

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, September 17, 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

Budget Hearing Minutes Approval – August 20, 2019

Board Meeting Minutes Approval – August 20, 2019

Approval of the August Operational Checks

Approval of August Financial Reports

Director's Report, Strategic Plan Report, & Friends Report

7:20 Public Comment

7:25 Action Items

1. Donations
2. 2019 CDL Budget Approval

7:35 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

7:45 Public Comment

7:50 Other Items

8:00 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 2020 Budget Hearing**

Tuesday, August 20, 2019 6:45 p.m.
Meeting Location: McKune Meeting Room

Trustees in Attendance: Susan Lackey, TJ Helfferich, Elizabeth Sensoli, Anne Merkel, Jan Carr, & G. Munce

Trustees Absent: Charlie Taylor

Staff: Lori Coryell, Linda Ballard, Terri Lancaster, Keegan Sulecki, Ron Andrews, Patty Roberts, & Chris Berggren

Guests: None

Welcome and Call to Order

Susan called the budget hearing to order at 6:45 p.m. and stated that the Board is grateful to the public, who passed the millage and made future budgets possible.

Agenda

The purpose of this meeting is the hearing for the 2020 Chelsea District Library Budget.

Board Discussion:

Lori walked the board through the budget section by section, highlighting the areas of fluctuation from the previous year and explained the necessity of those changes.

Lori thanked Linda and the rest of the staff, Kerry Ballard, and the Finance Committee for their help in developing the budget.

Public Comment: None

Adjournment:

MOTION made by J. Carr, SECONDED by A. Merkel to adjourn the budget hearing at 7:24 p.m.

All Ayes: 6-0

Anne Merkel, Board Secretary

Date

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

Tuesday, August 20, 2019 6:45 p.m.
Meeting Location: McKune Meeting Room

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

Trustees Absent: 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 7:25 p.m. and each trustee and library employee shared what book they are currently reading (This is a new, fun addition that Susan would like to have open each board meeting).

Agenda Review, Additions, and Approval

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to approve the agenda, as amended. Discussion: Added 2020 Budget as Discussion Item #1.

All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Carr, SECONDED by G. Munce to approve the minutes of the July 16, 2019 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by G. Munce to approve the minutes of the August 7, 2019 Special Meeting of the Board. Discussion: None

All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept the General Fund Operational checks for July, 2019. Discussion: None

All Ayes 6-0

MOTION made by E. Sensoli, SECONDED by J. Carr to accept Financial Reports for July, 2019. Discussion: None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Lori reported that Shannon Powers has been promoted to Head of Information Services to replace Keegan, who is leaving CDL at the end of August for a position in Troy.
- Two other changes within that department have occurred, as well: Margaret Loebe will move from part-time Librarian to full-time and Marissa Lasoff-Santos has resigned to pursue other professional opportunities.
- There is no new information on our search for a new Network Administrator. The position is currently posted through the end of August 22.
- The millage passed and the official results are in the packet under Communications.
- Upcoming events include:
 - Song Fest on September 14.
 - Apron Strings Exhibit, Sept. 4-Oct. 17.
 - In-Service is Friday, August 23 and the library will be closed.
 - Staffed Dedication Ceremony is Sept. 5 in the Reading Garden.

Strategic Plan Update:

- Art market on the lawn during the Summer Festival was a smashing success; especially cool was the fire-breathing dragon.
- Gary mentioned how much the artists appreciated being on the library lawn, as opposed to Middle St.

Friends Report Update:

- Jan reported that the Friends did very well selling DVDs on the lawn during the Summer Festival.
- The Friends will be wearing fancy aprons for book sales during the Apron Strings Exhibit at the library.
- Job descriptions are in their final draft and should be finished at the Sept. meeting.

Other Reports Notes: Gary reported that Trinh Pifer has been announced as the Chelsea Chamber Citizen of the Year, with Bob Pierce and Nadine Anderson awarded the 2019 Lifetime Achievement Award.

Public Comment: None

Action Item #1: Donations

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve and acknowledge the presented 2019 July donations of \$90.00.

Discussion: None

All Ayes: 6-0

Discussion Item #1: 2020 Budget

Committee Reports:

Policy Committee –

Finance Committee – Minutes in packet. Kerry is working through old outstanding checks.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: None

Adjourn:

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

All Ayes: 6-0

Anne Merkel, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
Monthly Check Register
August 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Check		08/31/2019		Service Charge	001.001 · CSB/Operation...	-13.60	-13.60
				Service Charge	801.310 · Bank Fees	-13.60	13.60
TOTAL						-13.60	13.60
Bill Pmt -Che...	24131	08/14/2019	A Production Cleaning Company Inc.	INV 12109 7/28 - 8/10/19 CLEANING	001.001 · CSB/Operation...	-1,440.85	-1,440.85
Bill	12109	08/12/2019		7/28 - 8/10/19 CLEANING	803.605 · Janitorial	-1,440.85	1,440.85
TOTAL						-1,440.85	1,440.85
Bill Pmt -Che...	24132	08/14/2019	Alerus Financial	400298 / 110320 - pay period starting ...	001.001 · CSB/Operation...	-5,303.96	-5,303.96
Bill	07292019	08/13/2019		08/16/2019 PR	257.005 · Payroll Liability ...	-1,500.06	1,500.06
				08/16/2019 PR	701.110 · Retirement-Cont...	-2,344.72	2,344.72
				08/16/2019 PR	701.120 · Retirement Pick ...	-1,459.18	1,459.18
TOTAL						-5,303.96	5,303.96
Bill Pmt -Che...	24133	08/14/2019	Amazon Capital Services Inc		001.001 · CSB/Operation...	-1,022.91	-1,022.91
Bill	1F9X-JYY...	08/08/2019		RECEIPT PRINTER, MOUSE PAD, DIS...	967.120 · Computers	-554.41	554.41
Bill	16R1-KVL...	08/08/2019		IPAD FOR SRP CASE, BOOK BATTER...	967.120 · Computers	-269.98	269.98
Bill	1VYQ-PQ...	08/13/2019		DOCKING STATION - REPLACE FAUL...	967.120 · Computers	-159.59	159.59
Bill	17MP-HM...	08/13/2019		HOTSPOT BATTERY	967.135 · Wifi Hotspots	-13.95	13.95
Bill	1P4R-YQC...	08/13/2019		PACK 50 8110 MATBOARD	982.510 · Local History Pt...	-24.98	24.98
TOTAL						-1,022.91	1,022.91
Bill Pmt -Che...	24134	08/14/2019	ANDERSON, JAMES EDWARD	ART FOR KIDS READ COMICS	001.001 · CSB/Operation...	-250.00	-250.00
Bill	07112019	08/02/2019		ART FOR KIDS READ COMICS	884.921 · Youth Prog Rest...	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Che...	24135	08/14/2019	Arbor Springs Water Co. Inc.	ACCT 475873 INV 1759598	001.001 · CSB/Operation...	-50.50	-50.50
Bill	1759598	08/09/2019		Bottled Water	727.200 · General Operati...	-50.50	50.50
TOTAL						-50.50	50.50
Bill Pmt -Che...	24136	08/14/2019	Baker & Taylor - Adult	2034696098	001.001 · CSB/Operation...	-516.03	-516.03

Chelsea District Library
Monthly Check Register
August 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	2034696098	08/13/2019		ADULT ACCT	982.720 · Adult Print Gene...	-516.03	516.03
TOTAL						-516.03	516.03
Bill Pmt -Che...	24137	08/14/2019	Baker & Taylor - Adult Large Print	2034708243	001.001 · CSB/Operation...		-156.87
Bill	2034708243	08/13/2019		ADULT LARGE PRINT	982.710 · Adult Large Print	-156.87	156.87
TOTAL						-156.87	156.87
Bill Pmt -Che...	24138	08/14/2019	Baker & Taylor - Juvenile	2034699726	001.001 · CSB/Operation...		-9.94
Bill	2034699726	08/13/2019		JUVENILE ACCT	982.760 · Youth Print Gen...	-9.94	9.94
TOTAL						-9.94	9.94
Bill Pmt -Che...	24139	08/14/2019	Baker & Taylor - Unlabeled Juvenile		001.001 · CSB/Operation...		-409.42
Bill	2034694254	08/13/2019		UNLABELED JUVENILE	982.760 · Youth Print Gen...	-204.07	204.07
Bill	2034700966	08/13/2019		UNLABELED JUVENILE	982.760 · Youth Print Gen...	-205.35	205.35
TOTAL						-409.42	409.42
Bill Pmt -Che...	24140	08/14/2019	Baker & Taylor - Young Adult	VOID: ACCT # 209645 L732223 2 B000...	001.001 · CSB/Operation...		0.00
TOTAL						0.00	0.00
Bill Pmt -Che...	24141	08/14/2019	Baker & Taylor - Adult Multiples	2034707599	001.001 · CSB/Operation...		-31.77
Bill	2034707599	08/13/2019		MULTIPLES	982.740 · Multiple Book C...	-31.77	31.77
TOTAL						-31.77	31.77
Bill Pmt -Che...	24142	08/14/2019	Baker & Taylor - Program Account	2034704424	001.001 · CSB/Operation...		-28.07
Bill	2034704424	08/13/2019		WASHTENAW READS	884.131 · Washtenaw Rea...	-28.07	28.07
TOTAL						-28.07	28.07
Bill Pmt -Che...	24143	08/14/2019	Ballard, Kerry	AUGUST Through 08/14/2019	001.001 · CSB/Operation...		-350.00
Bill	08132019	08/13/2019		AUGUST Through 08/14/2019	801.040 · Bookkeeper	-350.00	350.00
TOTAL						-350.00	350.00

Chelsea District Library
Monthly Check Register
August 2019

12:33 PM
09/12/19

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill Pmt -Che...	24144	08/14/2019	Chelsea Guardian	122-R AUG 9 - 19/2019	001.001 · CSB/Operation...		-50.00
Bill	122-R	08/12/2019		BLANKET PO FOR 2X6 AD SPACE - A...	880.110 · Media Buy	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Che...	24145	08/14/2019	Cintas Corporation-300	4025289401	001.001 · CSB/Operation...		-155.28
Bill		07/31/2019		Rugs 08/01/2019 Soap	727.530 · Cleaning Rugs 727.520 · Cleaning Supplies	-136.85 -18.43	136.85 18.43
TOTAL						-155.28	155.28
Bill Pmt -Che...	24146	08/14/2019	City of Chelsea-Elect & Water	5542-2 SVC JULY - 06/28 - 7/30/2019	001.001 · CSB/Operation...		-6,308.06
Bill	08062019	08/06/2019		SVC JULY - 06/28 - 7/30/2019 SVC JULY - 06/28 - 7/30/2019 SVC JULY - 06/28 - 7/30/2019 SVC JULY - 06/28 - 7/30/2019	920.110 · City of Chelsea ... 920.120 · City of Chelsea ... 920.130 · City of Chelsea ... 920.150 · City of Chelsea ...	-72.55 -152.56 -5,849.40 -233.55	72.55 152.56 5,849.40 233.55
TOTAL						-6,308.06	6,308.06
Bill Pmt -Che...	24147	08/14/2019	Constellation NewEnergy-Gas Divisi...	BG-303066 INV 2668761 DATED 08/09/...	001.001 · CSB/Operation...		-95.10
Bill	2668761	08/12/2019		JULY GAS SERVICE 06/21/ - 07/19/19	920.200 · McKune Gas	-95.10	95.10
TOTAL						-95.10	95.10
Bill Pmt -Che...	24148	08/14/2019	Coryell, Lori	ATTEND TLN EX-COMMITTEE MEETI...	001.001 · CSB/Operation...		-45.00
Bill	08012019	08/01/2019		ATTEND TLN EX-COMMITTEE MEETI...	969.144 · Committee Meet...	-45.00	45.00
TOTAL						-45.00	45.00
Bill Pmt -Che...	24149	08/14/2019	Creature Control	0051899 - ADDITIONAL ANT TREATM...	001.001 · CSB/Operation...		-112.00
Bill	0051898	08/01/2019		ADDITIONAL ANT TREATMENT	803.010 · Maint Svc Confl...	-112.00	112.00
TOTAL						-112.00	112.00
Bill Pmt -Che...	24150	08/14/2019	CTS Companies	CW48787 - CTS SUPPORT FOR VOIP ...	001.001 · CSB/Operation...		-95.00
Bill	CW48787	08/01/2019		CW48787 - CTS SUPPORT FOR VOIP ...	803.500 · Phone System	-95.00	95.00

Chelsea District Library
Monthly Check Register
August 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-95.00	95.00
Bill Pmt -Che...	24151	08/14/2019	Demco Inc.	ACCT 91770121 INV 6654562	001.001 · CSB/Operation...		-201.92
Bill	6654562	08/09/2019		BOOKMARKS AND TAPE	727.330 · Matl Processing ...	-201.92	201.92
TOTAL						-201.92	201.92
Bill Pmt -Che...	24152	08/14/2019	Dollar Bill Copying	DB-64334-INV	001.001 · CSB/Operation...		-101.39
Bill	DB-64334-...	08/08/2019		SONG FEST LOBBY POSTERS SONG FEST TABLOID POSTERS	880.435 · CDL Songfest 880.435 · CDL Songfest	-57.60 -43.79	57.60 43.79
TOTAL						-101.39	101.39
Bill Pmt -Che...	24153	08/14/2019	Envisionware Inc	INV-US-43662 - RENEWAL 2019-2020 ...	001.001 · CSB/Operation...		-575.00
Bill	INV-US-43...	08/08/2019		RENEWAL 2019-2020 1 YEAR LPT1	965.310 · Envisionware Cli...	-575.00	575.00
TOTAL						-575.00	575.00
Bill Pmt -Che...	24154	08/14/2019	Findaway World, LLC		001.001 · CSB/Operation...		-3,314.21
Bill	292711	07/31/2019		Youth & Teen Playaways	982.485 · Playaway Views	-279.96	279.96
Bill	292617	08/02/2019		LAUNCHPAD AND LAUNCHPAD VIDE...	982.485 · Playaway Views	-3,034.25	3,034.25
TOTAL						-3,314.21	3,314.21
Bill Pmt -Che...	24155	08/14/2019	FITTON, KEVIN	STORY SHAPING/MEMOIR WORKSH...	001.001 · CSB/Operation...		-365.19
Bill	08192019	08/13/2019		08/19/2019 STORY SHAPING/MEMOIR...	884.119 · General Adult E...	-365.19	365.19
TOTAL						-365.19	365.19
Bill Pmt -Che...	24156	08/14/2019	Great Lakes Ace Hardware	VOID:	001.001 · CSB/Operation...		0.00
TOTAL						0.00	0.00
Bill Pmt -Che...	24157	08/14/2019	Heydlauff, Tracy	8 HOURS TUTORING THROUGH JULY...	001.001 · CSB/Operation...		-200.00
Bill	07312019	08/13/2019		8 HOURS TUTORING THROUGH JULY...	884.216 · Summer Readin...	-200.00	200.00
TOTAL						-200.00	200.00

Chelsea District Library
Monthly Check Register
August 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill Pmt -Che...	24158	08/14/2019	Johnston, Jennifer R	TEEN SRP FINALE - JENNIFER JOHN...	001.001 · CSB/Operation...		-50.00
Bill	08052019	08/06/2019		TEEN SRP FINALE - JENNIFER JOHN...	884.261 · Teen Summer R...	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Che...	24159	08/14/2019	Keybank	A/C Ending3195 DUE 09/06/2019	001.001 · CSB/Operation...		-3,604.06
Bill	09062019	08/13/2019		SOUND SORB PANEL	967.300 · Equipment Furni...	-188.00	188.00
				BISECT HOSTING - MINECRAFT SER...	967.200 · Equipment Soft...	-12.46	12.46
				IMAGINE DRAGONS MUSIC	967.200 · Equipment Soft...	-13.77	13.77
				BI-ANNUAL RENEWAL OF STORIES O...	803.395 · Website Hosting...	-84.68	84.68
				AUGUST SOFTWARE SUBSCRIPTION...	967.200 · Equipment Soft...	-20.00	20.00
				CHELSEA UPDATE - 2ND HALF OF 20...	880.110 · Media Buy	-200.00	200.00
				2019 LCSUM TOYSTORY BOOKMARK...	880.411 · General Adult Pr...	-44.96	44.96
				2019 SONGFEST LOGO'D T-SHIRTS	880.435 · CDL Songfest	-1,037.80	1,037.80
				ADULT REFRESHMENTS	884.121 · Refreshments	-29.97	29.97
				FANDOMANIA & POP UP PARTY SUP...	884.277 · Teen Summer R...	-27.01	27.01
				TEA - VARIOUS	884.126 · General Adult Pr...	-147.70	147.70
				PURPLE ROSE COOKIES	884.121 · Refreshments	-23.98	23.98
				POPCORN FOR 7/15	884.226 · Summer Reading	-31.96	31.96
				STORYBOOK TRAIL 1	884.925 · Story Book Trail ...	-31.64	31.64
				ZHENDERS GIFT CARD	884.226 · Summer Reading	-200.00	200.00
				STORYBOOK TRAIL 2	884.925 · Story Book Trail ...	-77.99	77.99
				ADULT KINDLE ORDER (1)	982.416 · eContent/Kindle	-383.20	383.20
				SRP GIFT CARDS	884.127 · SRP Supplies	-5.08	5.08
				18 \$3 GIFT CARDS	884.126 · General Adult Pr...	-48.92	48.92
				READ ALOUD BOOK CLUB	884.222 · General Youth P...	-47.37	47.37
				REC IT TUESDAY SUPPLIES	884.226 · Summer Reading	-7.56	7.56
				SRP FINALE / REC IT	884.226 · Summer Reading	-35.39	35.39
				TEEN FINALE PARTY	884.276 · Teen Refreshme...	-38.00	38.00
				TEEN PIZZA PARTY	884.276 · Teen Refreshme...	-217.02	217.02
				TEEN SRP PRIZE GIFT CARD	884.277 · Teen Summer R...	-50.00	50.00
				SRP PIZZA PARTY	884.226 · Summer Reading	-73.56	73.56
				2019 PHONE 07/26 - 08/25/19	850.120 · Telephone	-403.21	403.21
				AUG 2019 IMAGE STOCK SUBSCRIPT...	880.510 · General Purchas...	-29.99	29.99
				MEETING - CSB VP MARY LEE PENNY	960.200 · Director Expense	-35.67	35.67
				STAFF APPRECIATION - MELANIE BELL	969.940 · Staff Appreciatio...	-22.02	22.02
				MEETING - MARY BUDZINSKI; ACCO...	960.200 · Director Expense	-35.15	35.15
TOTAL						-3,604.06	3,604.06
Bill Pmt -Che...	24160	08/14/2019	Lakeshore Learning	4349260719 - FLEX SPACE SEATING	001.001 · CSB/Operation...		-607.21
Bill	4349260719	08/06/2019		FLEX SPACE SEATING	967.320 · Furniture	-607.21	607.21

Chelsea District Library
Monthly Check Register
August 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-607.21	607.21
Bill Pmt -Che...	24161	08/14/2019	Maveal, Jackie	08/27 BABYTIME	001.001 · CSB/Operation...		-50.00
Bill	08272019	08/13/2019		08/27 BABYTIME	884.215 · Early Literacy	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Che...	24162	08/14/2019	MC creative design & photography L...	inv 0354 - 2019 FALL NEWSLETTER G...	001.001 · CSB/Operation...		-1,500.00
Bill	0354	08/08/2019		2019 SUMMER Newsletter Design	880.521 · Graphic Design ...	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
Bill Pmt -Che...	24163	08/14/2019	Michigan Chamber Services, Inc.	ACCT 604135, INV 32473, LABOR LA...	001.001 · CSB/Operation...		-37.50
Bill	32473	08/12/2019		State & Federal Labor Law Posters	727.200 · General Operati...	-37.50	37.50
TOTAL						-37.50	37.50
Bill Pmt -Che...	24164	08/14/2019	Mid-America Arts Alliance	45834 - APRON STRINGS FEE	001.001 · CSB/Operation...		-1,400.00
Bill	45834	08/06/2019		APRON STRINGS FEE	884.801 · Exhibits	-1,400.00	1,400.00
TOTAL						-1,400.00	1,400.00
Bill Pmt -Che...	24165	08/14/2019	Midwest Tape	VOID:	001.001 · CSB/Operation...		0.00
TOTAL						0.00	0.00
Bill Pmt -Che...	24166	08/14/2019	Myers, Heather	16 HOURS TUTORING THROUGH AU...	001.001 · CSB/Operation...		-400.00
Bill	08082019	08/13/2019		16 HOURS TUTORING THROUGH AU...	884.216 · Summer Readin...	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Che...	24167	08/14/2019	OCLC Inc.	0000677476 WORLDSHARE ILL ANNA...	001.001 · CSB/Operation...		-669.19
Bill	677476	08/06/2019		WORLDSHARE ILL ANNUAL SUBSCRIP...	982.415 · ILL Subscriptions	-669.19	669.19
TOTAL						-669.19	669.19
Bill Pmt -Che...	24168	08/14/2019	Payroll 1	Client # MIDE M177 - Inv# 201143824	001.001 · CSB/Operation...		-317.07

12:33 PM
09/12/19

Chelsea District Library
Monthly Check Register
August 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	21143824	08/12/2019		2019 - 7/5, 7/19, 8/2/2019	801.041 · Payroll Services	-317.07	317.07
TOTAL						-317.07	317.07
Bill Pmt -Che...	24169	08/14/2019	Penguin Random House LLC-New	acct 1089434270 inv 1089434270	001.001 · CSB/Operation...		-33.75
Bill	1089434270	08/09/2019		Youth/Teen Audio Books	982.140 · Youth Books on ...	-33.75	33.75
TOTAL						-33.75	33.75
Bill Pmt -Che...	24170	08/14/2019	Print-tech Inc.	SONGFEST 4" SQUARES AND BANNER	001.001 · CSB/Operation...		-292.81
Bill	251297	08/12/2019		SONGFEST 4" STICKERS SONGFEST BANNER	880.435 · CDL Songfest 880.435 · CDL Songfest	-134.71 -158.10	134.71 158.10
TOTAL						-292.81	292.81
Bill Pmt -Che...	24171	08/14/2019	Recorded Books Inc.	76499303 - BOCD - MIDNIGHT IN CHE...	001.001 · CSB/Operation...		-44.99
Bill	76499303	08/14/2019		BOCD - MIDNIGHT IN CHERNOBYL	982.120 · Adult Books on ...	-44.99	44.99
TOTAL						-44.99	44.99
Bill Pmt -Che...	24172	08/14/2019	Sulecki, Keegan		001.001 · CSB/Operation...		-54.92
Bill	07302019	08/01/2019		TEEN SRP FINALE SUPPLIES	884.272 · Teen General Pr...	-19.98	19.98
Bill	08022019	08/02/2019		TEEN FINALE SUPPLIES	884.276 · Teen Refreshme...	-34.94	34.94
TOTAL						-54.92	54.92
Bill Pmt -Che...	24173	08/14/2019	The Library Network	2019 CHEL-OVERDRIVE PART/CONT...	001.001 · CSB/Operation...		-4,838.25
Bill	64667	08/12/2019		2019 CHEL-OVERDRIVE PART/CONT...	982.411 · Ebooks / Overdri...	-4,838.25	4,838.25
TOTAL						-4,838.25	4,838.25
Bill Pmt -Che...	24174	08/14/2019	Transcend	ID#1433/CID#0101194 09/01/2019 - 09/...	001.001 · CSB/Operation...		-2,027.49
Bill	SEPTEMB...	08/13/2019		SEPTEMBER 2019 BCN/BCBS 09/01/2...	701.300 · Flex Benefits	-2,027.49	2,027.49
TOTAL						-2,027.49	2,027.49
Bill Pmt -Che...	24175	08/14/2019	Unique Management Services Inc	556858	001.001 · CSB/Operation...		-26.85

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	55858	08/09/2019		Collection Fees 08/01/2019	801.090 · Collection Fees	-26.85	26.85
TOTAL						-26.85	26.85
Bill Pmt -Che...	24176	08/14/2019	Verizon Wireless	442098695-00001 INV 9835008304	001.001 · CSB/Operation...		-627.98
Bill	9835008304	08/06/2019		2019 Directors phone 06/29 - 07/28/19 Library Hotspots 2019 JULY	850.121 · Director's Cell P... 850.311 · WiFi Hotspots	-52.02 -575.96	52.02 575.96
TOTAL						-627.98	627.98
Bill Pmt -Che...	24177	08/14/2019	Baker & Taylor - Young Adult	ACCT # 209645 L732223 2 B00000, IN...	001.001 · CSB/Operation...		-92.17
Bill	2034699259	08/13/2019		YOUNG ADULT	982.760 · Youth Print Gen...	-92.17	92.17
TOTAL						-92.17	92.17
Bill Pmt -Che...	24178	08/14/2019	Great Lakes Ace Hardware		001.001 · CSB/Operation...		-27.15
Bill	8656/154	08/01/2019		TECH AREA LIGHT FIX IT	967.330 · Equipment - non...	-7.60	7.60
Bill	8597/154	08/06/2019		DEB'S DESK LIGHT	727.810 · Maintenance Lig...	-19.55	19.55
TOTAL						-27.15	27.15
Bill Pmt -Che...	24179	08/14/2019	Baker & Taylor - Juvenile	2034695960	001.001 · CSB/Operation...		-54.54
Bill	2034695960	08/14/2019		JUVENILE ACCT	982.760 · Youth Print Gen...	-54.54	54.54
TOTAL						-54.54	54.54
Bill Pmt -Che...	24180	08/14/2019	Midwest Tape		001.001 · CSB/Operation...		-2,854.32
Bill	97659602	08/01/2019		JULY FEATURE ADULT DVD	982.460 · DVD Feature	-168.65	168.65
Bill	97659603	08/01/2019		JULY - ADULT BOCDs	982.120 · Adult Books on ...	-79.98	79.98
Bill	97659604	08/01/2019		JULY ADULT MUSIC CDs	982.420 · Adult Music on CD	-15.19	15.19
Bill	97690084	08/01/2019		JULY - ADULT BOCDs	982.120 · Adult Books on ...	-201.94	201.94
Bill	97690085	08/01/2019		JULY - FEATURE ADULT DVD	982.460 · DVD Feature	-77.21	77.21
Bill	97690087	08/01/2019		MAR - JUNE - MUSIC CDs - ADULT	982.420 · Adult Music on CD	-12.79	12.79
Bill	97690089	08/01/2019		DVD ADULT FEATURE	982.460 · DVD Feature	-225.65	225.65
Bill	976900770	08/01/2019		AUG - NF DVD	982.470 · DVD Non-Fiction	-56.22	56.22
Bill	97720145	08/02/2019		FAMILY AND ANIME DVD	982.480 · Youth Video DVD	-29.99	29.99
Bill	97720139	08/02/2019		DVD - FAMILY AND ANIME	982.480 · Youth Video DVD	-13.49	13.49
Bill	97720140	08/02/2019		JULY - TEEN AUDIO ORDER	982.480 · Youth Video DVD	-18.74	18.74
Bill	97659600	08/05/2019		JULY - TEEN AUDIO ORDER	982.140 · Youth Books on ...	-225.95	225.95
Bill	97720133	08/05/2019		JULY - TEEN AUDIO ORDER	982.140 · Youth Books on ...	-118.97	118.97

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	97623396	08/05/2019		JULY - TEEN AUDIO ORDER	982.140 · Youth Books on ...	-79.98	79.98
Bill	97659606	08/08/2019		JULY NF ADULT DVD	982.470 · DVD Non-Fiction	-14.99	14.99
Bill	97720135	08/08/2019		DVD ADULT FEATURE	982.460 · DVD Feature	-113.18	113.18
Bill	97720136	08/08/2019		JULY FEATURE ADULT DVDs	982.460 · DVD Feature	-65.23	65.23
Bill	97720137	08/08/2019		AUG NF DVDs	982.470 · DVD Non-Fiction	-29.98	29.98
Bill	97720138	08/08/2019		AUG BOCD ADULT	982.120 · Adult Books on ...	-347.91	347.91
Bill	97720141	08/08/2019		MAY ADULT BOCD	982.120 · Adult Books on ...	-37.99	37.99
Bill	97720142	08/08/2019		JULY ADULT BOCD	982.120 · Adult Books on ...	-37.99	37.99
Bill	97720143	08/08/2019		JULY ADULT MUSIC CDs	982.420 · Adult Music on CD	-25.98	25.98
Bill	97751171	08/13/2019		FAMILY AND ANIME DVD	982.480 · Youth Video DVD	-14.99	14.99
Bill	97751143	08/13/2019		FAMILY AND ANIME DVD	982.480 · Youth Video DVD	-149.94	149.94
Bill	97751173	08/13/2019		DVD ADULT FEATURE	982.460 · DVD Feature	-256.37	256.37
Bill	97751144	08/13/2019		JULY ADULT MUSIC CDs	982.420 · Adult Music on CD	-8.79	8.79
Bill	97751148	08/13/2019		AUG NF DVDs	982.470 · DVD Non-Fiction	-22.49	22.49
Bill	97751174	08/13/2019		JULY NF ADULT DVDs	982.470 · DVD Non-Fiction	-18.74	18.74
Bill	97751145	08/13/2019		AUGUST BOCD ADULT	982.120 · Adult Books on ...	-179.95	179.95
Bill	97751147	08/13/2019		JULY FEATURE ADULT CDs	982.460 · DVD Feature	-18.74	18.74
Bill	97751146	08/13/2019		JUNE ADULT FEATURE DVDs	982.460 · DVD Feature	-11.24	11.24
Bill	97751149	08/13/2019		AUGUST ADULT MUSIC CDs	982.450 · Youth Music CD	-175.07	175.07
TOTAL						-2,854.32	2,854.32
Bill Pmt -Che...	24181	08/28/2019	A Production Cleaning Company Inc.	INV 12151 8/11 - 8/24/19 CLEANING	001.001 · CSB/Operation...		-1,440.85
Bill	12151	08/27/2019		8/11 - 8/24/19 CLEANING	803.605 · Janitorial	-1,440.85	1,440.85
TOTAL						-1,440.85	1,440.85
Bill Pmt -Che...	24182	08/28/2019	A T&T Mobility	ACCT 287286231198 INV 2872862311...	001.001 · CSB/Operation...		-217.64
Bill	X08142019	08/21/2019		Hot Spot Service 2019 AUG 7 - SEPT 6	850.311 · WiFi Hotspots	-217.64	217.64
TOTAL						-217.64	217.64
Bill Pmt -Che...	24183	08/28/2019	Alerus Financial	400298 / 110320 - pay period starting ...	001.001 · CSB/Operation...		-4,792.81
Bill	110320 - 0...	08/26/2019		08/30/2019 PR	257.005 · Payroll Liability -...	-1,416.53	1,416.53
				08/30/2019 PR	701.110 · Retirement-Cont...	-2,099.72	2,099.72
				08/30/2019 PR	701.120 · Retirement Pick ...	-1,276.56	1,276.56
TOTAL						-4,792.81	4,792.81
Bill Pmt -Che...	24184	08/28/2019	Amazon Capital Services Inc	VOID:	001.001 · CSB/Operation...		0.00
TOTAL						0.00	0.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill Pmt -Che...	24185	08/28/2019	Ann Arbor Symphony Orchestra	09/21/2019 Kinderconcert	001.001 · CSB/Operation...		-150.00
Bill	09212019	08/27/2019		09/21/2019 Kinderconcert	884.212 · General Youth P...	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Che...	24186	08/28/2019	Arbor Springs Water Co. Inc.	ACCT 475873 INV 1761016	001.001 · CSB/Operation...		-32.00
Bill	1761016	08/26/2019		Bottled Water	727.200 · General Operati...	-32.00	32.00
TOTAL						-32.00	32.00
Bill Pmt -Che...	24187	08/28/2019	Baker & Taylor - Adult		001.001 · CSB/Operation...		-2,343.99
Bill	2034683590	08/15/2019		ADULT ACCT	982.720 · Adult Print Gene...	-463.78	463.78
Bill	2034710227	08/21/2019		ADULT ACCT	982.720 · Adult Print Gene...	-498.74	498.74
Bill	2034663296	08/21/2019		ADULT ACCT	982.720 · Adult Print Gene...	-471.30	471.30
Bill	2034710587	08/21/2019		ADULT ACCT	982.720 · Adult Print Gene...	-479.80	479.80
Bill	2034727056	08/27/2019		ADULT ACCT	982.720 · Adult Print Gene...	-430.37	430.37
TOTAL						-2,343.99	2,343.99
Bill Pmt -Che...	24188	08/28/2019	Baker & Taylor - Adult Large Print	2034684333	001.001 · CSB/Operation...		-103.47
Bill	2034684333	08/15/2019		ADULT LARGE PRINT	982.710 · Adult Large Print	-103.47	103.47
TOTAL						-103.47	103.47
Bill Pmt -Che...	24189	08/28/2019	Baker & Taylor - Auto Yours Cats		001.001 · CSB/Operation...		-165.50
Bill	2034721806	08/21/2019		AUTO YOURS CATS	982.760 · Youth Print Gen...	-72.86	72.86
Bill	2034697677	08/26/2019		AUTO YOURS CATS	982.760 · Youth Print Gen...	-56.53	56.53
Bill	2034731789	08/27/2019		AUTO YOURS CATS	982.760 · Youth Print Gen...	-36.11	36.11
TOTAL						-165.50	165.50
Bill Pmt -Che...	24190	08/28/2019	Baker & Taylor - Entertainment	2019-2020 RENEWAL TS360	001.001 · CSB/Operation...		-594.00
Bill	NS19080222	08/21/2019		2019 - 2020 RENAL TS360	982.410 · Electronic Produ...	-594.00	594.00
TOTAL						-594.00	594.00
Bill Pmt -Che...	24191	08/28/2019	Baker & Taylor - Juvenile		001.001 · CSB/Operation...		-351.10
Bill	2034713526	08/21/2019		JUVENILE ACCT	982.760 · Youth Print Gen...	-33.83	33.83

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Bill	2034723488	08/27/2019		JUVENILE ACCT	982.760 · Youth Print Gen...	-317.27	317.27
TOTAL						-351.10	351.10
Bill Pmt -Che...	24192	08/28/2019	Baker & Taylor - Unlabeled Juvenile	VOID:	001.001 · CSB/Operation...		0.00
TOTAL						0.00	0.00
Bill Pmt -Che...	24193	08/28/2019	Baker & Taylor - Young Adult		001.001 · CSB/Operation...		-122.15
Bill	2034710237	08/21/2019		YOUNG ADULT	982.760 · Youth Print Gen...	-95.28	95.28
Bill	2034727155	08/27/2019		YOUNG ADULT	982.760 · Youth Print Gen...	-26.87	26.87
TOTAL						-122.15	122.15
Bill Pmt -Che...	24194	08/28/2019	Baker & Taylor - Adult Multiples	2034726867	001.001 · CSB/Operation...		-62.15
Bill	2034726867	08/27/2019		MULTIPLES	982.740 · Multiple Book C...	-62.15	62.15
TOTAL						-62.15	62.15
Bill Pmt -Che...	24195	08/28/2019	Baker & Taylor - Program Account		001.001 · CSB/Operation...		-508.74
Bill	2034711546	08/15/2019		SUMMER READING	884.226 · Summer Reading	-19.02	19.02
Bill	2034688190	08/15/2019		SUMMER READING	884.226 · Summer Reading	-300.78	300.78
Bill	2034692696	08/15/2019		SUMMER READING	884.226 · Summer Reading	-178.16	178.16
Bill	2034737568	08/27/2019		PROGRAM ACCOUNT	884.251 · Story Book Trail	-10.78	10.78
TOTAL						-508.74	508.74
Bill Pmt -Che...	24196	08/28/2019	Ballard, Kerry	AUGUST Through 08/28/2019	001.001 · CSB/Operation...		-350.00
Bill	020190828	08/27/2019		AUGUST Through 08/28/2019	801.040 · Bookkeeper	-350.00	350.00
TOTAL						-350.00	350.00
Bill Pmt -Che...	24197	08/28/2019	Bandyke, Martin	VOID: SongFest 9/2019 Event Facilitat...	001.001 · CSB/Operation...		0.00
TOTAL						0.00	0.00
Bill Pmt -Che...	24198	08/28/2019	BANKER, JUDITH	CHELSEA SONGFEST '19 - MENTOR	001.001 · CSB/Operation...		-150.00
Bill	09142019	08/26/2019		CHELSEA SONGFEST '19 - MENTOR	884.411 · Songfest	-150.00	150.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
TOTAL						-150.00	150.00
Bill Pmt -Che...	24199	08/28/2019	BRAYTON, ERIN		APRON STRINGS COMPANION PROG...		-275.00
Bill	09102019	08/22/2019			APRON STRINGS COMPANION PROG...	-275.00	275.00
TOTAL						-275.00	275.00
Bill Pmt -Che...	24200	08/28/2019	Breathe Yoga LLC	08/01/2019 Yoga Storytime	001.001 · CSB/Operation...		-100.00
Bill	08152019	08/15/2019		08/15/2019 Yoga Storytime	884.226 · Summer Reading	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Che...	24201	08/28/2019	Brown, Laura		IN-SERVICE GROUP FUN ITEMS REL...		-61.73
Bill	08202019	08/21/2019			IN-SERVICE GROUP FUN ITEMS REL...	-61.73	61.73
TOTAL						-61.73	61.73
Bill Pmt -Che...	24202	08/28/2019	Capps, Annie L	Songfest 9/2019 Mentor	001.001 · CSB/Operation...		-150.00
Bill	SONG FEST	08/22/2019			884.411 · Songfest	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Che...	24203	08/28/2019	CIANCIOLO, FRANK A., JR.	9/14 SONGFEST	001.001 · CSB/Operation...		-500.00
Bill	09142019	08/26/2019		9/14 SONGFEST	884.961 · Songfest - Restri...	-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Che...	24204	08/28/2019	City of Chelsea	JULY - WASTE REMOVAL	001.001 · CSB/Operation...		-50.00
Bill	0000018949	08/15/2019			803.620 · Trash	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Che...	24205	08/28/2019	COMFORT, STACEY	TLN YOUTH AND TEEN COMMITTEE ...	001.001 · CSB/Operation...		-40.89
Bill	08092019	08/26/2019			969.144 · Committee Meet...	-40.89	40.89
TOTAL						-40.89	40.89

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill Pmt -Che...	24206	08/28/2019	Coryell, Lori	SASUG MEETING - COMMERCE TOW...	001.001 · CSB/Operation...		-59.62
Bill	08222019	08/26/2019		SASUG MEETING - COMMERCE TOW...	969.144 · Committee Meet...	-59.62	59.62
TOTAL						-59.62	59.62
Bill Pmt -Che...	24207	08/28/2019	Costco Anywhere Visa	A/C ending 3253 - AUG STATEMENT/...	001.001 · CSB/Operation...		-321.98
Bill	08162019	08/21/2019		SUPPLIES/GENERAL COPY PAPER	727.200 · General Operati...	-173.94	173.94
				SUPPLIES/GENERAL	727.520 · Cleaning Supplies	-24.48	24.48
				INTEREST	727.200 · General Operati...	-3.56	3.56
				ANNUAL MEMBERSHIP	727.200 · General Operati...	-120.00	120.00
TOTAL						-321.98	321.98
Bill Pmt -Che...	24208	08/28/2019	Costco Membership	VOID: ACCOUNT ENDING IN 3253.	001.001 · CSB/Operation...		0.00
TOTAL						0.00	0.00
Bill Pmt -Che...	24209	08/28/2019	DANIELS, BEN	CHELSEA SONGFEST '19 - MENTOR	001.001 · CSB/Operation...		-150.00
Bill	09142019	08/26/2019		CHELSEA SONGFEST '19 - MENTOR	884.411 · Songfest	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Che...	24210	08/28/2019	DeMea, Karla	09/04/2019 PRESCHOOL STORYTIME	001.001 · CSB/Operation...		-50.00
Bill	09042019	08/26/2019		09/04/2019 PRESCHOOL STORYTIME	884.215 · Early Literacy	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Che...	24211	08/28/2019	Detroit Pencil Company	WO-41824-1	001.001 · CSB/Operation...		-159.05
Bill	WO-41824-1	08/26/2019		GENERAL SUPPLIES	727.200 · General Operati...	-159.05	159.05
TOTAL						-159.05	159.05
Bill Pmt -Che...	24212	08/28/2019	Dollar Bill Copying	VOID: DB-64678-INV 22 X 28 CORRU...	001.001 · CSB/Operation...		0.00
TOTAL						0.00	0.00
Bill Pmt -Che...	24213	08/28/2019	Foster Swift Collins & Smith	LEGAL COUNSEL - STAFF CELLPHO...	001.001 · CSB/Operation...		-120.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	766747	08/21/2019		LEGAL COUNSEL - STAFF CELLPHON...	801.010 · Attorney	-120.00	120.00
TOTAL						-120.00	120.00
Bill Pmt -Che...	24214	08/28/2019	GRAHAM, THEODORE E.	CHELSEA SONGFEST '19 - MO' EASY	001.001 · CSB/Operation...		-100.00
Bill	09142019	08/26/2019		CHELSEA SONGFEST '19 - MO' EASY	884.411 · Songfest	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Che...	24215	08/28/2019	Harbor House	19CHE141	001.001 · CSB/Operation...		-325.00
Bill	19CHE141	08/26/2019		2019-20 Chamber Profile 1/8 Page	880.110 · Media Buy	-325.00	325.00
TOTAL						-325.00	325.00
Bill Pmt -Che...	24216	08/28/2019	Midwest Tape		001.001 · CSB/Operation...		-1,146.49
Bill	97751172	08/15/2019		JULY TEEN AUDIO	982.140 · Youth Books on ...	-34.99	34.99
Bill	97785875	08/26/2019		AUGUST BODC ADULT	982.120 · Adult Books on ...	-109.97	109.97
Bill	97785878	08/26/2019		AUGUST NF DVD	982.470 · DVD Non-Fiction	-39.73	39.73
Bill	97785873	08/26/2019		AUGUST ADULT MUSIC CDs	982.450 · Youth Music CD	-52.96	52.96
Bill	97820022	08/26/2019		JULY NF ADULT DVDs	982.470 · DVD Non-Fiction	-14.99	14.99
Bill	97820024	08/26/2019		DVD ADULT FEATURE	982.460 · DVD Feature	-52.48	52.48
Bill	97820025	08/26/2019		AUG BODC ADULT	982.120 · Adult Books on ...	-139.96	139.96
Bill	97820026	08/26/2019		SEPT BODC ADULT	982.120 · Adult Books on ...	-159.96	159.96
Bill	97820027	08/26/2019		AUGUST ADULT MUSIC CDs	982.450 · Youth Music CD	-22.98	22.98
Bill	97820029	08/26/2019		SEPT ADULT NF DVDs	982.470 · DVD Non-Fiction	-71.96	71.96
Bill	97820210	08/26/2019		SEPT DVD ADULT FEATURE	982.460 · DVD Feature	-386.07	386.07
Bill	97820211	08/26/2019		MAR - JUN MUSIC CDs - ADULT	982.420 · Adult Music on CD	-13.99	13.99
Bill	97785876	08/27/2019		FAMILY AND ANIME DVDs	982.480 · Youth Video DVD	-46.45	46.45
TOTAL						-1,146.49	1,146.49
Bill Pmt -Che...	24217	08/28/2019	Navitas Credit Corp	Contract#20001159 SEPT LEASE PAY...	001.001 · CSB/Operation...		-212.81
Bill	20001159 ...	08/27/2019		VOIP Lease - SEPT LEASE PAYMENT	850.120 · Telephone	-212.81	212.81
TOTAL						-212.81	212.81
Bill Pmt -Che...	24218	08/28/2019	NYHUIS, ERIC	CHELSEA SONGFEST '19 - MO' EASY	001.001 · CSB/Operation...		-100.00
Bill	09142019	08/26/2019		CHELSEA SONGFEST '19 - MO' EASY	884.411 · Songfest	-100.00	100.00
TOTAL						-100.00	100.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	Pmt -Che...	08/28/2019	Petty Cash-	Petty cash 08/26/2019	001.001 · CSB/Operation...		-183.88
Bill	08262019	08/26/2019		ARTIFICIAL FLOWERS	884.222 · General Youth P...	-15.90	15.90
				COSTCO - PAPER	727.510 · Cleaning Paper ...	-5.84	5.84
				SODA POP	727.200 · General Operati...	-6.29	6.29
				STATE OF MICHIGAN	969.110 · Director Travel	-34.34	34.34
				CARD FOR SHIRLY BRUURSM	727.200 · General Operati...	-4.00	4.00
				MEIJER - ICE	884.226 · Summer Reading	-4.39	4.39
				EBAY - APRONS FOR EXHIBITS	884.801 · Exhibits	-22.00	22.00
				POLLYS - POPCORN	884.226 · Summer Reading	-15.21	15.21
				POLLYS - POPSICLES AND VEGGIES	969.620 · Staff in Service	-29.46	29.46
				CHELSEA FARMERS SUPPLY - DOG ...	727.200 · General Operati...	-8.36	8.36
				POLLYS - NAPKINS	727.510 · Cleaning Paper ...	-5.58	5.58
				USPS - ILL POSTAGE	727.200 · General Operati...	-6.91	6.91
				ETSY - APRON FOR EXHIBIT	884.801 · Exhibits	-15.94	15.94
				POLLYS - KITCHEN SUPPLY	727.520 · Cleaning Supplies	-9.66	9.66
TOTAL						-183.88	183.88
Bill	Pmt -Che...	08/28/2019	PHILLIPS, GRANT LEE	VOID:	001.001 · CSB/Operation...		0.00
TOTAL						0.00	0.00
Bill	Pmt -Che...	08/28/2019	Roberts, Patty	VOID: SONG FEST RACK CARDS	001.001 · CSB/Operation...		0.00
TOTAL						0.00	0.00
Bill	Pmt -Che...	08/28/2019	Sprint	261402854-056 2019 HOTSPOTS JUL...	001.001 · CSB/Operation...		-458.13
Bill	261402854...	08/22/2019		2019 HOTSPOTS JULY 11 - AUGUST 10	850.311 · WiFi Hotspots	-458.13	458.13
TOTAL						-458.13	458.13
Bill	Pmt -Che...	08/28/2019	The Library Network	64407 - BELLE ISLE TO 8 MILE	001.001 · CSB/Operation...		-14.99
Bill	64407	08/15/2019		BELLE ISLE TO 8 MILE	982.720 · Adult Print Gene...	-14.99	14.99
TOTAL						-14.99	14.99
Bill	Pmt -Che...	08/28/2019	Unum Life Insurance Co.	04073470012 STATEMENT DATED 08/...	001.001 · CSB/Operation...		-835.12
Bill	08102019	08/22/2019		2019 Premium SEPT + retro for MLS & ...	701.300 · Flex Benefits	-835.12	835.12
TOTAL						-835.12	835.12

Chelsea District Library
Monthly Check Register
August 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill Pmt -Che...	24225	08/28/2019	Wells Fargo Bank, NA	CONTRACT NUMBER 603-0168937 IN...	001.001 · CSB/Operation...		-987.32
Bill	5006929259	08/26/2019		2019 Copier Printer Maintenance - SEPT	803.101 · Public Copier	-229.44	229.44
				2019 Copier Printer Maintenance - SEPT	803.102 · Staff Copier	-604.54	604.54
				2019 Copier Printer Maintenance - SEPT	803.103 · Small Printer Ma...	-153.34	153.34
TOTAL						-987.32	987.32
Bill Pmt -Che...	24226	08/28/2019	Dollar Bill Copying		001.001 · CSB/Operation...		-256.38
Bill	DB-64678-...	08/22/2019		22 X 28 CORRUGATED PLASTIC X 2	880.441 · General Service/...	-120.00	120.00
Bill		08/27/2019		SONG FEST RACK CARDS	880.435 · CDL Songfest	-136.38	136.38
TOTAL						-256.38	256.38
Bill Pmt -Che...	24227	08/28/2019	PHILLIPS, GRANT LEE	2019 CHELSEA SONG FEST ARTIST F...	001.001 · CSB/Operation...		-5,000.00
Bill	SONG FE...	08/22/2019		2019 CHELSEA SONG FEST ARTIST F...	884.411 · Songfest	-5,000.00	5,000.00
TOTAL						-5,000.00	5,000.00
Bill Pmt -Che...	24228	08/28/2019	PHILLIPS, GRANT LEE	2019 CHELSEA SONG FEST ARTIST T...	001.001 · CSB/Operation...		-575.06
Bill	SONG FE...	08/22/2019		TRAVEL 2019 CHELSEA SONG FEST ...	884.961 · Songfest - Restri...	-575.06	575.06
TOTAL						-575.06	575.06
Bill Pmt -Che...	24229	08/28/2019	Baker & Taylor - Unlabeled Juvenile		001.001 · CSB/Operation...		-547.13
Bill	2034717946	08/21/2019		UNLABELED JUVENILE	982.760 · Youth Print Gen...	-42.92	42.92
Bill	2034722837	08/21/2019		UNLABELED JUVENILE	982.760 · Youth Print Gen...	-104.05	104.05
Bill	2034715473	08/27/2019		UNLABELED JUVENILE	982.760 · Youth Print Gen...	-400.16	472.14
TOTAL						-547.13	619.11
Bill Pmt -Che...	24230	08/28/2019	Amazon Capital Services Inc		001.001 · CSB/Operation...		-836.84
Bill	1VQW-4Q...	08/22/2019		DOWNTON ABBEY	884.126 · General Adult Pr...	-31.96	31.96
Bill	117G-MPG...	08/26/2019		REPLACEMENT FILAMENT - 3D PRIN...	967.310 · Makerspace Fur...	-113.90	113.90
Bill	1JDP-D3T...	08/26/2019		SONGFEST - GRANT LEE-PHILLIPS C...	884.961 · Songfest - Restri...	-52.03	52.03
Bill	1YNU-31J...	08/26/2019		SUSHI GO! PARTY GAME	884.272 · Teen General Pr...	-19.99	19.99
				IBANYANN PAINT MARKER PENS	884.272 · Teen General Pr...	-19.99	19.99
				METALLIC MARKER PENS	884.272 · Teen General Pr...	-9.99	9.99
				SUSHI MAKING KIT	884.272 · Teen General Pr...	-19.98	19.98
Bill	1RPM-DDJ...	08/27/2019		RITE-IN-RAIN NOTEBOOK, PENCIL, R...	884.251 · Story Book Trail	-25.68	25.68

Chelsea District Library
Monthly Check Register
August 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amo...
Bill	1WH4-RG...	08/27/2019		PRIZES FOR KRC 2019 - KIDS READ ...	884.921 · Youth Prog Rest...	-119.93	119.93
Bill	1Q9D-NVN...	08/27/2019		GAMES, DIGITAL MICROSCOPE, DA...	982.430 · Non-Traditional ...	-413.40	413.40
				RHYTHM INSTRUMENT SET	982.765 · Youth/Teen Spe...	-9.99	9.99
TOTAL						-836.84	836.84
Bill Pmt -Che...	24231	08/28/2019	Amazon Capital Services Inc	ACCT AQ3IPVMDT9KZ4 INV 17M6-X...	001.001 · CSB/Operation...		-146.17
Bill	17M6-XKG...	08/15/2019		ROLLING CART	884.222 · General Youth P ...	-35.11	37.55
				STORYBOOK TRAIL PAPER	884.925 · Story Book Trail ...	-47.69	50.99
				SUPER SECRET VALENTINE	884.226 · Summer Reading	-14.02	14.99
				TEEN SUMMER READING	884.261 · Teen Summer R...	-26.72	28.57
				YOUTH PRINT GENERA	982.760 · Youth Print Gen...	-22.63	24.20
TOTAL						-146.17	156.30
Bill Pmt -Che...	24232	08/28/2019	Bandyke, Martin	SongFest 9/2019 Event Facilitator	001.001 · CSB/Operation...		-600.00
Bill	2019 SON...	08/22/2019		SongFest 9/2019 Event Facilitator	884.411 · Songfest	-600.00	600.00
TOTAL						-600.00	600.00

Chelsea District Library Donation and Restricted

January through August 2019

	Jan - Aug 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation-Public			
674.100 · Designated Adult Collection	50		
674.101 · Designated Youth Collection	90	90	0
674.110 · Designated Adult Programming	7,250	6,250	1,000
674.111 · Designated Youth Programming	7,850	7,850	0
674.112 · Designated Music Focus Programs	5,300	6,300	(1,000)
674.120 · Undesignated Donation	3,570	3,565	5
674.141 · Designated Technology	3,000	3,000	0
674.200 · Friends of the Library Donation	840	840	0
Total 674 · Contribution & Donation-Public	27,950	27,895	55
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	38,950	38,895	55
Gross Profit	38,950	38,895	55
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	1,177	1,150	27
884.962 · Music in the Air - Restricted	4,637	5,150	(513)
Total 884.400 · Music Focus	5,814	6,300	(486)
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	11,000	12,000	(1,000)
Total 884.500 · Artist In Residence	11,000	12,000	(1,000)
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	750	850	(100)
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)

Chelsea District Library
Donation and Restricted
January through August 2019

	Jan - Aug 19	Budget	\$ Over Budget
Total 884.910 · Adult Programming Restricted	5,250	6,870	(1,620)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	370	1,000	(630)
884.923 · Youth Prog Rest Gifts SRP	3,850	3,850	0
Total 884.920 · Youth Programming Restricted	4,220	4,850	(630)
Total 884 · Programming	29,877	34,020	(4,143)
967 · Equipment			
967.900 · Equipment Restricted Gifts			
967.910 · Equipment Rest Gifts	0	1,765	(1,765)
Total 967.900 · Equipment Restricted Gifts	0	1,765	(1,765)
Total 967 · Equipment	0	1,765	(1,765)
969 · Continuing Education Expenses			
969.600 · Staff Training			
969.940 · Staff Appreciation - Restricted	1,032	1,540	(508)
Total 969.600 · Staff Training	1,032	1,540	(508)
Total 969 · Continuing Education Expenses	1,032	1,540	(508)
982 · Collection Expense			
982.920 · Youth Collection Restricted	59	90	(31)
Total 982 · Collection Expense	59	90	(31)
Total Expense	30,968	40,415	(9,447)
Net Ordinary Income	7,982	(1,520)	9,502
Net Income	7,982	(1,520)	9,502

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

	TOTAL											
	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Jan - Aug 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense												
Income												
402 - District Revenue	594,401	816,483	219,041	44,006	(14,448)	66,754	67	0	1,726,304	1,752,176	(25,872)	99%
540.100 - State Aid	0	29,485	0	5,957	0	0	6,074	0	41,516	52,043	(10,527)	80%
574.100 - Penal Fines	0	0	0	0	0	0	0	20,151	20,151	20,000	151	101%
607.100 - Non-Resident Fees	564	749	563	219	761	312	500	94	3,762	6,000	(2,238)	63%
645.100 - Copiers & Printers	65	960	667	481	742	240	711	503	4,369	7,000	(2,631)	62%
655.100 - Circulation Fines	1,772	1,584	1,630	1,718	1,669	1,688	1,707	1,782	13,550	22,000	(8,450)	62%
665.100 - Interest	30	68	48	39	24	14	14	14	251			
666.100 - Investment Earnings	61	55	2,487	293	320	0	0	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	0	0	38,389			
674 - Contribution & Donation-Public	7,740	500	4,465	1,100	5,560	2,890	140	5,555	27,950	27,895	55	100%
675 - Donations Private	10,000	0	1,000	0	0	0	0	0	11,000	11,000	0	100%
Total Income	626,696	851,482	226,558	70,991	5,521	71,898	9,213	28,099	1,890,458	1,943,114	(52,656)	97%
Gross Profit	626,696	851,482	226,558	70,991	5,521	71,898	9,213	28,099	1,890,458	1,943,114	(52,656)	97%
Expense												
701 - Personnel Expenses	43,209	77,748	123,383	83,086	83,820	81,294	87,724	129,030	709,304	1,141,773	(432,469)	62%
727 - Supplies	1,347	585	481	2,265	2,246	1,072	6,345	813	15,154	22,050	(6,896)	69%
801 - Professional Services	11,856	8,706	1,746	6,795	1,238	2,107	1,939	1,236	35,623	100,306	(64,683)	36%
803 - Maintenance Service Contracts	12,334	7,092	8,264	12,649	8,375	8,689	18,279	4,211	79,893	129,929	(50,036)	61%
850 - Telecommunications	(1,775)	2,125	2,077	3,979	2,070	3,695	2,923	1,920	17,014	37,400	(20,386)	45%
880 - Promotional Materials	2,863	6,360	2,421	2,469	4,350	6,871	4,218	3,838	33,390	62,851	(29,461)	53%
884 - Programming	1,937	15,217	17,803	7,865	12,371	6,045	10,959	12,805	85,002	124,545	(39,543)	68%
885 - Volunteer	0	30	284	475	69	0	158	(48)	968	2,400	(1,432)	40%
920 - Utilities	0	4,738	5,079	4,637	4,669	4,617	5,187	6,403	35,330	56,550	(21,220)	62%
960 - Board & Director Expense	0	0	87	62	525	20	221	71	986	3,200	(2,214)	31%
965 - Automation Services	13,163	0	0	8,699	0	0	8,699	575	31,136	42,795	(11,659)	73%
967 - Equipment	735	3,083	6,662	2,068	1,375	564	1,172	1,942	17,601	26,765	(9,164)	66%
969 - Continuing Education Expenses	2,554	1,931	1,078	476	3,905	486	4,237	293	14,960	25,700	(10,740)	58%
980 - Capital Expense	1,500	5,699	25,180	57,697	0	17,839	0	0	107,915	174,966	(67,051)	62%
982 - Collection Expense	6,151	27,925	9,595	8,124	10,559	13,098	28,165	18,835	122,452	174,959	(52,507)	70%
Total Expense	95,874	161,239	204,140	201,356	135,572	146,397	180,226	181,924	1,306,728	2,126,189	(819,461)	61%
Net Ordinary Income	530,822	690,243	22,418	(130,365)	(130,051)	(74,499)	(171,013)	(153,825)	583,730	(183,075)	766,805	
Other Income/Expense												
Other Expense												
999.001 - Transfer to Capital Improvement	0	0	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	0	0	(2,900)	2,900	0%
999.025 - Carry from General Fund	0	0	0	0	0	0	0	0	0	(123,118)	123,118	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	(183,075)	183,075	0%
Net Other Income	0	0	0	0	0	0	0	0	0	183,075	(183,075)	0%
	530,822	690,243	22,418	(130,365)	(130,051)	(74,499)	(171,013)	(153,825)	583,730	0	583,730	100%

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

	Jan - Aug 19	Jan - Aug 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,726,302.70	1,738,003.00	-11,700.30	-0.67%
501.001 · Grants	0.00	300.00	-300.00	-100.0%
540.100 · State Aid	41,515.50	11,007.16	30,508.34	277.17%
574.100 · Penal Fines	20,151.30	20,999.62	-848.32	-4.04%
607.100 · Non-Resident Fees	3,760.44	4,010.41	-249.97	-6.23%
645.100 · Copiers & Printers	4,369.21	5,054.48	-685.27	-13.56%
655.100 · Circulation Fines	13,550.28	13,923.90	-373.62	-2.68%
665.100 · Interest	251.71	159.56	92.15	57.75%
666.100 · Investment Earnings	3,215.49	27,425.30	-24,209.81	-88.28%
666.500 · Investment Change in Value	38,389.86	-26,922.44	65,312.30	242.59%
674 · Contribution & Donation-Public	27,950.00	37,760.00	-9,810.00	-25.98%
675 · Donations Private	11,000.00	0.00	11,000.00	100.0%
Total Income	1,890,456.49	1,831,720.99	58,735.50	3.21%
Gross Profit	1,890,456.49	1,831,720.99	58,735.50	3.21%
Expense				
701 · Personnel Expenses	709,305.13	696,506.69	12,798.44	1.84%
727 · Supplies	15,153.30	10,198.28	4,955.02	48.59%
801 · Professional Services	35,623.97	57,387.25	-21,763.28	-37.92%
803 · Maintenance Service Contracts	79,892.01	96,026.36	-16,134.35	-16.8%
850 · Telecommunications	17,014.52	17,042.14	-27.62	-0.16%
880 · Promotional Materials	33,389.77	42,393.89	-9,004.12	-21.24%
884 · Programming	85,003.01	74,588.28	10,414.73	13.96%
885 · Volunteer	967.18	851.34	115.84	13.61%
920 · Utilities	35,330.96	32,831.64	2,499.32	7.61%
960 · Board & Director Expense	986.36	707.56	278.80	39.4%
965 · Automation Services	31,136.43	35,462.78	-4,326.35	-12.2%
967 · Equipment	17,602.04	19,157.93	-1,555.89	-8.12%
969 · Continuing Education Expenses	14,959.62	15,661.32	-701.70	-4.48%
980 · Capital Expense	107,915.47	63,859.56	44,055.91	68.99%
982 · Collection Expense	122,451.89	103,743.36	18,708.53	18.03%
Total Expense	1,306,731.66	1,266,418.38	40,313.28	3.18%
Net Ordinary Income	583,724.83	565,302.61	18,422.22	3.26%
Net Income	583,724.83	565,302.61	18,422.22	3.26%

CHELSEA DISTRICT LIBRARY

Fund Balances

July-19

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank

Paypal Account

Cash on Hand

	Beginning Balance	Net Change	Ending Balance
	\$178,043.05	\$40,146.17	\$218,189.22
	\$0.00	\$0.00	\$0.00
	<u>\$178,043.05</u>	<u>\$40,146.17</u>	<u>\$218,189.22</u>

Ameriprise Account

Fixed Income Fund

Money Market Fund

Investment Partners Total

	\$1,452,203.12	\$18,858.50	\$1,471,061.62
	\$500,000.00	-\$200,000.00	\$300,000.00
	<u>\$1,952,203.12</u>	<u>-\$181,141.50</u>	<u>\$1,771,061.62</u>

Total General Fund

	<u>\$2,130,246.17</u>	<u>-\$140,995.33</u>	<u>\$1,989,250.84</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

	<u>\$339,297.24</u>	<u>\$53.04</u>	<u>\$339,350.28</u>
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Original Investment

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

Investment Activity

Date	Value
8/31/2019	1,471,061
Invested	1,077,957
Increase 6/2009 – 12/31/2018	327,347
2019 Change (Current Year)	65,757
Withdrawal / Deposit	0

Investment Distribution

Fund	Value
Capital Reserve Fund	867,700
Capital Improvement Fund	42,943
General Fund from Investment	167,314
Investment Services Fund (Interest - Fees + Change in Value)	393,104
	1,471,061

\\seuss\staffolders\mbudzinski\Documents\Bookkeeper MSB\Finance 2019\Investments full year reconciliation 2019

Ameriprise									
Account no. 0000-4823-9221-4									
GL 017.004									
	Beginning Balance								Ending balance
Dec-18	1,405,303.97								
Jan-19	1,405,303.97								
Feb-19	1,417,427.85				60.60			12,063.28	1,417,427.85
Mar-19	1,419,080.28				54.74			1,597.69	1,419,080.28
Apr-19	1,418,224.75				2,487.24			-3,342.77	1,418,224.75
May-19	1,435,695.76				292.70			17,178.31	1,435,695.76
Jun-19	1,446,909.32				320.21			10,893.35	1,446,909.32
Jul-19	1,454,790.03				2,599.71			5,281.00	1,454,790.03
Aug-19	1,452,203.12				286.44			-2,873.35	1,452,203.12
Sep-19	1,471,061.62				222.95			18,635.55	1,471,061.62
Oct-19	1,471,061.62								1,471,061.62
Nov-19	1,471,061.62								1,471,061.62
Dec-19	1,471,061.62								1,471,061.62
Balance	1,405,303.97		0.00		6,324.59	0.00	0.00	59,433.06	1,471,061.62
GL									1,446,909.32

DIRECTOR'S REPORT

Library Director's Report on August 2019
Respectfully submitted for September 2019 Board Meeting

Staffing Updates

Work Anniversary

Marketing Assistant Virginia Krueger celebrated her one-year anniversary on August 17. We are so grateful to have her with her mad marketing skills on our team!

New Network Administrator

I am pleased to announce that we have a new Network Administrator! Scott Rakestraw comes to us from TLN and shared system member Novi Public Library where he served as Systems Administrator for the past five years. He brings more than fifteen years of system administration to our team. Scott has a sterling reputation throughout TLN, and we were fortunate to attract him to Chelsea. His start date is September 20.

Changes in Information Services

- With Keegan Sulecki's departure, Shannon Powers has been promoted to replace her as Head of Information Services. Shannon has picked up where Keegan left off bringing intelligence, a passion for service, a generous spirit, and enviable communication skills to her new role. I could not be happier for this library staff and the community we serve with Shannon on board.
- Adult Librarian Margaret Loebe has moved from part-time to full-time status. I look forward to the positive impact she will have on our library with this expansion of duties and responsibilities.
- A full-time Adult Librarian position is currently posted with an application deadline of September 20.

Word of Mouth Marketing

Apron Strings

This exhibition on display through October 20 presents a fascinating evaluation of the apron as an emotionally charged vehicle for expression with a rich and varied craft history that is still evident today. The aprons in the exhibition date from the 1900s through present day and include examples by several contemporary artists. They chronicle changing attitudes towards women and domestic work and illustrate a wide range of design and craft techniques that display artistic flair and provide insight into the lives of those who wore them. *Apron Strings* is organized into several thematic groups addressing design, historical context, use, decorations, and materials. This engaging and thoughtful exhibition is sure to conjure up memories of aprons, family, and community!

CDL is presenting programs including Kids Banana Bread Baking Workshop, a Downton Abbey Party, Desserts by the Decade: the 1950s, and Apron Strings: Fashion and Function Throughout History during the run of the exhibition as well as created fun activities throughout the building. Local collections/displays from Waterloo Farm Museum and Jiffy Mix are on display, too. We are booking guided tours of the exhibit as well.

Direct Dialoguing on the Double: Civic Engagement in 3 Minutes

Join us on Sunday, October 3 from 2-4pm at the Chelsea Senior Center for this program to promote engagement with elected officials and community leaders one-on-one in a speed-dating format.

Kids Read Comics

Kids can meet local comic book artists, participate in hands-on workshops, collect raffle tickets for prizes, discover new comic books, and take home free comics on Saturday, October 26 from 10am – 5pm.

Out and About – August 2019

- Attended Shared Automated System Executive Committee meeting – August 1
- Attended CDL friends meeting – August 8
- Attended Chelsea Education Foundation board meeting – August 19
- Facilitated Shared Automated System Users Group meeting – August 22

Looking Ahead to September 2019

- Rotary committee meeting – September 5
- Dottie Staffeld Memorial – September 5
- Guest on Martin Bandyke's (107one) program – September 10
- Rotary meetings – September 10 & 17
- Walk to School Wednesdays – September 11, 18, 25
- St. Louis Center virtual reality programming – September 19
- Valet parking at St. Louis Center (Rotary) – September 19
- Shared Automated System Users Group meeting – September 26

Strategic Plan 2017-19 Update

Goal progress from August – early September 2019 is shared below.

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

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

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.

- #ILOVECDL yard sign campaign
- Article in 5 Healthy Towns Connected publication on Storybook trail

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

- Held library card sign ups at each township hall

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

- Presented at Chelsea School District's All Staff Wellness Fair
-

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

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

Program on engaging IDD population at staff in-service day

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

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

- Apron Strings exhibit offering all generations opportunities to share personal/family stories

Chelsea District Library Performance Dashboard Aug 2019

* YtD = Year to Date

	Aug-19	2018 YtD	2019 YtD	% change from last YtD
Circulation - Total	24141	193409	192823	-0.30%
Items	20765	174743	168576	-3.53%
E-books/E-audio	2772	16149	20184	24.99%
E-magazines	421	1536	2907	89.26%
Non-Traditional	38	310	297	-4.19%
Hotspots	36	154	259	68.18%
Deposit Collection Circulation	109	517	600	16.05%
Self-Check Items - Total	2771	19187	19622	2.27%
New Cards - Total	99	631	740	17.27%
Reference Desk Interactions - Total	2479	16017	20732	29.44%
Outside Group Room Rentals	10	105	113	7.62%
Engagement - Total	953	16402	14165	-13.64%
Youth Program Attendance	183	4028	4262	5.81%
Adult Program Attendance	67	1332	1208	-9.31%
Teen Program Attendance	81	372	386	3.76%
General Program Attendance	234	1722	1398	-18.82%
Outreach -- Youth	210	5567	4613	-17.14%
Outreach -- Teen	75	1765	905	-48.73%
Outreach -- Adult	16	613	609	-0.65%
Awareness Opportunities	61	847	573	-32.35%
Homebound Visits	26	180	211	17.22%
Programs/Visits Offered - Total	26	416	336	-19.23%
Youth	8	154	128	-16.88%
Adult	4	91	48	-47.25%
Teen	2	28	39	39.29%
General	2	20	10	-50.00%
Outreach -- Youth	3	54	29	-46.30%
Outreach -- Teen	2	11	8	-27.27%
Outreach -- Adult	3	49	49	0.00%
Awareness Events	2	9	25	177.78%
Door Count - Total	14066	115648	112769	-2.49%
WiFi Data Usage (GB) - Total	2094.696	18478.047	21540.226	16.57%
Library Internal Public WiFi	652.06	6077.66	5416.91	-10.87%
Total Hotspot WiFi	1442.636	12400.387	16123.316	30.02%
Lyndon Twp Hotspot	NA	975.64	#VALUE!	NA
Lima Twp Hotspot	5.339	37.75	14.96	-60.37%
Sylvan Twp. Hotspot	7.867	25.764	33.389	29.60%
Mobile Beacon Hotspots		6949.57	5344.259	-23.10%
Hotspots available for checkout.	1429.43	4411.663	10430.796	136.44%
Computer Usage/Sessions - Total	7090	62619	56453	-9.85%
Workstations	1086	10125	8338	-17.65%
Wireless	6004	52494	48115	-8.34%
Website Stats		0	0	NA
Website Sessions	8155	78112	77532	-0.74%
Website Users	4153	48652	46994	-3.41%

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

Facility

Design Think update: No movement here. Still hoping to have the rest of the chairs reupholstered by the end of the year. I am exploring options for using another company as plan B.

The Friends are loving the new large recycle bin and have decided to hold off on getting any other supplemental bins for now. They want to try using just the large one for a while and see if it will be enough.

August was not as challenging as July for the building AC but we did have one outage on the 11th that fried two contactors in one of the three variable fan drives (VFDs) so Johnson Controls was out again over three days getting that repaired. They did suggest that we might be able to use a device that detects a surge and shuts down the VFD before damage can be done, so I asked for an estimate to install one on each of the VFDs. They apparently aren't made for all systems so I am keeping my fingers crossed that it will work for ours.

Programs/meetings/outreach

August brought the culmination of lots of hard work and stress with the passage of the millage-whew! So grateful for all of the support and appreciation we feel from the library community.

With Melanie's last day on the 8th, we started interviewing candidates to replace her but were not successful in attracting one so we reposted with a higher salary range. We are very happy to report that we have hired Scott Rakestraw, a very qualified network administrator with many years of experience, including working *for* TLN and *at* TLN libraries. He will start on September 30th.

We had our annual staff in-service this month, planned with the help of non-management and management staff. Our first ever Spirit Week lead up to the all-day Friday in-service, involving a theme for each day and drawing slips awarded for those who participated. We also had fun activities interspersed throughout the day Friday (find-the-book relay race and a selfie scavenger hunt) that everyone seemed to really enjoy and we plan to repeat next year. It is great to have so many creative people on our staff!

Volunteers

We had 155 book sale hours this month and 93 non-book sale hours, for a total of 248 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	220.00	155.00	0.00	0.00	0.00	0.00	1580.00
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	20.00	11.25	0.00	0.00	0.00	0.00	207.00
Program	9.25	26.25	7.50	10.00	3.50	32.00	1.50	2.50	0.00	1.50	0.00	1.50	95.50
Workroom	20.25	20.25	27.00	28.00	26.50	24.00	25.25	23.75	0.00	0.00	0.00	0.00	195.00
Friends	20.00	6.50	23.00	18.25	17.75	12.50	6.25	22.00	0.00	0.00	0.00	0.00	126.25
YSG	40.00	54.00	29.50	48.50	47.50	378.50	407.50	26.00	0.00	0.00	0.00	0.00	1031.50
Board Trustees incl.comm mtgs	6.00	6.00	8.50	7.50	6.00	3.00	7.00	7.5	0.00	0.00	0.00	0.00	51.50
Monthly Totals	331.00	349.25	278.50	420.25	317.00	666.75	687.50	248.00	0.00	1.50	0.00	1.50	3301.25
<i>Non Book sale</i>	<i>130.50</i>	<i>143.25</i>	<i>118.50</i>	<i>147.25</i>	<i>138.00</i>	<i>480.25</i>	<i>467.50</i>	<i>93.00</i>	<i>0.00</i>	<i>1.50</i>	<i>0.00</i>	<i>1.50</i>	<i>1721.25</i>

August Program Information

Date	Event	Attendance
Adult Programming (4 Programs, 67 Attendees)		
8/6	Reading Glasses	13
8/10	Purple Rose Concert Reading	30
8/14	Place That Face	11
8/19	Story Shaping Workshop	13
Youth Programming (8 Programs, 183 Attendees)		
8/1,8,15	Thrilling Thursday: Yoga Storytime, Dance Along, Sing Along, Yoga Storytime	24,39,36
8/5	LEGO Club	14
8/6,13,20	Babytime	20,24,20
8/9	Read to Library Dogs	6
Teen Programming (2 Programs, 81 Attendees)		
8/2	Teen After-Hours: SRP Finale	70
8/14	Youth Service Group Volunteer Party	11
General Programming (4 Programs, 234 Attendees)		
8/13	Rec It Tuesday: Trail Mix & Tails and Aviary	36, 97
8/16,17,18	Harry Potter Escape Room	34,34,33
Outreach (Adult 3/16, Teen 2/75, Youth 3/210 , Awareness 2/61)		
8/1(Y)	Camp Gabika Young Leader Tech Hour	6
8/13 (Awar)	Adult Learners Institute Fall Kick-off	54
8/15 (A)	Book Clubs: Pines	8
8/27 (Awar)	Wellness Fair for CSD Staff	7
8/27,8/28 (Y, T, Y, T)	Open Houses: SME, BMS, NCE, CHS	118,35,96,40
8/15 (A)	VR at St. Louis Center	24
8/1, 8, 20 (A)	Computer Training, ipad at CRC	8
*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	Aug. 2019	Aug. 2018
Reference Questions	2479	2227
Homebound & Deposit Book Deliveries	26	16
OCLC Interlibrary Loan	8	0 (CARL Migration)

Keegan Sulecki, Head of Information Services

August was a busy and bitter-sweet month. In late July, I was offered a position at the Troy Public Library as Head of Youth Services and accepted it as my next adventure. After giving my notice, I began working on documentation and wrapping up loose ends. I passed the task of the StoryBook Trail maintenance on to Jessica Zubik and after receiving the news that Shannon Powers would take over as Head of Information Services, I began working with her to go over important details. I also reached out to community partners to introduce Shannon as my replacement and reached out to vendors to make sure Shannon has the access she needs.

Despite knowing I was on my way out, I got the department started on planning for Winter 2019-2020 as the newsletter deadline is fast approaching on Sep. 15. This included bringing staff together to discuss opportunities and to make a choice about our direction. We already know our Washtenaw Reads book for this coming year will revolve around immigration so I spent some time finding some resources and booking an immigration attorney to come speak. Due to a patron comment, we also decided to pilot a Saturday Babytime starting this winter so I reached out to our Early Literacy specialists or help covering this new program. I also sent out the last contracts we need for the fall quarter.

As far as programming/events I hosted Rec It Tuesday and spoke about our Adult Learners Institute partnership programs at their kick-off event.

I also worked nutritionists from St. Joseph Mercy of Chelsea on a collaboration on a Nutrition Bingo Challenge where participants can early prizes. This game will be available throughout the month of September.

It's been a full month of finishing up last minute details and saying good-bye. I will look back on my nearly five years of service at Chelsea District Library fondly. Chelsea is a wonderful community and I will miss the many patrons I have gotten used to seeing regularly. Most of all, I will miss my extraordinary staff of dedicated librarians that I had the pleasure of leading during my tenure.

Shannon Powers, Adult Information Services Librarian

August was a busy and unusual month. I learned that I would be replacing Keegan Sulecki as Head of Information Services, and spent much of my time learning the ins and outs of my new responsibilities. This included everything from reviewing the department budget lines and how to handle invoices, to creating the September reference desk schedule, to planning Fall and Winter programming outlines for the department. In addition, I completed an online Library Personnel Management course provided by the University of Michigan to prepare for my new role.

August was also a fantastic programming month. I hosted the Aviary Aerial and Circus Arts group as part of this year's Rec It Tuesday. It was another excellent performance, and very well attended. I organized and ran the all-new Harry Potter themed Escape Room with Stacey Comfort, and hosted the Purple Rose Concert Reading, the Pines Book club, and Place that Face. I was also part of the Apron Strings planning committee, and worked with other committee members to plan tours, train volunteers, gather materials, and brainstorm layouts for the exhibit.

Other tasks included attending the TLN Adult Services Committee meeting, creating the LCD slides to promote September programs, working with Jessica on a new Garage order, and contacting performers and booking dates for winter programming.

Laura Brown, Adult Information Services Librarian

In August I took several days of vacation after a busy and productive summer reading program season. Reading Glasses met for the last time on a Tuesday night at the later 7:30pm time having a great discussion of *The Book Thief* by Marcus Zusak at the Ugly Dog Distillery. Kevin Fitton presented a workshop on the art of Memoir and Story Shaping to an enthusiastic group. I had a great tour of the Chelsea Depot by Marsi Parker Darwin. We will be hosting our Downton Abbey Party there in September. I also worked with Rick from the St. Louis Center to set-up a docent tour of Apron Strings with his group in September. Winter programming was also in full-swing where I arranged for a MoTown presentation and an Indian documentary presentation (as part of Washtenaw Reads). I also created a baseball book display with the help of Library of Congress handouts I picked up in DC, and I weeded the older exercise DVDs to make room for newer material!

I organized CDL's first annual Spirit Week before our in-service meeting on August 23. Staff had great fun wearing Songfest t-shirts for Music Monday, sports team attire for Team Tuesday, I heart my library white shirts for White-out Wednesday, vintage outfits for Throw-back Thursday, and finally in-service team colors and hats for Flipflop Friday. Each day Virginia or I posted staff in their spirit wear on Facebook. As part of the in-service committee I decorated team tables in their appropriate colors. Deb and I organized a fun call number scavenger hunt throughout the library for our first break during the day-long meeting. Who knew CDL staff was so competitive! We also organized a selfie scavenger hunt throughout downtown Chelsea. After lunch, our five teams used a selfie stick to take group photos in front of Chelsea businesses. Groups then texted me the photos for a slideshow I presented during our afternoon break. While walking around town, we also dropped off fall newsletters and Apron Strings and Songfest marketing materials to various establishments. Yes, our staff is great at multi-talking! Throughout the week, I handed out drawing slips for staff participation in Spirit Week and during the in-service. We raffled off the selfie sticks, table decorations, and had three grand prizes of Chelsea gift cards of the winners' choosing. The in-service groups were made up of staff that don't normally work together, so people got to know each other better. Deb and I received lots of comments about how much fun the day was, especially for an in-service, so our "group fun" experiment was a success!

Stacey Comfort, Youth & Teen Information Services Librarian

August marks the passing of my first six months in Chelsea, and what a month it's been! While we are winding down from the Summer Reading Program, there are still a few programs to go, like Teen VR and the Teen Finale Party. Teen VR has been a big hit since the Finale Party - we had 25 of 70 teens choose to battle in a game called Beat Saber, and ever since, my registration for the monthly program has been filling up fast. The Finale Party itself was a great success, too: those 70 participants had a blast making their own cake push-up pops and trying to score the most candy from a six pound candy ball.

Also in August, I've been working with our 3D Printers more and more. I held an intro hour for Camp Gabika's Young Leaders group, and each boy took home a small plastic disk that had "Camp Gabika" etched into it. Those Young Leaders also got to try out our VR systems, and they all loved taking turns playing the Godzilla game. I've also had a lot of patrons ask for 3D Printing in our Tech By Request forms, so I've been making many appointments to print Toy Story aliens. Finally, my very first escape room, which I could not have done without the help of Shannon Powers and Melanie Bell. We thought up all the clues and made the props (my favorite part!) and had a packed house for each scheduled session. I'm looking forward to doing one in February, and this time, we're thinking of doing a *Stranger Things* theme.

Edith Donnell, Youth & Teen Information Services Librarian

August is a time for preparation for fall and winter, but it also provides a chance to pause and reflect on the successes for summer and celebrate Youth Service Group participation. We had 45 teens contribute over 800 hours of volunteering from June to August this year, and it's a pleasure to know and work with these teens every year. Many kids who come to the library to get their prizes comment longingly about how one day they, too, will get to join YSG. I had such a feeling of happiness and nostalgia when I realized teen volunteers this year were once babies who attended my babytime program 12 years ago. This year we painted the rock and ate Twister's ice cream as a "thank you" to our YSG. It was a lot of fun, and I think we might do it again next year, unless the teens have other ideas.

Jessica Zubik, Youth & Teen Information Services Librarian

With Summer Reading all wrapped up, a bit of breathing space this month allowed for preparation and catch-up in several areas! In collections, I was able to tackle a few sections of Juvenile Nonfiction to make room for some fresh new titles, and created a display of “the dog days of summer” to highlight some beloved chapter books about dogs. I also changed out the Interactive Playspace in KidSpot to be a grocery store! This has been a hit with the little ones. I was on the Apron Strings committee and helped to set up the exhibit and accompanying displays, including the Apron I Spy activity on the first floor. The last week of the month was very busy with outreach at school. Virginia and I presented on “Library Resources for Stress-Free Teachers” at the Chelsea School District’s Opening Day for staff, and I also attended the open houses for students at North Creek and South Meadows Elementary Schools. I love seeing all of the students I know from the library at these events, plus I handed out several library card applications to new families!

Technology

Summary of August 2019



From: Ron Andrews – Head of Technology

Technology Department – Monthly Summary

August was fun! We started off the Sunday after Melanie's departure with another power outage. I was able to come and make sure that everything was back up and running properly. No issues.

Melanie's phone and email have both been forwarded to me so I am fielding lots of equipment and service offers, all of which are being told that everything is on hold until we hire a new Network Administrator.

Everything is running as smoothly as it can and we have not had any major problems. I've only had to contact Melanie a couple of times for information on items that we missed in training. I am not planning on making any changes or taking on new projects until the new person is hired – and then after they have had a chance to get comfortable with our infrastructure.

I have been doing some clean-up on our staff and public printers – making sure that all that information, connections, and supply items are up to date. Since Keegan also departed I have updated and migrated her email and phone to Shannon Powers and will be working with her to make sure that all staffing technology changes are met in a timely fashion.

Technology

- Restarted and checked all servers after power failure on August 11th.
- Reset the phones to Labor Day and Winter hours
- Reset Envisionware (public computers) to Winter Hours so that they will be on schedule with the library hours.
- Working on the Xibo LCD system. Troubleshooting an issue with the second floor system.
- Making sure that Shannon had access to all the shared and Google folders that she needed.
- Ordering 3D printer supplies for Stacey
- Supporting minor CDL website issues and maintaining a list for more needed help
- Assisted Virginia and Jessica with some database access issues and worked with MeL to resolve problems.
- Working with Patty for on-going hardware issues for her Mac and monitors
- Updated and working on a plan with mgmt. to revise email groups and un-used email addresses

Programming

- Worked with Jessica and Shannon to make sure that Laptops and usage agreements are in place for the Lego League to borrow our mobile laptops
- Working on programming for Winter newsletter
- Continuing with tech programs at CRC, Glazier and St Louis Center with assistance from computer volunteers and hopefully staff.

Outreach

- Wrote and end of program review and letter of recommendation for our summer Intern, Ross Dunlap. Lori, Linda and I will be holding a follow-up meeting with them on Sept. 24th.
- Working with Broadband committee to continue their meetings here at CDL through December

Other

- Assisted Lori and Linda in posting updated job description for the Network Administrator. I also participated on the interview.
- Reviewing and managing Melanie's budget lines until new NetAdmin is on board.

Ron Andrews

MARKETING BOARD REPORT

August 2019

MARKETING HIGHLIGHTS



Apron Strings: Ties to the Past Exhibition

August was a busy month preparing for our new exhibition. We created a very charming campaign that mimicked sewing patterns throughout the decades. Banners were hung on the eastside of our building and avenue poles, informational cards were distributed throughout the community, and ad artwork was

submitted to run in the Sun Times News, Chelsea Guardian, and the Chelsea Update. Social Media posts, eNews articles, and website highlights were crafted and scheduled to run throughout the exhibition. A press release was created and submitted to the media, schools, local craft-related organizations, and surrounding media outlets. Evaluation cards were created to capture feedback from our visitors—30 responses were received in just the first week of the exhibition—all of them overwhelmingly positive!



In addition to the major exhibition, we have partnered with local community members, the Chelsea Milling Company, and the Waterloo Historical Society to offer supporting displays containing vintage sewing equipment, notions, kitchen items, and aprons; along with a display outlining the history of JIFFY mixes through the decades.

To engage visitors while viewing the collection, we invite them to take selfies at our vintage kitchen vignette and to share their favorite apron-related stories on our clothesline. The community is having a lot of fun with the exhibition, often wearing their own aprons when they visit!

2019 CDL Song Fest



We're gearing up for our 3rd annual CDL Song Fest by reaching out to the community to let them know about the great activities we have planned for this year's event. We've been dialoguing with Chelsea School District teachers and sharing the word at school open houses. The Song Fest webpage has been updated, a press release issued, ad space scheduled, and posters and informational cards distributed to all our local partners. The social media campaign went into high gear with the creation of a Facebook event and scheduled social media posts, eNews articles, website highlights, and in-library monitor slides. There's a great interview with our headliner

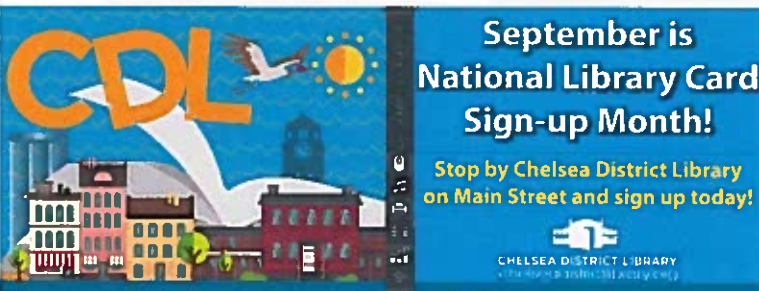
Grant-Lee Phillips on chelseadistrictlibrary.org/songfest written by our own Administrative Assistant, Chris Berggren—it's a must read!

StoryBook Trail

To help promote our new StoryBook Trail, I reached out to our partner 5 Healthy Towns Foundation and requested article space in their fall *Connected* publication. We were delighted when it was approved and are eagerly awaiting the distribution of the publication. *Connected's* viewership is the perfect audience for the trail—as the trail encourages healthy habits and well-being. It also allowed us the opportunity to promote two special fall programs we have scheduled at the Preserve—Not-Too Scary Evening Storytime on Oct. 28 and the Turkey Trek on Nov. 25. Fall is the perfect time of year to visit, so if you haven't visited yet—make plans today!



From Virginia Krueger, Marketing Assistant



Library Card Sign Up Month

I had the opportunity to take on more responsibilities with our Library Card Sign Up Month campaign. In addition to creating and executing digital messages, I was also responsible for creating the print materials. Working with Terri Lancaster, we created a campaign that was designed to reach out to our townships and schools. As an incentive, all new cardholders who sign up for a CDL card in September will be entered into a drawing for a gift certificate at a local business of their choice (\$50/Adults, \$25/Teen-Youth). New features to this year's campaign included: a large banner installed on

MARKETING BOARD REPORT

August 2019

the school's fence located at Freer Rd and Old US 12, township hall posters, large sandwich boards for display during on-site township hall sign up days, and #ILOVECDL stickers to be given to each new member.

Chelsea School District (CSD) Wellness Fair

CDL was invited to be a presenter at the CSD Wellness Fair, a training day for staff, prior to the start of their school year. We were asked to present on the topic of wellness, so I worked with Jessica to create a PowerPoint presentation about Library Tools and Services for Stress-free Teachers. The presentation focused on:

- Online resources (Britannica Schools, Scholastic Teachables, and Brainfuse Homework Help Now) to help teachers with lesson planning, addressing different learning levels of students, and education regarding curriculum changes.
- Teacher library cards, which allow check-out of materials for longer periods of time without renewals.
- Current successful programs: Authors in Chelsea, Artist in Residence, Free Little Library, LEGO Club resources, etc.
- Reinforcing the idea that each school's library liaison is the greatest resource, as he/she can provide field trip opportunities, lessons on research and appropriate citation, mystery readers, and more.

While our sessions were lightly attended, they were very well received by those who were there and allowed us to network effectively to continue to meet the strategic plan goal of improving our relationships with the school district.

MISCELLANEOUS MARKETING ACTIVITIES

- Created invitation for Dottie Staffeld Dedication
- Executed Millage Thank You campaign
- Researched OnlineMain.Today (Dexter) as additional media outlet
- Completed 1-year annual review with Virginia Krueger
- Updated emergency closing communication task list and publish for all staff access
- Created artwork for Friends' new name badge
- Attended Staff in-service day
- Created Walk to School Wednesdays kickoff countdown slides and schedule on in-library monitors
- Attended 2020 Midwest Literary Walk launch meeting

OUTREACH

- Virginia gave a presentation at CSD Wellness Fair to promote CDL's resources and ongoing partnership.
- Met with Suzanne Morrison regarding loan of items for Apron Strings Exhibition displays.

Respectfully submitted,
Patty Roberts
Head of Marketing

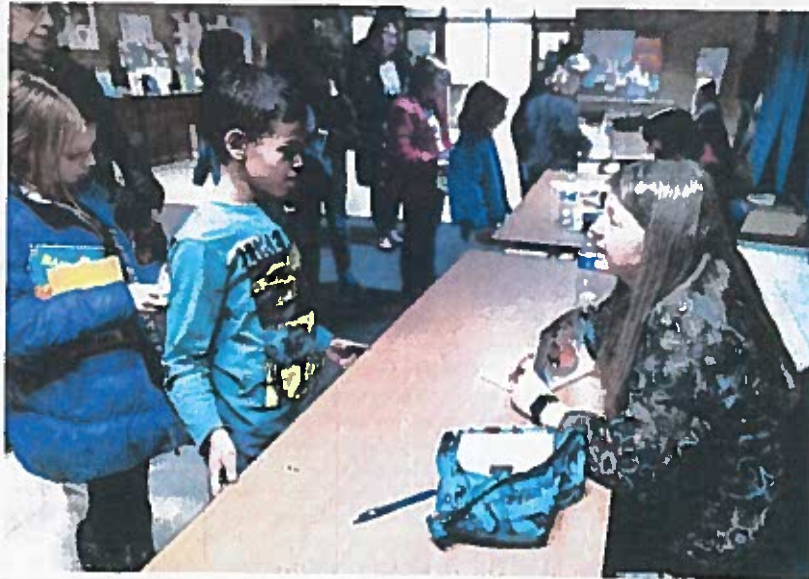
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Hamilton
Publishing

Chelsea District Library: A Community Pillar



Photos By Chelsea District Library

By Rebecca Indianer
r.Indianer13@gmail.com
Libraries are not the same as they were a decade ago, let alone 20 years ago. There's no greater example of this than our very own Chelsea District Library. The Chelsea District Library incalculably lives by its mission to Engage, Inspire and Equip the Chelsea Community.

Let's start with the CDL (Chelsea District Library) quarterly Newsletter. The Library's goal is to make the newsletter a celebration of the community, with every issue featuring a local artist. The current newsletter features on its cover a self-portrait by a 3rd grade student, who is this season's local artist. Inside every newsletter you'll see each program offered that season, its date, and where it's held. I realize my last sentence seems like a no brainer because that's usually what you'd find in a newsletter. However, our local library doesn't just hold programs at its building location; its staff and

programs extend out of the building, and in some cases, straight to your door. The Chelsea District Library is terrific at bringing the library out of the library by taking their programs outdoors, or offsite, and directly into the community. Our district library opens its front lawn to The Wellness Center's Yoga on the Lawn and is practiced during the Saturday's Farmers Market. The library has organized

continued on page 8

Featured Listing of the Week



Chelsea Schools
3 bed/1.1 bath adorable bungalow in great location in down town Chelsea! Enjoy the neighborhood from front covered porch or side screened porch along with single back yard including patio, basketball hoop, extra parking and over 2 car garage with storage. Buyers you will find lots of nice updates yet still some of the charming characteristics of its era. Open kitchen/dining area features much but, stainless appliances & easy rustic feel breakfast nook.
\$289,900

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JLH@KlinkAssociates.com



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Chelsea Figure Skating Club Does Well at Nationals



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Chelsea District Library: A Community Pillar



continued from page 1
a Family Feud Trivia Night at Thompson's Pizza and even has a Reading Glasses Book Club at Ugly Dog Distillery. CDL also provides concert series and many of the musicians step off the library campus and onto other community grounds to provide mini concerts for Chelsea residents who are unable to make it to the library due to accessibility or mobility issues.

As part of their CDL Delivers! Program, last month a TecXpo was held at the Lima Township Hall, which in part brings tech to remote areas like Lima, Lyndon, and Sylvan townships to introduce virtual reality, provide 3-D printing demonstrations, and experience Sphero robot interactions. Library Board

Trustee Susan Lackey proudly states, "We're taking the resources of the library to where the people are!" Chelsea's District Library just started getting involved with The St. Louis center, which is a home for men, women, and children with intellectual disabilities, as part of their CDL Delivers! Program and have been taking their virtual reality lab off-site and directly to the center. The CDL Delivers! Program is also in place to provide books to people who can't get to the library. Anyone who is a member of the Chelsea District Library, is homebound, and cannot get to their books, the library will make it a point to deliver your ordered books directly to your door.

An exciting and usual adult program is

coming to the library this Fall called, Direct Dialoging on the Double. It's basically speed dating with your local elected officials and community leaders, instead of a love interest. Residents are to come prepared and each have 3 minutes to engage with whatever person is across from you and when time is up you move on to the next person. Speaking in forums can be a little intimidating so this gives the community a one-on-one opportunity to ask a question or two they've always wanted but have been too nervous to do so in a room full of people. Thus, this is the perfect chance for people to share what's on their minds. This program will be in partnership with the senior center and most of our leaders and

elected officials have said they will attend. For example the Mayor, Police Chief, Fire Chief, School Superintendent, and County Supervisor are some of those who've already agreed to attending.

When asked, "What would you say to anyone who thinks going to the library in general is boring?" Susan Lackey giggles, "Just walk thru our doors and you'll see we are not a boring library." Library Director Lori Coryell adds, "We really see ourselves as the center of the community and a place where people can be exposed to art, music, and a world of ideas and the different ways that people express them." The sense of community that's built at CDL, the resources that are on their shelves, and their

creativity space are a few examples of how it's hard to be bored at our local library.

You may be asking yourself at this point... What's The Ingenuity Engine Creativity space? Well let me tell you...its super fantastic!... and provides people with the tools they may want for technological self-expression, whether it's Adobe Suite or other graphic designing tools and software. The library also has 3-D printers for use and have done past programming with kids to build prosthetic devices for other small children. Lori shares,

"We hold sessions where we teach people how to find the program for whatever it is they want to print and then we show them how to operate the printer itself. The applications for 3-D printing can be lofty or incredibly utilitarian. We've had people come in with a part to a piece of equipment and instead of having to replace the entire piece of equipment, or having to source out the broken part, we help them find the program for the damaged piece, print it, and their equipment starts working per usual again. And that's the beauty of our public library."

When I inquired how CDL comes up with all their great ideas, the director informs me "We always keep our eyes and ears open. Sometimes there's a really fun idea but it has to address our strategic plan, which is our road map that guides us. We try to look at our strategic plan, our initiative, and our goals, and then start doing some free-thinking around those fun and creative ideas. Smiling from ear-to-ear Susan adds, "We have an incredibly good staff that I think come up with way more good ideas than we could ever implement!"

I asked both the Director and the Library Board Trustee what they're most proud of about our Chelsea District Library. Susan shared, "I'm most proud of the breadth of the community that I see at all library functions. Lori said, "What I'm most proud of is that we connect people to ideas, to resources, and to other people. I like to think that we're a place that's accessible for people so that you're comfortable when you come here but you can also be challenged, which I think is the beauty of a place like this."



lous Feast is less than two months away!

Held this year on Sunday, September 22, at Dexter's historic Gordon Hall, the event benefits each of the markets locat-

of the "Dexter" Winter Marketplace. Following in the footsteps of the chairpersons for the first three feasts that were held in Chelsea, Grass Lake, and Manchester, Young is

committee has "really stepped up to the plate to keep everything moving along."

Young is most excited about the location, Gordon Hall,

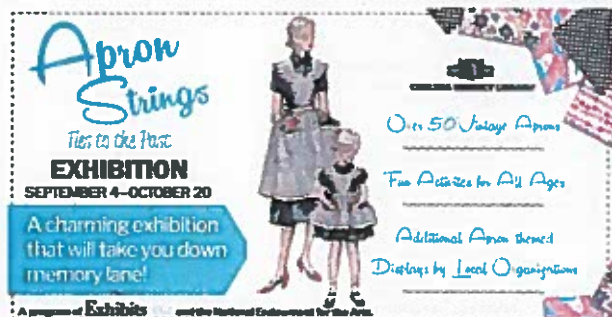
Silver Maples, and Manchester's Two Black Sheep. Closing out the evening's menu is Dexter's own Paul Cousins, who will prepare an American clas-

event itself," Tomasi said. "It is wonderful to see all five communities come together for such a great cause of promoting fresh local food. The event has

long-term health outcomes. Through the farmers markets, people in the five communities have greater access to fresh,

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Chelsea District Library Exhibition Explores the History and Artistry of Aprons



From Lori Coryell

We see them in our kitchens, at grocery store deli counters, in restaurants, and at hardware stores. Aprons are ubiquitous in our lives. Apron Strings: Ties to the Past—opening on September 4 at the Chelsea District Library (CDL)—presents a fascinating evaluation of the apron as an emotionally charged

vehicle for expression with a rich and varied craft history that is still evident today. The aprons in the exhibition date from the 1900s through present day and include examples by several contemporary artists. They chronicle changing attitudes toward women and domestic work, illustrate a wide range of design and craft techniques that

display artistic flair, and provide insight into the lives of those who wore them. Apron Strings is organized into several thematic groups addressing design, historical context, use, decorations, and materials. This engaging and thoughtful exhibition is sure to conjure up memories of aprons, family, and community!

CDL will present

programs during the run of the exhibition including Kids Banana Bread Baking Workshop, a Downton Abbey Party, Desserts by the Decade: the 1950s, and Apron Strings: Fashion and Function Throughout History. For more details, please visit bit.ly/ApronStrings.

In addition, be sure to look for fun exhibit-related activities throughout the library and check out local apron-themed collections from Jiffy Mix, the Waterloo Farm Museum, and other community members on display at CDL. Interested in booking a private guided tour geared toward kids? Contact Lori Coryell at lcoryell@chelseadis-

trictlibrary.org.

September 4–October 20

Exhibition Hours:

Monday 5–8:30pm

Wednesday–Friday 10am–5pm

Saturdays* & Sundays 1–4:30pm

* Limited hours available Sep. 14. Call for details.

The exhibition is

toured by ExhibitsU-

SA, a national program of Mid-America

Arts Alliance. ExhibitsU-

SA sends more than

25 exhibitions on tour

to more than 100 small

and mid-sized communities every year.

More information

is available at www.maaa.org and www.eusa.org.

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



The Story of Us

continued from page 2
to work with...they truly make our paper what it is."

When asked why she and Tom picked the city of Chelsea to start their first newspaper, Charla confides, "Since returning to Michigan in 2012 Tom has been working with the businesses in Chelsea. I've also been writing the

hometown paper. This may sound cliché but we ADORE everything about Chelsea! We love how involved they are as a community, how there's a special tight-knit closeness feeling that you don't get anywhere else, how there is always something going on and events happening all the time from Sounds & Sights

food...there is always new businesses popping up to enjoy. Another thing we love is the sports...Chelsea is so extremely talented when it comes to sports from the football team, to the Equestrian team to Cross Country, the skating club and tennis, wrestling, baseball, softball and more. It is such a fun and exciting

say its, "our hyper-local news coverage of individual communities...it is a personal feel...you don't have to search for your news...you know when you open up one of our papers it will be full of that specific community's news and events."

So what makes the Chelsea Guardian paper such a success?

Hamilton Publishing proudly communicates, "We sincerely care about and love what we do and that goes into each and every edition of our newspapers. Also, as mentioned above our employees, and the support that we get from the communities." Charla adds, "The community response of Chelsea has been an overwhelmingly wonderful one...we constantly receive thank you letters and notes

from customers, and all of the businesses have embraced and supported us. We couldn't do this without the support of the Chelsea community. We love what we do and we love them...sincerely... and we hope to be the local paper in Chelsea for many, many, many years to come." For more information on Chelsea Guardian check out the website at guardiannewspaper-smi.com.

1:30 pm inside the Historic Boyd House
125 Jackson Street
Tickets \$25—must be purchased in advance
Call 734-476-2010
or
Email: staff@ChelseaHistory.org
A Variety of Sweet & Savory Treats

Missy's Little Grass Shack—Celebrating 20 years!!!
Street Dance 4pm–12am
Live Music from assorted bands
to start after festival
This event proudly brought to you by the "Whistlestop Park Association", the "Grass Lake DDA" and the "Grass Lake Regional Chamber of Commerce".
For more information call 517-937-4882 or email grasslake.heritage@yahoo.com

Grant-Lee Phillips Headlines Third Annual CDL Song Fest

um Virginia Krueger

The Chelsea District Library (CDL) is very pleased to announce the schedule for its third annual Chelsea Song Fest, celebration of the art and craft of songwriting. The day fest takes place on Saturday, September 1, and will feature one-on-one songwriting mentoring sessions with Daniel, Judy Banker, and Annie Capps; a Variety Showcase (sign up for your slot now!); and a family-friendly concert and junior subadult instrument made featuring the zany Frank Allison. New this year, the Fest will offer a phenomenal opportunity called Play the Band. Three local songwriters will be their original songs selected and will work with Chelsea's own Mo' Easy in rehearsal sessions with the aid of a hand performance the Variety Showcase, be considered, please submit your tabent with song chords and lyrics to leoryell@chelseadistrictlibrary.org September 2.

The Fest will culminate with headliner Grant-Lee Phillips in an up-close and

personal conversation with 107one's Martin Bandyke followed by an acoustic performance at Chelsea First Congregational Church. This is a rare opportunity to hear this acclaimed singer-songwriter who was named Male Vocalist of the Year by Rolling Stone Magazine in 1996. From an early career fronting the band Grant Lee Buffalo, to a stint as the town troubadour on the iconic television series Gilmore Girls, to exploring musical genres in his solo career, Phillips continues to surprise and delight listeners. The Fest will continue following Phillips's performance at Zou Zou's Cafe where CDs will be available for purchase and signing.

CDL Song Fest 2019 Schedule

Saturday, September 14

12-1 pm, Frank Allison's Fun Family Concert & Junior Troubadour Instrument Parade; 1-3 pm, One-on-One Songwriting Mentor Sessions; 3-5 pm, Variety Showcase Featuring Play with the Band Performances; 7 pm, Grant-Lee Phillips Live! At Chelsea First

Congregational Church; 9 pm, Song Fest Meet and Mingle at Zou Zou's Cafe

Visit chelseadistrictlibrary.org/songfest for complete event details and along with information on how to register for select programs.

About Grant-Lee Phillips

Grant-Lee Phillips came to prominence in the 1990s with his band Grant Lee Buffalo. Originally from Stockton, California, Phillips, who is a registered member of the Creek Native American tribe, traveled south to Los Angeles to study film, but instead found himself caught up in L.A.'s blossoming indie rock scene. He formed Shiva Burlesque, a band that released a pair of albums, before founding Grant Lee Buffalo, which doubled that output. While Grant Lee Buffalo was acclaimed among critics and artists alike (Phillips was named 1996 Rolling Stone Male Vocalist of the Year and Michael Stipe of R.E.M. claimed their 1993 record Fuzzy was the best album of the year), the band struggled to

find commercial success. Phillips disbanded the group in 1999 and shifted gears toward a solo career. Since 2000, Phillips has released eight albums of original material and another of covers, paying homage to his favorite music from the 1980s. Known for soulful vocals and intricate song construction, Phillips has a loyal following and continues to attract new fans, old and young. For more information on Phillips, visit grantleephillips.com



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Letters to the Editor

The Land Sale to Avalon

On Monday, August 12, the Dexter City Council unanimously voted to approve the payment in lieu of taxes (PILOT) ordinance for the proposed Avalon Housing development at 7651 Dan Hoey Road. To read the complete statement I made at the public hearing, please visit the website provided at the end of this letter or email me at dexterhousingpetition@gmail.com. In short, my statement provides evidence that what began as a desire for Faith In Action to find a permanent location for its satellite food pantry in Dexter, currently open for only 7 hours a week, has evolved into a real estate development that requires the City of Dexter to disproportionately meet Washtenaw County's supportive housing needs in a way that places children at a disproportionate risk.

The purpose of this letter is two-fold: (1) to share additional facts about the proposed development with the community and (2) to address the nature of the ongoing public conversation about the development.

First, some additional facts and associated conclusions. Regarding the proposed distribution of housing types: The proposed development now includes 15 (63%) supportive housing units—that's an increase from the 12 (50%) supportive housing units proposed at the time of the open house on July 18th. The funding mechanism used by Avalon for this development is specifically intended for permanent supportive housing developments and requires that at least 15 units or 35% (whichever is greater) of the development be designated as supportive. On the other hand, there are other funding mechanisms that would enable Avalon or another developer to build a permanent food pantry for Faith In Action and the more general affordable housing units that would help those in need here in Dexter. Please read my most recent

to meet at least 25% of the county's need for supportive housing. (Note that the entire 48130 ZIP code accounts for less than 4% of the county's households).

Regarding the behaviors that might be expected to occur at the proposed development—directly across the street from the schools, across from the playground where children commonly can be seen playing alongside the fence, and on sidewalks where children walk to and from school: Per publicly available crime mapping data and a FOIA request for more detailed incident reports, in two Avalon supportive housing developments of similar size with similar distributions of housing types, over the past six months, there have been a combined 17 reported crimes—10 assaults, 2 aggravated felony assaults, 2 damage to private property, 1 sex crime, 1 larceny, and 1 fraud. You have to extend to all the properties within a ½ mile radius of 7651 Dan Hoey Road to find 9 reported crimes during that same period of time. Detailed incident reports for the Sharon Ann Apartments in Chelsea, the first partnership between Avalon and Faith In Action consisting of just 5 supportive units (29% of the development), indicate there have been 6 incidents since February and 20 incidents since the renovated complex was unveiled in June 2018. These incidents range from the nuisance 911 hang-up call to the more concerning situation of a resident passed out in the parking lot and include noise complaints and disputes among residents.

Do I think that residents of the proposed development are going to directly target school children walking to or from school or while on the playground? No, I have never expressed that concern and agree that is unlikely. However, is it possible that children walking to or from school or on the playground might happen upon or witness

respected members of the community—whether they be current or former elected officials or members of formal or informal media outlets—have continued to confuse the definitions of affordable and supportive housing and ignore evidence-based concerns about the criminal and other nuisance behaviors that are associated with developments of this type. Yes, I can point you to direct quotes and am happy to do so upon request, however, I do not think it is in the community's best interest to dilute this important conversation with personal character attacks. Rather, I raise this point because, regardless of how my persistence in this matter has been perceived or portrayed to date, I value (1) a local government that, when making a decision, considers all the evidence, makes a legitimate effort to gather representative and accurately informed resident input, and is honest, accurate, and transparent in its communication about its decision and (2) local media that is unbiased in its reporting and, when relevant, discloses any potential conflict of interest. I think most of you do, too.

Your next opportunities to show your support for or opposition to this development are at the public hearing regarding the zoning and site plan on Tuesday, September 3 and the public hearing reviewing the site plan and zoning and the land sale to Avalon on Monday, September 9. Both meetings are at 7pm at the Dexter Senior Center (7720 Ann Arbor Street). Because the Washtenaw Housing Alliance is making a concerted effort to stock these meetings with supporters who are given talking points, I think it is only fair that I encourage any of you who share my concerns to paraphrase or quote directly any of the statements I have made to date. If you are unable to attend these meetings, consider emailing members of city council directly

August 26 from 4-6 p.m. and on Tuesday, August 27 from 9 a.m. until noon. The fairbook lists the variety of categories in which you can enter exhibits. A digital copy of the fairbook can be found online at www.salinefair.org. Just click on "Fair Book By Sections" and all the classes, rules and requirements will be listed there. This year the fair has decided to go "green" and not print a fairbook, however if you have problems accessing

type exhibits are judged and displayed in Building D). For other still exhibits, stop at the information table at the front of Building A by the garage door, and ask for your exhibitor number or obtain a number. If you are a new exhibitor, the volunteers at the table will give you the numbers and entry sheets, and help you find the departments for which you have exhibits. All the department areas have exhibitor tags for your exhibit. Take your exhibits to the designated area,

**Circulation Supervisor's Report
August 2019**

- Circulation – 24,141 or 2% lower than last August;
194,806 or 1% higher than last year.
- Patron Count- 14,060 for August;
112,769 Year to Date.
** Does not include offsite programs.
- Circulation by township- for August –
 - Dexter = 11% of total transactions
 - Lima = 12% of transactions
 - Lyndon = 14% of transactions
 - Sylvan = 15% of transactions
 - Chelsea = 34% of transactions
- August Circulation: 83% were items from Chelsea and 17% were inter-loaned items.
- 7
- Automated phone renewals in August– 36, Self-check was 12% of items checked out in August;
Overdrive = 2489 in August; RBDigital = 421 in August; Hoopla = 283 in August.
- Registrations for August– 99 new cards; 6863 total card holders
 - *Dexter = 884 cards; Lima = 777 cards; Lyndon = 1005 cards
 - *Sylvan = 1160 cards; Chelsea = 2474 cards; Nonresident = 563 cards

Circulation Activities:

- We received 4 to 9 tubs in the run each day M-F with a total of 142.5 in August.
- Hotspot holds for August: Sprint = 0; Verizon = 5; AT&T = 5.
- Continued to work on our “Apron Strings” exhibit, researching uses for aprons and developing some activities for our patrons.
- Attended our Staff In Service.

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library
2019

Average Daily Circulation									
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2019 Total	2018	%Diff.
Jan.	591	950	850	715	548	422	26483	24343	9%
Feb.	771	965	779	731	618	398	22244	21896	2%
March	764	828	691	735	706	399	24554	25332	-3%
April	707	736	808	579	429	367	22384	23655	-5%
May	815	780	743	684	464	344	22887	21069	9%
June	932	850	901	867	441	398	25327	25615	-1%
July	984	940	922	758	522	397	26786	26766	0%
August	406	882	760	652	660	511	24141	24733	-2%
Sept.								22047	
Oct.								22823	
Nov.								22230	
Dec.								20805	
Total							194806	281314	
Mnth Avg							24,351	23,443	

Avg. % Inc.

with OD & RB, & deposit collection ckouts.

1%

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

SifChk/ Check-outs only				
2019 Total	Days	Per Day	ChkOuts	%
2270	29	78		9%
1945	26.5	73		9%
2582	31	83		8%
1951	29	67		11%
2091	29	72		9%
2866	30	96		9%
3146	30	105		10%
2271	30	76		12%
19122				10%

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	827	68,091
Aug	635	68,412
Sept		
Oct		
Nov		
Dec		
Total/Avg	5,740	68,432

RB Digital Circ 2019 (downloadable e-magazines)				
2019	2018	2017	2019	2018
Jan	401	292	2248	1882
Feb	327	271	2129	1696
Mar	385	383	2216	2068
April	364	331	2120	2057
May	345	238	2270	1813
June	361	240	2201	1908
July	303	239	2517	2034
Aug	421	230	2489	1990
Sept		264	2011	1539
Oct		220	2041	1644
Nov		172	2077	1602
Dec		191	2138	1639
Total	2907	3,071	18190	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	282	146		
Aug	283	160		
Sept		148		
Oct		167		
Nov		174		
Dec		204		
Total	1994	1400		

Chelsea District Library											
Monthly New Registration 2019											
District	NonRes	School	Other	Total	Grand Total	Chel	Dext	New Registrations by Municipality			
				Month				Lima	Lyndon	Sylvan	
January	65	9	0	5	79	8365	13	4	11	9	
February	51	6	0	2	59	6923	4	7	11	7	
March	66	12	0	3	81	6867	7	6	8	14	
April	95	8	1	0	104	6959	8	13	17	19	
May	71	5	0	2	78	7037	5	9	8	28	
June	99	12	1	0	112	6958	15	11	12	26	
July	119	9	0	0	128	6917	4	22	17	25	
August	88	7	2	2	99	6863	9	2	23	18	
September				0							
October				0							
November				0							
December				0							
Totals					740			271	65	74	107
Change in Card holder Grand Total due to Patron database clean up for new computer system.											
Registered Card Holders											
District	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Dexter	8708	9113	8898	9147	9002	9083	9109	9064	7837	7753	6300
Lima	1216	1258	1197	1222	1206	1211	1215	1230	1087	1101	884
Lyndon	1124	1176	1169	1174	1156	1133	1109	1109	996	965	777
Sylvan	1605	1673	1567	1579	1538	1539	1546	1522	1302	1255	1005
CityChel	1743	1822	1800	1786	1693	1662	1667	1641	1412	1426	1160
	3020	3184	3165	3386	3409	3538	3572	3562	3040	3006	2474
NonRes	977	960	902	744	640	649	655	625	575	609	563
Freedom	81	58	18	7	6	6	6	7	0	1	2
Sharon	153	150	149	141	118	122	118	110	107	112	106
Waterloo	421	423	411	365	336	348	352	333	249	268	260
GrassLk				15	26	29	28	25	37	36	32
Other	322	329	324	216	154	144	151	150	182	192	163
Totals	9685	10073	9800	9891	9642	9732	9764	9689	8412	8362	6863
These are actual checkout #'s, there is no way to get the breakdown to add download #'s.											

Average Daily Door Count 2019

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	433	527	508	519	435	377	234	11,902
Feb.	537	513	396	518	435	436	248	11,567
March	509	496	437	510	444	416	245	13,327
April	523	534	525	514	438	419	242	13,592
May	559	538	485	464	425	432	252	13,180
June	665	606	799	686	476	381	252	17,485
July	697	695	691	719	493	449	286	17,650
August	267	546	555	523	511	492	396	14,066
Sept.								
Oct.								
Nov.								
Dec.								
Total								112,769
Monthly average								14096
Avg. % Increase								

Replacement People counter went live on January 2018

Total door count includes outdoor programming at CDL.

Trans % Tot		SEMCOG Dec2010		% of Pop	
Aug-19	Trans	Pop.	Regist	% of Pop.	
15,464	11%	15010	47%	42% Dexter	
1652	11%	2604	47%	54% Lima	
1795	12%	1909	59%	100% Lyndon	
2109	14%	2720	57%	100% Sylvan	
2393	15%	2833	59%	100% CityChel	
5332	34%	4944	72%		
			59%		
428	3%				
300	2%				
581	4%				
47	0%				
827	5%				
	100%				

Item Circulation 2019

2019							
	All items circed at Chel inc: OD & Zinio	Chel items circed at Chel inc: OD & Zinio	% of Chel items circed at Chel	Other items circed at Chel	% other items circed at Chel	Chel items charged/ renewed anywhere in system	Chel items circed 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	26,786	23,159	86%	3,627	14%	19,588	1,159
August	24,141	20,018	83%	4,123	17%	16,172	1,145
Sept.				0			
Oct.				0			
Nov.				0			
Dec.				0			
Totals	195,379	139,489	71%	55,890	29%	133,092	9,545
Mnth Avg	24,422	17,436		6,986		16,637	1,193
TLN Updated these numbers in April							
2019 Circulation by Department - Percentage							
	Adult	Youth	Teen				
January	60%	36%	5%				
February	58%	38%	4%				
March	57%	39%	4%				
April	58%	38%	4%				
May	59%	37%	4%				
June	50%	45%	5%				
July	50%	45%	5%				
August	57%	39%	4%				
September							
October							
November							
December							
Yearly Avg.	56%	40%	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	9,653	8,622	1,022
August	9,185	6,247	668
September			
October			
November			
December			
Yearly Total	74,108	52,843	5,541

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 17, 2019 Board Packet

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

Accept August donations and changes to the 2019 FY Budget.

	Income Line -	Expense Line
Crooked Lake Association Adult Collection (In Memory of Gerry Schwemmin)	674.100	982.910 \$50.00
		<u>Sub Total: \$50.00</u>

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

Friends of CDL Summer Reading Program	674.111	884.923 \$2,500.00
Friends of CDL Kids Read Comics	674.111	884.921 \$1,000.00
Friends of CDL Music in the Air	674.112	884.962 \$2,000.00
		<u>Sub Total: \$5,500.00</u>

Total General Donations: \$5,550.00

Acknowledge the donations below toward the CDL Endowment.

Anne Merkel, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet September 17, 2019 Meeting

Approval of 2020 Budget for the Chelsea District Library

Background:

On August 20, 2019, the Chelsea District Library board held a budget hearing on the 2020 FY Budget. The budget is ready for approval by the CDL board.

Action:

The Chelsea District Library board hereby approves the presented 2020 FY budget for the Chelsea District Library.

Anne Merkel, Board Secretary

Date

Resolution No. 2019-9-17 @ 1.9190
Chelsea District Library
2020 Budget

WHEREAS, The Library Director has prepared and submitted to the Library Board the proposed budgets for calendar year 2020; and

WHEREAS, the Library Board has advertised the proposed millage rates in the The Sun Times News/Chelsea Update on **Wednesday, July 24, 2019** and held the public hearing on the budget and the proposed millage rates pursuant to Section 16 of the Uniform Budgeting and Accounting Act (Truth in Budgeting) on **Tuesday, August 20, 2019**; and

WHEREAS, the Library Board has reviewed the proposed tax rates and budgets.

NOW THEREFORE BE IT RESOLVED, the Chelsea District Library Board of Trustees adopts the 2020 budget as follows:

General Fund

Expenses	FY 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	2,400
Utilities	61,715
Board Expenses	3,500
Automation Services	43,020
Equipment	28,900
Staff Dev. & Travel	23,985
Capital Expenses	70,000
Collection Expenses	170,770
Capital Reserve Fund	12,400
Total Operating Expenses:	\$ 2,009,376

Be it further resolved that the revenues, other incomes, debits and fees are estimates as follows:

<u>General Fund</u>	<u>2020</u>
District Revenue	1,844,026
Other Government Income	55,000
Fees	24,500
Interest and Dividends	50,000
Contributions, Donations & Grants	24,350
Sub-Total	\$ 1,997,876
DDA TIFA Tax Capture	\$ 20,000
PPT Reimbursement	\$ 40,000
Total Income	\$ 2,017,876
From Capital Improvement Fund	\$ 31,500
 Total Income including Capital Improve. Fund	 \$ 2,049,376

Be it further resolved, that the Library Director is authorized to approve transfers of budgetary funds within an expense line, but any increases to the expense lines must be authorized by the Library board.

Be it further resolved, the following property tax revenues and tax rates be authorized and that the City of Chelsea, Dexter, Lima, Lyndon and Sylvan Township Treasurers are ordered to levy such funds on behalf of the Chelsea District Library.

	<u>Rate</u>	<u>Estimated Revenue</u>
<u>Operating Millage</u>	1.9190	1,844,026
<u>Bond Debt</u>	0.6500	624,605
 Total Millage	 <u>2.5690</u>	 <u>2,468,631</u>

I, Anne Merkel, hereby certify the above Resolution No. 2019-9-17 was duly approved by the Chelsea District Library Board of Trustees assembled at a regular meeting held **September 17, 2019**

Anne Merkel, Secretary
Chelsea District Library

2019 Tax Rate Request (This form must be completed and submitted on or before September 30, 2019)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Wastanaw	2019 Taxable Value of ALL Properties in the Unit as of 5-28-19 948,561,413
Local Government Unit Requesting Millage Levy Chelsea District Library	For LOCAL School Districts: 2019 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2019 tax roll.

[illegible]

Prepared by Lori Corvell	Telephone Number 734-475-8732 ext. 206	Title of Preparer Director	Date 9/17/19
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Anne Merkel	9/17/19
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Susan Lackey	9/17-19

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

**Instructions For Completing
Form 614 (L-4029) 2019 Tax Rate Request,
Millage Request Report To County Board Of Commissioners**

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 3 of 2019 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2018 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2018 permanently reduced rate can be found in column 7 of the 2018 Form L-4029. For operating millage approved by the voters after April 30, 2018, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2019 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2019 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2019. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2019 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2019 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2019 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 3 of 2019. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2019 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 3 of 2019. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004 regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

COMMITTEE INFO & MINUTES

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

Governance

Appendix #3

Approved: January 15, 2019

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

Anne Merkel

1-15-19

Anne Merkel, Board Secretary

Date

