

**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, August 20, 2019—6:45 p.m.**

**McKune Room**

**AGENDA**

**6:45 Budget Hearing**

Welcome and Call to Order  
Board Review of 2020 Budget  
Public Comment  
Adjournment

**7:15 Board Meeting**

Welcome and Call to Order  
Agenda Review, Additions, and Approval

**7:20 Compulsory Segments**

Minutes Approval – July 16, 2019  
Minutes Approval – August 7, 2019 Special Meeting  
Approval of the July Operational Checks  
Approval of July Financial Reports  
Director's Report, Strategic Plan Report, & Friends Report

**7:45 Public Comment**

**7:50 Action Items**

1. Donations

**7:55 Reports**

Policy Committee  
Finance Committee  
Personnel Committee  
Nominating Committee  
Community Outreach Committee

**8:00 Public Comment**

**8:05 Other Items**

**8:10 Adjournment**

## **Public Participation**

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

## **Public Participation at Open Meetings**

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

There are two ways to participate in a Board meeting:

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

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

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

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

Tuesday, July 16, 2019 6:45pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:**

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

**Guests:** Kerry Ballard

**Welcome and Call to Order**

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

**Agenda Review, Additions, and Approval**

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the agenda as presented. Discussion: None All Ayes: 7-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve the minutes of the May 21, 2019 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by C. Taylor, SECONDED by J. Carr to accept the General Fund

Operational checks for May, 2019. Discussion: None

All Ayes 7-0

MOTION made by C. Taylor, SECONDED by J. Carr to accept Financial Reports for

May, 2019. Discussion: None

All Ayes: 7-0

MOTION made by J. Carr, SECONDED by G. Munce to approve the minutes of the June 18, 2019 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by E. Sensoli, SECONDED by J. Carr to accept the General Fund Operational checks for June, 2019. Discussion: Elizabeth asked that the checks list by account in registry going forward. Susan suggested that Elizabeth sit down with Kerry to work out best way to list checks in the future.

All Ayes 7-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept Financial Reports for June, 2019. Discussion: None

All Ayes: 7-0

**Director's Report Update:**

L. Coryell update:

- Lori announced the departure of Network Administrator Melanie Bell. Her last day will be August 8 and the Network Administrator posting went out yesterday (Monday, July 15). Hoping to have someone in place by Sept. 3, but will wait until we get the right person.
- Lori shared the laminated Story Book Trail example and talked about the opening of the trail in Baker Woods Preserve. The trail should have a complete story displayed by the afternoon of July 17. Washtenaw County has been a huge help in terms of installing the posts that will support the story boards and even blazed the trail.
- Lori highlighted the e-Magazine increase in the dashboard and that new library cards are up, which is typical during the Summer Reading Program.

**Strategic Plan Update:**

- Terri has scheduled card signups at all the townships during Library Card Signup Month (Sept.) and has visited local businesses to share info about card opportunities.

- An Art Market will be set up in the library lawn during Sounds & Sights. There will even be a flame-breathing dragon.
- Joy Jan Jones is coming back in November to do an opera program with elementary school kids. She will also perform in McKune on November 3.

**Friends Report Update:**

- At last meeting went over job descriptions for accuracy.
- Passed out millage postcards at last book sale.

Other Reports Notes: None

**Public Comment:** None

**Presentation:** Terri Lancaster on Fine Free Libraries

- 5 of TLN's libraries have already gone fine free and 4 more are voting to do so.
- SASUG is voting on auto-renewal, which ties in, as it would limit fines at all TLN libraries.
- Fines are about 1% of current CDL budget.
- Many different ways to go fine free: some libraries exclude fines just for print materials, others just for youth/teens items. Higher price items, like hotspots and garage items, would likely need to continue to be fined regardless if this is a direction the board is interested in.
- Fines are still collected on lost/damaged items; goes to collection at 60 days.
- Jan requested a spreadsheet that shows what each TLN library does (whether fine free, and to what degree, or not).
- Board would like recommendation with possibly a list of options.

**Action Item #1: Donations (May)**

MOTION made by A. Merkel, SECONDED by C. Taylor to approve and acknowledge the presented 2019 May donations of \$5,560.00.

Discussion: None

All Ayes: 7-0

**Action Item #2: Donations (June)**

MOTION made by A. Merkel, SECONDED by C. Taylor to approve and acknowledge the presented 2019 June donations of \$2,940.00.

Discussion: None

All Ayes: 7-0

**Action Item #3: Policies**

MOTION made by J. Carr, SECONDED by C. Taylor to approve the policy updates to 102 Benefits, 206 Meal Periods and Rest Breaks, 230 Confidentiality Policy, 304 Introductory Period, 405 Drug and Alcohol Usage, and 441 Inclement Weather/Emergency Closings, as discussed in May.

Discussion: Jan refreshed everyone's memory on the key points of these policy changes.

All Ayes: 7-0

**Discussion Item #1: Millage**

- Press release has gone out.
- Informational mailing for absentee voters has left the station, too.
- Charlie reported that the Yes Committee is operating like a well-oiled machine.

**Discussion Item #2: Budget Hearing Notice**

MOTION made by E. Sensoli, SECONDED by J. Carr to move Discussion Item #2 to Action Item #4. Discussion: None.

All Ayes: 7-0

**Action Item #4: Budget Hearing Notice**

MOTION made by C. Taylor, SECONDED by TJ Helfferich to approve the Budget Hearing Notice as presented. Discussion: None.

All Ayes: 7-0

**Discussion Item #3: 2020 Budget Draft**

Noted that the hearing will take place at next month's meeting.

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Fundraising Committee –**

**Public and Board Comment: None**

**Other Items: None**

**Adjourn:**

MOTION made by J. Carr, SECONDED by A. Merkel to adjourn the meeting at 8:09 p.m.

All Ayes: 7-0

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

\_\_\_\_\_  
Date



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

Wednesday, August 7, 2019—12:30 p.m.  
Meeting Location: McKune Room

**Trustees in Attendance:** Charlie Taylor, Susan Lackey, Jan Carr, TJ Hefflerich, & Gary Munce

**Staff:** Director Lori Coryell & Assistant Director Linda Ballard

**Welcome and Call to Order**

Susan Lackey called the meeting to order at 12:40 p.m.

**Agenda Review, Additions, and Approval**

MOTION made by J. Carr, SECONDED by G. Munce to approve agenda.

All Ayes: 5-0

**Public Comment:** None

**Discussion Item #1: Network Administrator Position**

A discussion of the salary-range for the Network Administrator ensued. Based on survey of peer libraries, the current range is not conducive to attracting suitable candidates.

A motion was made to move Discussion Item #1 to Action Item #1.

MOTION made by TJ Hefflerich, SECONDED by J. Carr.

All Ayes: 5-0

**Action Item #1: Network Administrator Position**

A motion was made to authorize the revised salary range for the Network Administrator position.

MOTION made by C. Taylor, SECONDED by J. Carr.

All Ayes: 5-0

**Public Comment:** None

**Other Items:** None

**Adjourn**

MOTION made by J. Carr, SECONDED by TJ Hefflerich.

All Ayes: 5-0

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Anne Merkel, Board Secretary

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Date



# **FINANCE REPORTS**



08/15/19

**Chelsea District Library**  
**List of Checks for Board Approval**  
**July 2019**

Date	Num	Name	Memo	Amount
<b>701 - Personnel Expenses</b>				
<b>701.100 - Wages</b>				
<b>701.101 - Supplemental</b>				
07/12/2019			IRS REFUND FROM 941 ACCOUNT	-198.95
Total 701.101 - Supplemental				-198.95
<b>701.120 - Retirement Pick up</b>				
07/02/2019	06172019	Alerus Financial	06/07/2019 PR	1,459.18
07/03/2019	PYRL 070519		RETIREMENT	-1,459.18
07/16/2019	07012019	Alerus Financial	06/07/2019 PR	1,459.18
07/17/2019	PAYRL 7/19		RETIREMENT	-1,459.18
07/29/2019	08022019	Alerus Financial	08/02/2019 PR	1,459.18
Total 701.120 - Retirement Pick up				1,459.18
<b>701.100 - Wages - Other</b>				
07/03/2019	PYRL 070519		WAGES	37,391.47
07/17/2019	PAYRL 7/19		WAGES	37,310.56
Total 701.100 - Wages - Other				74,702.03
Total 701.100 - Wages				75,962.26
<b>701.110 - Retirement-Contributions</b>				
07/02/2019	06172019	Alerus Financial	06/07/2019 PR	2,342.90
07/03/2019	PYRL 070519		RETIREMENT PICK UP	-2,342.90
07/16/2019	07012019	Alerus Financial	06/07/2019 PR	2,342.90
07/17/2019	PAYRL 7/19		RETIREMENT PICK UP	-2,342.90
07/29/2019	08022019	Alerus Financial	08/02/2019 PR	2,344.72
Total 701.110 - Retirement-Contributions				2,344.72
<b>701.115 - 401A Retirement Matching</b>				
07/03/2019	PYRL 070519		401 A MATCHING	1,494.67
07/17/2019	PAYRL 7/19		401 A MATCHING	1,494.67
Total 701.115 - 401A Retirement Matching				2,989.34
<b>701.200 - FICA</b>				
07/03/2019	PYRL 070519		FICA EMPLOYER	2,785.82
07/17/2019	PAYRL 7/19		FICA EMPLOYER	2,779.62
Total 701.200 - FICA				5,565.44
<b>701.300 - Flex Benefits</b>				
07/01/2019	06102019	Unum Life Insurance Co.	2019 Premium JULY	786.72
07/03/2019	PYRL 070519		Dep Life (CA & DL & HI)	-40.02
07/03/2019	PYRL 070519		Health Insurance	-935.77
07/17/2019	08012019	Transcend	AUGUST 2019 BCN/BCBS 08/01 - 31/2019	2,027.49
07/17/2019	PAYRL 7/19		Dep Life (CA & DL & HI)	-40.02
07/17/2019	PAYRL 7/19		Health Insurance	-935.77
Total 701.300 - Flex Benefits				862.63
Total 701 - Personnel Expenses				87,724.39
<b>727 - Supplies</b>				
<b>727.200 - General Operations</b>				
07/01/2019	8430/154	Great Lakes Ace Hardware	COMMAND STRIPS	7.58
07/01/2019	17W7-6WWF-GY3V	Amazon Capital Services Inc	DRY ERASE MARKERS	13.56
07/01/2019	17W7-6WWF-GY3V	Amazon Capital Services Inc	WHITEBOARD ERASER	17.74
07/01/2019	17W7-6WWF-GY3V	Amazon Capital Services Inc	WHITEBOARD MAGNETS	12.04
07/01/2019	1XY7-LTP6-VCHR	Amazon Capital Services Inc	AAA BATTERIES	22.99
07/01/2019	1754555	Arbor Springs Water Co. Inc.	Bottled Water	32.00
07/01/2019	WO-34143-1	Detroit Pencil Company	GENERAL SUPPLIES	86.15
07/16/2019	JUNE2019	Keybank	FRAMING PAINTING OF MCKUNE	276.63
07/16/2019	JUNE2019	Keybank	AED SUPERSTORE	-8.94
07/17/2019	1756366	Arbor Springs Water Co. Inc.	Bottled Water	50.50
07/29/2019	07182019	Zoran, Amy	Cards	40.00
07/29/2019	0038411708	Intuit, Inc.	Laser Secure Checks	368.99
07/29/2019	0038411708	Intuit, Inc.	CHECK ENVELOPES	157.99
07/29/2019	1757816	Arbor Springs Water Co. Inc.	Bottled Water	38.50
07/29/2019	WO-37811-1, OE-12902	Detroit Pencil Company	GENERAL SUPPLIES	202.91
Total 727.200 - General Operations				1,318.64
<b>727.300 - Material Processing</b>				
<b>727.320 - Matl Processing Cases</b>				
07/08/2019			CIRC DEP 07/08/19	-5.50
07/30/2019	312411	Showcases	Launch Pad Cases, Binders,	70.15

08/15/19

# Chelsea District Library

## List of Checks for Board Approval

### July 2019

Date	Num	Name	Memo	Amount
Total 727.320 · Mail Processing Cases				64.65
<b>727.330 · Mail Processing Other</b>				
07/16/2019	6637644	Demco Inc.	BOOKMARKS AND TAPE	175.25
Total 727.330 · Mail Processing Other				175.25
<b>727.340 · Repairs</b>				
07/16/2019	6637644	Demco Inc.	TAPE AND REPAIR	120.51
Total 727.340 · Repairs				120.51
Total 727.300 · Material Processing				360.41
<b>727.500 · Cleaning</b>				
<b>727.510 · Cleaning Paper Products</b>				
07/01/2019	WO-34143-1	Detroit Pencil Company	CLEANING PAPER	67.96
07/17/2019	JULY	Costco Anywhere Visa	STAFF PAPER TOWELS	97.98
07/29/2019	WO-37811-1, OE-12902	Detroit Pencil Company	CLEANING PAPER	179.13
Total 727.510 · Cleaning Paper Products				345.07
<b>727.520 · Cleaning Supplies</b>				
07/01/2019	1XY7-LTP6-VCHR	Amazon Capital Services Inc	HAND SANITIZER	12.26
07/01/2019	1XY7-LTP6-VCHR	Amazon Capital Services Inc	FEM HYGENE LINER	16.82
07/01/2019	WO-34143-1	Detroit Pencil Company	CLEANING SUPPLIES	29.65
07/17/2019	JULY	Costco Anywhere Visa	HAND SOAP REFILL	8.99
07/22/2019	4025289401	Cintas Corporation-300	Soap	18.43
07/31/2019		Cintas Corporation-300	Soap	18.43
Total 727.520 · Cleaning Supplies				104.58
<b>727.530 · Cleaning Rugs</b>				
07/22/2019	4025289401	Cintas Corporation-300	Rugs 07/05/2019	136.85
07/31/2019		Cintas Corporation-300	Rugs 08/01/2019	136.85
Total 727.530 · Cleaning Rugs				273.70
Total 727.500 · Cleaning				723.35
<b>727.700 · Postage</b>				
<b>727.710 · Postage- Circulation Notices</b>				
07/15/2019	64596	The Library Network	8 DATA MAILERS	4.56
Total 727.710 · Postage- Circulation Notices				4.56
<b>727.720 · Postage-Operating Postage</b>				
07/01/2019	PERMIT #28	Postmaster	PERMIT #28 - USPS MARKETING MAIL	235.00
07/01/2019	1013381914	Pitney Bowes	Postage	76.25
07/08/2019			CIRC DEP 07/08/19	-1.80
07/18/2019			CIRC DEPOSIT 07/1-15 ON 07/18/19	-0.50
Total 727.720 · Postage-Operating Postage				308.95
Total 727.700 · Postage				313.51
<b>727.800 · Maintenance</b>				
<b>727.820 · Maintenance HVAC Supplies</b>				
07/17/2019	1-87759046618	Johnson Control's	VARICEL FILTERS	3,596.00
Total 727.820 · Maintenance HVAC Supplies				3,596.00
<b>727.830 · Maintenance General</b>				
07/01/2019	8444/154	Great Lakes Ace Hardware	GLUE AND TAPE	20.87
07/01/2019	8430/154	Great Lakes Ace Hardware	GLUE AND TAPE	2.99
07/23/2019	8574/154	Great Lakes Ace Hardware	FIX LIT RACK	9.08
Total 727.830 · Maintenance General				32.94
Total 727.800 · Maintenance				3,628.94
Total 727 · Supplies				6,344.85
<b>801 · Professional Services</b>				
<b>801.010 · Attorney</b>				
07/16/2019	764802	Foster Swift Collins & Smith	LEGAL FEES - QUORUM QUESTION	60.00
Total 801.010 · Attorney				60.00
<b>801.040 · Bookkeeper</b>				
07/02/2019		Ballard, Kerry	JUNE THROUGH 07/04/2019	350.00
07/17/2019	07162019	Ballard, Kerry	JULY THROUGH 07/17/2019	350.00

08/15/19

# Chelsea District Library

## List of Checks for Board Approval

### July 2019

Date	Num	Name	Memo	Amount
07/25/2019	08/01/2019	Ballard, Kerry	JULY THROUGH 07/31/2019	350.00
Total 801.040 · Bookkeeper				1,050.00
<b>801.041 · Payroll Services</b>				
07/02/2019	20831602	Payroll 1	2019 MAY	196.54
Total 801.041 · Payroll Services				196.54
<b>801.070 · Computer Specialist</b>				
07/16/2019	CW48041	CTS Companies	VM PHONE ISSUE	95.00
Total 801.070 · Computer Specialist				95.00
<b>801.084 · Election Fees</b>				
07/16/2019	JUNE2019	Keybank	I LOVE MY LIBRARY T-SHIRTS	388.25
07/22/2019	251007	Print-tech Inc.	I LOVE CDL YARD SIGNS	122.00
Total 801.084 · Election Fees				510.25
<b>801.090 · Collection Fees</b>				
07/16/2019	555483	Unique Management Services Inc	Collection Fees 06/01/2019	44.75
Total 801.090 · Collection Fees				44.75
<b>801.300 · Banking Fees</b>				
<b>801.310 · Bank Fees</b>				
07/31/2019			Service Charge	11.20
Total 801.310 · Bank Fees				11.20
<b>801.350 · Credit Card Fee Circ</b>				
07/05/2019	CC FEE JULY		CC PROCESSING FEE JULY	63.37
Total 801.350 · Credit Card Fee Circ				63.37
<b>801.360 · Pay Pal Fees</b>				
07/31/2019	PAYPAL JUN7		BOTWINSKI/SCHOENBERG	2.91
Total 801.360 · Pay Pal Fees				2.91
Total 801.300 · Banking Fees				77.48
Total 801 · Professional Services				2,034.02
<b>803 · Maintenance Service Contracts</b>				
<b>803.010 · Maint Svc Contingency</b>				
07/01/2019	0050453	Creature Control	INITIAL ANT TREATMENT	224.00
07/01/2019	15129	WESTERN WASHTENAW RECYCLING AU...	ANNUAL BIN FEE	200.00
07/17/2019	7152966962	Schindler Elevator Corp	ELEVATOR STUCK ON LOWER LEVEL	640.64
07/25/2019	1-87971642000	Johnson Controls	CHILLER LEAK - REFRIGERANT	2,827.00
07/25/2019	1-87970335946	Johnson Controls	CHILLER - FREON LEAK REPAIR	2,699.00
Total 803.010 · Maint Svc Contingency				6,590.64
<b>803.100 · Copier</b>				
<b>803.101 · Public Copier</b>				
07/01/2019	5006460772	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - MAY	229.44
07/16/2019	IN1427306	Michigan Office Solutions	APR-JUN OVERAGE COSTS	12.51
07/29/2019	5006596371	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - MAY	229.44
Total 803.101 · Public Copier				471.39
<b>803.102 · Staff Copier</b>				
07/01/2019	5006460772	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - MAY	584.28
07/16/2019	IN1427306	Michigan Office Solutions	APR-JUN OVERAGE COSTS	261.10
07/29/2019	5006596371	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - MAY	604.54
Total 803.102 · Staff Copier				1,449.92
<b>803.103 · Small Printer Maintenance</b>				
07/01/2019	5006460772	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - MAY	153.34
07/16/2019	IN1427306	Michigan Office Solutions	APR-JUN OVERAGE COSTS	9.63
07/29/2019	5006596371	Wells Fargo Bank, NA	2019 Copier Printer Maintenance - MAY	153.34
Total 803.103 · Small Printer Maintenance				316.31
Total 803.100 · Copier				2,237.62
<b>803.300 · Technology</b>				
<b>803.395 · Website Hosting &amp; Service</b>				
07/16/2019	810377258	Demco Software	08/01/20190-007/31/2020 Evanced Renewal	922.85

08/15/19

# Chelsea District Library

## List of Checks for Board Approval

### July 2019

Date	Num	Name	Memo	Amount
Total 803.395 - Website Hosting & Service				922.85
Total 803.300 - Technology				922.85
803.400 - Alarm Monitoring				
803.420 - Fire				
07/01/2019	0D26569933	Cintas Fire Protection	ANNUAL MAINTENANCE AND ALARM MONITO...	900.00
Total 803.420 - Fire				900.00
Total 803.400 - Alarm Monitoring				900.00
803.600 - Building Maintenance				
803.605 - Janitorial				
07/01/2019	12059	A Production Cleaning Company Inc.	Cleaning - 06/02 - 15/2019	1,440.85
07/16/2019	12072	A Production Cleaning Company Inc.	Cleaning - 06/02 - 15/2019	1,440.85
07/30/2019	12096	A Production Cleaning Company Inc.	Cleaning -07/14-27/2019	1,440.85
Total 803.605 - Janitorial				4,322.55
803.610 - Lawn/Snow Service				
803.611 - Lawn Service				
07/22/2019	11368	Association Maintenance Corp	lawn service - 4 mow, trim,	260.00
07/31/2019	11396	Association Maintenance Corp	lawn service - 3 mow, trim, and weed	345.00
Total 803.611 - Lawn Service				605.00
Total 803.610 - Lawn/Snow Service				605.00
803.630 - Elevator				
07/17/2019	8105099121	Schindler Elevator Corp	ANNUAL MAINTENANCE AGREEMENT 07/01/19...	2,605.20
Total 803.630 - Elevator				2,605.20
Total 803.600 - Building Maintenance				7,532.75
Total 803 - Maintenance Service Contracts				18,183.86
850 - Telecommunications				
850.100 - Local & Long Distance Charges				
850.120 - Telephone				
07/01/2019	734433980406	A T & T	04/26/19 - 05/25/19 Billing (February)	170.61
07/01/2019	07012019 - 20001159	Navitas Credit Corp	VOIP Lease - 2019 JULY	212.81
07/16/2019	JUNE2019	Keybank	2019 PHONES 06/26/19 - 07/25/19	390.35
07/29/2019	08152019	Navitas Credit Corp	VOIP Lease - AUGUST LEASE PAYMENT	212.81
07/29/2019	734433980407	A T & T	07/25/19 - 08/24/19 Billing)	175.38
Total 850.120 - Telephone				1,161.96
850.121 - Director's Cell Phone				
07/16/2019	9833023382	Verizon Wireless	Directors phone 2019 JUNE	51.76
Total 850.121 - Director's Cell Phone				51.76
Total 850.100 - Local & Long Distance Charges				1,213.72
850.300 - TLN Internet Service				
850.311 - WiFi Hotspots				
07/01/2019	261402854-054	Sprint	2019 HOTSPOTS MAY 11 - JUNE 10	458.13
07/16/2019	287286231198	A T&T Mobility	Hot Spot Service 2019 JULY 7 - AUG 6	217.44
07/16/2019	9833023382	Verizon Wireless	Library Hotspots 2019 JUNE	575.96
07/23/2019	261402854-055	Sprint	2019 HOTSPOTS JUNE 11 - JULY 10	458.13
Total 850.311 - WiFi Hotspots				1,709.66
Total 850.300 - TLN Internet Service				1,709.66
Total 850 - Telecommunications				2,923.38
880 - Promotional Materials				
880.100 - Advertising				
880.110 - Media Buy				
07/29/2019	07252019	Chelsea Update	JULY/AUG/SEPT 2019 Ads	285.00
Total 880.110 - Media Buy				285.00
880.120 - Misc Advertising				
07/31/2019	250609	Print-tech Inc.	MILLAGE POSTCARD AND MAILING SERVICE	2,037.52
Total 880.120 - Misc Advertising				2,037.52
Total 880.100 - Advertising				2,322.52

08/15/19

# Chelsea District Library

## List of Checks for Board Approval

### July 2019

Date	Num	Name	Memo	Amount
<b>880.300 · Marketing Supplies</b>				
<b>880.310 · Displays</b>				
07/17/2019	110971	AMERICAN PLASTIC SOLUTIONS, INC.	U RISERS, ANGEL, TABLE TOP DISPLAYS	850.25
Total 880.310 · Displays				850.25
Total 880.300 · Marketing Supplies				850.25
<b>880.400 · Program Promotion</b>				
<b>880.410 · Adult Program Promotion</b>				
<b>880.412 · Midwest Literary Walk</b>				
07/15/2019	2020 BANNERS	City of Chelsea	2020 BANNER APPLICATION, MLW	100.00
Total 880.412 · Midwest Literary Walk				100.00
Total 880.410 · Adult Program Promotion				100.00
<b>880.420 · Youth / Teen Promotion</b>				
<b>880.423 · Summer Reading Program</b>				
07/15/2019	2020 BANNERS	City of Chelsea	2020 BANNER APPLICATION, SRP	105.00
Total 880.423 · Summer Reading Program				105.00
Total 880.420 · Youth / Teen Promotion				105.00
<b>880.430 · Library Program Promotion</b>				
<b>880.435 · CDL Songfest</b>				
07/02/2019	06272019	Matt Talbot Design and Illustration	CDL SongFest '19 Designs	600.00
07/16/2019	JUNE2019	Keybank	FONT= MANUFAKTUR	10.60
Total 880.435 · CDL Songfest				610.60
Total 880.430 · Library Program Promotion				610.60
Total 880.400 · Program Promotion				815.60
<b>880.500 · Purchased Services</b>				
<b>880.510 · General Purchased Services</b>				
07/16/2019	JUNE2019	Keybank	IMAGE STOCK SUBSCRIPTION - ANNUAL	29.99
Total 880.510 · General Purchased Services				29.99
<b>880.520 · Professional Services</b>				
<b>880.521 · Graphic Design Services</b>				
07/22/2019	07202019	Koepping, Luna Marie Elizabeth	Graphic Design for Authors in Chelsea Posters/Bro...	200.00
Total 880.521 · Graphic Design Services				200.00
Total 880.520 · Professional Services				200.00
Total 880.500 · Purchased Services				229.99
Total 880 · Promotional Materials				4,218.36
<b>884 · Programming</b>				
<b>884.110 · Adult Speakers</b>				
<b>884.119 · General Adult Events</b>				
07/01/2019	07152019	STONE, BETHANY	MAKER CHELSEA CANVAS PAINTING PROGRAM	450.00
07/11/2019	201905	MANCHESTER DISTRICT LIBRARY	BOSTON GIRL	34.95
07/16/2019	09242019	Chelsea Depot Association	DAMAGE DEPOSIT FOR 09/24 AND 09/28/ REN...	150.00
07/16/2019	07122019	Chelsea Depot Association	09/28/ RENTAL	150.00
Total 884.119 · General Adult Events				784.95
Total 884.110 · Adult Speakers				784.95
<b>884.120 · Adult Supplies</b>				
<b>884.126 · General Adult Programs</b>				
07/11/2019	119W-PH6J-7PHG	Amazon Capital Services Inc	BOCD	43.50
07/11/2019	1C1G-6GNH-11VF	Amazon Capital Services Inc	BOCD	19.99
07/15/2019	1GDJ-GHW4-K3TV	Amazon Capital Services Inc	REFRESHMENTS	33.03
07/29/2019	1GDJ-GHW4-VLHJ	Amazon Capital Services Inc	ORDER 113-8985536-5387461	102.82
07/29/2019	1916640722	Brown, Laura	DOWNTON ABBEY PARTY	13.00
Total 884.126 · General Adult Programs				212.34
Total 884.120 · Adult Supplies				212.34
<b>884.210 · Youth Speakers</b>				
<b>884.215 · Early Literacy</b>				
07/31/2019	08082019	Batley, Beth	08/08/2019 DANCE ALONG, SING ALONG	90.00

08/15/19

# Chelsea District Library

## List of Checks for Board Approval

### July 2019

Date	Num	Name	Memo	Amount
Total 884.215 · Early Literacy				90.00
884.216 · Summer Reading Specialist				
07/02/2019	07022019	Heydlauff, Tracy	14 HOURS TUTORING THROUGH JUNE 30TH	350.00
07/02/2019	06302019	Myers, Heather	15 HOURS TUTORING THROUGH JUNE 30TH	375.00
07/16/2019	07/11/2019	Myers, Heather	12 HOURS TUTORING THROUGH JULY 11TH	300.00
07/16/2019	07102019	Heydlauff, Tracy	16 HOURS TUTORING THROUGH JULY 10TH	400.00
07/29/2019	07292019	Heydlauff, Tracy	16 HOURS TUTORING THROUGH JULY 29TH	400.00
07/29/2019	07292019	Myers, Heather	15 HOURS TUTORING THROUGH JULY 29TH	375.00
Total 884.216 · Summer Reading Specialist				2,200.00
Total 884.210 · Youth Speakers				2,290.00
884.220 · Youth Supplies				
884.222 · General Youth Programs				
07/16/2019	1C1G-6GNH-9XQC	Amazon Capital Services Inc	GROCERY SET	42.48
07/16/2019	07122019.1	Chelsea Depot Association	09/24/2019 RENTAL	75.00
07/16/2019	JUNE2019	Keybank	BINS - PROGRAM SUPPLIES	12.70
Total 884.222 · General Youth Programs				130.18
884.226 · Summer Reading				
07/01/2019	07112019	Breathe Yoga LLC	07/11/2019 Yoga Storytimes	100.00
07/01/2019	11VT-3NR1-QTX6	Amazon Capital Services Inc	SUMMER READING	45.96
07/11/2019	1CPW-CW31-WNR4	Amazon Capital Services Inc	INFANTINO BALLS AND BLOCKS	44.97
07/15/2019	1GDJ-GHW4-K3TV	Amazon Capital Services Inc	APOSTROPHE GAMES BLANKS	16.99
07/16/2019	1C1G-6GNH-9XQC	Amazon Capital Services Inc	WOODEN MEEPLES AND PAWNS	17.97
07/16/2019	JUNE2019	Keybank	BIG STICK RWB	243.20
07/16/2019	JUNE2019	Keybank	KICK-OFF REFRESHMENTS	10.29
07/16/2019	JUNE2019	Keybank	PIZZA AND POP	173.14
07/16/2019	JUNE2019	Keybank	6-17 MOVIE MONDAY SNACK	13.98
07/17/2019	08012019	Breathe Yoga LLC	08/01/2019 Yoga Storytime	100.00
07/17/2019	2034646129	Baker & Taylor Program Account	SUMMER READING	321.01
07/17/2019	2034648917	Baker & Taylor Program Account	2034648917	32.98
07/29/2019	2034669392	Baker & Taylor Program Account	2034669392	47.16
07/29/2019	2034669819	Baker & Taylor Program Account	2034669819	258.02
07/31/2019	2034678505	Baker & Taylor Program Account	2034678505	30.54
Total 884.226 · Summer Reading				1,456.21
884.230 · Youth Reading Group				
07/17/2019	2034646129	Baker & Taylor Program Account	YOUTH READING GROUP	35.88
07/29/2019	2034669392	Baker & Taylor Program Account	2034669392	114.96
Total 884.230 · Youth Reading Group				150.84
Total 884.220 · Youth Supplies				1,737.23
884.250 · Story Book Trail				
884.251 · Story Book Trail				
07/11/2019	2034635692	Baker & Taylor Program Account	STORY BOOK TRAIL BOOKS	53.96
Total 884.251 · Story Book Trail				53.96
884.925 · Story Book Trail - Restricted				
07/01/2019	BD13083-1	Barking Dogs Exhibits	Story Book Trail REMAINDER	2,308.00
07/01/2019	11VT-3NR1-QTX6	Amazon Capital Services Inc	STORY BOOK TRAIL	15.84
07/11/2019	1C1G-6GNH-11VF	Amazon Capital Services Inc	HEX WRENCH - T-HANDLE	8.91
07/11/2019	1C1G-6GNH-11VF	Amazon Capital Services Inc	VINYL LETTERING	7.98
07/15/2019	1GDJ-GHW4-K3TV	Amazon Capital Services Inc	MICROFIBER CLOTHS	11.99
07/16/2019	JUNE2019	Keybank	BUG WIPE PACKETS	455.00
07/16/2019	JUNE2019	Keybank	STORY BOOK TRAIL WOOD POSTS	143.50
Total 884.925 · Story Book Trail - Restricted				2,951.22
Total 884.250 · Story Book Trail				3,005.18
884.260 · Teen Speakers				
884.261 · Teen Summer Reading				
07/29/2019	1MP1-NY7X-NCLW	Amazon Capital Services Inc	SUMMER READING	89.52
Total 884.261 · Teen Summer Reading				89.52
Total 884.260 · Teen Speakers				89.52
884.270 · Teen Supplies				
884.272 · Teen General Programs				
07/01/2019	11VT-3NR1-QTX6	Amazon Capital Services Inc	TEEN GENERAL PROGRAMS	14.83
07/15/2019	1GDJ-GHW4-K3TV	Amazon Capital Services Inc	GAMES	40.79

**Chelsea District Library**  
**List of Checks for Board Approval**  
**July 2019**

08/15/19

Date	Num	Name	Memo	Amount
Total 884.272 · Teen General Programs				55.62
884.277 · Teen Summer Reading				
07/01/2019	11VT-3NR1-QTX6	Amazon Capital Services Inc	SUMMER READING	42.14
07/15/2019	1GDJ-GHW4-K3TV	Amazon Capital Services Inc	SRP AWARDS	246.56
07/16/2019	011T-107726	Sulecki, Keegan	07/18 POP PARTY SUPPLIES	28.31
Total 884.277 · Teen Summer Reading				317.01
Total 884.270 · Teen Supplies				372.63
884.400 · Music Focus				
884.412 · Music In the Air				
07/01/2019	3253	Costco Anywhere Visa	MIA RECEPTION	170.13
07/01/2019	3253	Costco Anywhere Visa	MIA RECEPTION INT	3.30
07/16/2019	JUNE2019	Keybank	MIA - RECEPTION SUPPLIES	32.85
07/16/2019	JUNE2019	Keybank	MIA - LUNCH	47.42
07/16/2019	JUNE2019	Keybank	MIA - RECEPTION SUPPLIES	33.45
07/16/2019	JUNE2019	Keybank	MIA - RECEPTION SUPPLIES	50.80
07/16/2019	JUNE2019	Keybank	MIA - LUNCH	48.32
07/16/2019	JUNE2019	Keybank	MIA - BAYMONT - GUSER	673.24
Total 884.412 · Music in the Air				1,059.51
884.962 · Music In the Air - Restricted				
07/01/2019	3253	Costco Anywhere Visa	RESTRICTED - MIA	88.91
Total 884.962 · Music in the Air - Restricted				88.91
Total 884.400 · Music Focus				1,148.42
884.800 · Exhibits				
884.801 · Exhibits				
07/16/2019	JUNE2019	Keybank	APRON STRINGS EXHIBIT	61.00
Total 884.801 · Exhibits				61.00
Total 884.800 · Exhibits				61.00
884.910 · Adult Programming Restricted				
884.913 · Adult Prog Rest Gifts SRP				
07/29/2019	1GDJ-GHW4-VLHJ	Amazon Capital Services Inc	ASRP BOOK PRIZES	0.54
Total 884.913 · Adult Prog Rest Gifts SRP				0.54
Total 884.910 · Adult Programming Restricted				0.54
884.920 · Youth Programming Restricted				
884.923 · Youth Prog Rest Gifts SRP				
07/02/2019	07172019	POYFAIR, CRYSTAL	07/17/2019 ANIMALS IN SPACE	500.00
07/11/2019	07312019	DESSERT LAB LLC	SRP FINALE - 07/31/2019	750.00
07/16/2019	011T-107726	Sulecki, Keegan	07/18 POP PARTY SUPPLIES	7.63
Total 884.923 · Youth Prog Rest Gifts SRP				1,257.63
Total 884.920 · Youth Programming Restricted				1,257.63
Total 884 · Programming				10,959.44
885 · Volunteer				
885.200 · Supplies				
07/01/2019	17W7-6WWF-GY3V	Amazon Capital Services Inc	HERSHEYS MINIS	21.69
07/01/2019	17W7-6WWF-GY3V	Amazon Capital Services Inc	KIRKLAND MINI FAV CHOCS	26.45
07/29/2019	1H1Q-FF3V-44LM	Amazon Capital Services Inc	VOLUNTEER SUPPLIES	35.68
07/29/2019	1K1C-M7HK-WXPJ	Amazon Capital Services Inc	TABLE SUPPLIES	74.39
Total 885.200 · Supplies				158.21
Total 885 · Volunteer				158.21
920 · Utilities				
920.110 · City of Chelsea Water				
07/22/2019	07082019	City of Chelsea-Elect & Water	svc 05/30 - 6/28/2019	78.99
Total 920.110 · City of Chelsea Water				78.99
920.120 · City of Chelsea Sewer				
07/22/2019	07082019	City of Chelsea-Elect & Water	svc 05/30 - 6/28/2019	160.00
Total 920.120 · City of Chelsea Sewer				160.00
920.130 · City of Chelsea Electric				

08/15/19

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

Date	Num	Name	Memo	Amount
07/22/2019	07082019	City of Chelsea-Elect & Water	svc 05/30 - 6/28/2019	4,408.88
Total 920.130 · City of Chelsea Electric				4,408.88
<b>920.150 · City of Chelsea Sprinkler</b>				
07/22/2019	07082019	City of Chelsea-Elect & Water	svc 05/30 - 6/28/2019	252.87
Total 920.150 · City of Chelsea Sprinkler				252.87
<b>920.200 · McKune Gas</b>				
07/17/2019	2647696	Constellation NewEnergy-Gas Division LLC	JUNE GAS SERVICE 05/21 - 06/20/2019	286.68
Total 920.200 · McKune Gas				286.68
Total 920 · Utilities				5,187.42
<b>960 · Board &amp; Director Expense</b>				
<b>960.200 · Director Expense</b>				
07/16/2019	JUNE2019	Keybank	MEETING - SERENDIPITY BOOKS - COLLABOR...	77.66
07/16/2019	JUNE2019	Keybank	W25W WALKER CELEBRATION	135.85
07/16/2019	JUNE2019	Keybank	KUEHL - VOLUNTEER ACTIVITIES DISCUSSION	7.75
Total 960.200 · Director Expense				221.26
Total 960 · Board & Director Expense				221.26
<b>965 · Automation Services</b>				
<b>965.100 · Bibliographic Database</b>				
07/16/2019	64542	The Library Network	2019 BDBS - CIRC 07/01 - 09/30/2019	2,226.08
Total 965.100 · Bibliographic Database				2,226.08
<b>965.200 · Shared Automation System</b>				
07/16/2019	64542	The Library Network	2019 BDBS - CIRC 07/01 - 09/30/2019	6,472.93
Total 965.200 · Shared Automation System				6,472.93
Total 965 · Automation Services				8,699.01
<b>967 · Equipment</b>				
<b>967.100 · Equipment Hardware</b>				
<b>967.120 · Computers</b>				
07/31/2019	1H1Q-FF3V-9XD3	Amazon Capital Services Inc	HEADPHONES AND NETWORK PORT SUPPLIES	116.18
07/31/2019	1VGH-NF1G-3GVV	Amazon Capital Services Inc	BATTERY CHARGER, VELCRO, MEMORY CAR...	92.86
07/31/2019	1K93-LLLY-DKWH	Amazon Capital Services Inc	OCCULUS QUEST VR	399.00
07/31/2019	17H4-RLHD-J3T6	Amazon Capital Services Inc	SOTRAGE, WIRELESS MICE, MAGNETS, SURV...	185.93
Total 967.120 · Computers				793.97
Total 967.100 · Equipment Hardware				793.97
<b>967.200 · Equipment Software</b>				
07/16/2019	JUNE2019	Keybank	MINECRAFT SERVER	12.46
07/16/2019	JUNE2019	Keybank	APPLE STORE - SOFTWARE ASTO CATS MAT...	17.99
07/16/2019	JUNE2019	Keybank	ADOBE CREATIVE CLOUD AND FUSON 3D SO...	28.00
07/16/2019	JUNE2019	Keybank	SOFTWARE SUBSCRIPTION FOR NON-WINDO...	20.00
Total 967.200 · Equipment Software				78.45
<b>967.300 · Equipment Furniture &amp; Fixtures</b>				
<b>967.330 · Equipment - non-Computer</b>				
07/01/2019	17W7-6WWF-GY3V	Amazon Capital Services Inc	WHITE BOARD LARGE STUDY ROOM	299.98
Total 967.330 · Equipment - non-Computer				299.98
Total 967.300 · Equipment Furniture & Fixtures				299.98
Total 967 · Equipment				1,172.40
<b>969 · Continuing Education Expenses</b>				
<b>969.001 · Travel</b>				
<b>969.100 · Staff Travel</b>				
<b>969.110 · Director Travel</b>				
07/01/2019	06242019	Coryell, Lori	ALA CONF 2019	255.66
07/16/2019	JUNE2019	Keybank	LIBRARY MARKETING AND COMM CONF	450.00
07/16/2019	JUNE2019	Keybank	ALA HOTEL 6/21 - 24/19	789.72
07/16/2019	JUNE2019	Keybank	TRAVEL LORI	49.92
07/16/2019	JUNE2019	Keybank	TRAVEL LORI	4.24
07/17/2019	CHIKO	Coryell, Lori	CHIKO, KIMPTON, KEYBANK CC 7/17	-54.16
Total 969.110 · Director Travel				1,495.38
<b>969.120 · Information Services</b>				

**Chelsea District Library**  
**List of Checks for Board Approval**  
**July 2019**

08/15/19

Date	Num	Name	Memo	Amount
07/01/2019	06242019	Brown, Laura	ALA CONFERENCE 2019	91.47
07/01/2019	06242019	Powers, Shannon H	ALA CONF TRAVEL	77.28
07/16/2019	JUNE2019	Keybank	BROWN/POWERS - HYATT LODGING	824.19
07/16/2019	JUNE2019	Keybank	CAPITAL BURGER - MEAL	53.13
07/16/2019	JUNE2019	Keybank	10 ARTICLE ONE - MEALS	51.55
07/16/2019	JUNE2019	Keybank	DECK OVEN PIZZA - MEALS	43.01
07/16/2019	JUNE2019	Keybank	WISEGUY PIZZA - MEALS	26.00
07/16/2019	JUNE2019	Keybank	STARBUCKS - MEALS	4.62
07/16/2019	JUNE2019	Keybank	ERIC KAYSER - MEALS	4.68
07/16/2019	JUNE2019	Keybank	10 ARTICLE ONE - MEALS	69.00
07/16/2019	JUNE2019	Keybank	AIRPORT TAXI - SQUARE - TRANSPORT	23.29
07/16/2019	JUNE2019	Keybank	DC VIP CAB - TRANSPORT	16.68
07/16/2019	JUNE2019	Keybank	UVC - TRANSPORT	18.03
07/16/2019	JUNE2019	Keybank	GRAND CAB COMPANY - TRANSPORT	22.54
Total 969.120 · Information Services				1,325.47
<b>969.143 · Other Staff Travel</b>				
07/15/2019	07172019	Goodgal, Beth	NOVI DL FOR LEARNING LAB/CREATIVE COM...	42.92
07/16/2019	JUNE2019	Keybank	REGISTRATION FOR LIBRARY MKTG & COMM ...	450.00
Total 969.143 · Other Staff Travel				492.92
<b>969.144 · Committee Meetings</b>				
07/16/2019	07092019	Coryell, Lori	TLN STEERING COMMITTEE MTG - ANNUAL PI...	59.74
07/25/2019	07252019	Coryell, Lori	ATTEND SASUG IN NOVI	43.15
07/25/2019	07232019	Brown, Laura	TRAVEL - WASHTENAW READS, 06/18, 07/19, 7...	69.90
Total 969.144 · Committee Meetings				172.79
<b>969.145 · Workshops</b>				
07/24/2019	07242019	PILAR, DEB	BOOK REPAIR CLINIC TRAVEL REIMBURSEME...	18.56
Total 969.145 · Workshops				18.56
Total 969.100 · Staff Travel				3,505.12
Total 969.001 · Travel				3,505.12
<b>969.300 · Memberships</b>				
<b>969.500 · Institutional Membership</b>				
<b>969.510 · Institutional Member Rotary</b>				
07/11/2019	0620776	Rotary Club of Chelsea	ROTARY DUES, ETC	143.00
Total 969.510 · Institutional Member Rotary				143.00
<b>969.520 · Institutional MCLS</b>				
07/16/2019	347799	Midwest Collaborative for Library Service	MCLS Annual Membership Fee 7/1/19 to 6/30/2020	125.00
Total 969.520 · Institutional MCLS				125.00
<b>969.590 · Institutional Memberships-Other</b>				
07/31/2019	06252019	Genealogical Society of Washtenaw County,	GSWC Dues THRU 06/30/2020	10.00
Total 969.590 · Institutional Memberships-Other				10.00
Total 969.500 · Institutional Membership				278.00
Total 969.300 · Memberships				278.00
<b>969.600 · Staff Training</b>				
<b>969.620 · Staff in Service</b>				
07/17/2019	2034648917	Baker & Taylor Program Account	2034648917	453.60
Total 969.620 · Staff in Service				453.60
Total 969.600 · Staff Training				453.60
Total 969 · Continuing Education Expenses				4,236.72
<b>982 · Collection Expense</b>				
<b>982.100 · Audio Books</b>				
<b>982.120 · Adult Books on Disc</b>				
07/01/2019	97512010	Midwest Tape	MWT JUNE ADULT BOCDS	236.94
07/01/2019	97512011	Midwest Tape	JUNE MULTIPLES BOCDS	24.99
07/01/2019	97512013	Midwest Tape	JULY ADULT BOCDS	39.99
07/01/2019	97543940	Midwest Tape	JUNE - MWT ADULT BOCDS	119.97
07/01/2019	97573965	Midwest Tape	JUNE - MWT ADULT BOCDS	67.98
07/01/2019	97573968	Midwest Tape	JULY - ADULT BOCDS	156.96
07/11/2019	97606902	Midwest Tape	JULY ADULT BOCDS	104.97
07/16/2019	97626697	Midwest Tape	JULY ADULT BOC	104.97

08/15/19

# Chelsea District Library

## List of Checks for Board Approval

### July 2019

Date	Num	Name	Memo	Amount
07/16/2019	97627080	Midwest Tape	JULY ADULT MUSIC CD	11.19
Total 982.120 · Adult Books on Disc				867.96
<b>982.140 · Youth Books on Disc</b>				
07/11/2019	1089046394	Penguin Random House LLC-New	Youth & Teen Audio Books	426.00
07/29/2019	1089131029	Penguin Random House LLC-New	Youth & Teen Audio Books	22.50
Total 982.140 · Youth Books on Disc				448.50
Total 982.100 · Audio Books				1,316.46
<b>982.400 · Non Print</b>				
<b>982.410 · Electronic Products/Subs</b>				
07/01/2019	1473	BiblioLabs LLC	Biblioboard Creator Service 7/1/19 to 6/30/20 Ren...	1,950.00
07/11/2019	64464	The Library Network	PRONUNCIATOR RENEWAL - 07/01/19 - 06/30/2...	850.00
07/11/2019	97605572	Midwest Tape - Hoopla	2019 DEP ACCT HOOPLA SERVICE	2,000.00
Total 982.410 · Electronic Products/Subs				4,800.00
<b>982.416 · eContent/Kindle</b>				
07/16/2019	JUNE2019	Keybank	WHISPERCAST - NEW FOR TEENS	708.90
07/16/2019	JUNE2019	Keybank	34 NEW TITLES FOR YOUTH KINDLES	316.67
Total 982.416 · eContent/Kindle				1,025.57
<b>982.420 · Adult Music on CD</b>				
07/01/2019	97512012	Midwest Tape	JUNE MUSIC CDS - ADULT	27.58
07/01/2019	97512014	Midwest Tape	JULY - ADULT MUSIC CDS	61.16
07/01/2019	97543428	Midwest Tape	MAR - JUNE - MUSIC CDS - ADULT	50.76
07/01/2019	97543941	Midwest Tape	JULY - ADULT MUSIC CDS	65.55
07/08/2019			CIRC DEP 07/08/19	-48.96
07/11/2019	97606900	Midwest Tape	MAR-JUN MUSIC CD - ADULT	11.19
07/11/2019	97606903	Midwest Tape	JULY MUSIC CD - ADULT	11.19
Total 982.420 · Adult Music on CD				178.47
<b>982.430 · Non-Traditional Collections</b>				
07/29/2019	1GDJ-GHW4-QM4F	Amazon Capital Services Inc	LOWE FASTPACK - TRAVEL READY BACKPACK	99.67
Total 982.430 · Non-Traditional Collections				99.67
<b>982.431 · NT Collections - Supplies</b>				
07/01/2019	14LH-7JV1-JQPW	Amazon Capital Services Inc	LUGGAGE TAGS	19.98
Total 982.431 · NT Collections - Supplies				19.98
<b>982.450 · Youth Music CD</b>				
07/17/2019	T05187410	Baker & Taylor-Entertainment	BUENOS DIAZ	10.13
07/17/2019	H36890180	Baker & Taylor-Entertainment	BUENOS DIAZ	53.51
07/29/2019	H37254270	Baker & Taylor-Entertainment	KINDRED	10.12
Total 982.450 · Youth Music CD				73.76
<b>982.460 · DVD Feature</b>				
07/01/2019	97511969	Midwest Tape	FEATURE DVD ADULT JUNE	242.14
07/01/2019	97512011	Midwest Tape	JUNE MULTIPLES DVD ADULT	33.73
07/01/2019	97573964	Midwest Tape	JUNE - FEATURE DVDS ADULT	44.98
07/01/2019	97573969	Midwest Tape	MAY - FEATURE DVD ADULT	11.24
07/08/2019			CIRC DEP 07/08/19	-29.99
07/11/2019	97606905	Midwest Tape	JULY FEATURE ADULT DVD	489.48
07/16/2019	97626694	Midwest Tape	JUNE FEATURE DVD ADULT	52.48
07/16/2019	97626695	Midwest Tape	JULY FEATURE DVD ADULT	134.17
Total 982.460 · DVD Feature				978.23
<b>982.470 · DVD Non-Fiction</b>				
07/01/2019	97512016	Midwest Tape	JUNE - NF ADULT DVDS	78.71
07/01/2019	97543615	Midwest Tape	JUNE - NF ADULT DVDS	33.73
07/11/2019	97606906	Midwest Tape	JULY NF ADULT DVD	89.95
07/16/2019	97626698	Midwest Tape	JUNE NF ADULT DVD	18.74
Total 982.470 · DVD Non-Fiction				221.13
<b>982.480 · Youth Video DVD</b>				
07/01/2019	97482792	Midwest Tape	FAMILY & ANIME DVD	357.57
07/01/2019	97511968	Midwest Tape	FAMILY & ANIME DVD	254.10
07/01/2019	97543429	Midwest Tape	YOUTH VIDEO DVD	104.19
07/01/2019	97573967	Midwest Tape	YOUTH DVD	65.21
07/11/2019	97606901	Midwest Tape	FAMILY AND ANIME DVD	29.23
07/16/2019	97626699	Midwest Tape	FAMILY & ANIME DVD	11.24
07/29/2019	97659601	Midwest Tape	FAMILY AND ANIME DVD	16.48

08/15/19

# Chelsea District Library

## List of Checks for Board Approval

### July 2019

Date	Num	Name	Memo	Amount
07/31/2019	97690086	Midwest Tape	FAMILY AND ANIME DVD	243.62
07/31/2019	97690083	Midwest Tape	FAMILY AND ANIME DVD	97.45
Total 982.480 · Youth Video DVD				1,179.09
<b>982.485 · Playaway Views</b>				
07/31/2019	292711	Findaway World, LLC	Youth & Teen Playaways	279.96
Total 982.485 · Playaway Views				279.96
<b>982.490 · Videogames</b>				
07/18/2019			CIRC DEPOSIT 07/1-15 ON 07/18/19	-120.00
Total 982.490 · Videogames				-120.00
Total 982.400 · Non Print				8,735.86
<b>982.600 · Periodical &amp; Newspapers</b>				
<b>982.610 · Annual Reference</b>				
07/11/2019	3064855	W.T. Cox Subscriptions	Reference 2020 Subscriptions	1,777.85
Total 982.610 · Annual Reference				1,777.85
<b>982.620 · Daily Newspapers</b>				
07/11/2019	3064855	W.T. Cox Subscriptions	Newspapers 2020 Subscriptions	2,729.69
Total 982.620 · Daily Newspapers				2,729.69
<b>982.630 · Magazines</b>				
07/11/2019	3064855	W.T. Cox Subscriptions	Magazines 2020 Subscriptions	2,841.57
Total 982.630 · Magazines				2,841.57
Total 982.600 · Periodical & Newspapers				7,349.11
<b>982.700 · Print</b>				
<b>982.705 · Adult Print</b>				
<b>982.710 · Adult Large Print</b>				
07/01/2019	2034597788	Baker & Taylor-Adult Large Print	ADULT LARGE PRINT	44.82
07/11/2019	2034619903	Baker & Taylor-Adult Large Print	ADULT LARGE PRINT	20.65
07/17/2019	2034645394	Baker & Taylor-Adult Large Print	ADULT LARGE PRINT	37.04
07/17/2019	2034646013	Baker & Taylor-Adult Large Print	ADULT LARGE PRINT	129.78
07/29/2019	2034661832	Baker & Taylor-Adult Large Print	ADULT LARGE PRINT	72.46
Total 982.710 · Adult Large Print				304.75
<b>982.720 · Adult Print General</b>				
07/01/2019	2034600233	Baker & Taylor-Adult	ADULT ACCT	642.66
07/01/2019	2034615225	Baker & Taylor-Adult	ADULT ACCT	1,094.04
07/08/2019			CIRC DEP 07/08/19	-55.99
07/11/2019	2034624338	Baker & Taylor-Adult	ADULT ACCT	692.83
07/11/2019	2034638903	Baker & Taylor-Adult	ADULT ACCT	304.05
07/11/2019	1T3N-1T9G-NMFG	Amazon Capital Services Inc	BOOKS - VERITY, BIRTHDAY GIRL, OCTOBER ...	43.70
07/18/2019			CIRC DEPOSIT 07/1-15 ON 07/18/19	-82.92
07/29/2019	2034651934	Baker & Taylor-Adult	ADULT ACCT	662.25
07/29/2019	2034659922	Baker & Taylor-Adult	ADULT ACCT	367.35
07/29/2019	2034679079	Baker & Taylor-Adult	ADULT ACCT	513.89
07/29/2019	1NNW-W9DM-CGCP	Amazon Capital Services Inc	KOALA OF DEATH	13.46
07/31/2019	1MP1-NY7X-KGNV	Amazon Capital Services Inc	BUSINESS BOOKS	74.40
07/31/2019	1K39-RKCJ-HFQM	Amazon Capital Services Inc	CREDIT MEMO - BUSINESS BOOKS	-13.97
Total 982.720 · Adult Print General				4,255.75
<b>982.740 · Multiple Book Copies</b>				
07/11/2019	2034619362	Baker & Taylor Books Adult Multiples	MULTIPLES	16.40
07/17/2019	113-6451851-4751434	Amazon Capital Services Inc	MULTIPLES ADULT NOT AVAILABLE ON B&T	67.49
07/29/2019	2034662924	Baker & Taylor Books Adult Multiples	MULTIPLES	230.84
07/29/2019	2034659848	Baker & Taylor Books Adult Multiples	MULTIPLES	15.35
Total 982.740 · Multiple Book Copies				330.08
<b>982.750 · Professional Collection</b>				
07/11/2019	3064855	W.T. Cox Subscriptions	Professional Publications 2020 Subscriptions	1,039.76
Total 982.750 · Professional Collection				1,039.76
Total 982.705 · Adult Print				5,930.34
<b>982.755 · Youth Print</b>				
<b>982.760 · Youth Print General</b>				
07/01/2019	2034604029	Baker & Taylor-Juvenile	JUVENILE ACCT	108.54
07/01/2019	2034626624	Baker & Taylor-Juvenile	JUVENILE ACCT	97.35

08/15/19

**Chelsea District Library**  
**List of Checks for Board Approval**  
**July 2019**

Date	Num	Name	Memo	Amount
07/01/2019	2034598658	Baker & Taylor-Unlabeled	UNLABELED JUVENILE	236.72
07/01/2019	2034599026	Baker & Taylor-Unlabeled	UNLABELED JUVENILE	223.43
07/01/2019	2034589641	Baker & Taylor-Young Adult	YOUNG ADULT	40.30
07/01/2019	2034612463	Baker & Taylor-Young Adult	YOUNG ADULT	20.95
07/01/2019	2034615500	Baker & Taylor-Young Adult	YOUNG ADULT	441.45
07/01/2019	ERG10569	The Book Farm Inc	BOARD , PICTURE, EARLY READERS, & BIG B...	377.15
07/01/2019	ERG10568	The Book Farm Inc	YOUTH NONFICTION TITLES	791.30
07/08/2019			CIRC DEP 07/08/19	-28.98
07/11/2019	2034623009	Baker & Taylor-Unlabeled	UNLABELED JUVENILE	48.66
07/11/2019	2034619770	Baker & Taylor-Unlabeled	UNLABELED JUVENILE	150.02
07/11/2019	2034635453	Baker & Taylor-Unlabeled	UNLABELED JUVENILE	127.62
07/11/2019	2034629704	Baker & Taylor-Juvenile	JUVENILE ACCT	115.13
07/11/2019	2034616740	Baker & Taylor-Auto Yours Cats	AUTO YOURS CATS	54.58
07/17/2019	0003172775	Baker & Taylor-Auto Yours Cats	LAMINATION CHARGE AFTER NCR SET GUILLI...	-1.99
07/17/2019	2034649497	Baker & Taylor-Juvenile	JUVENILE ACCT	55.71
07/17/2019	2034648884	Baker & Taylor-Unlabeled	UNLABELED JUVENILE	96.99
07/18/2019			CIRC DEPOSIT 07/1-15 ON 07/18/19	-15.99
07/22/2019	2034641681	Baker & Taylor-Auto Yours Cats	AUTO YOURS CATS	45.49
07/29/2019	2034663201	Baker & Taylor-Young Adult	YOUNG ADULT	31.50
07/29/2019	2034656095	Baker & Taylor-Juvenile	JUVENILE ACCT	477.81
07/29/2019	2034676951	Baker & Taylor-Young Adult	YOUNG ADULT	576.28
07/29/2019	2034672405	Baker & Taylor-Unlabeled	UNLABELED JUVENILE	238.08
07/31/2019	29216000036466	Dexter District Library	LOST AND PAID DEXTER ITEM	9.99
07/31/2019	2034679535	Baker & Taylor-Auto Yours Cats	AUTO YOURS CATS	69.30
07/31/2019	2034676925	Baker & Taylor-Juvenile	JUVENILE ACCT	141.23
07/31/2019	2034660412	Baker & Taylor-Auto Yours Cats	AUTO YOURS CATS	44.97
Total 982.760 · Youth Print General				4,573.59
Total 982.755 · Youth Print				4,573.59
Total 982.700 · Print				10,503.93
982.800 · Collection Enhancement				
982.810 · Adult Enhancement				
07/31/2019	2034678505	Baker & Taylor Program Account	2034678505	200.70
Total 982.810 · Adult Enhancement				200.70
Total 982.800 · Collection Enhancement				200.70
982.920 · Youth Collection Restricted				
07/22/2019	2034639068	Baker & Taylor-Youth Memorial	YOUTH MEMORIAL	58.51
Total 982.920 · Youth Collection Restricted				58.51
Total 982 · Collection Expense				28,164.57
<b>TOTAL</b>				<b>180,227.89</b>

# Chelsea District Library

8/15/2019 2:50 PM

Register: 001.001 - CSB/Operations Checking

From 07/01/2019 through 07/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2019			655.100 · Circulation F...	Deposit - CIRC...		X	30.50	111,590.16
07/02/2019			655.100 · Circulation F...	CIRC DEPOSI...		X	44.25	111,634.41
07/02/2019	23995	A Production Cleani...	202.001 · Accounts Pa...	12059	1,440.85	X		110,193.56
07/02/2019	23996	A T & T	202.001 · Accounts Pa...	734433998045...	170.61	X		110,022.95
07/02/2019	23997	Alerus Financial	202.001 · Accounts Pa...	400298 / 1103...	5,296.75	X		104,726.20
07/02/2019	23998	Amazon Capital Serv...	202.001 · Accounts Pa...		582.28	X		104,143.92
07/02/2019	23999	Arbor Springs Water ...	202.001 · Accounts Pa...	ACCT 475873 ...	32.00	X		104,111.92
07/02/2019	24000	Baker & Taylor-Adult	202.001 · Accounts Pa...		1,736.70	X		102,375.22
07/02/2019	24001	Baker & Taylor-Adul...	202.001 · Accounts Pa...	2034597788	44.82	X		102,330.40
07/02/2019	24002	Baker & Taylor-Juve...	202.001 · Accounts Pa...	VOID:		X		102,330.40
07/02/2019	24003	Baker & Taylor-Unla...	202.001 · Accounts Pa...		460.15	X		101,870.25
07/02/2019	24004	Baker & Taylor-You...	202.001 · Accounts Pa...		502.70	X		101,367.55
07/02/2019	24005	Ballard, Kerry	202.001 · Accounts Pa...	FOR JUNE Thr...	350.00	X		101,017.55
07/02/2019	24006	Barking Dogs Exhibits	202.001 · Accounts Pa...	BALANCE D...	2,308.00	X		98,709.55
07/02/2019	24007	BiblioLabs LLC	202.001 · Accounts Pa...	1473	1,950.00	X		96,759.55
07/02/2019	24008	Breathe Yoga LLC	202.001 · Accounts Pa...	07/11/2019 Yo...	100.00			96,659.55
07/02/2019	24009	Brown, Laura	202.001 · Accounts Pa...	TRAVEL - AL...	91.47	X		96,568.08
07/02/2019	24010	Cintas Fire Protection	202.001 · Accounts Pa...	CUST # 13211...	900.00	X		95,668.08
07/02/2019	24011	Coryell, Lori	202.001 · Accounts Pa...	ALA CONF 20...	255.66	X		95,412.42
07/02/2019	24012	Costco Anywhere Visa	202.001 · Accounts Pa...	A/C ending 32...	262.34	X		95,150.08
07/02/2019	24013	Creature Control	202.001 · Accounts Pa...	0050453	224.00	X		94,926.08
07/02/2019	24014	Detroit Pencil Comp...	202.001 · Accounts Pa...	WO-34143-1	183.76	X		94,742.32
07/02/2019	24015	Great Lakes Ace Har...	202.001 · Accounts Pa...		31.44	X		94,710.88
07/02/2019	24016	Heydlauff, Tracy	202.001 · Accounts Pa...	14 HOURS TU...	350.00	X		94,360.88
07/02/2019	24017	Matt Talbot Design a...	202.001 · Accounts Pa...	CDL SongFest ...	600.00			93,760.88
07/02/2019	24018	Midwest Tape	202.001 · Accounts Pa...		2,077.48	X		91,683.40
07/02/2019	24019	Myers, Heather	202.001 · Accounts Pa...	15 HOURS TU...	375.00	X		91,308.40
07/02/2019	24020	Navitas Credit Corp	202.001 · Accounts Pa...	Contract#2000...	212.81	X		91,095.59
07/02/2019	24021	Payroll I	202.001 · Accounts Pa...	Client # MIDE ...	196.54	X		90,899.05
07/02/2019	24022	Pitney Bowes	202.001 · Accounts Pa...	A/C#00102806...	76.25	X		90,822.80
07/02/2019	24023	Postmaster	202.001 · Accounts Pa...	PERMIT #28 - ...	235.00	X		90,587.80
07/02/2019	24024	Powers, Shannon H	202.001 · Accounts Pa...	ALA CONF 20...	77.28			90,510.52
07/02/2019	24025	POYFAIR, CRYSTAL	202.001 · Accounts Pa...	07/17/2019 AN...	500.00	X		90,010.52
07/02/2019	24026	Sprint	202.001 · Accounts Pa...	261402854-054	458.13	X		89,552.39
07/02/2019	24027	STONE, BETHANY	202.001 · Accounts Pa...	MAKER CHE...	450.00	X		89,102.39
07/02/2019	24028	The Book Farm Inc	202.001 · Accounts Pa...		1,168.45	X		87,933.94
07/02/2019	24029	Unum Life Insurance...	202.001 · Accounts Pa...	04073470012 ...	786.72	X		87,147.22
07/02/2019	24030	Wells Fargo Bank, NA	202.001 · Accounts Pa...	CONTRACT N...	967.06	X		86,180.16
07/02/2019	24031	WESTERN WASHT...	202.001 · Accounts Pa...		200.00	X		85,980.16
07/03/2019	PYRL 07...		701.100 · Wages [split]	TAX PAYME...	9,601.28	X		76,378.88

# Chelsea District Library

8/15/2019 2:50 PM

Register: 001.001 - CSB/Operations Checking

From 07/01/2019 through 07/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/03/2019	PYRL 07...		701.100 - Wages [split]	DIRECT DEP...	25,798.14	X		50,580.74
07/05/2019			655.100 - Circulation F...	CIRC DEPOSI...		X	85.90	50,666.64
07/05/2019	CC FEE ...		801.350 - Credit Card ...	CC PROCESSI...	63.37	X		50,603.27
07/06/2019			655.100 - Circulation F...	CIRC DEPOSI...		X	31.75	50,635.02
07/07/2019			655.100 - Circulation F...	CIRC DEPOSI...		X	17.50	50,652.52
07/08/2019			645.100 - Copiers & Pr...	Deposit		X	454.90	51,107.42
07/08/2019			-split-	Deposit		X	974.19	52,081.61
07/08/2019			655.100 - Circulation F...	CIRC DEPOSI...		X	61.90	52,143.51
07/09/2019			655.100 - Circulation F...	CIRC DEPOSI...		X	110.44	52,253.95
07/10/2019			655.100 - Circulation F...	CIRC DEPOSI...		X	24.00	52,277.95
07/11/2019			655.100 - Circulation F...	CIRC DEPOSI...		X	149.00	52,426.95
07/11/2019			017.003 - MM - Invest...	Deposit -MM ...		X	200,000.00	252,426.95
07/11/2019			003.003 - CSB/Money ...	Funds Transfer ...		X		252,426.95
07/12/2019			701.101 - Supplemental	Deposit - IRS		X	198.95	252,625.90
07/12/2019			-split-	Deposit - DON...		X	50.00	252,675.90
07/12/2019			655.100 - Circulation F...	CIRC DEPOSI...		X	6.00	252,681.90
07/13/2019			655.100 - Circulation F...	CIRC DEPOSI...		X	21.50	252,703.40
07/15/2019			655.100 - Circulation F...	CIRC DEPOSI...		X	13.10	252,716.50
07/17/2019			655.100 - Circulation F...	CIRC Deposit		X	129.39	252,845.89
07/17/2019	24032	Baker & Taylor Prog...	202.001 - Accounts Pa...		897.43	X		251,948.46
07/17/2019	24033	A Production Cleani...	202.001 - Accounts Pa...	12072	1,440.85	X		250,507.61
07/17/2019	24034	A T&T Mobility	202.001 - Accounts Pa...	ACCT 287286...	217.44	X		250,290.17
07/17/2019	24035	Alerus Financial	202.001 - Accounts Pa...	400298 / 1103...	5,296.75	X		244,993.42
07/17/2019	24036	Amazon Capital Serv...	202.001 - Accounts Pa...		296.99	X		244,696.43
07/17/2019	24037	Arbor Springs Water ...	202.001 - Accounts Pa...	ACCT 475873 ...	50.50	X		244,645.93
07/17/2019	24038	Baker & Taylor-Adult	202.001 - Accounts Pa...		996.88	X		243,649.05
07/17/2019	24039	Baker & Taylor-Adul...	202.001 - Accounts Pa...		187.47	X		243,461.58
07/17/2019	24040	Baker & Taylor-Ente...	202.001 - Accounts Pa...		63.64	X		243,397.94
07/17/2019	24041	Baker & Taylor-Juve...	202.001 - Accounts Pa...		376.73	X		243,021.21
07/17/2019	24042	Baker & Taylor-Unla...	202.001 - Accounts Pa...	VOID:		X		243,021.21
07/17/2019	24043	Baker & Taylor Boo...	202.001 - Accounts Pa...	2034619362	16.40	X		243,004.81
07/17/2019	24044	Ballard, Kerry	202.001 - Accounts Pa...	FOR JULY Thr...	350.00	X		242,654.81
07/17/2019	24045	Breathe Yoga LLC	202.001 - Accounts Pa...	08/01/2019 Yo...	100.00			242,554.81
07/17/2019	24046	Chelsea Depot Assoc...	202.001 - Accounts Pa...		375.00	X		242,179.81
07/17/2019	24047	Constellation NewEn...	202.001 - Accounts Pa...	BG-303066 IN...	286.68	X		241,893.13
07/17/2019	24048	Coryell, Lori	202.001 - Accounts Pa...	VOID: TLN S...		X		241,893.13
07/17/2019	24049	Costco Anywhere Visa	202.001 - Accounts Pa...	A/C ending 32...	106.97	X		241,786.16
07/17/2019	24051	CTS Companies	202.001 - Accounts Pa...	CW48041 - PH...	95.00	X		241,691.16
07/17/2019	24052	Demco Inc.	202.001 - Accounts Pa...	91770121	295.76	X		241,395.40
07/17/2019	24053	Demco Software	202.001 - Accounts Pa...	INV 00010281	922.85	X		240,472.55

# Chelsea District Library

8/15/2019 2:50 PM

Register: 001.001 - CSB/Operations Checking

From 07/01/2019 through 07/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/17/2019	24054	DESSERT LAB LLC	202.001 · Accounts Pa...	DR. DITRO'S ...	750.00			239,722.55
07/17/2019	24055	Foster Swift Collins ...	202.001 · Accounts Pa...	764802	60.00	X		239,662.55
07/17/2019	24056	Heydlauff, Tracy	202.001 · Accounts Pa...	16 HOURS TU...	400.00	X		239,262.55
07/17/2019	24057	Johnson Controls	202.001 · Accounts Pa...	ACCT # 13487...	3,596.00	X		235,666.55
07/17/2019	24058	Keybank	202.001 · Accounts Pa...	VOID:		X		235,666.55
07/17/2019	24059	MANCHESTER DIS...	202.001 · Accounts Pa...	BOSTON GIR...	34.95			235,631.60
07/17/2019	24060	Michigan Office Sol...	202.001 · Accounts Pa...	IN1427306	283.24	X		235,348.36
07/17/2019	24061	Midwest Collaborati...	202.001 · Accounts Pa...	347799 - ANN...	125.00	X		235,223.36
07/17/2019	24062	Midwest Tape	202.001 · Accounts Pa...		1,068.80	X		234,154.56
07/17/2019	24063	Midwest Tape - Hoo...	202.001 · Accounts Pa...	2019 DEP AC...	2,000.00	X		232,154.56
07/17/2019	24064	Myers, Heather	202.001 · Accounts Pa...	12 HOURS TU...	300.00	X		231,854.56
07/17/2019	24065	Penguin Random Ho...	202.001 · Accounts Pa...	ACCT 900036...	426.00	X		231,428.56
07/17/2019	24066	Rotary Club of Chelsea	202.001 · Accounts Pa...	0620776 - RO...	143.00			231,285.56
07/17/2019	24067	Schindler Elevator C...	202.001 · Accounts Pa...		3,245.84	X		228,039.72
07/17/2019	24068	Sulecki, Keegan	202.001 · Accounts Pa...	07/18 POP PA...	35.94	X		228,003.78
07/17/2019	24069	The Library Network	202.001 · Accounts Pa...		9,549.01	X		218,454.77
07/17/2019	24070	Transcend	202.001 · Accounts Pa...	ID#1433/CID#...	2,027.49	X		216,427.28
07/17/2019	24071	Unique Management ...	202.001 · Accounts Pa...	555483	44.75	X		216,382.53
07/17/2019	24072	Verizon Wireless	202.001 · Accounts Pa...	442098695-00...	627.72	X		215,754.81
07/17/2019	24073	W.T. Cox Subscripti...	202.001 · Accounts Pa...	A/C#2067595 I...	8,388.87	X		207,365.94
07/17/2019	24074	Keybank	202.001 · Accounts Pa...	A/C Ending .....	7,311.65	X		200,054.29
07/17/2019	24075	Baker & Taylor-Auto...	202.001 · Accounts Pa...	ACCT 209645 ...	52.59	X		200,001.70
07/17/2019	24076	Baker & Taylor-Unla...	202.001 · Accounts Pa...		423.29	X		199,578.41
07/17/2019	24077	Coryell, Lori	202.001 · Accounts Pa...	VOID:		X		199,578.41
07/17/2019	24078	Coryell, Lori	202.001 · Accounts Pa...	TLN STEERIN...	5.58			199,572.83
07/17/2019	24079	AMERICAN PLAST...	202.001 · Accounts Pa...	U RISERS, AN...	850.25			198,722.58
07/17/2019	PAYRL ...		701.100 · Wages [split]	TAX PAYME...	9,596.08	X		189,126.50
07/17/2019	PAYRL ...		701.100 · Wages [split]	DIRECT DEP...	25,716.23	X		163,410.27
07/18/2019			-split-	CIRC DEPOSI...		X	733.97	164,144.24
07/19/2019			402.600 · Sylvan Town...	Deposit - Sylva...		X	90.75	164,234.99
07/19/2019	DEBT S...		402.600 · Sylvan Town...	SYLVAN TAX...	24.22			164,210.77
07/20/2019			655.100 · Circulation F...	CIRC CC Dep...		X	93.59	164,304.36
07/20/2019			655.100 · Circulation F...	CIRC CC Dep...		X	0.00	164,304.36
07/21/2019			655.100 · Circulation F...	CIRC CC Dep...		X	13.20	164,317.56
07/22/2019			655.100 · Circulation F...	CIRC CC Dep...		X	28.69	164,346.25
07/23/2019			655.100 · Circulation F...	CIRC CC Dep...		X	41.55	164,387.80
07/24/2019			655.100 · Circulation F...	CIRC CC Dep...		X	19.45	164,407.25
07/25/2019			655.100 · Circulation F...	CIRC CC Dep...		X	25.69	164,432.94
07/26/2019			655.100 · Circulation F...	CIRC CC Dep...		X	83.75	164,516.69
07/28/2019			655.100 · Circulation F...	CIRC CC Dep...		X	26.00	164,542.69

# Chelsea District Library

8/15/2019 2:50 PM

Register: 001.001 - CSB/Operations Checking

From 07/01/2019 through 07/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/29/2019			540.110 - State Aid - L...	Deposit - STA...		X	6,073.58	170,616.27
07/29/2019			655.100 - Circulation F...	CIRC CC Dep...		X	37.25	170,653.52
07/30/2019			655.100 - Circulation F...	CIRC CC Dep...			7.30	170,660.82
07/31/2019			003.002 - Paypal Dona...	PAYPAL DON...		X	135.34	170,796.16
07/31/2019			655.100 - Circulation F...	CIRC CC Dep...			43.80	170,839.96
07/31/2019			665.100 - Interest	Interest		X	14.40	170,854.36
07/31/2019			801.310 - Bank Fees	Service Charge	11.20	X		170,843.16
07/31/2019	24080	A Production Cleani...	202.001 - Accounts Pa...	12096 - 07/14-...	1,440.85			169,402.31
07/31/2019	24081	A T & T	202.001 - Accounts Pa...	734433998045...	175.38			169,226.93
07/31/2019	24082	Alerus Financial	202.001 - Accounts Pa...	400298 / 1103...	5,303.96			163,922.97
07/31/2019	24083	Arbor Springs Water ...	202.001 - Accounts Pa...	ACCT 475873 ...	38.50			163,884.47
07/31/2019	24084	Association Mainten...	202.001 - Accounts Pa...		605.00			163,279.47
07/31/2019	24085	Baker & Taylor-Adult	202.001 - Accounts Pa...		1,543.49			161,735.98
07/31/2019	24086	Baker & Taylor-Adul...	202.001 - Accounts Pa...	2034661832	72.46			161,663.52
07/31/2019	24087	Baker & Taylor-Auto...	202.001 - Accounts Pa...		159.76			161,503.76
07/31/2019	24088	Baker & Taylor-Ente...	202.001 - Accounts Pa...	H37254270	10.12			161,493.64
07/31/2019	24089	Baker & Taylor-Juve...	202.001 - Accounts Pa...		619.04			160,874.60
07/31/2019	24090	Baker & Taylor-Unla...	202.001 - Accounts Pa...	ACCT 209645 ...	238.08			160,636.52
07/31/2019	24091	Baker & Taylor-You...	202.001 - Accounts Pa...		607.78			160,028.74
07/31/2019	24092	Baker & Taylor-Yout...	202.001 - Accounts Pa...	2034639068	58.51			159,970.23
07/31/2019	24093	Baker & Taylor Boo...	202.001 - Accounts Pa...		246.19			159,724.04
07/31/2019	24094	Baker & Taylor Prog...	202.001 - Accounts Pa...		651.38			159,072.66
07/31/2019	24095	Ballard, Kerry	202.001 - Accounts Pa...	FOR JULY Thr...	350.00			158,722.66
07/31/2019	24096	Brown, Laura	202.001 - Accounts Pa...		82.90			158,639.76
07/31/2019	24097	Chelsea Update	202.001 - Accounts Pa...	JULY/AUG/SE...	285.00			158,354.76
07/31/2019	24098	Cintas Corporation-3...	202.001 - Accounts Pa...	4025289401	155.28			158,199.48
07/31/2019	24099	City of Chelsea	202.001 - Accounts Pa...	VOID:		X		158,199.48
07/31/2019	24100	City of Chelsea-Elect...	202.001 - Accounts Pa...	5542-2 svc 05/...	4,900.74			153,298.74
07/31/2019	24101	Coryell, Lori	202.001 - Accounts Pa...	ATTEND SAS...	43.15			153,255.59
07/31/2019	24102	Detroit Pencil Comp...	202.001 - Accounts Pa...	WO-37811-1 \$...	382.04			152,873.55
07/31/2019	24103	Dexter District Library	202.001 - Accounts Pa...	292160000364...	9.99			152,863.56
07/31/2019	24104	Genealogical Society...	202.001 - Accounts Pa...	GSWC Dues - ...	10.00			152,853.56
07/31/2019	24105	Goodgal, Beth	202.001 - Accounts Pa...	NOVI DL FOR...	42.92			152,810.64
07/31/2019	24106	Great Lakes Ace Har...	202.001 - Accounts Pa...	ACCT 200379 ...	9.08			152,801.56
07/31/2019	24107	Heydlauff, Tracy	202.001 - Accounts Pa...	16 HOURS TU...	400.00			152,401.56
07/31/2019	24108	Intuit, Inc.	202.001 - Accounts Pa...	0038411708 - ...	526.98			151,874.58
07/31/2019	24109	Johnson Controls	202.001 - Accounts Pa...		5,526.00			146,348.58
07/31/2019	24110	Koepping, Luna Mar...	202.001 - Accounts Pa...	JULY 2019 IN...	200.00			146,148.58
07/31/2019	24111	Midwest Tape	202.001 - Accounts Pa...		357.55			145,791.03
07/31/2019	24112	Myers, Heather	202.001 - Accounts Pa...	15 HOURS TU...	375.00			145,416.03

# Chelsea District Library

8/15/2019 2:50 PM

Register: 001.001 - CSB/Operations Checking

From 07/01/2019 through 07/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/31/2019	24113	Navitas Credit Corp	202.001 - Accounts Pa...	Contract#2000...	212.81			145,203.22
07/31/2019	24114	Penguin Random Ho...	202.001 - Accounts Pa...	ACCT 900036...	22.50			145,180.72
07/31/2019	24115	PILAR, DEB	202.001 - Accounts Pa...	BOOK REPAI...	18.56			145,162.16
07/31/2019	24116	Print-tech Inc.	202.001 - Accounts Pa...	251007	122.00			145,040.16
07/31/2019	24117	Showcases	202.001 - Accounts Pa...	312411	70.15			144,970.01
07/31/2019	24118	Sprint	202.001 - Accounts Pa...	261402854-055	458.13			144,511.88
07/31/2019	24119	The Library Network	202.001 - Accounts Pa...	SHARED AUT...	4.56			144,507.32
07/31/2019	24120	Unum Life Insurance...	202.001 - Accounts Pa...	04073470012 ...	714.08			143,793.24
07/31/2019	24121	Wells Fargo Bank, NA	202.001 - Accounts Pa...	CONTRACT N...	987.32			142,805.92
07/31/2019	24122	Zoran, Amy	202.001 - Accounts Pa...	Cards	40.00			142,765.92
07/31/2019	24123	Amazon Capital Serv...	202.001 - Accounts Pa...	VOID:		X		142,765.92
07/31/2019	24124	Print-tech Inc.	202.001 - Accounts Pa...	250609 MILL...	2,037.52			140,728.40
07/31/2019	24125	City of Chelsea	202.001 - Accounts Pa...	VOID: 2020 B...		X		140,728.40
07/31/2019	24126	City of Chelsea	202.001 - Accounts Pa...	CUST ID: 015...	80.00			140,648.40
07/31/2019	24127	Amazon Capital Serv...	202.001 - Accounts Pa...	ACCT AQ3IP...	60.43			140,587.97
07/31/2019	24128	Amazon Capital Serv...	202.001 - Accounts Pa...		1,559.41			139,028.56
07/31/2019	24129	Batthey, Beth	202.001 - Accounts Pa...	08/08/2019 DA...	90.00			138,938.56
07/31/2019	24130	City of Chelsea	202.001 - Accounts Pa...	2020 BANN...	205.00			138,733.56



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

TOTAL

Ordinary Income/Expense	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Jan - Jul 19	Budget	\$ Over Budget	% of Budget
Income											
402 - District Revenue	594,401	816,483	219,041	44,006	(14,448)	66,754	67	1,726,304	1,752,176	(25,872)	99%
540.100 - State Aid	0	29,485	0	5,957	0	0	6,074	41,516	52,043	(10,527)	80%
574.100 - Penal Fines	0	0	0	0	0	0	0	0	20,000	(20,000)	0%
607.100 - Non-Resident Fees	564	749	563	219	761	312	500	3,668	6,000	(2,332)	61%
645.100 - Copiers & Printers	65	960	667	481	742	240	711	3,866	7,000	(3,134)	55%
655.100 - Circulation Fines	1,772	1,584	1,630	1,718	1,669	1,688	1,707	11,768	22,000	(10,232)	53%
665.100 - Interest	30	68	48	39	24	14	14	237			
666.100 - Investment Earnings	61	55	2,487	293	320	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	38,389			
674 - Contribution & Donation-Public	7,740	500	4,465	1,100	5,560	2,924	140	22,429	27,805	(5,376)	81%
675 - Donations Private	10,000	0	1,000	0	0	0	0	11,000	11,000	0	100%
Total Income	626,696	851,482	226,558	70,991	5,521	71,932	9,213	1,862,393	1,943,024	(80,631)	96%
Gross Profit	626,696	851,482	226,558	70,991	5,521	71,932	9,213	1,862,393	1,943,024	(80,631)	96%
Expense											
701 - Personnel Expenses	43,209	77,748	123,383	83,096	83,820	81,294	87,724	580,274	1,141,773	(561,499)	51%
727 - Supplies	1,347	585	481	2,265	2,246	1,072	6,345	14,341	22,050	(7,709)	65%
801 - Professional Services	11,856	8,706	1,746	6,795	1,238	2,497	2,034	34,872	100,306	(65,434)	35%
803 - Maintenance Service Contracts	12,334	7,092	8,264	12,649	8,375	8,299	18,184	75,197	129,929	(54,732)	58%
850 - Telecommunications	(1,775)	2,125	2,077	3,979	2,070	3,695	2,923	15,094	37,400	(22,306)	40%
880 - Promotional Materials	2,863	6,360	2,421	2,469	4,350	6,871	4,218	29,552	62,851	(33,299)	47%
884 - Programming	1,937	15,217	17,803	7,865	12,371	6,045	10,959	72,197	124,045	(51,848)	58%
885 - Volunteer	0	30	284	475	69	0	158	1,016	2,400	(1,384)	42%
920 - Utilities	0	4,738	5,079	4,637	4,669	4,617	5,187	28,927	56,550	(27,623)	51%
960 - Board & Director Expense	0	0	87	62	525	20	221	915	3,200	(2,285)	29%
965 - Automation Services	13,163	0	0	8,699	0	0	8,699	30,561	42,795	(12,234)	71%
967 - Equipment	735	3,083	6,662	2,068	1,375	564	1,172	15,659	26,675	(11,016)	59%
969 - Continuing Education Expenses	2,554	1,931	1,078	476	3,905	521	4,237	14,702	25,700	(10,998)	57%
980 - Capital Expense	1,500	5,699	25,180	57,697	0	17,839	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	103,617	175,459	(71,842)	59%
Total Expense	95,874	161,239	204,140	201,356	135,572	146,432	180,226	1,124,839	2,126,099	(1,001,260)	53%
Net Ordinary Income	530,822	690,243	22,418	(130,365)	(130,051)	(74,500)	(171,013)	737,554	(183,075)	920,629	
Other Income/Expense											
Other Expense											
999.001 - Transfer to Capital Improvement	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	(2,900)	2,900	0%
999.025 - Carry from General Fund	0	0	0	0	0	0	0	0	(123,118)	123,118	0%
Total Other Expense	0	0	0	0	0	0	0	0	(183,075)	183,075	0%
Net Other Income	0	0	0	0	0	0	0	0	183,075	(183,075)	0%
	530,822	690,243	22,418	(130,365)	(130,051)	(74,500)	(171,013)	737,554	0	737,554	100%

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

	Jan - Jul 19	Jan - Jul 18	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402 • District Revenue	1,726,302.70	1,708,910.70	17,392.00	1.02%
501.001 • Grants	0.00	300.00	-300.00	-100.0%
540.100 • State Aid	41,515.50	5,463.38	36,052.12	659.89%
607.100 • Non-Resident Fees	3,666.69	3,854.16	-187.47	-4.86%
645.100 • Copiers & Printers	3,865.75	4,343.53	-477.78	-11.0%
655.100 • Circulation Fines	11,768.68	11,645.57	123.11	1.06%
665.100 • Interest	237.72	147.38	90.34	61.3%
666.100 • Investment Earnings	3,215.49	26,725.88	-23,510.39	-87.97%
666.500 • Investment Change in Value	38,389.86	-30,734.64	69,124.50	224.91%
674 • Contribution & Donation-Public	22,429.34	35,330.00	-12,900.66	-36.52%
675 • Donations Private	11,000.00	0.00	11,000.00	100.0%
<b>Total Income</b>	<b>1,862,391.73</b>	<b>1,765,985.96</b>	<b>96,405.77</b>	<b>5.46%</b>
<b>Gross Profit</b>	<b>1,862,391.73</b>	<b>1,765,985.96</b>	<b>96,405.77</b>	<b>5.46%</b>
<b>Expense</b>				
701 • Personnel Expenses	580,274.95	575,321.71	4,953.24	0.86%
727 • Supplies	14,340.41	9,297.75	5,042.66	54.24%
801 • Professional Services	34,873.32	55,945.48	-21,072.16	-37.67%
803 • Maintenance Service Contracts	75,196.31	85,770.02	-10,573.71	-12.33%
850 • Telecommunications	15,094.75	15,068.72	26.03	0.17%
880 • Promotional Materials	29,551.44	31,103.07	-1,551.63	-4.99%
884 • Programming	72,197.79	63,847.61	8,350.18	13.08%
885 • Volunteer	1,015.32	851.34	163.98	19.26%
920 • Utilities	28,927.80	27,018.72	1,909.08	7.07%
960 • Board & Director Expense	915.54	676.10	239.44	35.42%
965 • Automation Services	30,561.43	35,462.78	-4,901.35	-13.82%
967 • Equipment	15,660.07	18,178.08	-2,518.01	-13.85%
969 • Continuing Education Expenses	14,700.90	13,832.46	868.44	6.28%
980 • Capital Expense	107,915.47	63,859.56	44,055.91	68.99%
982 • Collection Expense	103,616.40	88,836.91	14,779.49	16.64%
<b>Total Expense</b>	<b>1,124,841.90</b>	<b>1,085,070.31</b>	<b>39,771.59</b>	<b>3.67%</b>
<b>Net Ordinary Income</b>	<b>737,549.83</b>	<b>680,915.65</b>	<b>56,634.18</b>	<b>8.32%</b>
<b>Net Income</b>	<b>737,549.83</b>	<b>680,915.65</b>	<b>56,634.18</b>	<b>8.32%</b>

## 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
\$111,559.66	\$66,483.39	\$178,043.05
\$135.34	-\$135.34	\$0.00
<b>\$111,695.00</b>	<b>\$66,348.05</b>	<b>\$178,043.05</b>

### Ameriprise Account

Fixed Income Fund

Money Market Fund

### Investment Partners Total

\$1,454,790.03	-\$2,586.91	\$1,452,203.12
\$700,000.00	-\$200,000.00	\$500,000.00
<b>\$2,154,790.03</b>	<b>-\$202,586.91</b>	<b>\$1,952,203.12</b>

### Total General Fund

<b>\$2,266,485.03</b>	<b>-\$136,238.86</b>	<b>\$2,130,246.17</b>
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### Debt Service Fund

Bond Debt Retirement Fund Checking

<b>\$339,268.43</b>	<b>\$28.81</b>	<b>\$339,297.24</b>
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<b>Ameriprise</b>									
<b>Account no. 0000-4823-9221-4</b>									
GL 017.004									
	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawal	Change in Value	Ending balance		
Dec-18	1,405,303.97								
Jan-19	1,405,303.97		60.60			12,063.28	1,417,427.85		
Feb-19	1,417,427.85		54.74			1,597.69	1,419,080.28		
Mar-19	1,419,080.28		2,487.24			-3,342.77	1,418,224.75		
Apr-19	1,418,224.75		292.70			17,178.31	1,435,695.76		
May-19	1,435,695.76		320.21			10,893.35	1,446,909.32		
Jun-19	1,446,909.32		2,599.71			5,281.00	1,454,790.03		
Jul-19	1,454,790.03		286.44			-2,873.35	1,452,203.12		
Aug-19	1,452,203.12						1,452,203.12		
Sep-19	1,452,203.12						1,452,203.12		
Oct-19	1,452,203.12						1,452,203.12		
Nov-19	1,452,203.12						1,452,203.12		
Dec-19	1,452,203.12						1,452,203.12		
Balance	1,405,303.97	0.00	6,101.64	0.00	0.00	40,797.51	1,452,203.12		
GL									
							1,446,909.32		

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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
	<b>Total Investment</b>	<b>1,077,957</b>

Investment Activity

Date	Value
7/31/2019	1,452,203
Invested	1,077,957
Increase 6/2009 – 12/31/2018	327,347
2019 Change (Current Year)	46,899
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	374,246
(Interest - Fees + Change in Value)	1,452,203

Note: 2019 Budget moves \$57,057 from Capital

Improvement Fd to General Fd

Note: 2019 Budget moves \$22,100 from General Fund to

Capital Reserve Fund

Note: 2019 Budget moves \$25,000 from Capital Reserve

Fund to General Fund

Report for 07/31/2019

Note: Fund Adjusts entered 2/12/2019

# Chelsea District Library

## Donation and Restricted

January through July 2019

	Jan - Jul 19	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
674 · Contribution & Donation-Public			
674.101 · Designated Youth Collection	90	90	0
674.110 · Designated Adult Programming	7,250	6,250	1,000
674.111 · Designated Youth Programming	4,350	7,850	(3,500)
674.112 · Designated Music Focus Programs	3,300	6,300	(3,000)
674.120 · Undesignated Donation	3,599	3,475	124
674.141 · Designated Technology	3,000	3,000	0
674.200 · Friends of the Library Donation	840	840	0
<b>Total 674 · Contribution &amp; Donation-Public</b>	<b>22,429</b>	<b>27,805</b>	<b>(5,376)</b>
675 · Donations Private			
675.100 · Community Found Southeast MI	10,000	10,000	0
675.400 · Chelsea Ed Foundation	1,000	1,000	0
<b>Total 675 · Donations Private</b>	<b>11,000</b>	<b>11,000</b>	<b>0</b>
<b>Total Income</b>	<b>33,429</b>	<b>38,805</b>	<b>(5,376)</b>
<b>Gross Profit</b>	<b>33,429</b>	<b>38,805</b>	<b>(5,376)</b>
<b>Expense</b>			
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WiFi Hot Spots - Restricted	0	3,000	(3,000)
<b>Total 850.300 · TLN Internet Service</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
<b>Total 850 · Telecommunications</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	3,000	3,000	0
884.953 · Youth Prog Rest Chelsea Ed Foun	593	1,000	(407)
<b>Total 884.211 · Authors in Chelsea</b>	<b>3,593</b>	<b>4,000</b>	<b>(407)</b>
<b>Total 884.210 · Youth Speakers</b>	<b>3,593</b>	<b>4,000</b>	<b>(407)</b>
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	50	1,150	(1,100)
884.962 · Music In the Air - Restricted	4,637	5,150	(513)
<b>Total 884.400 · Music Focus</b>	<b>4,687</b>	<b>6,300</b>	<b>(1,613)</b>
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	11,000	12,000	(1,000)
<b>Total 884.500 · Artist In Residence</b>	<b>11,000</b>	<b>12,000</b>	<b>(1,000)</b>
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	1,500	1,500	0
884.912 · Adult Prog Rest Gifts General	0	520	(520)
884.913 · Adult Prog Rest Gifts SRP	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)
<b>Total 884.910 · Adult Programming Restricted</b>	<b>5,250</b>	<b>6,870</b>	<b>(1,620)</b>

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

	Jan - Jul 19	Budget	\$ Over Budget
<b>884.920 · Youth Programming Restricted</b>			
884.921 · Youth Prog Rest Gifts Genl	0	1,000	(1,000)
884.923 · Youth Prog Rest Gifts SRP	3,850	3,850	0
<b>Total 884.920 · Youth Programming Restricted</b>	<b>3,850</b>	<b>4,850</b>	<b>(1,000)</b>
<b>Total 884 · Programming</b>	<b>28,380</b>	<b>34,020</b>	<b>(5,640)</b>
<b>967 · Equipment</b>			
967.900 · Equipment Restricted Gifts			
967.910 · Equipment Rest Gifts	0	1,675	(1,675)
<b>Total 967.900 · Equipment Restricted Gifts</b>	<b>0</b>	<b>1,675</b>	<b>(1,675)</b>
<b>Total 967 · Equipment</b>	<b>0</b>	<b>1,675</b>	<b>(1,675)</b>
<b>969 · Continuing Education Expenses</b>			
969.600 · Staff Training			
969.940 · Staff Appreciation - Restricted	1,010	1,540	(530)
<b>Total 969.600 · Staff Training</b>	<b>1,010</b>	<b>1,540</b>	<b>(530)</b>
<b>Total 969 · Continuing Education Expenses</b>	<b>1,010</b>	<b>1,540</b>	<b>(530)</b>
<b>982 · Collection Expense</b>			
982.920 · Youth Collection Restricted	59	90	(31)
<b>Total 982 · Collection Expense</b>	<b>59</b>	<b>90</b>	<b>(31)</b>
<b>Total Expense</b>	<b>29,449</b>	<b>40,325</b>	<b>(10,876)</b>
<b>Net Ordinary Income</b>	<b>3,980</b>	<b>(1,520)</b>	<b>5,500</b>
<b>Net Income</b>	<b>3,980</b>	<b>(1,520)</b>	<b>5,500</b>

# Chelsea District Library Cash Flow 2019

Budget

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$98,523	\$677,344	\$886,621	\$1,070,903	\$960,896	\$756,517	\$685,468	\$530,191	\$368,842	\$236,999	\$101,157	(\$64,442)	\$98,523
Total income	\$788,839	\$369,004	\$366,572	\$60,256	\$6,463	\$79,079	\$19,904	\$66,792	\$4,238	\$5,504	\$3,315	\$115,893	\$1,885,809
Total expenditures	\$210,018	\$159,727	\$182,291	\$170,263	\$210,842	\$150,078	\$175,180	\$228,141	\$136,081	\$141,346	\$168,914	\$181,003	\$2,118,689
Net cash flow	\$578,821	\$209,277	\$184,281	(\$110,007)	(\$204,379)	(\$71,049)	(\$155,277)	(\$161,350)	(\$131,843)	(\$135,842)	(\$165,598)	(\$65,110)	(\$228,075)
Ending balance	\$677,344	\$886,621	\$1,070,903	\$960,896	\$756,517	\$685,468	\$530,191	\$368,842	\$236,999	\$101,157	(\$64,442)	(\$129,552)	(\$129,552)

<b>Income</b>													
Total income	\$517,917	\$850,291	\$227,764	\$59,900	\$6,463	\$47,596	\$19,904	\$27,023	\$4,238	\$5,504	\$3,315	\$115,893	\$1,885,809
Other income PPT \$1PP													

<b>Expenditures</b>													
Total Expense	\$160,906	\$161,849	\$199,602	\$204,747	\$210,842	\$150,078	\$175,180	\$228,141	\$136,081	\$141,346	\$168,914	\$181,003	\$2,118,689
Other													

Actual / Budget

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$98,523	\$455,534	\$1,143,976	\$472,138	\$327,291	\$122,912	\$20,431	\$65,154	\$64,036	(\$67,807)	(\$3,649)	(\$169,248)	\$98,523
Total income	\$517,917	\$850,291	\$227,764	\$59,900	\$6,463	\$47,596	\$19,904	\$27,023	\$4,238	\$5,504	\$3,315	\$115,893	\$1,885,809
Money Market Flow			(\$700,000)			\$0	\$200,000	\$200,000	\$0	\$200,000	\$0	\$100,000	\$0
Expenditures	\$160,906	\$161,849	\$199,602	\$204,747	\$210,842	\$150,078	\$175,180	\$228,141	\$136,081	\$141,346	\$168,914	\$181,003	\$2,118,689
Net cash flow	\$357,011	\$688,442	(\$671,838)	(\$144,847)	(\$204,379)	(\$102,482)	\$44,723	(\$1,118)	(\$131,843)	\$64,158	(\$165,598)	\$34,890	(\$237,881)
Ending balance	\$455,534	\$1,143,976	\$472,138	\$327,291	\$122,912	\$20,431	\$65,154	\$64,036	(\$67,807)	(\$3,649)	(\$169,248)	(\$134,358)	(\$134,358)

\$ 700,000 to money market 03/17  
add back as needed

Other Income	Process	Location
\$57,057	Capital Improvement Funds - add when transferred	Investment Account
\$45,000	Investment Interest - add when transferred	Investment Account
-\$2,900	Capital Reserve FundsNet	Investment Account
\$123,118	Money from 2018 Budget - included in Balance Fwd	Checking Account



# **DIRECTOR'S REPORT**



## **Library Director's Report on July 2019**

### **Respectfully submitted for August 2019 Board Meeting**

#### **Staffing Updates**

##### **Work Anniversaries**

- Library Assistant Leslie Abcouwer, eight years on July 13
- Youth Teen Librarian Edith Donnell, 13 years on July 10

##### **Fond Farewells**

It is with mixed feelings that I announce two staffing changes this month. While we are losing two very talented and valuable members of our team, we are all excited for them as they start the next chapters of their lives.

Network Administrator Melanie Bell has accepted the position of Head of Information Technology at Plymouth District Library. It's a fantastic opportunity for her, and we could not be happier for or prouder of her. Her last day at CDL is August 8.

Head of Information Services Keegan Sulecki leaves CDL on August 30 to head the Youth Services Department at Troy Public Library. What CDL loses in an intelligent, gifted, and thoughtful manager, Keegan gains in quality time due to a much shorter work commute!

We will miss both of these wonderful colleagues and wish them all the best! Their new library homes are incredibly lucky to have them.

#### **In Service Day Plans**

CDL will be closed on Friday, August 23 for our annual staff in-service day. We have a talented and creative group of staffers working on the committee planning the day: Linda Ballard, Laura Brown, Deb Pilarz, Chris Berggren, Julie Pecka, and Virginia Krueger. Together, they have brought fresh perspectives to the planning. Staff are in for a productive and engaging day!

We will spend the morning with Bridgeport Consulting reflecting on the successes and challenges of the 2017-2019 plan and launching the 2020-2022 plan around the broad theme of "facilitating access." To inspire us, copies of *The Library Book* by Susan Orlean were distributed to staff in anticipation of our "looking forward" discussion. Orlean masterfully highlights the power and potential of the public libraries and her book is sure to inspire us as they contemplate our library's future.

Our afternoon features sessions with Deana Fisher, Chief Operating Officer of the St. Louis Center, who will provide guidance on how the library may best engage with the residents of the Center and Chief Toth who will update us on responding to active shooter situations.

Fun team-building exercises are planned throughout day, too.

#### **Washtenaw Reads 2020 Finalist Titles**

The Screening Committee of the Read completed its work in July, narrowing the field of titles to two around the theme of "Everyone Counts," which is connected to the 100<sup>th</sup> anniversary of the 19<sup>th</sup> Amendment as well as related electoral, political, civic engagement, and census events in 2020. These two finalists are:

*The Line Becomes a River* by Francisco Cantu

For Francisco Cantú, the border is in the blood: his mother, a park ranger and daughter of a Mexican immigrant, raised him in the scrublands of the Southwest. Driven to understand the hard realities of the landscape he loves, Cantú joins the Border Patrol. He and his partners learn to track other humans under blistering sun and through frigid nights. They haul in the dead and

deliver to detention those they find alive. Plagued by a growing awareness of his complicity in a dehumanizing enterprise, he abandons the Patrol for civilian life. But when an immigrant friend travels to Mexico to visit his dying mother and does not return, Cantú discovers that the border has migrated with him, and now he must know the full extent of the violence it wreaks, on both sides of the line. (Penguin Random House)

*Dear America: Notes of an Undocumented Citizen* by Jose Antonio Vargas

"This is not a book about the politics of immigration. This book—at its core—is not about immigration at all. This book is about homelessness, not in a traditional sense, but in the unsettled, unmoored psychological state that undocumented immigrants like myself find ourselves in. This book is about lying and being forced to lie to get by; about passing as an American and as a contributing citizen; about families, keeping them together, and having to make new ones when you can't. This book is about constantly hiding from the government and, in the process, hiding from ourselves. This book is about what it means to not have a home.

After 25 years of living illegally in a country that does not consider me one of its own, this book is the closest thing I have to freedom." —Jose Antonio Vargas, from *Dear America*

A big thanks to Trinh Pifer who represents the CDL service area on the Read Selection Committee and to Adult Librarian Laura Brown who represented us on the Screening Committee. We appreciate your hard work!

#### **Out and About – July 2019**

- Attended Sylvan Township board meeting (millage information) – July 2
- Attended Chelsea City Council meeting (strategic plan progress) – July 8
- Attended The Library Network Steering Committee meeting and annual picnic – July 9
- Attended Howdy Holmes' Chelsea stakeholders luncheon – July 15
- Attended Chelsea Education Foundation meeting – July 15
- Attended Rotary meetings – July 16 & 23
- Attended Rotary board meeting – July 17
- Met with Chelsea State Bank's Mary Lee Penny – July 19
- Met with Rebecca Indianer, Chelsea Guardian reporter, and Susan Lackey – July 23
- Chaired Shared Automated System Users Group meeting – July 25
- Worked kids' area at Sounds & Sights Festival – July 26
- Worked Lima Township TecXpo – July 28
- Attended Citizen of the Year/Lifetime Achievement selection meeting – July 29
- Attended Chelsea Senior Center Donor Appreciation Party – July 31

#### **Looking Ahead to August 2019**

- Shared Automated System Ex Comm meeting – August 1
- Millage Election – August 6
- Leave – August 8 -18
- Chelsea Education Foundation meeting – August 19
- Rotary meetings – August 6, 20, 27
- Shared Automated System Users Group meeting – August 22
- Rotary trailer at Chelsea Fair – August 22

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

Goal progress from July 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.*

- Partnered with CAFÉ to host ART Market on library lawn during Summer Festival

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

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

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

- StoryBook Trail installation completed in Baker Preserve in Lima Township
- TecXpo at Lima Township Hall
- Business outreach to Silver Maples and the Pines.
- Library card sign up at the Pines.

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

See 2.1 above

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

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

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

- Provided internship opportunity for student on autism spectrum

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

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

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

- Korner Stage programming



# Chelsea District Library Performance Dashboard Jul 2019

\* YtD = Year to Date

	Jul-19	2018 YtD	2019 YtD	% change from last YtD
<b>Circulation - Total</b>	<b>26786</b>	<b>168676</b>	<b>168682</b>	<b>0.00%</b>
Items	23531	152535	147811	-3.10%
E-books/E-audio	2799	13999	17412	24.38%
E-magazines	303	1344	2486	84.97%
Non-Traditional	57	233	259	11.16%
Hotspots	33	134	223	66.42%
Deposit Collection Circulation	63	431	491	13.92%
<b>Self-Check Items - Total</b>	<b>3146</b>	<b>16592</b>	<b>16851</b>	<b>1.56%</b>
<b>New Cards - Total</b>	<b>128</b>	<b>561</b>	<b>641</b>	<b>14.26%</b>
<b>Reference Desk Interactions - Total</b>	<b>3434</b>	<b>13790</b>	<b>18253</b>	<b>32.36%</b>
<b>Outside Group Room Rentals</b>	<b>14</b>	<b>95</b>	<b>103</b>	<b>8.42%</b>
<b>Engagement - Total</b>	<b>1497</b>	<b>14807</b>	<b>13212</b>	<b>-10.77%</b>
Youth Program Attendance	814	3829	4079	6.53%
Adult Program Attendance	130	1219	1141	-6.40%
Teen Program Attendance	53	272	305	12.13%
General Program Attendance	0	1514	1164	-23.12%
Outreach -- Youth	389	5212	4403	-15.52%
Outreach -- Teen	0	1320	830	-37.12%
Outreach -- Adult	54	591	593	0.34%
Awareness Opportunities	26	713	512	-28.19%
Homebound Visits	31	161	185	14.91%
<b>Programs/Visits Offered - Total</b>	<b>41</b>	<b>377</b>	<b>310</b>	<b>-17.77%</b>
Youth	20	146	120	-17.81%
Adult	5	82	44	-46.34%
Teen	4	24	37	54.17%
General	0	16	8	-50.00%
Outreach -- Youth	4	51	26	-49.02%
Outreach -- Teen	0	9	6	-33.33%
Outreach -- Adult	6	44	46	4.55%
Awareness Events	2	5	23	360.00%
<b>Door Count - Total</b>	<b>17650</b>	<b>100059</b>	<b>98703</b>	<b>-1.36%</b>
<b>WiFi Data Usage (GB) - Total</b>	<b>1535.129</b>	<b>15884.917</b>	<b>18796.321</b>	<b>18.33%</b>
Library Internal Public WiFi	611.95	5116.54	4764.85	-6.87%
<b>Total Hotspot WiFi</b>	<b>923.179</b>	<b>10768.377</b>	<b>14031.471</b>	<b>30.30%</b>
Lyndon Twp Hotspot	48.012	874.34	299.912	-65.70%
Lima Twp Hotspot	2.005	30.614	9.621	-68.57%
Sylvan Twp. Hotspot	2.562	23.3	25.522	9.54%
Mobile Beacon Hotspots		6072.59	4695.05	-22.68%
Hotspots available for checkout.	870.6	3767.533	9001.366	138.92%
<b>Computer Usage/Sessions - Total</b>	<b>7796</b>	<b>54706</b>	<b>49363</b>	<b>-9.77%</b>
Workstations	1115	8741	7252	-17.03%
Wireless	6681	45965	42111	-8.38%
<b>Website Stats</b>		<b>0</b>	<b>0</b>	<b>NA</b>
Website Sessions	10175	68002	69377	2.02%
Website Users	5878	42218	42841	1.48%



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

**Facility**

Design Think update: Our last project for this year is the upholstering of several chairs (youth and adult) and the teen booth. Our local upholsterer has had some health setbacks but hopes to have our whole order done by the end of the year.

Frosted panels were added to the youth Trendwall and the staff is pleased with the final result.

The carpenter ants have been successfully treated and we will start our regular bi-monthly treatments in September.

Our new large recycle bin has proven very handy but is not big enough! The Friends are exploring getting two large curbside rolling bins that they would wheel to the curb each week, in addition to using the bin. There is a charge for the bins and an annual charge for the service so their board will need to approve those expenses before they can move forward with the new bins.

July was a challenging month for the building AC! With two separate power outages/surges due to extreme heat, the return fans went off once and the supply fans once. ☹️ The building can stay relatively cool for short periods with no return fans so that outage wasn't as critical as the supply fans going off. NO air circulates through the building without the supply fans and they went off on a Sunday during very hot weather- ouch! All repairs are completed and things are back to normal but I am sure glad the heat has subsided.

**Programs/meetings/outreach**

July brings the Sounds & Sights Festival and our usual stint volunteering in the KidZone area. In addition to our youth staff hosting a youth activities tent on Friday, Lori and I took a shift supervising the bounce house- always exciting! I also worked closely with Crystal Scott of Chelsea Area Festivals to facilitate the expansion of the Sounds & Sights Art Market onto the library lawn. We had eight artist tents, a speed painter, Fluffy Bottom Farms soft yogurt, musicians on the McKune front porch, and a magnificent fire-breathing dragon on Katie's Korner! We opened the connector area before and after our regular hours to accommodate use of the restroom by artists and the public. Early feedback was very positive and we look forward to hosting this part of the event again next year, possibly with a few more tents on the southeast strip of the lawn adjacent to the driveway.

**Volunteers**

We had 220 book sale hours this month and 465.5 non-book sale hours, for a total of 685.5 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	0.00	0.00	0.00	0.00	0.00	1425.00
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	0.00	0.00	0.00	0.00	0.00	195.75
Program	9.25	26.25	7.50	10.00	3.50	32.00	1.50	1.50	0.00	1.50	0.00	1.50	94.50
Workroom	20.25	20.25	27.00	28.00	26.50	24.00	23.25	0.00	0.00	0.00	0.00	0.00	169.25
Friends	20.00	6.50	23.00	18.25	17.75	12.50	6.25	0.00	0.00	0.00	0.00	0.00	104.25
YSG	40.00	54.00	29.50	48.50	47.50	378.50	407.50	0.00	0.00	0.00	0.00	0.00	1005.50
Board Trustees incl.comm mtgs	6.00	6.00	8.50	7.50	6.00	3.00	7.00	0	0.00	0.00	0.00	0.00	44.00
Monthly Totals	331.00	349.25	278.50	420.25	317.00	666.75	685.50	1.50	0.00	1.50	0.00	1.50	3052.75
Non Book sale	130.50	143.25	118.50	147.25	138.00	480.25	465.50	1.50	0.00	1.50	0.00	1.50	1627.75

### July Program Information

Date	Event	Attendance
<b>Adult Programming (5 Programs, 130 Attendees)</b>		
7/2	Reading Glasses	15
7/9	Astro Talk: The Densest Matter in the Universe	32
7/11	Place That Face	11
7/15	makerChelsea: Flower Truck Canvas Painting	24
7/23	CDL's Top 5 at Thompson's	48
<b>Youth Programming (20 Programs, 814 Attendees)</b>		
7/1,15	Movie Monday	25,25
7/2,9,16,23	Babytime	31,18,24,14
7/3,10,17	Wild Wednesdays: Starlab, SRSly Minecraft	77,50,101
7/8	LEGO Club	38
7/11,18,25	Thrilling Thursdays: Yoga Storytime, Dance Beat, Gross Motor,	47,60,48
7/11,26	Read to Library Dogs	6,7
7/22,23,24	Game Design Camp	20,17,17
7/24	Family Read Aloud Book Club	19
7/31	SRP Finale: Dr. Nitro's Dessert Lab	170
<b>Teen Programming ( Programs, Attendees)</b>		
7/5	Teen VR	5
7/11,18,25	Teen Thursdays: Fandomania, Pop-up Party, Frankentoys	9,25,14
<b>Outreach (Adult 6/54 , Teen 0/0, Youth 4/389 , Awareness 2/26)</b>		
7/2,16,23(Y)	SRP with Camp Gabika	25,35,38
7/2 (Awar)	Sylvan Twp. Hall	15
7/10,16 (A)	CRC: Computer Training, iPad	3,3
7/11,18 (A)	Book Clubs: Silver Maples, Pines	14,9
7/12 (A)	Spelling Bee at Glazier	15
7/12 (A)	VR at St. Louis Center	10
7/26 (Y)	Kidzone at Sounds & Sights	291
7/28 (Awar)	TecXpo at Lima Township	11
<b>*Denoted Strategic Plan Initiative</b>		
<b>(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach (Awar) Denotes Awareness Events</b>		

Services	Jul. 2019	Jul. 2018
Reference Questions	3,434	2,730
Homebound & Deposit Book Deliveries	31	27
OCLC Interlibrary Loan	17	0 due to migration

## 2019 Summer Reading Statistics

### Adult Summer Reading

- 290 Registered
- 141 Completed, meaning at least 1 bingo (48% of those registered)
- 102 Completed 3 bingos, earning a free book (34% of those registered)

### Youth & Teen Summer Reading

- Total Registration: 1075
- Registration for:
  - Listeners: 232 (decrease of 7.5%)
  - Readers: 544 (increase of 4.6%)
  - Teens: 299 (increase of 7.3%)
- Total Completion: 481 (increase of 5.5% from 2018, 44.7% of those registered)
- Completion for:
  - Listeners: 160 (increase of 26.0%, 68.9% of those registered)
  - Readers: 195 (increase of 12.7%, 35.8% of those registered)
  - Teens: 158 (increase of 1.28%, 52.8% of those registered)

In review, while we had slightly fewer registrants for summer reading this year, those that did register were more likely to be engaged. For our Youth & Teen summer reading participants, our completion rate (reading at least 20 hour) went up 5.5%! We will use this data and look at what we did for the 2019 Summer Reading program so make plans for 2020.

## Keegan Sulecki, Head of Information Services

July included some very busy times at our reference desk, as you can see with the increase in reference questions this summer! A lot of time was spent in July to get the StoryBook trail up and operational. We had a great partner in Washtenaw County Parks & Recreation Commission (WCPRC) who cut a new trail and installed the posts. I went out to the trail several times with the help of my staff to install the eighteen frames to the posts. I worked with Patty to finalize the backing pages, got the StoryBook Trail landing page up, wrote the press release, worked with my staff to decide on activities between pages, had the inserts for each frame printed and laminated, and finally went out with Allison for WCPRC to install those pages in the frames. It was a lot of work, but it has created a wonderful outdoor experience for our residents!

Summer Reading was still in full swing. I prepped and hosted our Summer Reading Finale program, Dr. Nitro's Dessert Lab where all in attendance got to sample ice cream made with liquid nitrogen and see some science experiments. CDL's Rec It Tuesday program is coming in Aug. and I worked with Shannon to rescheduled our missed Aviary performance to that day and time for some added entertainment. This will allow Steve Daut to take the first half of the evening and provide some excellent storytelling and Aviary will perform during the last hour.

I also worked ahead on some of our fall programs. For instance, I completed the contracts for our use of the Depot for two of our programs this fall when we needed alternative space due to the exhibit in McKune, I touched base with Crystal from Chelsea Festivals and Events about the fall Sculpture Walk and assigned it to a staff member, and Stacey and I met with some 4H students about a teen mental health program in Oct..

## Shannon Powers, Adult Information Services Librarian

July wrapped up the Adult Summer Reading program, and was another good month for programming. CDL Top 5 took place at Thompson's Pizza, and it was another successful night. We have a decent group

of regulars, and we always seem to have more new people finding out about the game and sometimes the library for the first time. I also hosted a Spelling Bee at Glazier Commons. This was an excellent, feel-good event that strengthens our partnership with CRC, and allowed me to sign up another homebound patron. On the book delivery front, we remain strong. I signed up one new patron this month, although we did cease delivery for two patrons, one due to a health issue and one due to moving out of the district.

July was a good month for planning: after the monthly department meeting, I've begun brainstorming winter programming ideas and have reached out to ACLU about a potential MLK Day program. I also met with Mel, who leaves August 8th, to learn how to update the Family History Index, how to upload the OCR corrected copies of our historic newspapers, and how to add new local history collections to [storiesofchelsea.org](http://storiesofchelsea.org). I made use of this training by creating a new online resource for patrons. A long-standing local history volunteer had devoted a good deal of time to researching a collection of birth and death registers donated years ago to the library. The entire collection has now been scanned and I've created a simple, searchable database that allows patrons to access individual records or to browse the register booklets. Another local history project I worked on this month was a genealogy display to compliment the display on CRC resident Mary Austin's family history. This display includes information on our local history collection and online resources.

Finally, I am on the Apron Strings Exhibit Committee, and met with Lori, Patty, Terri, and Jessica to begin planning passive programming and promotion of the fall display. I think it will be wonderful and have greatly appreciated the chance to contribute to this exhibit. As part of our future planning, I will be reaching out to the CRC and Senior Center to solicit volunteers for docent training, and perhaps to coordinate bus day trips to the display.

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

July was another hopping month with plenty going on for all ages at the library. I handed out many drawing slips and prizes for both youth and adults during CDL's summer reading program. At the beginning of the month, I met as part of CDL's Staff In-Service Committee and shared "group fun" ideas we will be implementing for the all-day meeting on August 23. Deb Pilarz is working with me to make this a great day for staff. The Washtenaw Reads Committee met twice and selected the final two titles for community leaders to read in the next month, who will also choose the final book selection. Both Reading Glasses and Silver Maples Book Clubs met to discuss *Fly Girls* by Keith O'Brien, each with slightly different takes on the book. MSU Astrophysics Professor Ed Brown (yes, there is a relation) spoke to an enthusiastic crowd of all ages about the densest matter in the universe. Lots of questions were asked and it nicely dovetailed with CDL's upcoming SkyNet offerings. I helped Keegan during one of several of her outings to set up the new StoryBook Trail—a super fun walk in the woods CDL is offering families! Bethany Stone from the Painted Owl in Grass Lake led a flower truck canvas painting class to an excited group. I helped Shannon with scoring as she ran another successful CDL Top 5 at Thompson's Pizza. Shannon and I also met with Melanie to learn the back-end of local history posting for our web site. In addition, I worked hard to keep-up on collection buying, keeping Tech Services intern Ross busy. Some weeding was also in order for the Adult Books on CD collection and books located in the 700s.

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

July marked my thirteenth year here at CDL, so here's to another great Summer Reading Program. I was in charge of Wild Wednesdays so I help kids crawl into an inflatable planetarium, watch a snake crawl into a presenter's shirt, and held a bubble of soap smoke from a dry ice machine for a second before it popped. I had a great turnout for Family Read Aloud Book Club, and the book was a big hit with everyone. I'll have to be really smart about what my next book choice will be for winter! Babytime was a lot of fun as usual, and I was excited to be to put on a Gross Motor Storytime that I actually planned in

advance! Collection development shifted to video/tech, with the purchases of more movies and family dvds, as well as a big order of Playaway Luanchpads and Launchpad Video titles after a nice visit with our new Findaway Rep, who gave me two free Launchpads just because.

Looking ahead, I continue to plan Kids Read Comics with the help of my fellow librarians, Secret Crisis Comics, and I'm waiting on a few more artists before plans are finalized in August.

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

July was a very busy and very fun month. Two of our Thrilling Thursday programs included community groups, with a yoga storytime presented by Breathe Yoga and a dance-themed storytime featuring dancers from Ballet Chelsea. Both were a hit! I also led a three-day Game Design Camp for kids. I showed the participants how to combine formats, themes, and game elements in different ways to create lots of interesting games, then let them lose in small groups to design their own with tons of materials from the Scrap Box and craft supplies. On the final day I invited family and friends to see what they'd learned and test out the games.

Thinking ahead to fall, I set up some plans for outreach storytimes. In the past we've visited the ECC preschool classrooms and the special needs preschool classroom at North Creek for monthly storytimes, and this year we are adding the Mudpies & Lullabies Daycare to our lineup. I'll be designing a take-home component for each session so that parents are aware of the programming we're bringing to their little ones each month. I also spent some time editing the fall newsletter in preparation for its release in August.

I am on the Apron Strings committee and we met to discuss how the exhibit will be set up as well as ideas for outreach and passive programming throughout the building to accompany the exhibit. We have some really fun things planned-- visit in September and October to see what we've come up with! I'll be reaching out to the schools to see if teachers would like to schedule visits with their classes as part of our outreach.

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

July was a busy month for me - my first with CDL's Summer Reading Program in full swing. This month, I held three programs that I built from the ground up: Fandomania!, Pop-Up Party, and Frankentoys. Fandomania! was a small affair, but the Pop-Up Party blew up - I had 25 attendees! Frankentoys was also a lot of fun, and I was so glad to be able to take pictures of the weird monsters my teens made and post them to Facebook for parents to see.

A lot of July was also devoted to prepping for these programs and for the two big ones I'm in charge of in August: the Teen Summer Reading Finale, and the Harry Potter Escape Room. The Teen Finale Party was big last year, with 65 teens planning to come, and this year, I have 70! I think they'll really like what I have planned. As for the Escape Room, I've never done one - either in prep or participation - but I'm very much a DIYer at heart. I love making things for the program, including clues made with papercrafts, and props on the 3D printers.

Finally, we had the sad news that Melanie Bell is moving up to a technology position in Plymouth, and as such, I've been trying to learn everything I can from her about our tech. This will come in handy with my work on the CCC/Engine Committee, which is speeding along, hopeful for a September or October opening.

## **Technology**

### **Summary of July 2019**



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

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

I'm sure that you know I spent a great deal of time with Melanie relearning, reviewing and taking lots of notes for the month of July. Having worked so closely with her these past few years, I really hated to see her leave, but it was an opportunity she could not refuse.

The two major projects for the month were: deploying the new public computers and refreshing the 25 Mobile Beacon laptops. New public workstations are faster and have a slightly larger screen than before, but most importantly they are all using the small form factor CPU case which gives our users more desk space. The MB laptops were a chore, but it is good that they all now have the same image including the 10 in the travelling cases.

##### **Technology**

- Assisted Melanie in quite a few updates and upgrades in the server room. We also review Power outage procedures.
- As part of the Creative Commons committee we got a personal tour of the new Novi "Icubed" makerspace lab. Wow, and yes we can steal a lot of ideas and vendor contacts from them.
- With the help of some new Tech Teen volunteers, we refreshed the basement tech storage area, and plan to send a large amount of devices to Electro-Recycle.
- Melanie, Patty, Keegan and I reviewed a webinar from Assabet regarding possible replacement of our Evanced (Demco) online calendar system.

##### **Programming**

- The VR programs at the St Louis Center continue to very well received. I will be looking for new volunteers to help with Melanie's departure. HINT HINT
- Melanie, Lori and I presented a fairly successful TecXpro at the Lima Township Hall.

##### **Outreach**

- Concerning our summer Intern Ross. Lucie and I held a mid term review with him that went well. We also had a small party for him on his last day July 31<sup>st</sup>. This was a very valuable project and we will be following up with the team from AimHigh.

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

July was a very busy month. I spent most of the month updating/creating documentation and training staff. I accepted an IT Department Head position at Plymouth District Library. My last day with Chelsea District Library will be August 8<sup>th</sup>. Chelsea is a wonderful community and I have truly enjoyed working with such amazing and dedicated staff!

##### **Servers and Network:**

- Ran regular updates and double checked the backups.
- Ron and I updated all the servers and ran an offsite backup
- Added 300GB of storage to the Local History Share on the NAS

#### Public and Staff Computers:

- Ron and I deployed 21 new public machines. All public and staff machines are now running Windows 10.

#### Website

- Fixed some issues with EzProxy allowing access to the online databases.
- Updated and backed up all the websites.

#### Broadband

- Attended meeting with Washtenaw Broadband Task Force.
- Attended the Michigan Broadband Cooperative board meeting

#### Other:

- Attended Chelsea City Council update meeting with Lori to talk about progress on the strategic plan.
- Ron, I and the rest of lab redesign committee toured Novi's icubed makerspace lab for ideas
- Assisted with VR sessions at the St Louis Center.
- Worked on creating and updating documentation for next administrator
- Did a lot of staff training including:
  - How to setup and run Minecraft
  - How update family history
  - How to update Digital Newspapers
  - Website maintenance for the Friends
  - Updating website menus and colors.
- Assisted with Teen Summer Reading Finale VR sessions.
- Volunteers Mason Nead, Kyle Goodgall, Jake Goodgall assisted Ron and I with cleaning out the equipment in the basement.
- Nancy Neff and I recovered the Friends Square Account.
- Met with Sprint and began work on getting us on a better contract for the hotspot data plans
- Terri and I called references for a Clover Credit Card system. Will need to follow up as some of the references were unavailable.
- Assisted with Network Admin Interviews.

*Ron Andrews & Melanie Bell*

# MARKETING BOARD REPORT

July 2019

## MARKETING HIGHLIGHTS

### #ILOVECDL/Millage Renewal



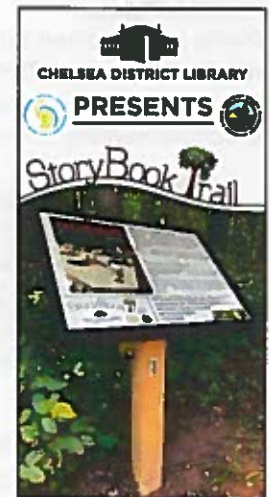
Chelsea District Library lovers had a lot of fun with our #ILOVECDL campaign! In addition to displaying the fun yard signs decorated at our Youth Summer Reading Kickoff, people also engaged in the Facebook photo challenges! Over the four-post challenge, we reached 2,359 followers, had 25 photos posted, and had 44 signs returned to the library lawn to show their support during election week. We received numerous positive comments about our informational postcard including the important information provided, its readability, and overall appeal. Staff and Board had fun wearing their #ILOVECDL t-shirts throughout the month giving us even more presence in the community.

When the election was over, clearly the majority of the voters showed their love for CDL by passing the millage renewal with a 66% approval.

Our Facebook Thank You post reached 929 followers and received 59 Likes/Loves. Here are a couple comments to the post: *"Thanks for being a great library!"* *"I'm glad this passed. Your staff and your facility is amazing."*

### StoryBook Trail

Our first StoryBook Trail has been installed and is receiving great reviews! In preparation for the installation, marketing was busy creating the backing page templates; creating ad artwork (including an ad for 5 Healthy Towns *Connected* magazine); submitting the press release to local media partners, and local schools and organizations; and crafting a social media campaign. To help track the usage of the trail and to receive feedback, we created a QR code for people to scan with their phones while on the trail. While an overwhelming majority of the feedback was enthusiastic and positive, a few helped us identify room for improvement and enjoyment by all. Here are few of the Facebook comments we received:



*"Storybook Trail! Nicely done!! Kudos! Grandkids loved it! Bring bug spray:)"* [Good thing we are handing out branded bug wipes!]

*"Oh my! how fun! I need to check this out. This is the first time I am hearing about this. I will need to take my tiny human out there to have some fun!"*

*"Very cool 🌟"*

### Fall Newsletter



Getting anxious to see what fun and exciting programs are in store at CDL this Fall? Our 2019 Fall newsletter will be hitting mailboxes the weekend of August 23 filled with information about our upcoming major exhibition, new book clubs, third annual CDL Song Fest, the return of Kids Read Comics, and so much more!

### Library Card Sign Up Month

September is National Library Card Sign Up Month (LCSUM) and while we promote all the wonderful things a library card can offer throughout the year, we put in a special effort during this month! It's a perfect time to reach out to all the Chelsea students during open houses and initial classroom visits! This year, in an effort to reach out to our more rural residents, we'll also be holding special sign up days at each of our township halls. To draw attention to our visits, we will be displaying sandwich boards outside the town halls and posting flyers on the township hall bulletin boards. We will also be promoting LCUSM through our normal marketing channels. Know someone who has yet to own a CDL card? Now is the time to encourage them to get one—every person who applies for their first CDL card will be entered into a drawing for a chance to win a gift certificate from a local business of their choice!

## MARKETING BOARD REPORT

July 2019



### Apron Strings: Ties to the Past Exhibition

CDL is excited to host its second major exhibition *Apron Strings: Ties to the Past* from September 4 through October 20, 2019. This charming exhibition is sure to bring back heart-warming memories and hopefully be the start of some new ones. In addition to the exhibition, there will be numerous programs, both passive and planned, to support the exhibit, along with mini-displays from JIFFY mixes, Chelsea Historical Society, and Waterloo Farms. To grab the public's attention, we will once again install banners on and around the library (eastside of building and avenue poles). There is already considerable buzz about this exhibition throughout the community, so we hope you'll stop by to see what all the buzz is about!

### 2019 CDL Song Fest



Photo: Dorian Ziegler

Back for its third year, CDL Song Fest will feature Grant-Lee Phillips, 1996 *Rolling Stone* Male Vocalist of the Year, as its headliner! The day begins with an hour of fun for the family with local music legend Frank Allison, followed by several opportunities to hone your music writing skills and delivery through mentor sessions and the Variety Showcase. New this year is the opportunity for three lucky songwriters to perform their song at the Variety Showcase backed by Mo' Easy, a popular local band! The day-long event ends with Grant-Lee Phillips Live at the Chelsea Congregational Church located at 121 E. Middle Street, followed by a Meet and Mingle with the musician at Zou Zou's Café.

### From Virginia Krueger, Marketing Assistant Insider Campaign

During July, I worked with librarians Margaret Loebe and Marissa Lasoff-Santos to expand our Insider campaign introduced in our summer newsletter. This campaign was created to inform patrons of resources, spaces, and collections they might not already know about. Slides were created for our in-library monitors and social media posts along with shelf-takers designed to redirect customers to complementing library materials they might be currently looking at. Below is a sampling of the slides:



### West Side Banners:

We have experienced damage to the banners hanging on the west side of the McKune due to wind and extreme weather. In an effort to address this problem, we are evaluating a promising solution through Britten, Inc. in Traverse City, MI. They offer a banner stretch frame system that improves the longevity of exterior banners. I was able to visit their manufacturing facilities to assess quality and discuss installation on a historic building, as well as view some of their existing installations. The system is based on trampoline technology, where the banner is stretched and attached to a frame with springs. The frame then has hinged faces which reduces wind from catching behind the banner and tearing them. We are currently evaluating the cost, installation requirements, and project timeline to implement this system.

### OUTREACH

- Collaborated with Howdy Holmes and Pam Balyeat to write a back cover article for our 2019 Fall Newsletter along with discussing a display of the JIFFY mixes history to run during our *Apron Strings* exhibition.
- Attended a Chamber marketing event where I met Suzanne Morrison, Hatch Stamping Marketing. Through dialogue about our upcoming *Apron Strings* exhibition, Suzanne offered several vintage items to enhance the exhibition displays.

Respectfully submitted,  
Patty Roberts  
Head of Marketing

# Chelsea District Library introduces StoryBook Trail in Baker Woods Preserve

 [chelseaupdate.com/chelsea-district-library-introduces-storybook-trail-in-baker-woods-preserve/](https://chelseaupdate.com/chelsea-district-library-introduces-storybook-trail-in-baker-woods-preserve/)

July 29, 2019

(Chelsea Update would like to thank Keegan Sulecki for the information in this story.)

Chelsea District Library (CDL) recently announced the opening of a StoryBook Trail at Baker Woods Preserve, 11914 Trinkle Road in Lima Township.

With support through a grant from 5 Healthy Towns Foundation (5HF) and in partnership with the Washtenaw County Parks & Recreation Commission (WCPARC), this trail combines the joys of reading and the outdoors. Families are invited to walk the 0.5 mile trail, where they can read a book one page at a time. Each page is displayed in a permanent sign frame and also provides suggested activities to keep families engaged throughout the story.



Courtesy photo. A scene from Storybook Trail in the Baker Preserve.

The first title featured on the trail will be *Life on Mars* by Jon Agee in honor of CDL's 2019 Summer Reading theme *A Universe of Stories* and will be on display throughout August.

The Storybook Trail installation allow stories to be swapped out regularly, so families are encouraged to come back often for a new experience.

Updates about the Trail can be found at [www.chelseadistrictlibrary.org/storybook](http://www.chelseadistrictlibrary.org/storybook).

September will feature the book *The Busy Tree* by Jennifer Ward, illustrated by Lisa Falkenstern. This title was chosen to help support the WCPARC Junior Naturalists program and is an example of the great partnership that has grown between CDL and WCPARC over the course of this project.

"This project wouldn't have been possible without Washtenaw County Parks & Recreation and they are a joy to work with," said Keegan Sulecki, head of Information Services at CDL in a press release.

WCPARC provided support by cutting a new trail and installing the wood posts that support each frame and of course by allowing Baker Wood Preserve, located in Lima Township, to be used for this purpose. "We are so happy to partner with CDL and to introduce Baker Woods Preserve to library users. The StoryBook trail is a new and exciting opportunity to experience this beautiful landscape," says Allison Krueger, stewardship manager at WCPARC.

While the trail is available each day to enjoy from dawn to dusk, CDL and WCPARC will both provide programs to get more families out to discover this new resource.

A Not-Too-Scary StoryBook Trail on Oct. 28 will be a partnership program and a special walk families can enjoy in costume.

Baker Woods Preserve Storybook trail was funded through a grant from 5 Healthy Towns Foundation. Visitors to the trail can offer support by sharing their feedback. At the last station of the trail, visitors will find a special link to share their thoughts and be entered into a drawing for a chance to win an animal finger puppet and seasonal book.

There will be a drawing for each new title on the trail so participants will have an opportunity to give their feedback and have a chance to win with each new book.



# Chelsea District Library Millage Renewal

continued from page 1  
sists of the following:

- City of Chelsea
- Dexter Township except those portions of the township that are within the Dexter District Library district (which is defined by Dexter School District boundaries)

• Lima Township except those portions of the township that are within the Dexter District Library district (which is defined by Dexter School District boundaries)

- Lyndon Township
- Sylvan Township

What is the actual millage language on the ballot?

Shall the Chelsea District Library; County of Washtenaw, be authorized to levy an amount not to exceed 1.9231 mills (\$1.9231 on each \$1,000 of taxable value), which is a renewal of the millage rate that expires in 2019, against all taxable property within the Chelsea District Library district for a period of 10 years, 2020-2029, inclusive, for the purpose of providing funds for all district library purposes authorized by law? The estimate of the revenue that Chelsea District Library will collect in the first year of levy (2020) if the millage is approved and levied by the library is approximately \$1,791,000. A portion of the revenue collected may be subject to capture by the Washtenaw County Brownfield Redevelopment Authority.

How much will the millage cost me? If approved, the operating millage will renew at the rate of 1.9231 mills and generate funds for the library for 10 years. A mill is equal to \$1 for every \$1,000 of a property's taxable value, which is generally equal to half

of the property's market value. If the millage renews, an owner of a property with a taxable value of \$100,000 (\$200,000 market value) will continue to pay \$192.31 per year towards support of library service.

Why does the library need money?

Public libraries in Michigan are primarily funded through local property tax millage. Approximately 90% of the library's revenue comes from property taxes.

What other funding does the library receive?

The remaining 10% of library revenue comes from state aid, penal fines, investment interest, donations, and grants.

What does the millage fund?

The millage funds the library's ability to realize its mission to engage, inspire, and equip through evolving services and resources. This is accomplished by operating, maintaining, and providing the library's...

Resources including books, DVDs, e-books, audiobooks, magazines, online databases, nontraditional items, and WiFi hotspots.

• Programs includ-

ing storytimes, book clubs, craft programs, and signature events like Authors in Chelsea, Artist in Residence, Music in the Air, and the Midwest Literary Walk. CDL also hosts national touring exhibitions and local collections and exhibitions.

• Township outreach through little free libraries and programs like Rockin' on the Farm.

• Home delivery of books, audiobooks, magazines, and DVDs to eligible customers through the CDL Delivers! program.

• High-speed Internet access through library computers, WiFi at CDL (Chelsea District Library), and hotspots installed at Lima, Lyndon, and Sylvan Township halls. CDL also circulates WiFi hotspots to library patrons.

• Engagement in the community at places like the Chelsea Retirement Center, St. Louis Center, and Chelsea Schools.

• Access to new technology like 3D printers and virtual reality equipment.

If the millage passes, will my taxes go up?

No! No additional millage is being re-

quested. The library's current operating millage expires at the end of 2019. Voters will be asked to approve renewal of the current levy of 1.9231 mills for 10 years beginning in 2020.

What happens if the millage passes?

Approval of the renewal of the operating millage ensures that CDL will maintain its current operation and continue its mission to engage, inspire, and equip through evolving services and resources.

What happens if the millage fails?

Failure to pass the operating millage renewal will result in a major reduction in library services.

Do people still use the library?

Yes! Library use has remained steady over time. Today, more than 8,300 residents in our service area have CDL (Chelsea District Library) cards. Last year, more than 165,000 people walked through our doors, more than 20,000 people attended 582 programs. Additionally, more than 281,000 items were circulated at CDL last year.

Chelsea District Library added: Any residents in the Chelsea District Library service area with questions about the ballot proposal may contact Library Director Lori Coryell at 734-475-8732 or email at lcoryell@chelseadistrictlibrary.org

## "REC IT" TUESDAYS

OFFERING FREE FUN ACTIVITIES IN CHELSEA THIS SUMMER!

"Rec It" Tuesdays will provide awesome games and activities at local parks and locations throughout town. The lineup includes: (All Activities are FREE!)

**7/30:** Kite Building and Kite Flying at Pierce School Fields (CCCEC with support from Dangerous Architects)

**8/6:** Creative Picket Fence Painting at Timbertown Park (CCCEC with support from Chelsea Lumber Company)

**8/13:** Make-Your-Own Trail Mix bar and family friendly stories told by local storytellers (CDL)

**SRSLY CHELSEA**

**ENGAGE INSPIRE EQUIP**

**CHELSEA SCHOOL DISTRICT**

**CHLSEA AREA FRANCHISE FOR RECREATION**

For more details about "Rec It" Tuesdays, visit the Chelsea Community Center Facebook page at: <https://www.facebook.com/Chelsea-Community-Center/> 819-438-2888/874311



# CHELSEA

## SUPER SAVER

<b>SPEND \$100</b>	<b>SAVE \$15</b>	<b>SPEND \$600</b>	<b>SAVE \$90</b>
<b>SPEND \$200</b>	<b>SAVE \$30</b>	<b>SPEND \$700</b>	<b>SAVE \$105</b>
<b>SPEND \$300</b>	<b>SAVE \$45</b>	<b>SPEND \$800</b>	<b>SAVE \$120</b>
<b>SPEND \$400</b>	<b>SAVE \$60</b>	<b>SPEND \$900</b>	<b>SAVE \$135</b>
<b>SPEND \$500</b>	<b>SAVE \$75</b>	<b>SPEND \$1000</b>	<b>SAVE \$150</b>

COUPON MUST BE PRESENTED AT TIME OF WRITE UP. SEE ADVISOR FOR DETAILS. EXPIRES 7/31/19

## BRAKES

### PADS & ROTORS

# \$299.95

**PER AXLE ON MOST VEHICLES**

COUPON MUST BE PRESENTED AT TIME OF WRITE UP. SEE ADVISOR FOR DETAILS. EXPIRES 7/31/19

less inhibited in expressing themselves and the joy of the Spirit shines through."  
—Julie Nelson  
Member of First Congregational Church of Chelsea

"It's a safe place to be wherever I am without feeling like I have to be at some kind of spiritual elevation. Because there are people with disabilities and special needs there's a unique kind of freedom and permission to just be wherever I am and know that I am welcome and accepted. I especially appreciate that it's okay to have questions and doubts without the pressure to have the answers. I've gone to a lot of different churches and this one is totally special to me."  
—Sue Iskenderian

Sundays @ 11:30a.m.

Light Lunch follows

[www.chelseafcc.com](http://www.chelseafcc.com)



FIRST CONGREGATIONAL  
UNITED CHURCH OF CHRIST

121 E. Middle St. Chelsea • 734.475.1844

## Advertise on the Chelsea Guardian's Weekly Church Directory

1x2 ad only \$10 per week!

2x2 ad only \$20 per week!

Call: 734-636-6577 or email [charlachelseaguardian@gmail.com](mailto:charlachelseaguardian@gmail.com)

## St. Paul United Church of Christ

14600 Old US 12, Chelsea • 734-475-2545  
[www.stpaulchelsea.net](http://www.stpaulchelsea.net)

**Worship Service Sunday at 10:00 a.m.**  
**Please join us!**



UNITED CHURCH  
OF CHRIST  
a just world for all

# CDL TecXpo Piloted at Lima Township Hall!

Sunday, Jul. 28 |  
1:00pm—4:00pm |  
Drop-in | All Ages

Lima township residents are invited to join us for our first CDL TecXpo, where they'll get a chance to experience virtual reality\*, interact with Sphero\* robots, view 3D printer demonstrations, and learn about all the technology available at your

library!

In addition, we'll be sharing information about our CDL Garage collection (think...tools, equipment, and gadgets for crafting and scientific exploration), CDL Delivers!—our home-bound delivery service, and Homeschool Meetups—a resource for homeschool students.

Not a Lima township resident but interested in a CDL TecXpo coming to your town hall (Dexter, Lyndon or Sylvan?) Contact Ron Andrews at [randrews@chelsea-districtlibrary.org](mailto:randrews@chelsea-districtlibrary.org) or your township supervisor.

\*Virtual Reality equipment is designed for ages 12 and up.

time, expertise, and resources to provide support for local groups and individuals in Chelsea, especially for the benefit of children. In addition to many hands-on projects throughout the year, the club raises funds to be able to turn back to the community.

Our largest fundraiser is our food concession trailer. We operate the trailer to benefit particular groups at events like the Ice Cream Social at South Meadows Elementary School for Chelsea's Parent Teacher Organization, at the Chelsea High

at Relay for Life events for the American Cancer Society.

To fund the largest share of our \$60,000 budget though, the trailer is in operation at the Sounds & Sights Festival and the Chelsea Community Fair. Please consider helping us support the many groups and projects we do during the year. One way to help is by stopping by our trailer to purchase a meal or snack on Thursday evening July 25 or all day Friday and Saturday, July 26-27 at the festival.

We will be at the fairgrounds from Sunday August 18,

work with us in the trailer for a shift. It is a fun way to serve the community our fare, individually or with your group. We have been fortunate over the years to have many individuals from the community volunteer to help us as well as groups like Chelsea Family Dentistry and teachers from South Meadows and North Creek Elementary Schools.

A third way to help us is to get inside the club by joining. There you can help with current projects or start a new way to satisfy a need in Chelsea.

## Saturday, July 27th

—DOWNTOWN CHELSEA—

# SOUNDS SIGHTS Festival Weekend

- Chelsea Farmers Market at Palmer Commons | 8am-1pm
- Bill Personick's Music 10:20-12:45
- Merchant activities: visit [chelseamich.com](http://chelseamich.com)
- Featured Chalk Artists at Middle Streets, Ugly Dog Distillery and Library 8am-5pm
- Art Market "Collections" | 10am - 8pm
- Library Collection Events
  - Coleman-Drayon | on the hour 10am-8pm
  - Evan Struck Speed Painting | 12:30pm, 1:30pm, 6:30pm, 7:30pm
  - Lindsey Dahl painting demo | 11am, 3pm
  - Dragon Charmer felting demo | noon, 6pm
  - Mostly Malle Jewelry demo | 1pm, 5pm
  - Live Music: Decker by Sharon | 1-3pm
  - Live Music: Fun in the Frets | 4-6pm
- E. Middle St. Collection Events
  - Live Music: TBD | 11am-1pm
  - Live Music: David Bloom & Friends | 3-5pm
  - Justin Darling live glass work | 11am, 12pm, 6:30pm, 7:30pm
  - Ari & Jeric Studios Wire Wrapping | 2pm, 4pm
  - Ridion Valley Wood Turners demo | 1pm, 5pm
  - We Draw Together, roaming "Creature" | 1-3pm
- W. Middle St. Collection Events
  - Brett Seave Art "Carve-a-thon" | 3-6pm
  - Doug Worthington Pottery | 11:30am, 7pm
  - Hankra Jewel American Jewelry Art Demo | 2pm
- Food Court on W. Middle Street | 12noon-10pm
- Pet Parade at the Train Depot | 10-11am
- Chalk Art Contest by Clocktower and Glaxier Building | 8am-4pm
- KidZone behind Clocktower complex | 10am-3pm
- A2 Magic | 11-11:45am
- Tim Salisbury Juggling Show | 1-1:45pm
- Chelsea Wellness Center's Kids Yoga | 1:30-2:30pm
- PLUS: Bouncy Houses, Spin Art T-Shirts, Ceramics Clayland, Balloon art and more!
- Social Tent opens at 1pm, (Free admission)
- Kielbasa Kings Polish Band 1:30-4:30 p.m.
- Social Tent ramps up at 6pm, live music from 7-11pm, \$5 cover
- Dance Party
- Fifty Amp Fuse
- Metro Soul Band





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

- Circulation – 26,786 or even with last July;  
170665 or 1% higher than last year.
- Patron Count- 17,650 for July;  
98,703 Year to Date.  
\*\* Does not include offsite programs.
- Circulation by township- for July –
  - Dexter = 10% of total transactions
  - Lima = 11% of transactions
  - Lyndon = 14% of transactions
  - Sylvan = 17% of transactions
  - Chelsea = 33% of transactions
- July Circulation: 86% were items from Chelsea and 14% were inter-loaned items.
- Automated phone renewals in July– 17, Self-check was 10% of items checked out in July;  
Overdrive = 2517 in July; RBDigital = 303 in July; Hoopla = 282 in July.
- Registrations for July– 128 new cards; 6917 total card holders
  - \*Dexter = 893 cards; Lima = 793 cards; Lyndon = 991 cards
  - \*Sylvan = 1166 cards; Chelsea = 2502 cards; Nonresident = 572 cards

### **Circulation Activities:**

- We received 5 to 11 tubs in the run each day M-F with a total of 146.5 in July.
- Hotspot holds for July: Sprint = 4; Verizon = 9; AT&T = 7.
- July 18<sup>th</sup> – Business card outreach to Silver Maples and The Pines. New card sign-up at The Pines.
- Started working on our “Apron Strings” exhibit, researching uses for aprons and developing some activities for our patrons.
- Leslie celebrated her 8<sup>th</sup> anniversary at CDL on July 13<sup>th</sup>.

Respectfully submitted,  
Terri Lancaster  
Head of Circulation

Chelsea District Library  
2019

Average Daily Circulation									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2019 Total	2018 Total
Jan.	591	950	903	850	715	548	422	26483	24343
Feb.	771	965	754	779	731	618	398	22244	21896
March	764	828	691	703	735	706	399	24554	25332
April	707	736	808	746	579	429	367	22384	23655
May	815	780	743	684	618	464	344	22887	21069
June	932	850	901	867	713	441	398	25327	25615
July	984	940	922	758	744	522	397	26786	26766
August									24733
Sept.									22047
Oct.									22823
Nov.									22230
Dec.									20805
<b>Total</b>								<b>170665</b>	<b>281314</b>
<b>Mnth Avg</b>								<b>24,381</b>	<b>23,443</b>
<b>Avg. % Inc.</b>								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	2018 Total	% ChkOuts
2270	29	78	2273	9%
1945	26.5	73	2061	9%
2582	31	83	2399	8%
1951	29	67	2095	11%
2091	29	72	2225	9%
2866	30	96	2605	9%
3146	30	105	2934	10%
			2595	
			2032	
			2296	
			2017	
			1849	
<b>16851</b>			<b>27381</b>	<b>9%</b>

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

TLN Updated these numbers in April

2019	Items Added	Total Items
Jan	732	69,229
Feb	574	67,415
Mar	782	68,196
April	700	68,896
May	606	69,502
June	884	67,711
July	827	68,091
Aug		
Sept		
Oct		
Nov		
Dec		
<b>Total/Avg</b>	<b>5,105</b>	<b>68,434</b>

RB Digital Circ 2019 (downloadable e-magazines)			
2019	2018	2017	2016
Jan	401	180	292
Feb	327	144	271
Mar	385	291	383
April	364	170	331
May	345	170	238
June	361	215	240
July	303	174	239
Aug		192	230
Sept		152	264
Oct		198	220
Nov		467	172
Dec		340	191
<b>Total</b>	<b>2486</b>	<b>2693</b>	<b>3,071</b>

Hoopla 2018 (e-books, audiobooks, music, movies)			
2019	2018	2017	2016
Jan	64	43	43
Feb	238	38	38
Mar	287	42	42
April	272	78	78
May	267	79	79
June	301	121	121
July	282	146	146
Aug		160	160
Sept		148	148
Oct		167	167
Nov		174	174
Dec		204	204
<b>Total</b>	<b>1711</b>	<b>1400</b>	<b>1400</b>

[illegible]

# Item Circulation 2019

2019						
	All items circled at Chel inc: OD & Zinio	Chel items circled at Chel inc: OD & Zinio	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/ renewed anywhere in system
Jan.	26,483	15,888	60%	10,595	40%	16,197
Feb.	22,244	14,894	67%	7,350	33%	15,206
March	25,127	17,061	68%	8,066	32%	17,223
April	22,384	15,065	67%	7,319	33%	15,132
May	22,887	15,337	67%	7,550	33%	15,565
June	25,327	18,067	71%	7,260	29%	18,009
July	26,786	23,159	86%	3,627	14%	19,588
August				0		
Sept.				0		
Oct.				0		
Nov.				0		
Dec.				0		
Totals	171,238	119,471	70%	51,767	30%	116,920
Mnth Avg	24,463	17,067		7,395		16,703
TLN Updated these numbers in April						
2019 Circulation by Department - Percentage						
	Adult	Youth	Teen	2019 Circulation by Department - Total Checkouts		
January	60%	36%	5%	Adult	Youth	Teen
February	58%	38%	4%	9,777	5,743	677
March	57%	39%	4%	8,900	5,743	563
April	58%	38%	4%	9,756	6,799	668
May	59%	37%	4%	8,738	5,790	537
June	50%	45%	5%	9,121	5,687	529
July	50%	45%	5%	8,978	8,212	877
August				9,653	8,622	1,022
September						
October						
November						
December						
Yearly Avg.	56%	40%	4%	64,923	46,596	4,873

**COMMUNICATIONS**



# **CANVASS OF VOTES CAST**

## **AT THE ELECTION**

HELD ON

**August 6, 2019**

(DATE OF ELECTION)

**OF Washtenaw County,**

**AND CANVASSED BY THE BOARD OF CANVASSERS  
WASHTENAW COUNTY, MICHIGAN**

## CERTIFICATE OF DETERMINATION

**STATE of MICHIGAN**  
**County of Washtenaw**

The Board of Canvassers of the County of Washtenaw, having Ascertained and Canvassed the Votes of Washtenaw County – All Cities and Townships at the Special Election, held on the 6<sup>th</sup> day of August, two thousand nineteen.

### **Do Hereby Certify and Determine:**

That the **WASHTENAW INTERMEDIATE SCHOOL DISTRICT BOND PROPOSAL** having received a sufficient number of votes is **passed**.

That the **WHITMORE LAKE PUBLIC SCHOOLS PROPOSAL** having received a sufficient number of votes is **passed**.

That the **CHELSEA DISTRICT LIBRARY PROPOSAL** having received a sufficient number of votes is **passed**.

**In Witness Whereof**, We have hereunto set our hands and affixed the Seal of the County of Washtenaw this 9th day of August in the year two thousand nineteen.



Michael Henry Jr., Chair  
Dez Scott  
P. J. W.

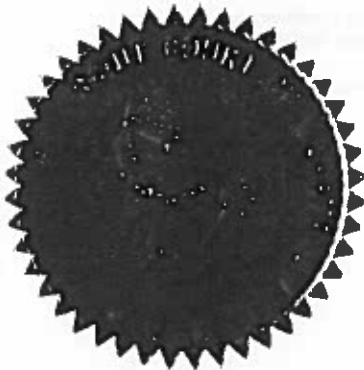
**ATTEST:**

Carlene Kesterson  
Clerk of Board of Canvassers

State of Michigan }  
County of Washtenaw } ss.

We do hereby certify that the following is a correct statement of the votes cast in the County of Washtenaw for the proposals in such statement at the Special Election held on the sixth day of August, 2019.

In witness whereof, we have hereunto set our hands and caused to be affixed the seal of the Circuit Court for the County of Washtenaw, this 9th day of August, Two Thousand Nineteen.




Board of  
Canvassers

Michael Henry Jr.  
Chair

Vice-Chair

Member

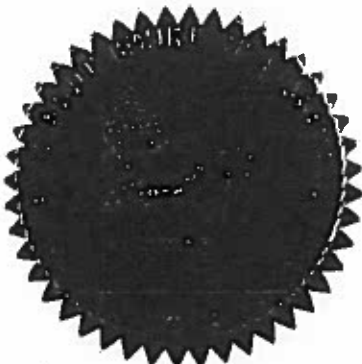
Member

  
CLERK OF THE  
BOARD OF CANVASSERS

State of Michigan }  
 } ss.  
County of Washtenaw }

We do hereby certify that the following is a correct transcript of the statement of the Board of County Canvassers, County of Washtenaw, of the votes cast in the County of Washtenaw for the proposals named in said statement at the Special Election held on the sixth day of August, 2019, so far as it relates to the votes cast for said proposals, as it appears from the original statement on file in the Office of the County Clerk.

In witness whereof, we have hereunto set our hands and caused to be affixed the seal of the Circuit Court for the County of Washtenaw, this 9th day of August, Two Thousand Nineteen.



**COUNTY CLERK**

COUNTY CLERK  
*Michael Henry Jr.*  
CHAIR OF THE COUNTY BOARD OF CANVASSERS

## STATEMENT OF RETURNS

August 6, 2019 Special Election

### **Washteanw Intermediate School District**

#### **BOND PROPOSAL**

Shall Washtenaw Intermediate School District, Michigan, borrow the sum of not to exceed Fifty-Three Million Two Hundred Ninety-Five Thousand Dollars (\$53,295,000) and issue its general obligation unlimited tax bonds therefor for the purpose of:

erecting, furnishing and equipping a new High Point School as an addition to the pool and gymnasium portions of the existing building; remodeling, equipping and re-equipping and furnishing and refurbishing the pool and gymnasium portions of the existing building; purchasing and installing information technology systems equipment and software; and preparing, developing, improving and equipping playgrounds and the site?

The following is for informational purposes only:

The estimated millage that will be levied for the proposed bonds in 2020 is .37 mill (\$0.37 on each \$1,000 of taxable valuation). The maximum number of years the bonds may be outstanding, exclusive of any refunding, is ten (10) years. The estimated simple average annual millage anticipated to be required to retire this bond debt is .37 mill (\$0.37 on each \$1,000 of taxable valuation).

(Pursuant to State law, expenditure of bond proceeds must be audited, and the proceeds cannot be used for repair or maintenance costs, teacher, administrator or employee salaries, or other operating expenses.)

<b>PRECINCT NAME</b>	<b>Yes</b>	<b>No</b>
City of Ann Arbor, Ward 1, Pcts 1 & 12	1	0
City of Ann Arbor, Ward 1, Pcts 2 & 3	66	22
City of Ann Arbor, W1, Pct 4 & W5, Pct 3	103	33
City of Ann Arbor, Ward 1, Pcts 5 & 6	147	36
City of Ann Arbor, Ward 1, Precinct 7	7	0
City of Ann Arbor, Ward 1, Precinct 8	144	55
City of Ann Arbor, Ward 1, Pcts 9 & 11	124	44
City of Ann Arbor, Ward 1, Precinct 10	130	61
City of Ann Arbor, Ward 2, Precinct 1	33	12
City of Ann Arbor, Ward 2, Precinct 2	0	0
City of Ann Arbor, Ward 2, Pcts 3 & 4	165	110
City of Ann Arbor, Ward 2, Precinct 5	102	70
City of Ann Arbor, Ward 2, Precinct 6	176	67
City of Ann Arbor, Ward 2, Precinct 7	185	63
City of Ann Arbor, Ward 2, Precinct 8	153	41
City of Ann Arbor, Ward 2, Precinct 9	164	70
City of Ann Arbor, Ward 3, Pcts 1 & 2	35	6
City of Ann Arbor, Ward 3, Pcts 3 & 10	247	87
City of Ann Arbor, Ward 3, Pcts 4 & 7	305	104
City of Ann Arbor, Ward 3, Precinct 5	65	21
City of Ann Arbor, Ward 3, Pcts 6 & 9	163	88
City of Ann Arbor, Ward 3, Precinct 8	158	71
City of Ann Arbor, Ward 4, Pcts 1 & 3	96	27
City of Ann Arbor, Ward 4, Precinct 2	14	5
City of Ann Arbor, Ward 4, Pcts 4 & 8	221	106
City of Ann Arbor, Ward 4, Precinct 5	123	43
City of Ann Arbor, Ward 4, Precinct 6	135	82
City of Ann Arbor, Wards 4 & 5, Pct 7	247	100
City of Ann Arbor, Ward 4, Pcts 9 & 10	215	144
City of Ann Arbor, Ward 5, Precinct 1	32	7
City of Ann Arbor, Ward 5, Precinct 2	154	31
City of Ann Arbor, Ward 5, Pcts 4 & 5	383	122
City of Ann Arbor, Ward 5, Precinct 6	161	62
City of Ann Arbor, Ward 5, Precinct 8	125	43
City of Ann Arbor, Ward 5, Precinct 9	215	64
City of Ann Arbor, Ward 5, Precinct 10	175	59
City of Ann Arbor, Ward 5, Pcts 11 & 12	274	88
City of Chelsea, Precincts 1 & 2	709	343
City of Dexter, Precincts 1 & 3	206	90
City of Dexter, Precinct 2	188	93
City of Milan, Precincts 1 & 1W	260	235
City of Saline, Precincts 1 & 2	316	274
City of Saline, Precinct 3	167	173
City of Ypsilanti, Ward 1, Precinct 1	16	17
City of Ypsilanti, Ward 1, Precinct 2	61	28
City of Ypsilanti, Ward 1, Precinct 3	27	14
City of Ypsilanti, Ward 2, Pcts 1, 2 & 3	300	149

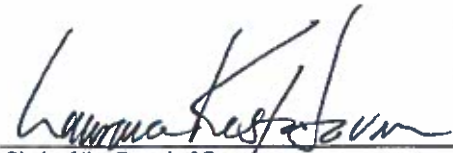
City of Ypsilanti, W2, Pct 4 & W3, Pct 1	17	7
City of Ypsilanti, Ward 3, Pcts 2 & 3	163	83
Ann Arbor Township, Precincts 1 & 2	279	179
Augusta Township, Precincts 1 & 2	126	278
Augusta Township, Precinct 3	57	234
Bridgewater Township, Precinct 1	39	78
Dexter Township, Precincts 1 & 3	235	235
Dexter Township, Precinct 2	177	151
Freedom Township, Precinct 1	54	93
Lima Township, Precincts 1 & 2	264	341
Lodi Township, Precincts 1, 2 & 3	332	441
Lyndon Township, Precinct 1	202	287
Manchester Township, Precincts 1 & 2	187	219
Northfield Township, Precinct 1	240	251
Northfield Township, Precinct 2	79	158
Northfield Township, Precinct 3	100	179
Pittsfield Charter Township, Pcts 1 & 8	157	107
Pittsfield Charter Township, Pcts 2 & 13	135	89
Pittsfield Charter Township, Pcts 3 & 4	152	95
Pittsfield Charter Township, Precinct 5	81	41
Pittsfield Charter Township, Pcts 6 & 10	138	147
Pittsfield Charter Township, Pcts 7 & 9	275	193
Pittsfield Charter Township, Pct 11 & 12	252	221
Salem Township, Precinct 3	11	23
Saline Township, Precinct 1	64	108
Scio Township, Precincts 1 & 7	323	149
Scio Township, Precincts 2 & 3	324	215
Scio Township, Precincts 4 & 8	340	176
Scio Township, Precincts 5 & 6	115	50
Sharon Township, Precinct 1	80	137
Superior Township, Precinct 1	107	120
Superior Township, Precinct 2	95	81
Superior Township, Precincts 3 & 4	123	104
Superior Township, Precinct 5	111	130
Sylvan Township, Precinct 1	244	294
Webster Township, Precinct 1	110	136
Webster Township, Precinct 2	67	119
Webster Township, Precinct 3	111	93
York Township, Precinct 1	99	213
York Township, Precincts 2 & 3	231	317
Ypsilanti Township, Precinct 1	76	61
Ypsilanti Township, Precincts 2 & 3	224	154
Ypsilanti Township, Precinct 4	115	127
Ypsilanti Township, Precincts 5 & 6	91	147
Ypsilanti Township, Precinct 7	47	94
Ypsilanti Township, Precinct 8	47	87
Ypsilanti Township, Precincts 9 & 10	194	212
Ypsilanti Township, Precincts 13 & 15	201	275
Ypsilanti Township, Precinct 14	108	131
Ypsilanti Township, Precinct 17	106	87
Ypsilanti Township, Precinct 18	128	126
Ypsilanti Township, Precinct 19	98	112
Ypsilanti Township, Precinct 20	60	120
JACKSON, Waterloo Township, Precinct 1	19	29
LIVINGSTON, Green Oak Twp, Pcts 3 & 8	110	152
LIVINGSTON, Hamburg Twp, Precinct 4	38	77
MONROE, Exeter Twp, Pcts 1 & 2	3	20
MONROE, London Twp, Precinct 1	33	76
MONROE, Milan Township, Precinct 1	40	94
WAYNE, Sumpter Township, Precinct 1	12	24
WAYNE, Sumpter Township, Precinct 2	10	21
WAYNE, Sumpter Township, Precinct 5	11	14
WAYNE, Van Buren Township, Precinct 10	36	57
<b>Totals</b>	<b>15596</b>	<b>12329</b>
	<b>55.85%</b>	<b>44.15%</b>





The Board of Canvassers of the County of Washtenaw, having ascertained and canvassed the votes of the above named precincts at the Election, held on the 6th day of August, two thousand nineteen, do hereby certify the vote totals above.

In Witness Whereof, We have hereunto set our hands and affixed the Seal of the County of Washtenaw this 9th day of August in the year two thousand nineteen.



ATTEST:

  
Clerk of the Board of Canvassers

	Chairperson
	Vice Chair
	Member
	Member

Carmina Kester  
Clerk of the Board of Canvassers

## STATEMENT OF RETURNS

**August 6, 2019 Special Election**

**Whitmore Lake Public Schools**

### **MILLAGE PROPOSAL TO PROVIDE FUNDS TO OPERATE A SYSTEM OF PUBLIC RECREATION**

Shall the limitation on the amount of taxes which may be assessed against all property in Whitmore Lake Public School District, Washtenaw and Livingston Counties, Michigan, be increased by and the board of education be authorized to levy not to exceed 1 mill (\$1.00 on each \$1,000 of taxable valuation) for a period of 10 years, 2019 to 2028, inclusive, for the purpose of providing funds for operating a system of public recreation and playgrounds, including but not limited to pools, athletic fields, and walking paths; the estimate of the revenue the school district will collect for such recreation program if the millage is approved and levied in 2019 is approximately \$345,923?

PRECINCT NAME	Yes	No
Northfield Township, Precinct 1	295	197
Northfield Township, Precinct 2	85	130
Northfield Township, Precinct 3	137	141
Webster Township, Precinct 1	3	6
LIVINGSTON, Green Oak Twp, Pcts 3 & 8	131	134
<b>Totals</b>	<b>651</b>	<b>608</b>
	<b>51.71%</b>	<b>48.29%</b>


The Board of Canvassers of the County of Washtenaw, having ascertained and canvassed the votes of the above named precincts at the Election, held on the 6th day of August, two thousand nineteen, do hereby certify the vote totals above.



In Witness Whereof, We have hereunto set our hands and affixed the Seal of the County of Washtenaw this 9th day of August in the year two thousand nineteen.

**ATTEST:**

  
Clerk of the Board of Canvassers

 - Chairperson  
\_\_\_\_\_  
Vice Chair  
\_\_\_\_\_  
Member  
\_\_\_\_\_  
Member

# **ACTION ITEMS**



Action Item #1

Chelsea District Library  
Board of Trustees

Library Board Fact Sheet  
August 20, 2019 Board Packet

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

Accept July donations and changes to the 2019 FY Budget.

		Income Line - Expense Line	
Anonymous	Non-Designated	674.120	967.910 \$40.00
Daphne Hodder	Non-Designated (In Memory of Bo Skelton)	674.120	967.910 \$25.00
Daphne Hodder	Non-Designated (In Memory of Nancee Sandville)	674.120	967.910 \$25.00
		Sub Total: \$90.00	

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

Sub Total: \$

Total General Donations: \$90.00

Acknowledge the donations below toward the CDL Endowment.

Jerry & Chris Wilczynski	Endowment	257.003	\$250.00
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Anne Merkel, Board Secretary

Date



# **COMMITTEE INFO & MINUTES**



**Chelsea District Library  
Finance Committee  
Budget Review Meeting Notes – Draft  
Tuesday, June 4, 2019**

In attendance: Elizabeth Sensoli, Treasurer; Susan Lackey, President; Lori Coryell, Director, and Linda Ballard, Assistant Director.

1. Meeting was called to order at 10:30.
2. Lori and Linda reviewed the preliminary 2020 budget and answered questions.
3. The meeting was adjourned at 11:20.



**Chelsea District Library  
Finance Committee  
Budget Review Meeting Notes – Draft  
Tuesday, June 11, 2019**

In attendance: Elizabeth Sensoli, Treasurer; Susan Lackey, President; TJ Hellferich, President Elect; Lori Coryell, Director, and Linda Ballard, Assistant Director.

1. Meeting was called to order at 10:30.
2. Lori and Linda reviewed the preliminary 2020 budget and answered questions. The finance committee agreed to have Lori and Linda present the budget to the library board at their next meeting. Lori, Linda and the staff were thanked for their hard work.
3. The meeting was adjourned at 11:00.



**Chelsea District Library  
Finance Committee  
Meeting Notes – Draft  
Tuesday, July 30, 2019**

In attendance: Elizabeth Sensoli, Treasurer; Susan Lackey, President; TJ Hellferich, President Elect; Lori Coryell, Director, and Kerry Ballard, Bookkeeper.

1. Meeting was called to order at 10:32.
2. Agenda was approved as submitted.
3. June 4, 2019 and June 11, 2019 Budget review meeting minutes. Elizabeth will submit draft minutes for those meetings.
4. The first and second quarter 2019 reconciliation reports were reviewed and accepted by the Finance Committee. We received a refund from the IRS.
4. Comment/Discussion:
  - a. Going forward will include the Detailed Transaction Report in board packets, leaving the check registry for review as part of check signing procedure.
  - b. Kerry is creating a procedure manual, which will include financial management guidelines.
  - c. Kerry has about 50 uncashed checks which have accumulated over time. He will research them – if they aren't reissued, the funds revert to the state. for Mary.
8. The meeting was adjourned at 11:10.



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

Governance

Appendix #3

Approved: January 15, 2019

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

Anne Merkel

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

1-15-19

\_\_\_\_\_  
Date

