019 Music in the Air Comments

"Thrilled to have this quality available right here!" "It was extremely delightful! Such talented musicians!!"
"So grateful. Truly mind-expanding". "Loved having this in the garden." "The explanation/education was helpful w/o formal music education." "Superb!"

Summer Reading Program (SRP)



Over 800 people attended the youth/teen Summer Reading Program kickoff! I was in charge of the character photo opp booth, which had a constant line from the program's beginning to end! I always look forward to this day when I get to take off my marketing hat and engage with the kids! I also have a lot of fun working with the YSG volunteers assigned to my booth. We will continue to engage our registered participants (both young and old) throughout July via our eNews, Social Media platforms, website highlights, and in-library monitors.

MARKETING BOARD REPORT

June 2019

The Summer Reading Program involves many people and donations. In an effort to share our gratitude, I created and scheduled LCD slides to run throughout June and early July to thank our donors and sponsors. Additionally, I have corresponding social media posts running in concert with the LCDs. Finally, a special thanks article was included in the June 7 eNews.

Patty and I worked on the fall newsletter draft. The back cover features an article that I wrote about the history of Chelsea Milling Company and the role of Mabel Holmes as a tie-in to the upcoming Apron Strings exhibition. I took information from the book, *"JIFF•Y" a Family Tradition*, by Cynthia Furlong, which was provided by Pam Balyeat, Howdy Holmes's Executive Assistant.

June Monthly Mystery Prize:

An adorable fairy came to the library looking for a home, but she was much too big to fit in our garden. Kids completed 163 drawing slips and Penelope was thrilled to give her a place to call home and a new name "Lily!"



MISCELLANEOUS MARKETING ACTIVITIES

- Updated all online newsletter links for summer edition.
- Began evaluating ALA's 2019 Library Card Sign Up Month campaign and honorary chair branded assets.
- Interviewed and enlisted new marketing volunteer.
- Drafted LCD slide creation best practices for librarians.
- Created 2020 Midwest Literary Walk Save the Date graphics for online platforms and posted.
- Registered for 2019 Library Marketing and Communications Conference.
- Created CDL Insider and Read-Alike slide templates in Canva for librarians.

OUTREACH

- Attended SculptureWalk artist reception.
- Prepared CDL information packet, which was delivered by CDL staff to Reinhart Realtors at a Chamber event.
- Met with Pam Balyeat at Chelsea Milling Company regarding fall newsletter article and JIFF•Y Mix library display during Apron Strings Exhibition.

Respectfully submitted,
Patty Roberts
Head of Marketing

CLOSE OUT SALE

2 UNITS LEFT!!

- 2 Bedroom
- 2 Baths
- 2 Car Attached Garage
- Full Basement with egress windows and plumbing for bathroom
- Hardwood Floors

CALL FOR PRIVATE SHOWING

RENEE WILLIAMS Lakeside TEAM KRAFT
 45009 Village Blvd, Shelby Twp, MI 48313
Dave Kraft & Savannah Habba
586.804.4968

to him on the brink of foreclosure. The home was modest and in need of up-keep but had a lot of potential. Rick brought the family together to help with a small financial investment and cleaning the property. Thanks to their efforts they were able to sell the home at a factor of 2X more than what was owed, completely life-changing for his client.

Rick adapts the best strategy to his client's needs. Michigan law requires licensed realtors to sell the home for the most amount of money the market will bear. "I never want to be in a position where we didn't realize the highest value" said Rick. He looks for smart ways to improve the home and subsequent value for his client. He utilizes his network of professional contractors, furnace repairmen, painters, surveyors, cleaners, and contractors and works as the general contractor at no cost to his client managing property enhancements within budget. He acts as a consultant to his clients and most of his business comes from great past referrals.



Rick Taylor and his daughter enjoyed an evening of family fun at the Chelsea Sounds and Sights on Thursday Nights

Chelsea District Library Seeking Millage Renewal

By Lynne Beauchamp, lbeauchamp@thesuntimesnews.com

With information provided by Lori Coryell, CDL Director

Chelsea District Library (CDL) will be asking voters within its district to renew the library millage on August 6.

CDL is seeking a ten year millage renewal that will continue to fund the current services the library has to offer. The current millage expires at the end of 2019.

CHELSEA DISTRICT LIBRARY



Dexter Arts, Culture, and Heritage Plan

By Seth Kinker, skinker@thesuntimesnews.com

The Dexter Arts, Culture, and Heritage group, during the June 4 meeting, continued to discuss this year's Paint Dexter Plein Air Festival while also making a decision on a photographer for local photos for city purposes at their Jun. 4 meeting.

First, the ACIL made a decision on the request for proposal (RFP) for photography services. Dexter has been looking for a professional photography service to gather photos of the community over the next year. These photos will then be used in marketing items for the city as well as used to update the city website.

With bids due at the end of May, the ACH looked over the recommendations and chose a candidate to recommend to city council. *Continued on Page 10*

Dexter's GORDON HALL DAYS

ANTIQUE & VINTAGE MARKET

JUNE 22-23, 2019
 10AM - 4PM

George Bedard Kingpins

George Bedard

740 West Industrial Drive, Chelsea

DEXTER PHARMACY

2820 Baker Rd, Dexter MI 48130
DexterPharmacy.com 734-426-1600

KERN AUTO

Affordable Cars & Trucks For Sale • Full Service Repair Shop
 Tire Repair • Sunoco Fuels • On the corner of M-52 & I-94, Exit 152, Chelsea

No Reasonable Offer Refused!

734-475-2722

Tom Kern 734-645-3995 **Kevin Kern 734-395-7381**

"TRUCKS & SUVs"	
2010 Ford Escape, extra clean	\$5995
2003 Ford Explorer, sport, 4x4 x-low miles 79k	\$4295
2003 GMC Yukon Denali, very sharp	\$3995
2003 Ford Explorer, very sharp	\$5495
2006 Ford Explorer Eddie Bauer Edition, gray, sharp	\$4995
2007 Ford Explorer, Eddie Bauer edition, good runner	\$3795

"CARS"	
2008 Taurus, extra clean	\$4595
2007 Focus	\$2995
2005 Focus, low miles	\$3795
2006 Ford Explorer	\$4995
2007 Ford F-150, regular cab	\$5995

"COMING SOON"	
2003 Acura 3.2 TL, s-type	

"NEW ARRIVALS"	
1999 Ford Expedition, 4x4 rust free Arizona car	\$5995
2001 Ford Expedition, 4x2, rust free Arizona car	\$4995
2008 Ford Edge, super clean	\$5995
2008 Ford Edge, very nice	\$5495
2003 E-150, one owner	\$4995
2004 Ford F-250 Super duty, Power stroke diesel, crew cab	\$15500
Lanal, Arizona care	\$2995
2003 Buick Lesabre, reduced	\$1900
2005 Ford Focus	

2 1/4" Strip Floor SALE!

7000 sq. ft. \$3.79 sq. ft.


Quality Hardwood Plank Flooring

Multiple Species & Colors Available!

740 West Industrial Drive Chelsea

plankflooring.com

Chelsea Kiwanis Club learns about August library millage and summer reading program

 chelseaupdate.com/chelsea-kiwanis-club-learns-about-august-library-millage-and-summer-reading-program/

June 8, 2019



Courtesy photo. L-R Kiwanis President Marianne Knox, Chelsea District Library's Head of Information Services Keegan Sulecki receiving support for the Summer Reading Program.

(Chelsea Update would like to thank Bob Milbrodt for the information in this story.)

Chelsea District Library Director Lori Coryell and Head of Information Services **Keegan Sulecki** updated the **Chelsea Kiwanis Club** members about library programs and events.

Our librarians brought two topics to our club last Monday. First is the Summer Reading Program. Sulecki told members that kids can lose a month of reading competency during the summer if they are not practicing. This program works to prevent that by offering incentives, and by letting children select their choice of books – not those assigned by the teacher.

The program begins this Wednesday, June 12, immediately after school lets out for the summer. Last year, more than 800 people packed the lawn of the library for the Summer Reading Program kickoff. All ages can read for fun

and prizes, even "Listeners", those too young to read. Some of the attractions while picking up a reading log include an inflatable planetarium and ice cream.

The second topic is the millage renewal to be voted upon on Aug. 6. The library emphasizes that this not an increase, and encourages eligible voters to come to the polls and support the library. Lori Coryell told us the many ways the library is part of the community. Programs are offered to appeal to all age groups.

The library also has several items that can be lent, besides books, music, and movies. These are "garage" type items, like a hand truck to move heavy boxes. Also, the library has delivered 974 items to people's homes, for those unable to visit the library.

Last Tuesday, our club celebrated with third, fourth, and fifth graders who had improved their grade point averages over the school year. The Kiwanis Bring Up Grades Program recognizes those students that may not have the best grades, but who have worked hard and shown improvement. Besides receiving their certificates, kids enjoyed lots of pizza at the party.

Monday, we will recap our second visit this week to South Meadows Elementary. We were happy to bring our food concession trailer to be part of their annual Ice Cream Social.

Chelsea Kiwanis meets each Monday at 6:15 p.m. in the **St. Joseph Mercy Chelsea Hospital** cafeteria, and the speakers begin at about 6:45 p.m.

Everyone is invited to the club's meetings to enjoy our speakers and learn about Kiwanis.

Go to www.kiwanisclubofchelsea.org for more information.

Circulation Supervisor's Report June 2019

- Circulation – 25,327 or 1% lower than last June;
146,879 or 2% higher than last year.
- Patron Count- 17,485 for June;
81,053 Year to Date.
** Does not include offsite programs.
- Circulation by township- for June –
 - Dexter = 10% of total transactions
 - Lima = 12% of transactions
 - Lyndon = 14% of transactions
 - Sylvan = 16% of transactions
 - Chelsea = 37% of transactions
- June Circulation: 71% were items from Chelsea and 29% were inter-loaned items.
- Automated phone renewals in June– 18, Self-check was 9% of items checked out in June;
Overdrive = 2201 in June; RBDigital = 361 in June; Hoopla = 301 in June.
- Registrations for June– 112 new cards; 6958 total card holders
*Dexter = 900 cards; Lima = 788 cards; Lyndon = 988 cards
*Sylvan = 1163 cards; Chelsea = 2498 cards; Nonresident = 621 cards

Circulation Activities:

- We received 5 to 10 tubs in the run each day M-F with a total of 141.5 in June.
- Hotspot holds for June: Sprint = 5; Verizon = 5; AT&T = 5.
- June 8th – Worked the Music In The Air program – and enjoyed the wonderful music.
- June 12th Finished up the year with the “Walk to School Wednesdays” program.
- June 12th As always enjoyed working the Summer Reading Program kickoff.
- Met with six local businesses, delivering packets of information on CDL and non-resident business cards for their employees.
- Melanie & I started researching a credit card company for the Check Out Desk.

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library
2019

	Average Daily Circulation							2019		%Diff.
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	2018	
Jan.	591	950	903	850	715	548	422	26483	24343	9%
Feb.	771	965	754	779	731	618	398	22244	21896	2%
March	764	828	691	703	735	706	399	24554	25332	-3%
April	707	736	808	746	579	429	367	22384	23655	-5%
May	815	780	743	684	618	464	344	22887	21069	9%
June	932	850	901	867	713	441	398	25327	25615	-1%
July									26766	
August									24733	
Sept.									22047	
Oct.									22823	
Nov.									22230	
Dec.									20805	
Total								143879	281314	
Mnth Avg								23,980	23,443	
Avg. % Inc.										2%

with OD & RB, & deposit collection ckouts.

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

2018 Totals	SifChk/ Check-outs only			
	2019 Total	Days	Per Day	% ChkOuts
2273	2270	29	78	9%
2061	1945	26.5	73	9%
2399	2582	31	83	8%
2095	1951	29	67	11%
2225	2091	29	72	9%
2605	2866	30	96	9%
2934				
2595				
2032				
2296				
2017				
1849				
27381	13705			9%

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	884	67,711
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	4,278	68,492

RB Digital Circ 2019				Overdrive Circ 2019			
(downloadable e-magazines)				(e-books, audio books & music)			
2019	2018	2017	2019	2018	2017	2019	2017
Jan	401	292	2248	1882	1577	2248	1882
Feb	327	271	2129	1696	1401	2129	1696
Mar	385	383	2216	2068	1703	2216	2068
April	364	331	2120	2057	1589	2120	2057
May	345	238	2270	1813	1504	2270	1504
June	361	240	2201	1908	1570	2201	1570
July		239	2034	1659		2034	1659
Aug		230	1990	1724		1990	1724
Sept		264	2011	1539		2011	1539
Oct		220	2041	1644		2041	1644
Nov		172	2077	1602		2077	1602
Dec		191	2138	1639		2138	1639
Total	2183	3,071	13184	19151	19151	13184	19151

Hoopla 2018			
(e-books, audiobooks.music.movies)			
2019	2018	2019	2018
Jan	64	43	
Feb	238	38	
Mar	287	42	
April	272	78	
May	267	79	
June	301	121	
July		146	
Aug		160	
Sept		148	
Oct		167	
Nov		174	
Dec		204	
Total	1429	1400	

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

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%	15,565	1,224
June	25,327	18,067	71%	7,260	29%	18,009	1,133
July				0			
August				0			
Sept.				0			
Oct.				0			
Nov.				0			
Dec.				0			
Totals	144,452	96,312	67%	48,140	33%	97,332	7,241
Mnth Avg	24,075	16,052		8,023		16,222	1,207

TLN Updated these numbers in April

2019 Circulation by Department - Percentage			
Adult	Youth	Teen	
January	36%	5%	
February	38%	4%	
March	39%	4%	
April	38%	4%	
May	37%	4%	
June	45%	5%	
July			
August			
September			
October			
November			
December			
Yearly Avg.	57%	39%	4%

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	8,978	8,212	877
July			
August			
September			
October			
November			
December			
Yearly Total	55,270	37,974	3,851

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

June 18, 2019 Board Packet

July 16, 2019 Board Packet

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

Accept May donations and changes to the 2019 FY Budget.

		<u>Income Line</u>	<u>-</u>	<u>Expense Line</u>	
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	\$50.00
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
			<u>Sub Total: \$4,500.00</u>	

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

July 16, 2019 Board Packet

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

Accept June donations and changes to the 2019 FY Budget.

		Income Line -	Expense Line
Sally & Fred Dickinson	Non-Designated (In Memory of Pat Burnett)	674.120	967.910
Sally & Fred Dickinson	Non-Designated (In Memory of Patrick Switz)	674.120	967.910
The Botwinski Family	Youth Collection (In Honor of Cheryl Schoenberg)	674.101	982.920
Daphne Hodder	Non-Designated (In Memory of Janet Pantalone)	674.120	967.910
Sally & Fred Dickinson	Non-Designated	674.120	884.970
			\$25.00
			\$25.00
			\$90.00
			\$50.00
			\$1000.00
			<u>Sub Total: \$1,190.00</u>

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

Friends of CDL	Artist in Residence	674.110	884.970	\$1,000.00
Friends of CDL	SRP Prizes	674.111	884.923	\$750.00
			<u>Sub Total: \$1,750.00</u>	

Total General Donations: \$2,940

Acknowledge the donations below toward the CDL Endowment.

Anne Merkel, Board Secretary

Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet July 16, 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), which were discussed in May.

Action:

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

Anne Merkel, Board Secretary

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.

Signature

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).

D. Use of Illegal Drugs

1. The use of illegal drugs by employees is strictly prohibited on Library premises. Similarly, employees are prohibited from using illegal drugs in places other than Library premises during meal, 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

Signature

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet July 16, 2019 Meeting

Millage

Background:

The library's current operating millage expires December, 2019, and the board has asked that the millage be an ongoing discussion item as we move toward that all-important campaign.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
June 18, 2019 Board Meeting
July 16, 2019 Board 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
TOTAL	2,009,376

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

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 24th 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.

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 16th 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.

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

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
July 16, 2019 Board Meeting

2020 Budget Draft

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.

The hearing for the 2020 Budget is Tuesday, August 20, 2019.

COMMITTEE INFO & MINUTES

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

Governance
Appendix #3

Approved: January 15, 2019

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

Anne Merkel

Anne Merkel, Board Secretary

1-15-19

Date

