

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting and Public Hearing
November 6, 2017
6:30 p.m.

AGENDA

Call to Order:

Pledge of Allegiance:

Call to the Public (Public comment will be limited to two minutes per person)*:

Approval of Consent Agenda:

1. Payment of Bills.
2. Request to Approve Minutes: October 16, 2017
3. Consider approval of board appointments as recommended by the Township Supervisor.

Approval of Regular Agenda:

4. Presentation and request for approval of changes to the Employee Benefits plan from Human Resources Director Kim Lane.
5. Request for approval of the Howell Area Parks and Recreation proposed budget for 2018.
6. Action on the Lake Edgewood Waste Water Treatment Plant Equalization System.
 - A. Request to award construction bid to Midwest Power Systems in an amount not to exceed \$298,000.
 - B. Request to approve Hubbell, Roth and Clark, Inc. to provide construction oversight of the project.

Correspondence
Member Discussion
Adjournment

<p>*Citizen's Comments- In addition to providing the public with an opportunity to address the Township Board at the beginning of the meeting, opportunity to comment on individual agenda items may be offered by the Chairman as they are presented.</p>
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CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: November 6, 2017

TOWNSHIP GENERAL EXPENSES: Thru November 6, 2017	\$115,289.61
October 20, 2017 Bi Weekly Payroll	\$92,374.28
November 3, 2017 Bi Weekly Payroll	\$87,138.91
OPERATING EXPENSES: Thru November 6, 2017	\$288,847.37
TOTAL:	<u>\$583,650.17</u>

User: Angie

CHECK NUMBERS 33976 - 35000

DB: Genoa Township

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
10/25/2017	33976	ALLSTAR ALARM LLC	270.00
10/25/2017	33977	AMERICAN AQUA	141.00
10/25/2017	33978	AT&T	24.93
10/25/2017	33979	AT&T	333.76
10/25/2017	33980	BLUE CROSS & BLUE SHIELD OF MI	35,307.84
10/25/2017	33981	BRANDON VANMARTER	150.00
10/25/2017	33982	BULLSEYE TELECOM	399.89
10/25/2017	33983	COMCAST	161.11
10/25/2017	33984	CONSUMERS ENERGY	51.68
10/25/2017	33985	COOPER'S TURF MANAGEMENT	805.00
10/25/2017	33986	EHIM, INC	14,177.21
10/25/2017	33987	ETNA SUPPLY COMPANY	22,670.00
10/25/2017	33988	GFL ENVIRONMENTAL USA INC.	2,500.00
10/25/2017	33989	LIVINGSTON COUNTY TREASURER	17.01
10/25/2017	33990	LIVINGSTON COUNTY TREASURER	64.00
10/25/2017	33991	LUTZ MASONARY	1,200.00
10/25/2017	33992	MASTER MEDIA SUPPLY	256.72
10/25/2017	33993	MICHIGAN.COM	209.61
10/25/2017	33994	MICHIGAN.COM PRESS & ARGUS	5,410.00
10/25/2017	33995	NEOPOST USA INC	862.70
10/25/2017	33996	NETWORK SERVICES GROUP, L.L.C.	758.78
10/25/2017	33997	OFFICE EXPRESS INC.	82.59
10/25/2017	33998	SAFEBUILT STUDIO	5,104.64
10/25/2017	33999	TETRA TECH INC	4,565.20
10/25/2017	34000	TRI COUNTY SUPPLY, INC.	218.72
10/25/2017	34001	US BANK EQUIPMENT FINANCE	1,698.34
10/25/2017	34002	VERIZON WIRELESS	377.07
10/25/2017	34003	WALMART COMMUNITY	401.01
10/25/2017	34004	GUARDIAN	2,307.51
10/25/2017	34005	UNUM PROVIDENT	3,222.01
10/26/2017	34006	CHASE CARD SERVICES	2,007.47
10/26/2017	34007	MICHAEL ARCHINAL	500.00
10/26/2017	34008	FEDERAL EXPRESS	94.48
10/26/2017	34009	MICHAEL ARCHINAL	921.73
10/30/2017	34010	LEO'S CUSTOM SPRINKLER SERVICE INC	90.00
10/30/2017	34011	SEWARD PECK & HENDERSON PLLC	3,728.00
10/30/2017	34012	APPLIED IMAGING	1,094.10
10/30/2017	34013	EAGLE ROCK CONCRETE	2,150.00
10/30/2017	34014	MICHAEL ARCHINAL	43.00
10/31/2017	34015	DYKEMA GOSSETT, PLLC	272.50
10/31/2017	34016	MICHIGAN ASSOC. OF PLANNING	75.00
10/31/2017	34017	FENCHURA L.L.C.	565.00 V
		Void Reason: WRONG VENDOR	
10/31/2017	34018	PERFECT MAINTENANCE CLEANING	565.00

FNBCK TOTALS:

Total of 43 Checks:	115,854.61
Less 1 Void Checks:	565.00
Total of 42 Disbursements:	<u>115,289.61</u>

Check Register Report For Genoa Charter Township
 For Check Dates 10/20/2017 to 10/20/2017

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
10/20/2017	FNBCK	12560	MCMANUS, JOHN	168.00	155.16	0.00	Open
10/20/2017	FNBCK	EFT156	FLEX SPENDING (TASC)	1,159.13	1,159.13	0.00	Open
10/20/2017	FNBCK	EFT157	INTERNAL REVENUE SERVICE	22,774.67	22,774.67	0.00	Open
10/20/2017	FNBCK	EFT158	PRINCIPAL FINANCIAL	2,625.00	2,625.00	0.00	Open
10/20/2017	FNBCK	EFT159	PRINCIPAL FINANCIAL	1,245.99	1,245.99	0.00	Open
Totals:							
			Number of Checks: 005	27,972.79	27,959.95	0.00	
			Total Physical Checks: 1		Dir. Dep.		
			Total Check Stubs: 4		64,414.33		

\$ 92,374.28

Check Register Report For Genoa Charter Township
For Check Dates 11/03/2017 to 11/03/2017

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/03/2017	FNBCK	EFT160	FLEX SPENDING (TASC)	1,159.13	1,159.13	0.00	Open
11/03/2017	FNBCK	EFT161	INTERNAL REVENUE SERVICE	21,390.37	21,390.37	0.00	Open
11/03/2017	FNBCK	EFT162	PRINCIPAL FINANCIAL	2,625.00	2,625.00	0.00	Open
11/03/2017	FNBCK	EFT163	PRINCIPAL FINANCIAL	1,161.40	1,161.40	0.00	Open
Totals:				26,335.90	26,335.90	0.00	
				Number of Checks: 004	Dir. Dep.		
Total Physical Checks:					<u>60,803.01</u>		
Total Check Stubs:				4			
					\$ 87,138.91		

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #503			
10/16/2017	4139	CHASE CARD SERVICES	509.56
10/16/2017	4140	LOWE'S	1,585.70
10/16/2017	4141	POSTMASTER	1,471.69
10/16/2017	4142	STAPLES CREDIT PLAN	73.47
10/24/2017	4143	ADVANCED AUTO PARTS	31.97
10/24/2017	4144	ASCE	273.00
10/24/2017	4145	BELLE TIRE	398.00
10/24/2017	4146	BELLE TIRE	854.00
10/24/2017	4147	CORRIGAN TOWING	73.00
10/24/2017	4148	FASTENAL	83.53
10/24/2017	4149	FIRE PROTECTION PLUS	50.00
10/24/2017	4150	JACK DOHENY SUPPLIES, INC.	1,509.71
10/24/2017	4151	LUCITY, INC	250.00
10/24/2017	4152	POLLARD WATER	487.57
10/24/2017	4153	ROY'S AUTOWORKS CORP	463.22
10/24/2017	4154	USA BLUEBOOK	226.11
10/24/2017	4155	VERIZON WIRELESS	693.63
10/24/2017	4156	VICTORY LANE QUICK OIL CHANGE	62.48
10/24/2017	4157	WINDSTREAM	42.87
10/26/2017	4158	GREG TATARA	500.00
10/26/2017	4159	TESHA HUMPHRISS	250.00
11/01/2017	4160	GENOA TWP GENERAL FUND	200,000.00

503FN TOTALS:

Total of 22 Checks:	209,889.51
Less 0 Void Checks:	0.00
Total of 22 Disbursements:	209,889.51

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #593			
10/23/2017	3267	BRIGHTON ANALYTICAL , L.L.C.	67.00
10/23/2017	3268	BULLSEYE TELECOM	224.14
10/23/2017	3269	CONSUMERS ENERGY	68.17
10/23/2017	3270	COOPER'S TURF MANAGEMENT	521.00
10/23/2017	3271	GENOA OCEOLA SEWER	114.96
10/23/2017	3272	GENOA TOWNSHIP D.P.W. FUND	10,721.59
10/23/2017	3273	PVS NOLWOOD CHEMICALS, INC.	932.00

593FN TOTALS:

Total of 7 Checks:	12,648.86
Less 0 Void Checks:	0.00
Total of 7 Disbursements:	12,648.86

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
10/23/2017	4084	AT&T	417.17
10/23/2017	4085	BRIGHTON ANALYTICAL , L.L.C.	54.00
10/23/2017	4086	BULLSEYE TELECOM	227.14
10/23/2017	4087	COOPER'S TURF MANAGEMENT	310.00
10/23/2017	4088	DETROIT PUMP & MFG. CO.	2,469.00
10/23/2017	4089	EJ USA, INC.	208.60
10/23/2017	4090	FIRE PROTECTION PLUS	75.00
10/23/2017	4091	GENOA OCEOLA SEWER	183.49
10/23/2017	4092	GENOA TOWNSHIP D.P.W. FUND	37,788.18
10/23/2017	4093	KENNEDY INDUSTRIES	2,534.13
10/23/2017	4094	LIVINGSTON PRESS & ARGUS	160.00
10/23/2017	4095	TETRA TECH INC	149.44
10/23/2017	4096	TETRA TECH INC	405.00
10/23/2017	4097	UTILITIES INSTRUMENTATION SERVICE	2,175.00
10/23/2017	4098	WATER SOLUTIONS UNLIMITED, INC	2,245.00
10/24/2017	4099	CONCRETE CONSTRUCTION, INC.	967.44
10/26/2017	4100	AT & T	40.41
10/26/2017	4101	GENOA TOWNSHIP G/O NEW USER FUND	15,900.00

592FN TOTALS:

Total of 18 Checks:	66,309.00
Less 0 Void Checks:	0.00
Total of 18 Disbursements:	66,309.00

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting and Public Hearing
October 16, 2017

MINUTES

Supervisor Rogers called the regular meeting of the Genoa Charter Township Board to order at 6:30 p.m., with the Pledge of Allegiance. The following members were present constituting a quorum for the transaction of business: Bill Rogers, Paulette Skolarus, Robin Hunt, Jim Mortensen, Terry Croft, Diana Lowe and Jean Ledford. Also present were Township Manager, Michael Archinal; Township Attorney, Joe Seward; and approximately twelve persons in the audience.

A Call to the Public was made with no response.

Approval of Consent Agenda:

Moved by Ledford and supported by Lowe to approve all items listed under the Consent Agenda as requested. The motion carried unanimously.

1. Payment of Bills.

2. Request to Approve Minutes: October 2, 2017

Approval of Regular Agenda:

Moved by Ledford and supported by Croft to approve for action all items listed under the Regular Agenda as requested. The motion carried unanimously.

3. Second public hearing on the East and West Crooked Lake Aquatic Weed Control Special Assessment District.

A. Call to the property owners and the public.

A call to property owners and the public was made with the following response: Dave Beptoncin – We have a weed problem that is worse this year than ever. It worked well the first two years, but now I have to rake every few days. Craig Lesley – I am an elected member of CLAM. Eurasian Milfoil is a serious problem that cannot be addressed with cutting. Cutting increases milfoil. Our association has been pleased with the management plan we have in place. We have scheduled a chemical application to address the problem. Gary Srock - I just raked 90' of shoreline. Weeds are worse than ever. We are doomed.

B. Request for approval Resolution No. 5 (confirming the special assessment roll) for the East and West Crooked Lake Aquatic Weed Control Special Assessment District Summer 2018.

Moved by Mortensen and supported by Skolarus to approve Resolution No. 5 as requested for the East and West Crooked Lake Aquatic Weed Control project as requested. The motion carried by roll call vote as follows: Ayes - Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Abstain – Ledford.

4. Request for approval of the environmental impact assessment and site plan for a proposed 123-bed student housing apartment building, located on the south side of Grand

River Avenue and east side of Grand Oaks Drive, at 3750 Cleary Drive, Howell. The property is located in the Cleary University Planned Unit Development. The request is petitioned by Cleary University.

A. Disposition of Environmental Impact Assessment (10-11-17)

Moved by Skolarus and supported by Ledford to approve the impact assessment as requested. The motion carried unanimously.

B. Disposition of Site Plan (10-11-17)

Moved by Hunt and supported by Lowe to approve the site plan with the following conditions:

- The requirements outlined in the Brighton Area Fire Authority's letter of September 28, 2017 shall be met.
- The applicant shall work with the MHOG Authority regarding construction plan review and permits for the proposed water main.
- A water main easement shall be provided prior to the issuance of a Certificate of Occupancy.

The motion carried unanimously.

5. Request for approval of resolution authorizing Genoa Township Utility Department to provide Operational Assistance to Howell Township.

Moved by Skolarus and supported by Croft to approve the resolution 171016 as requested. After further discussion and with the following amendment offered by Mortensen, the Resolution was approved with the following conditions: Genoa Township and MHOG and all affiliated water and sewer systems will be indemnified by Howell Township against any legal action that may be taken by Howell Township; The resolution will be subject to Township Attorney review and approval of the resolution; Compensation includes all benefits providing that township staff is satisfied with the factor determining cost be consistent with how we currently allocate cost. . The motion carried by roll call vote as follows: Ayes – Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent - None.

6. Request for approval for an agreement with the Livingston County Road Commission for the Township to pay 50 percent of the cost of construction and maintenance of a proposed traffic signal at Latson Road/Hampton Ridge Boulevard/Meijer at a cost not to exceed \$52,775.

Moved by Hunt and supported by Lowe to approve the agreement at a cost not to exceed \$52,775.00. The motion carried unanimously.

7. Discussion of newsletter articles to be included in the December 2017 tax mailing.

The newsletter articles were discussed with minor changes suggested. No formal action was taken by the board.

Mortensen – The fire authority recently switched from Principal to MERS. Has the Township recently reviewed their retirement benefit? Archinal – A study was completed and there was no benefit to changing plans.

The public hearing and regular meeting of the board was adjourned at 7:10 p.m.

Paulette A. Skolarus, Clerk
Genoa Charter Township Board

MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 11/1/17

RE: Appointments

Two Board appointment terms are set to expire on 11/20/17 and require Board action to continue. Please consider the following action:

Moved by _____, supported by _____, to appoint Jim Mortenson to a three year term on the Planning Commission expiring 11/20/2020 as recommended by the Township Supervisor.

Moved by _____, supported by _____, to appoint Jean Ledford to a three year term on the Zoning Board of Appeals expiring 11/20/2020 as recommended by the Township Supervisor.

2018 BENEFIT SOLUTIONS

REVIEW AND RECOMMENDATIONS



HIGHLIGHTS FOR 2017

- **HEALTHCARE:** We are continuing our fortunate trend in single digit healthcare increases for 2018. Our Blue Cross Renewal is 5.16% and we are able to continue our current Blue Cross/EHIM plan. According to Kaiser Foundation, the national average increase for a similar plan level as ours is 19%.
- **DENTAL:** The renewal for our current dental plan with Unum was an unreasonable 26%. We are recommending a change to Delta Dental who will provide us with a 2-year rate guarantee and a much larger dental network. The premium increase is 19%.
- **LIFE/DISABILITY:** We will continue with Guardian as our Life and Disability provider. There is no price increase due to the 2-year rate guarantee we put in place for 2017.
- **WELLNESS:** We've received very positive feedback for our first year with a wellness program and seek approval to continue.
- **EMPLOYEE CONTRIBUTION:** For 2018, we are proposing to change our employee contributions to include a portion of our HRA expenses as well as BCBS.

WELLNESS RESULTS FROM 2017

Results for 2017

- Biometric Screenings were completed in January, 2017. We had excellent participation with 32 out of 40 employees completing the screening. The aggregate data revealed:
- 1 (3.1%) person with a Critical Blood Pressure
- 5 (15.6%) people with High Blood Pressure
- 1 (3.1%) person had a high risk for Diabetes
- 11 (34.4%) people had a high risk for Heart Disease
- These folks were all counseled to seek further care from their regular medical professional and are now on a treatment program.

Costs for 2017

The cost for 2017 to date is \$10,870. We are anticipating a few more individuals will complete the annual challenge and the anticipated total cost for the year to be approximately \$12,300.

The Good News

By conducting the Biometric Screening earlier this year and implementing incentives for a more healthy lifestyle, individuals who were at high risk for chronic health conditions were able to be made aware of their condition and seek proactive treatment. With proactive treatment, we effectively lowered our risk for the following possible expenses:

- Average cost for hospitalization following a heart attack: \$21,500
- Average cost for by-pass surgery: \$80,000 to \$150,000
- Average cost for Angioplasty: \$11,000 to \$41,000
- Average cost for hospitalization following a hemorrhagic stroke: \$19,500
- Average annual cost of medical expenses for a Diabetes diagnosis: \$13,700

*Information obtained from the Agency for Healthcare Research and Quality

WELLNESS RESULTS FROM 2017

We surveyed employees regarding their thoughts and participation and we received the following general feedback:

PROS:

- There was an overall appreciation for starting a Wellness Program at work. They found value in the program and plan to continue in 2018
- Everyone felt the reward amount was definitely appropriate and motivating.
- About 2/3 of the individuals felt the program encouraged them to make healthy lifestyle changes with regard to eating and exercise.
- Two employees were motivated to lose a significant amount of weight.
- Some employees who did not participate in 2017 have expressed an interest for 2018.

Requested Improvements

- A new platform or app to use. The Wellness IQ app was difficult to use and set up.
- Employees would like to see more challenges or ways to earn the rewards throughout the year rather than having to accumulate points most of the year to receive it at the end of the year.

Addressing the Issues:

- We plan to introduce a new application called Me, You, Health that is also web-based making it easier to access both on a PC as well as a smartphone.
- The application has a built-in way to issue more health related challenges throughout the year.
- This application also has a Smoking Cessation component to assist individuals who wish to quit smoking.
- The cost for this program is the same as the Wellness IQ application that we used for 2017.

EMPLOYEE CONTRIBUTIONS AND TOTAL BENEFIT COSTS FOR 2018

- Employees currently contribute 10% of the Blue Cross Blue Shield rate for Single, 2-Person, and Family
- This year, we will begin to introduce an additional contribution to the cost of our EHIM HRA Plan. We will begin in 2018 at 3.5%. For our Family Plan, this means an increase of \$8.31 per pay beginning Jan. 1, 2018.
- For future benefit years we are contemplating increasing the EHIM contribution to match the 10% Blue Cross contribution.

Township Expenses				
	2017 Budget/Fees	2018 Renewal with Change to Delta Dental (2yr) Renewal - 2018		
Health/Vision - 5.16% incr	\$388,401	\$408,440		
EHIM - 4.3% incr	\$100,650	\$105,003		
Dental (Unum Current)	\$38,296	\$45,633		
Life Insurance - \$50k	\$5,273	\$5,273		
Short-Term Disability	\$10,032	\$10,032		
Long-Term Disability	\$10,032	\$10,032		
Opt-Out Cost (\$4,280 x 6 ppl)*	\$25,680	\$17,120		
Wellness Program	\$18,960	\$15,000		
Total Cost	\$597,324	\$616,533		
Less Employee Contributions	-\$38,916	-\$44,508		
Net Annual Township Cost	\$558,408	\$572,025		
Percent Increase Prior to EE Contributions		3.22%		
Percent Increase Less EE Contributions		2.44%		
Monthly Composite Rates				
	EEs		BC/BC Comp. Rate	EHIM Comp Rate
Single	7	\$425.92	\$447.85	\$136.13
2-Person	5	\$1,022.21	\$1,074.84	\$276.32
Family	19	\$1,277.75	\$1,343.55	\$345.40

* Opt-Out Participants went from 6 people in 2017 to 4 people for 2018

Employee Expenses**		
Based on Composite Rates	Current EE Contribution (Monthly)	EE Contribution at 10% + 3.5% EHIM (Monthly)
Single	\$43	\$50
2-Person	\$102	\$117
Family	\$128	\$146
Monthly Total (All EE)	\$3,243	\$3,709
Annual Total (All EE)	\$38,916	\$44,508

** Employee Contributions are deducted on a pre-tax basis



925 W. Grand River Ave.

Howell, Michigan 48843

517.546.0693

517.546.6018 Fax

www.howellrecreation.org

"Communities coming together to enrich lives by promoting active and healthy lifestyles"

HOWELL AREA PARKS & RECREATION AUTHORITY PROPOSED 2018 BUDGET

It is our pleasure to submit for your consideration the 2018 Proposed Budget for the Howell Area Parks & Recreation Authority. We believe the budget we have prepared is based on realistic expectations of our programming and operational goals and requirements. This budget continues with the separation of our programming and services into their own funds which began in the 2014-2015 budgets. This method has provided a financially better method of tracking revenues and expenses, some modifications were made based on the financial reports.

The importance and value of the programs and services provided by the Howell Area Parks & Recreation Authority cannot be underestimated. Although the August 2016 millage to fund the Howell Area Parks & Recreation Authority failed, each of the municipalities that entered into the Authority decided that rather than negate the concepts of shared recreational services and dissolve the organization that they would fund the organization through general fund allocations from each participating municipality. The proposed budget continues current service levels along with the Howell Melon Festival, Legend of Sleepy and other community events while maintaining equal contribution levels from all participating members.

The Howell Area Parks & Recreation Authority will continue to budget for the maintenance of the Bennett Recreation Center and the Oceola Community Center along with the recently added Youth Services (Teen) Center. We are responsible for the utilities and upkeep of these facilities including interior maintenance, snow removal and grass cutting.

We have continued to budget field maintenance and scheduling of athletic fields in Genoa and Oceola Township and at the Page Field Complex in the City of Howell. These fields have been leased to us for \$1/year.

The following program initiatives are included in the proposed budget:

1. Sports Leagues, Lessons, Clinics, Workshops and Classes: We will continue to provide and add new programs to our sports programs which have been divided into Youth and Adult sports. Many of our sports leagues and activities use gyms, courts and fields that are leased from Howell Public Schools.

2. Enrichment Classes and programs: We will continue to program enrichment classes in gymnastics, dance, music, martial arts, adult education, exercise, and other areas, as well as revamp our day and extended travel program. We will add new programs based on need.

3. Special Events: We will program approximately 20 special events during 2018 including the Melon Run; Rec the Halls; Aquathon; Moon Glow and Marshmallow Drop, Mother/Son and Father/Daughter Dance **NOTE: We have added a Family Dance to this list;** Headless Horseman 5K/10K, and Free Drive-In & Movies in the Park. These events give us the perfect opportunity to market and solicit corporate sponsors.

4. Summer Day Camp- We will continue to hold a 9 week summer day camp program for children. This year we continued to offer camp to groups from 5 to 12 years of age and split the camp into two units 5-8 & 9-12. This will provide better programming for kids and not force a 10 year old to play or do things with a 5 year old. We are also incorporating 3 one week specialty camps for the 9-12 year olds.

5. Howell Recreation Preschool & Learning Center- We will continue to provide a traditional preschool morning program (MWF) and an extended day program (TTH) for ages 3 - 5 at the Bennett Recreation Center. We are allowed to enroll 17 children in each of the programs and can provide the care needed with 2 staff members including a director and co-teachers. For the 6th straight year the class is full with a waiting list for the next school year.

6. Howell Teen Center- We will continue to provide a Monday-Friday 2:30 p.m.-6 p.m. program with the new location at 214 N. Walnut (old Holkins Lumber/Swanns Building) that was fully operational in January of 2017. We have continued to make improvements through the use of grants from Chem-Trend & Kellogg Family Foundation. Along with new computers we have been able to install a cement pad that will be used for various activities all through the year such as basketball & the placement of an ice rink in the winter months. The beginning of a community garden is taking shape and will be completed in time for the 2018 growing season. If you have not taken the time to visit I would encourage you to stop any afternoon and see the facility and all of the amenities for our youth.

7. Howell Senior Center- We will continue to provide a venue for area seniors, age 55 and over, for their social, recreational, health, and educational enrichment. Additional free and fee based programs will be added to the daily schedule to entice seniors to stay longer at the Center and to participate in active and healthy lifestyles.

8. Aquatic Center- We have successfully managed the Aquatic Center for the past 9 years and are looking forward to continuing this relationship with Howell Public Schools.

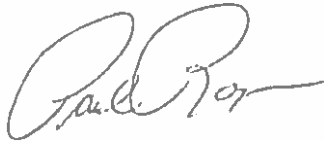
9. Beach/Boat Launch- We will continue our Letter of Agreement with the City of Howell to manage the beach and boat launch and pavilion rentals.

10. Festivals- We are fully responsible for the planning and hosting of two community festivals in downtown Howell in 2018.

We feel that we have outlined a realistic budget with reductions, changes and additions that will keep our core programs intact, and will support an administrative and organizational structure that will lead to our continued success and stability.

If you have any questions, please do not hesitate to contact me at 517/546-0693 ext. 7702 or by e-mail at progers@howellrecreation.org

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Paul F. Rogers". The signature is fluid and cursive, with a long horizontal stroke at the end.

Paul F Rogers
Executive Director
Howell Area Parks & Recreation Authority

Course Demographics

Participation Counts

10/24/2017 09:45 AM

Grand Totals

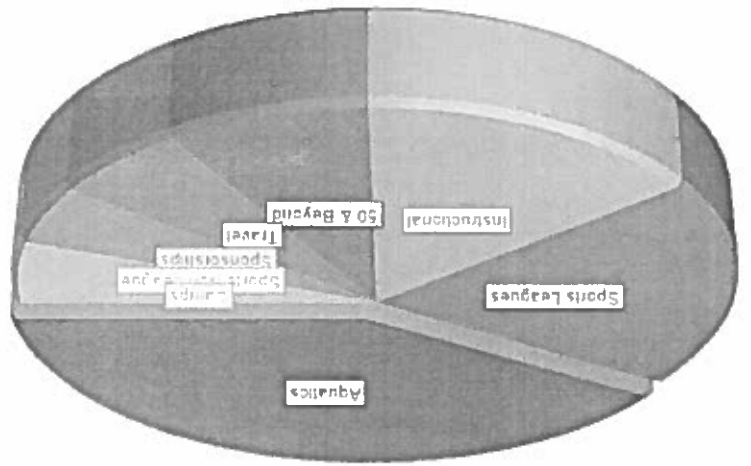
Total Registrations:	255	0 - 9:	157	50 - 59:	16	Total Participants:	179	0 - 9:	117	50 - 59:	7
Total Males:	106	10 - 19:	29	60 - 69:	15	Total Males:	80	10 - 19:	25	60 - 69:	7
Total Females:	149	20 - 29:	0	70 - 79:	8	Total Females:	99	20 - 29:	0	70 - 79:	6
Total Online:	135	30 - 39:	3	80 - 89:	17	Total Resident:	179	30 - 39:	2	80 - 89:	5
Total In-House:	120	40 - 49:	2	90 - 99:	0	Total Non-Resident:	0	40 - 49:	2	90 - 99:	0
Total Resident:	255			>99:	8					>99:	8
Total Non-Resident:	0										

Genoa Township 255

Genoa Township 179



Registrations Per Category

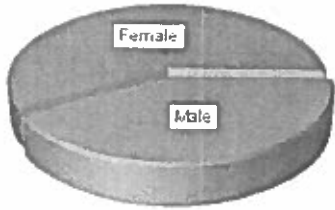


Aquatics	41.57%
Sports Leagues	19.22%
Instructional	14.51%
50 & Beyond	8.24%
Travel	5.88%
Sponsorships	5.10%
Sports Non League	3.14%
Camps	2.35%



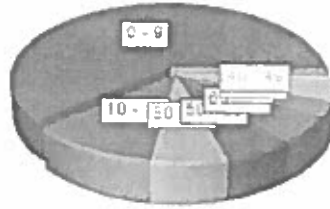
Gender

Female: 58.43 %
Male: 41.57 %



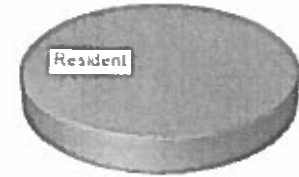
Age

0 - 9: 61.57 %
10 - 19: 11.37 %
20 - 29: 0.00 %
30 - 39: 1.18 %
40 - 49: 0.78 %
50 - 59: 6.27 %
60 - 69: 5.88 %
70 - 79: 3.14 %
80 - 89: 6.67 %
> 99: 3.14 %
90 - 99: 0.00 %



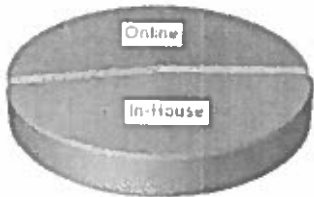
Residency

Resident: 100.00 %
Non-Resident: 0.00 %



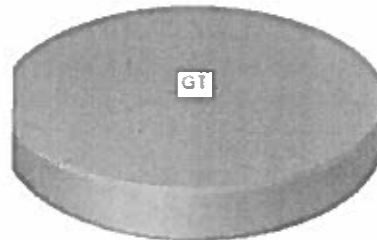
Registration

Online: 52.94 %
In-House: 47.06 %

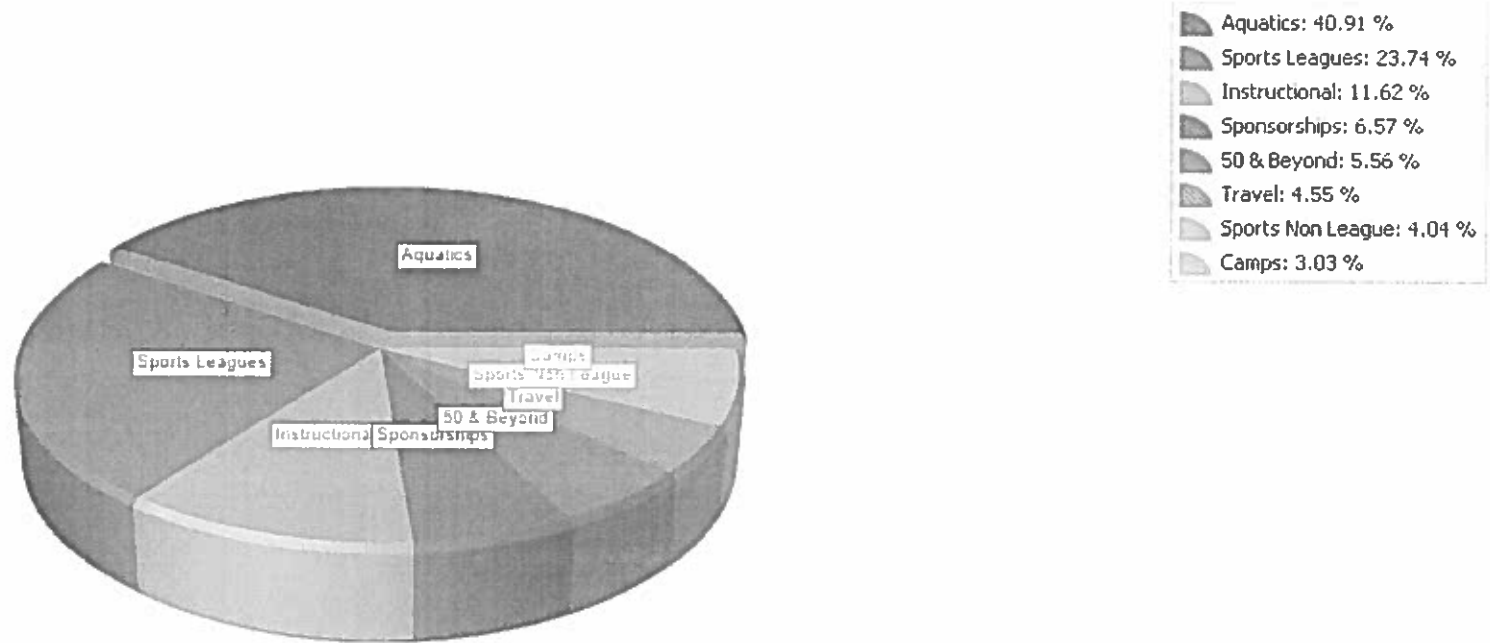


Municipality

GT: 100.00 %

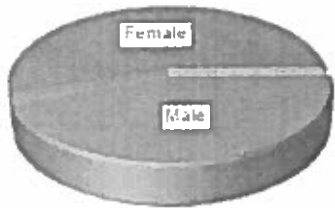


Participants Per Category



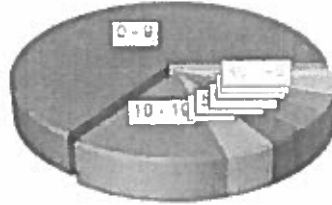
Gender

Female: 55.31 %
Male: 44.69 %



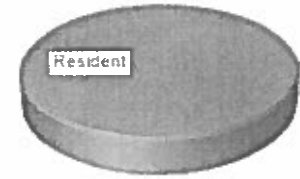
Age

0 - 9: 65.36 %
10 - 19: 13.97 %
> 99: 4.47 %
50 - 59: 3.91 %
60 - 69: 3.91 %
70 - 79: 3.35 %
80 - 89: 2.79 %
30 - 39: 1.12 %
40 - 49: 1.12 %
20 - 29: 0.00 %
90 - 99: 0.00 %



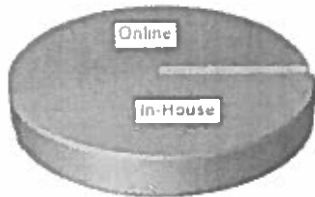
Residency

Resident: 100.00 %
Non-Resident: 0.00 %



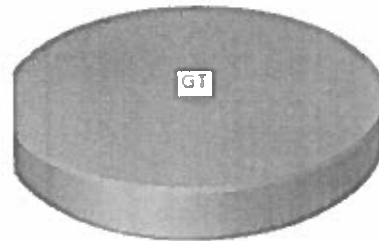
Registration

Online: 56.04 %
In-House: 43.96 %



Municipality

GT: 100.00 %



2018 HAPRA COMBINED BUDGET						
		2017	2017	2018	2018	2018
		AMENDED	YTD	REQUESTED	PROPOSED	APPROVED
	DESCRIPTION	BUDGET	ENDING 9/30/17	BUDGET	BUDGET	BUDGET
REVENUES						
	FUND 208 - ADMINISTRATION	\$492,000.00	\$448,037.40	\$521,000.00	\$521,500.00	\$0.00
	FUND 212 - ADULT SPORTS	\$50,000.00	\$33,005.00	\$45,000.00	\$45,000.00	\$0.00
	FUND 213 - AQUATIC CENTER	\$158,000.00	\$117,776.09	\$147,500.00	\$153,500.00	\$0.00
	FUND 214 - YOUTH SPORTS	\$90,000.00	\$89,517.79	\$100,500.00	\$102,000.00	\$0.00
	FUND 215 - ENRICHMENT	\$72,500.00	\$49,657.39	\$69,500.00	\$77,000.00	\$0.00
	FUND 216 - FESTIVALS & EVENTS	\$235,000.00	\$164,714.12	\$214,700.00	\$208,000.00	\$0.00
	FUND 217 - PRESCHOOL	\$51,000.00	\$48,879.02	\$54,312.00	\$54,000.00	\$0.00
	FUND 218 - SENIOR CENTER	\$24,750.00	\$25,313.70	\$25,800.00	\$30,800.00	\$0.00
	FUND 219 - SUMMER CAMP	\$31,100.00	\$21,732.00	\$28,500.00	\$33,000.00	\$0.00
	FUND 220 - BEACH - BOAT LAUNCH	\$53,000.00	\$53,115.20	\$53,000.00	\$53,000.00	\$0.00
	FUND 221 - TEEN CENTER	\$83,000.00	\$109,992.15	\$111,000.00	\$109,000.00	\$0.00
	FUND 223 - DOG PARK	\$8,000.00	\$11,508.00	\$10,000.00	\$12,250.00	\$0.00
TOTAL Revenues		\$1,348,350.00	\$1,173,247.86	\$1,380,812.00	\$1,399,050.00	\$0.00
Expenditures						
	FUND 208 - ADMINISTRATION	\$492,000.00	\$417,715.70	\$521,000.00	\$521,500.00	\$0.00
	FUND 212 - ADULT SPORTS	\$50,000.00	\$34,852.22	\$48,535.00	\$45,000.00	\$0.00
	FUND 213 - AQUATIC CENTER	\$154,000.00	\$101,702.20	\$147,500.00	\$153,500.00	\$0.00
	FUND 214 - YOUTH SPORTS	\$94,000.00	\$75,920.95	\$99,600.00	\$102,000.00	\$0.00
	FUND 215 - ENRICHMENT	\$73,000.00	\$55,633.25	\$75,575.00	\$77,000.00	\$0.00
	FUND 216 - FESTIVALS & EVENTS	\$221,500.00	\$143,263.84	\$214,400.00	\$208,000.00	\$0.00
	FUND 217 - PRESCHOOL	\$51,000.00	\$33,842.01	\$57,602.00	\$54,000.00	\$0.00
	FUND 218 - SENIOR CENTER	\$24,750.00	\$13,323.27	\$25,800.00	\$30,800.00	\$0.00
	FUND 219 - SUMMER CAMP	\$31,600.00	\$31,270.79	\$28,025.00	\$33,000.00	\$0.00
	FUND 220 - BEACH - BOAT LAUNCH	\$51,000.00	\$47,501.63	\$53,000.00	\$53,000.00	\$0.00
	FUND 221 - TEEN CENTER	\$83,000.00	\$73,897.21	\$102,930.00	\$109,000.00	\$0.00
	FUND 223 - DOG PARK	\$8,000.00	\$3,944.21	\$10,000.00	\$12,250.00	\$0.00
TOTAL Expenditures		\$1,333,850.00	\$1,032,867.28	\$1,383,967.00	\$1,399,050.00	\$0.00
TOTAL REVENUES		\$1,348,350.00	\$1,173,247.86	\$1,380,812.00	\$1,399,050.00	\$0.00

2018 HAPRA COMBINED BUDGET						
		2017	2017	2018	2018	2018
		AMENDED	YTD	REQUESTED	PROPOSED	APPROVED
	DESCRIPTION	BUDGET	ENDING 9/30/17	BUDGET	BUDGET	BUDGET
	TOTAL EXPENDITURES	\$1,333,850.00	\$1,032,867.28	\$1,383,967.00	\$1,399,050.00	\$0.00
	NET OF REVENUES & EXPENDITURES	\$14,500.00	\$140,380.58	-\$3,155.00	\$0.00	\$0.00

ADMINISTRATION		ENDING DATE 12-31-2018							
FUND 208		2017 AMENDED	2017 YTD 9/30/17	2018 REQUESTED	2018 PROPOSED	2018 APPROVED	NOTES		
GL NUMBER	DESCRIPTION								
REVENUES									
208-751-587.001	PK/RC MARION TWP PARTICIPATION	103,225.00	101,612.50	100,000.00	100,000.00				
208-751-587.002	PK/RC GENOA TWP PARTICIPATION	103,225.00	76,612.50	100,000.00	100,000.00				
208-751-587.003	PK/RC OCEOLA TWP PARTICIPATION	103,225.00	101,612.50	100,000.00	100,000.00				
208-751-587.005	PK/RC HOWELL CITY PARTICIPATION	103,225.00	101,612.50	100,000.00	100,000.00				
208-751-587.006	PK/RC HOWELL TOWNSHIP PARTICIPATION	52,000.00	51,000.00	100,000.00	100,000.00				
208-751-649.003	PK & REC GUIDE ADVERTISEMENT	1,000.00	0.00	500.00	200.00				Push for new advertisers
208-751-651.020	BENNETT BUILDING RENTAL FEES	10,000.00	9,990.00	10,000.00	10,000.00				New floor might bring in new revenue
208-751-651.022	OCEOLA BUILDING RENTAL FEES	10,000.00	4,565.00	5,000.00	5,000.00				
208-751-665.000	INVESTMENT INTEREST	100.00	102.78	100.00	100.00				
208-751-667.003	RENTAL INCOME - EQUIPMENT	500.00	795.00	250.00	100.00				Less items to rent so revenue will be down
208-751-671.002	MISC REVENUES	500.00	129.62	150.00	100.00				
208-751-675.026	GIFT CERTIFICATE	0.00	5.00	0.00	0.00				
208-751-675.075	DOG PARK MAINTENANCE SERVICES FEES	5,000.00	0.00	5,000.00	6,000.00				
TOTAL REVENUES		492,000.00	448,037.40	521,000.00	521,500.00	0.00			
EXPENSES									
208-751-702.001	SALARY & WAGES - DIRECTOR	65,000.00	47,500.00	65,000.00	65,000.00				
208-751-702.003	SALARY & WAGES - BUSINESS MANAGER	32,000.00	24,582.16	32,000.00	32,000.00				
208-751-702.004	SALARY & WAGES - OPERATIONS MANAGER	25,000.00	10,670.00	18,000.00	25,000.00				
208-751-702.024	SALARY & WAGES - MARKETING	33,000.00	24,139.00	34,000.00	34,000.00				
208-751-702.030	SALARY & WAGES - FRONT OFFICE	33,000.00	20,452.29	34,000.00	34,000.00				
208-751-702.034	SALARY & WAGE - FACILITIES MAINTENANCE	25,000.00	35,732.67	40,000.00	30,000.00				Raised higher due to under budgeting in 2017
208-751-713.000	EMPLOYER SHARE FICA	16,000.00	14,330.64	16,500.00	16,500.00				
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	25,000.00	18,428.38	32,000.00	20,000.00				
208-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	1,700.00	1,527.90	1,500.00	1,500.00				
208-751-714.004	ICMA RETIREMENT	15,000.00	14,502.00	12,000.00	12,000.00				
208-751-727.000	OFFICE SUPPLIES	1,500.00	906.72	1,500.00	1,500.00				
208-751-730.000	POSTAGE	5,000.00	9,315.19	10,000.00	10,000.00				Off of 2017 guides
208-751-740.000	OPERATING SUPPLIES - GENERAL	1,500.00	535.77	750.00	1,000.00				
208-751-740.025	OPERATING SUPPLIES - HUMAN RESOURCES	1,000.00	0.00	0.00	0.00				Disable
208-751-740.026	OPERATING SUPPLIES - STAFF SHIRTS/BADGES	1,000.00	512.00	1,000.00	2,000.00				
208-751-751.000	GASOLINE & DIESEL FUEL	1,200.00	625.01	800.00	1,000.00				
208-751-801.000	PROFESSIONAL SERVICES	35,000.00	24,112.84	35,000.00	35,000.00				
208-751-804.000	CONTRACTUAL SERVICES	1,500.00	1,517.98	3,000.00	3,000.00				
208-751-840.000	DUES, SUBSCRIPTIONS & MEMBERSHIPS	2,000.00	3,166.12	3,500.00	3,500.00				
208-751-850.000	COMMUNICATION - TELEPHONES	9,000.00	6,428.51	9,000.00	9,000.00				
208-751-850.008	COMMUNICATION - INTERNET & CABLE	3,500.00	2,620.67	3,500.00	3,500.00				
208-751-850.008	COMMUNICATIONS - INTERNET & CABLE - YOUTH SERVICES CENTER	2,000.00	1,584.33	2,100.00	2,100.00				
208-751-860.000	TRAVEL	500.00	2,670.87	600.00	0.00				Reduced to reflect past usage
208-751-900.000	MARKETING, PRINTING & PUBLISHING	32,000.00	16,966.95	20,000.00	25,000.00				
208-751-910.000	INSURANCE	25,000.00	23,905.02	35,000.00	30,000.00				
208-751-920.000	UTILITIES - ELECTRICITY - BENNETT CENTER	9,000.00	6,540.52	8,500.00	9,000.00				
208-751-920.001	UTILITIES - GAS - BENNETT CENTER	4,000.00	2,063.35	3,000.00	3,000.00				
208-751-920.002	UTILITIES - WATER/SEWER - BENNETT CENTER	1,500.00	1,233.12	1,500.00	1,500.00				
208-751-920.003	UTILITIES - RUBBISH - BENNETT CENTER	1,000.00	738.00	1,000.00	1,000.00				

208-751-920.008	UTILITIES - RUBBISH - BARNARD ST.	100.00	0.00	0.00	0.00	Disable
208-751-920.012	UTILITIES - ELECTRICITY - OCEOLA CENTER	3,500.00	2,668.32	3,000.00	3,000.00	
208-751-920.013	UTILITIES - GAS - OCEOLA CENTER	3,000.00	1,269.27	2,000.00	2,000.00	
208-751-920.014	UTILITIES - WATER/SEWER - OCEOLA CENTER	750.00	259.44	500.00	500.00	
208-751-920.015	UTILITIES - RUBBISH - OCEOLA CENTER	750.00	585.00	750.00	750.00	
208-751-920.030	UTILITIES - ELECTRICITY - YOUTH SERVICES CENTER	5,000.00	2,658.64	3,250.00	3,500.00	
208-751-920.031	UTILITIES - GAS - YOUTH SERVICES CENTER	5,000.00	1,159.87	1,500.00	2,000.00	
208-751-920.032	UTILITIES - WATER/SEWER - YOUTH SERVICES CENTER	1,500.00	456.65	750.00	750.00	
208-751-920.033	UTILITIES - RUBBISH - YOUTH SERVICES CENTER	1,000.00	0.00	0.00	0.00	Part of water bill - Disable
208-751-930.000	GROUNDS MAINTENANCE - BENNETT CENTER	3,000.00	1,466.48	2,500.00	2,000.00	
208-751-930.006	REPAIR & MAINTENANCE - VEHICLES	2,000.00	2,604.40	3,000.00	5,000.00	
208-751-930.014	OCEOLA BUILDING EXPENSE	2,000.00	6,374.00	6,000.00	2,000.00	Snow removal eliminated with new vehicle & plow
208-751-930.014	GROUNDS MAINTENANCE - YOUTH SERVICES CENTER	2,000.00	0.00	0.00	0.00	
208-751-931.000	BUILDING REPAIRS & MTCE. AND SUPPLIES - BENNETT	5,000.00	5,356.04	6,000.00	5,000.00	
208-751-931.014	BUILDING REPAIRS & MTCE. AND SUPPLIES - OCEOLA	2,000.00	2,953.97	2,000.00	5,000.00	
208-751-931.040	BUILDING REPAIRS & MTCE AND SUPPLIES - YOUTH	2,000.00	5,412.97	2,000.00	5,000.00	
208-751-940.000	EQUIPMENT RENTAL	5,000.00	4,694.11	5,500.00	5,000.00	
208-751-940.040	RENT - 214 N. WALNUT	18,000.00	15,000.00	18,000.00	18,000.00	
208-751-956.000	MISCELLANEOUS	500.00	434.02	500.00	1,000.00	
208-751-956.003	BANK CHARGES & FEES	10,000.00	3,507.39	6,000.00	6,000.00	
208-751-957.000	EDUCATION / TRAINING	2,500.00	0.00	2,500.00	2,500.00	
208-751-970.000	CAPITAL OUTLAY/EQUIPMENT	6,000.00	2,500.00	6,500.00	6,000.00	Floor cleaning unit for facility floors - utility trailer
208-751-970.030	LEASEHOLD IMPROVEMENT - YOUTH SERVICES CENTER	2,000.00	9,339.21	10,000.00	5,000.00	
208-751-980.000	OFFICE EQUIPMENT	500.00	1,652.79	2,000.00	400.00	
208-751-980.004	EQUIPMENT - COMPUTER HARDWARE	1,000.00	10,152.26	6,000.00	0.00	
208-751-980.005	EQUIPMENT - COMPUTER SOFTWARE	0.00	19,902.86	6,000.00	0.00	
208-751-981.002	VEHICLES	0.00	0.00	0.00	30,000.00	New truck with plow
TOTAL EXPENDITURES		492,000.00	417,715.70	521,000.00	521,500.00	0.00
TOTAL REVENUES		492,000.00	448,037.40	521,000.00	521,500.00	0.00
TOTAL EXPENDITURES		492,000.00	417,715.70	521,000.00	521,500.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	30,321.70	0.00	0.00	0.00

ADULT SPORTS		ENDING DATE 12-31-2018		2017	2017 YTD	2018	2018	2018	
FUND 212		AMENDED	9/30/17	REQUESTED	PROPOSED	APPROVED			NOTES
GL NUMBER	DESCRIPTION								
REVENUES									
212-751-650.090	PROGRAM FEES - VOLLEYBALL	6,000.00	2,120.00	5,000.00	5,000.00				
212-751-650.091	PROGRAM FEES - KICKBALL	500.00	0.00	0.00	0.00				Do not need
212-751-650.092	PROGRAM FEES - GOLF	2,000.00	1,420.00	2,000.00	2,000.00				
212-751-650.094	PROGRAM FEES - SOFTBALL	3,000.00	2,800.00	3,500.00	3,500.00				
212-751-650.095	PROGRAM FEES - BASKETBALL	4,500.00	3,900.00	4,500.00	4,500.00				
212-751-650.096	DROP IN BASKETBALL	4,000.00	2,765.00	4,000.00	4,000.00				
212-751-650.	DROP IN VOLLEYBALL	0.00	0.00	1,000.00	1,000.00				Add a drop in volleyball to see how much revenue
212-751-651.009	PAGE FIELD RENTAL	30,000.00	20,000.00	25,000.00	25,000.00				
TOTAL REVENUES		50,000.00	33,005.00	45,000.00	45,000.00			0.00	
EXPENDITURES									
212-751-702.082	SALARY & WAGES - SPORTS MANAGER	8,500.00	8,015.50	8,800.00	9,000.00				
212-751-702.083	SALARY & WAGES - FACILITIES	3,000.00	152.65	4,800.00	1,000.00				
212-751-702.084	SALARY & WAGES - PATRON SERVICES COORDINATOR	4,000.00	3,192.34	5,200.00	5,000.00				
208-751-713.000	EMPLOYER SHARE FICA	1,000.00	0.00	1,500.00	1,200.00				
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	250.00	0.00	250.00	250.00				
208-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	125.00	209.86	200.00	200.00				
212-751-714.004	ICMA RETIREMENT	850.00	0.00	850.00	850.00				
212-751-730.000	POSTAGE	50.00	0.00	10.00	10.00				
212-751-740.000	OPERATING SUPPLIES - GENERAL	1,000.00	713.05	1,000.00	1,000.00				
212-751-740.080	OPERATING SUPPLIES - VOLLEYBALL	500.00	0.00	100.00	200.00				
212-751-740.084	OPERATING SUPPLIES - SOFTBALL	50.00	0.00	350.00	500.00				Need new bases, softballs, lining chalk, championship prize
212-751-740.085	OPERATING SUPPLIES - BASKETBALL	0.00	0.00	100.00	200.00				
212-751-804.009	CONTRACT SERVICES - OFFICIALS & COACHES	2,500.00	342.00	500.00	640.00				
212-751-804.010	CONTRACT SERVICES - FIELD MAINTENANCE	10,000.00	8,751.14	9,000.00	9,000.00				
212-751-804.090	ADULT/FAMILY GOLF LESSONS	1,500.00	0.00	1,000.00	1,000.00				
212-751-840.000	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00				
212-751-920.016	UTILITIES - RUBBISH PAGE FIELD	425.00	357.50	425.00	450.00				
212-751-920.020	UTILITIES WATER/SEWER PAGE FIELD	8,000.00	4,993.68	6,500.00	6,500.00				
212-751-942.001	PORTA JOHN RENTALS	500.00	0.00	250.00	300.00				
212-751-956.000	MISCELLANEOUS	50.00	0.00	50.00	50.00				
212-751-957.000	EDUCATION / TRAINING	0.00	22.50	50.00	50.00				
212-751-964.001	PROGRAM REFUNDS	200.00	75.00	100.00	100.00				
212-751-965.000	FACILITY RENTALS HOWELL SCHOOLS	7,500.00	5,030.00	7,500.00	7,500.00				
212-751-970.000	CAPITAL OUTLAY EQUIPMENT	0.00	2,997.00	0.00	0.00				
TOTAL EXPENDITURES		50,000.00	34,852.22	48,535.00	45,000.00			0.00	
TOTAL REVENUES		50,000.00	33,005.00	45,000.00	45,000.00			0.00	
TOTAL EXPENDITURES		50,000.00	34,852.22	48,535.00	45,000.00			0.00	
ET OF REVENUES & EXPENDITURES		0.00	(1,847.22)	(3,535.00)	0.00			0.00	

AQUATIC CENTER		ENDING DATE 12-31-2018					
FUND 213		2017 AMENDED	2017 YTD 9/30/17	2018 REQUESTED	2018 PROPOSED	2018 APPROVED	NOTES
GL NUMBER	DESCRIPTION						
REVENUES							
213-751-650.003	PROGRAM FEES - SPECIAL EVENTS	5,000.00	5,027.00	6,000.00	6,000.00		Indoor Tri, Monster Splash, Swim w/Santa, Rubber Duck
213-751-650.097	PROGRAM FEES - HEALTHWAYS	15,000.00	12,425.10	15,000.00	15,000.00		Including Oceola
213-751-650.098	PROGRAM FEES - FITNESS	7,000.00	7,532.00	11,000.00	11,000.00		Including Oceola
213-751-650.098	PROGRAM FEES - OPTUM	10,000.00	4,791.60	7,500.00	7,500.00		Including Oceola
213-751-675.003	DONATIONS - GENERAL	1,000.00	0.00	0.00	0.00		We have received equipment, but no monetary donations
213-751-678.010	SPONSORSHIP FEES	3,000.00	0.00	0.00	0.00		
213-751-680.002	AQUATIC CENTER MANAGEMENT FEE	108,000.00	92,000.00	108,000.00	114,000.00		An increase is welcome, not planning on it, (Based on current \$ 9,500)
213-751-680.004	AQUATIC CENTER INCENTIVE	9,000.00	(3,999.61)	0.00	0.00		
TOTAL REVENUES		158,000.00	117,776.09	147,500.00	153,500.00	0.00	
EXPENDITURES							
213-751-702.029	SALARY & WAGES - AQUATIC CENTER MANAGER	44,000.00	30,062.85	41,000.00	42,000.00		Dave
213-751-702.059	SALARY & WAGES - AQUATIC SUPERVISOR	29,600.00	20,160.14	31,000.00	31,000.00		Lauren
213-751-702.060	SALARY & WAGES - AQUATIC COORDINATORS	21,000.00	18,282.16	30,000.00	30,000.00		Front office staff, includes Oceola and in-service days
208-751-713.000	EMPLOYER SHARE FICA	7,000.00	5,044.12	9,000.00	9,000.00		
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	30,000.00	15,139.96	11,500.00	10,000.00		
208-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	1,000.00	825.18	1,000.00	1,000.00		
213-751-714.004	ICMA RETIREMENT	7,200.00	4,093.33	7,500.00	7,500.00		
213-751-740.000	OPERATING SUPPLIES - GENERAL	300.00	22.57	300.00	500.00		
213-751-740.003	OPERATING SUPPLIES - T-SHIRTS	1,200.00	0.00	1,200.00	1,500.00		
213-751-740.035	OPERATING SUPPLIES - SPECIAL EVENTS	1,500.00	622.24	1,500.00	2,500.00		
213-751-740.061	OPERATING SUPPLIES - FITNESS	1,000.00	0.00	1,000.00	2,000.00		
213-751-740.061	OPERATING SUPPLIES - OPTUM	1,000.00	39.75	100.00	100.00		
213-751-804.008	CONTRACT SERVICES - INSTRUCTORS	3,000.00	5,136.00	10,000.00	10,000.00		Oceola Instructors: 9 classes per week x 52 weeks X \$ 20 per hour
213-751-840.000	DUES & MEMBERSHIPS	0.00	0.00	0.00	1,000.00		
213-751-860.000	CONFERENCE /TRANSPORTATION	500.00	704.66	1,000.00	1,000.00		mParks conference, various aquatic
213-751-900.000	PRINTING & PUBLISHING	0.00	15.00	0.00	0.00		
213-751-957.000	EDUCATION / TRAINING	500.00	325.00	500.00	500.00		Various certifications
213-751-964.001	PROGRAM REFUNDS	200.00	0.00	200.00	200.00		
213-751-980.000	OFFICE EQUIPMENT	0.00	0.00	0.00	1,200.00		
213-751-980.004	EQUIP / COMPUTER HARDWARE	5,000.00	1,229.24	700.00	2,500.00		Laptop for ARC classes, monitor, cordless keyboard & mouse
213-751-980.005	EQUIP / COMPUTER SOFTWARE	0.00	0.00	0.00	0.00		
TOTAL EXPENDITURES		154,000.00	101,702.20	147,500.00	153,500.00	0.00	
TOTAL REVENUES		158,000.00	117,776.09	147,500.00	153,500.00	0.00	
TOTAL EXPENDITURES		154,000.00	101,702.20	147,500.00	153,500.00	0.00	
NET OF REVENUES & EXPENDITURES		4,000.00	16,073.89	0.00	0.00	0.00	

YOUTH SPORTS		ENDING DATE 12-31-2018		2017	2017 YTD	2018	2018	2018	NOTES
FUND 214		2017	2017 YTD	2018	2018	2018	2018	2018	
GL NUMBER	DESCRIPTION	AMENDED	9/30/17	REQUESTED	PROPOSED	APPROVED			
REVENUES									
214-751-650.006	GENOA SOCCER - FIELD RENTALS	12,000.00	11,131.50	12,000.00	12,000.00				
214-751-650.050	PROGRAM FEES - VOLLEYBALL	6,000.00	4,567.00	5,000.00	5,000.00				
214-751-650.051	PROGRAM FEES - ENRICHMENT	13,000.00	10,677.20	10,000.00	11,500.00				
214-751-650.053	PROGRAM FEES - SOCCER	40,000.00	54,481.34	50,000.00	55,000.00				
214-751-650.054	PROGRAM FEES - BASKETBALL	15,000.00	6,435.75	15,000.00	10,000.00				
214-751-650.055	PROGRAM FEES - SPECIAL EVENTS	1,000.00	0.00	0.00	0.00				Do not need - would like archery line instead
214-751-650.	PROGRAM FEES - ARCHERY	0.00	0.00	6,000.00	6,000.00				
214-751-651.009	PAGE FIELD RENTAL	2,000.00	1,925.00	2,000.00	2,000.00				
214-751-678.095	SPONSORSHIP FEES - YOUTH SPORTS	1,000.00	300.00	500.00	500.00				
TOTAL REVENUES		90,000.00	89,517.79	100,500.00	102,000.00	0.00			
EXPENDITURES									
214-751-702.080	SALARY & WAGES - YOUTH SPORTS MANAGER	25,000.00	16,048.50	26,000.00	27,000.00				
214-751-702.081	SALARY & WAGES - YOUTH SPORTS COORDINATORS	3,000.00	6,826.29	8,000.00	8,000.00				
214-751-702.083	SALARY & WAGES - YOUTH FACILITIES COORDINATORS	3,000.00	383.61	1,000.00	1,000.00				
208-751-713.000	EMPLOYER SHARE FICA	2,400.00	1,877.27	3,200.00	3,000.00				
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	850.00	500.00	800.00	800.00				
208-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	400.00	209.84	400.00	400.00				
214-751-714.004	ICMA RETIREMENT	2,500.00	2,548.00	2,600.00	2,600.00				
214-751-730.000	POSTAGE	200.00	0.00	50.00	50.00				
214-751-740.000	OPERATING SUPPLIES - GENERAL	5,000.00	3,674.28	4,000.00	2,500.00				Basketball jerseys are moving to their own line item
214-751-740.080	OPERATING SUPPLIES - VOLLEYBALL	2,000.00	697.19	1,500.00	1,500.00				
214-751-740.081	OPERATING SUPPLIES - SOCCER	10,000.00	12,259.00	13,000.00	13,000.00				More players = more jerseys, new soccer balls & nets
214-751-740.082	OPERATING SUPPLIES - SPECIAL EVENTS	500.00	0.00	0.00	0.00				Do not need - reclassify to basketball & archery
214-751-740.	OPERATING SUPPLIES - BASKETBALL	500.00	0.00	2,500.00	2,800.00				Jerseys for boys & girls
214-751-740.	OPERATING SUPPLIES - ARCHERY	500.00	0.00	500.00	1,000.00				
214-751-801.017	BACKGROUND CHECKS	1,000.00	665.00	1,000.00	1,000.00				
214-751-804.008	CONTRACT SERVICES - INSTRUCTORS	5,000.00	3,038.00	4,000.00	4,000.00				
214-751-804.009	CONTRACT SERVICES - OFFICIALS /COACHES	4,000.00	3,119.71	3,500.00	3,500.00				
214-751-804.010	CONTRACT SERVICES - FIELD MAINTENANCE	15,000.00	16,081.48	18,000.00	18,000.00				Rolling fields in spring & fixing broken sprinkler rotors
214-751-840.000	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00				
214-751-860.000	CONFERENCE /TRANSPORTATION	500.00	470.88	500.00	700.00				mParks conference
214-751-900.000	PRINTING & PUBLISHING	200.00	40.00	100.00	100.00				
214-751-940.000	EQUIPMENT RENTAL	300.00	0.00	300.00	300.00				
214-751-942.001	PORTA JOHN RENTALS	2,000.00	960.00	1,500.00	1,500.00				
214-751-957.000	EDUCATION / TRAINING	0.00	22.50	0.00	100.00				
214-751-964.001	PROGRAM REFUNDS	150.00	70.00	150.00	150.00				
214-751-965.000	HOWELL SCHOOLS REIMBURSEMENT	7,000.00	5,440.00	7,000.00	8,500.00				
214-751-980.000	OFFICE EQUIPMENT	3,000.00	989.40	0.00	500.00				
TOTAL EXPENDITURES		94,000.00	75,920.95	99,600.00	102,000.00	0.00			
TOTAL REVENUES		90,000.00	89,517.79	100,500.00	102,000.00	0.00			
TOTAL EXPENDITURES		94,000.00	75,920.95	99,600.00	102,000.00	0.00			
NET OF REVENUES & EXPENDITURES		(4,000.00)	13,596.84	900.00	0.00	0.00			

ENRICHMENT		ENDING DATE 12-31-2018		2017	2017 YTD	2018	2018	2018	NOTES
FUND 215		2017	2017 YTD	2018	2018	2018	2018	2018	
GL NUMBER		AMENDED	9/30/17	REQUESTED	PROPOSED	APPROVED			
DESCRIPTION									
REVENUES									
215-751-650.002	PROGRAM FEES ENRICHMENT	55,000.00	47,579.39	55,000.00	55,000.00				
215-751-650.020	PROGRAM FEES TRAVEL	17,500.00	2,078.00	8,500.00	8,500.00				
215-751	UNITED WAY - TRANSPORTATION	0.00	0.00	0.00	7,500.00				1/2 of approved grant for 2017-2018
215-751-671.013	MISC REVENUES - SPECIAL EVENTS	0.00	0.00	6,000.00	4,000.00				Buck pole, super Saturdays
215-751-678.070	SPONSORSHIP FESS - SPECIAL EVENTS	0.00	0.00	0.00	2,000.00				Sponsorships for travel
TOTAL REVENUES		72,500.00	49,657.39	69,500.00	77,000.00	0.00			
EXPENDITURES									
215-751-702.004	SALARY & WAGE - OPERATIONS MANAGER	0.00	153.00	0.00	0.00				Delete line item
215-751-702.034	SALARY & WAGE - FACILITIES	800.00	0.00	0.00	0.00				Delete line item
215-751-702.070	SALARY & WAGES - ENRICHMENT & TRAVEL COORDINATOR	31,200.00	22,729.90	32,000.00	33,000.00				
215-751-702.071	SALARY & WAGES - PATRON SERVICES COORDINATOR	2,500.00	5,185.44	7,000.00	7,000.00				
215-751-713.000	EMPLOYER SHARE FICA	2,700.00	1,754.18	3,000.00	3,000.00				
215-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	500.00	1,000.00	1,000.00				
215-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	500.00	410.00	500.00	500.00				
215-751-714.004	ICMA RETIREMENT	3,200.00	2,314.00	3,500.00	3,300.00				
215-751-730.000	POSTAGE	50.00	5.12	25.00	25.00				
215-751-740.031	OPERATING SUPPLIES - ENRICHMENT	150.00	135.67	100.00	100.00				
215-751-740.070	OPERATING SUPPLIES - TRAVEL	2,500.00	671.34	1,500.00	1,500.00				
215-751-801.017	BACKGROUND CHECKS	500.00	122.50	200.00	200.00				
215-751-804.070	CONTRACT SERVICES - ENRICHMENT INSTRUCTORS	25,000.00	20,972.10	25,000.00	25,000.00				
215-751-804.071	CONTRACT SERVICES - TRAVEL	500.00	0.00	0.00	1,000.00				Larger bus for a very special event
215-751-840.000	DUES & MEMBERSHIPS	200.00	0.00	0.00	200.00				
215-751-860.000	CONFERENCE /TRANSPORTATION	700.00	0.00	0.00	375.00				
215-751-956.000	MISCELLANEOUS	0.00	0.00	1,200.00	250.00				
215-751-900.000	PRINTING & PUBUSHING	1,000.00	0.00	50.00	50.00				
215-751-964.001	PROGRAM REFUNDS	500.00	680.00	500.00	500.00				
TOTAL EXPENDITURES		73,000.00	55,633.25	75,575.00	77,000.00	0.00			
TOTAL REVENUES		72,500.00	49,657.39	69,500.00	77,000.00	0.00			
TOTAL EXPENDITURES		73,000.00	55,633.25	75,575.00	77,000.00	0.00			
NET OF REVENUES & EXPENDITURES		(500.00)	(5,975.86)	(6,075.00)	0.00	0.00			

FESTIVALS		ENDING DATE 12-31-2018		2017	2017 YTD	2018	2018	2018	NOTES
FUND 216		AMENDED	9/30/17	REQUESTED	PROPOSED	APPROVED			
GL NUMBER	DESCRIPTION								
REVENUES									
216-751-650.003	PROGRAM FEES SPECIAL EVENTS	25,000.00	22,475.00	26,000.00	25,000.00				
216-751-671.013	MISC REVENUES - SPECIAL EVENTS	2,000.00	979.00	2,000.00	2,000.00				
216-751-678.040	SPONSORSHIP FEES - MELON FESTIVAL	50,000.00	43,125.00	50,000.00	45,000.00				
216-751-678.041	STREET VENDOR FEES - MELON FESTIVAL	22,000.00	18,125.00	20,000.00	20,000.00				
216-751-678.042	FESTIVAL TENT - MELON FESTIVAL	15,000.00	14,723.12	16,000.00	15,000.00				
216-751-678.044	CARNIVAL (MIDWAY) - MELON FESTIVAL	4,000.00	9,287.00	6,000.00	6,000.00				
216-751-678.045	AD SALES - MELON FESTIVAL	1,000.00	0.00	0.00	0.00				
216-751-678.046	MISC REVENUE - MELON FESTIVAL	5,000.00	726.00	2,500.00	2,000.00				
216-751-678.047	SPONSORSHIP FEES - MELON RUN	10,000.00	11,650.00	8,000.00	8,000.00				
216-751-678.048	PROGRAM FEES - MELON RUN	20,000.00	21,989.00	22,000.00	22,000.00				
216-751-678.049	FOOD VENDOR FEES - MELON FESTIVAL	10,000.00	6,250.00	8,000.00	8,000.00				
216-751-678.050	SPONSORSHIP FEES - LEGEND OF SLEEPY HOWELL	15,000.00	6,550.00	13,000.00	13,000.00				
216-751-678.051	VENDOR FEES - LEGEND OF SLEEPY HOWELL	10,000.00	0.00	0.00	0.00				
216-751-678.052	FOOD VENDOR (BOOTH) FEES - LEGEND OF SLEEPY HOWELL	2,000.00	900.00	2,000.00	2,000.00				
216-751-678.053	MISC REVENUE - LEGEND OF SLEEPY HOWELL	1,000.00	0.00	1,000.00	1,000.00				
216-751-678.057	SPONSORSHIP FEES - HEADLESS HORSEMAN RUN	8,000.00	645.00	8,000.00	10,000.00				
216-751-678.058	PROGRAM FEES - HEADLESS HORSEMAN RUN	25,000.00	2,386.00	23,000.00	22,000.00				
216-751-678.070	SPONSORSHIP FEES - SPECIAL EVENTS	8,000.00	2,474.00	5,000.00	4,500.00				
216-751-678.075	PROGRAM FEES - DOC MAY RIDE	2,000.00	2,430.00	2,200.00	2,500.00				
TOTAL REVENUES		235,000.00	164,714.12	214,700.00	208,000.00	0.00			
EXPENDITURES									
216-751-702.001	SALARY & WAGES - FESTIVAL & EVENTS DIRECTOR	35,000.00	22,351.23	30,000.00	30,000.00				
216-751-702.004	SALARY & WAGES - OPERATIONS MANAGER	0.00	2,841.13	3,000.00	0.00				
216-751-702.103	SALARY & WAGES - VARIOUS STAFF	15,000.00	4,997.61	10,000.00	10,000.00				
208-751-713.000	EMPLOYER SHARE FICA	4,000.00	1,688.38	4,000.00	3,000.00				
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	4,000.00	1,203.02	4,000.00	3,000.00				
208-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	500.00	489.47	500.00	500.00				
216-751-714.004	ICMA RETIREMENT	3,500.00	1,594.67	3,000.00	3,000.00				
216-751-727.000	OFFICE SUPPLIES	100.00	63.62	100.00	100.00				
216-751-730.000	POSTAGE	200.00	30.53	200.00	100.00				
216-751-740.000	OPERATING SUPPLIES	5,000.00	194.87	3,500.00	2,000.00				
216-751-740.035	OPERATING SUPPLIES - SPECIAL EVENTS	20,000.00	16,808.82	20,000.00	20,000.00				
216-751-740.100	OPERATING SUPPLIES - ENTERTAINMENT	25,000.00	34,262.26	30,000.00	35,000.00				
216-751-740.102	OPERATING SUPPLIES - MELON FESTIVAL	20,000.00	15,711.06	18,000.00	18,000.00				
216-751-740.103	OPERATING SUPPLIES - MELON FESTIVAL - VOLUNTEER T-SHIRTS	1,500.00	1,000.00	2,000.00	2,000.00				Includes staff apparel
216-751-740.104	OPERATING SUPPLIES - FESTIVAL TENT	10,000.00	11,882.68	12,000.00	13,000.00				
216-751-740.106	OPERATING SUPPLIES - MELON RUN	6,000.00	4,540.82	5,000.00	6,000.00				
216-751-740.107	OPERATING SUPPLIES - MELON RUN - T-SHIRTS	6,000.00	4,360.00	5,000.00	5,000.00				
216-751-740.201	OPERATING SUPPLIES - LEGEND OF SLEEPY HOWELL	5,000.00	25.00	5,000.00	5,000.00				
216-751-740.203	OPERATING SUPPLIES - HEADLESS HORSEMAN RUN	5,000.00	93.66	5,500.00	5,500.00				Includes staff apparel
216-751-740.204	OPERATING SUPPLIES - HEADLESS HORSEMAN RUN - T SHIRTS	10,000.00	0.00	10,000.00	10,000.00				
216-751-804.075	CONTRACT SERVICES - SPECIAL EVENTS	0.00	1,802.70	3,000.00	3,000.00				
216-751-804.112	CONTRACT SERVICES - MELON RUN	5,000.00	2,702.90	4,000.00	4,000.00				

FESTIVALS		ENDING DATE 12-31-2018		2017	2017 YTD	2018	2018	2018	NOTES
FUND 216		2017	2017 YTD	2018	2018	2018	2018	2018	
GL NUMBER	DESCRIPTION	AMENDED	9/30/17	REQUESTED	PROPOSED	APPROVED			
216-751-804.210	CONTRACT SERVICES - LEGEND OF SLEEPY HOWELL	1,000.00	0.00	1,000.00	1,000.00				
216-751-804.212	CONTRACT SERVICES - HEADLESS HORSEMAN RUN	5,000.00	0.00	4,000.00	4,000.00				
216-751-840.000	DUES & MEMBERSHIPS	1,000.00	619.75	1,000.00	1,000.00				
216-751-850.010	COMMUNICATION RADIOS	1,000.00	237.00	500.00	500.00				Only use them for Melon Festival
216-751-860.000	CONFERENCE /TRANSPORTATION	1,000.00	1,025.88	1,000.00	1,000.00				
216-751-900.000	PRINTING & PUBLISHING	5,000.00	5,355.75	5,000.00	6,000.00				
216-751-940.000	EQUIPMENT RENTAL	5,000.00	0.00	4,000.00	0.00				
216-751-942.001	PORTA JOHN RENTALS	9,000.00	6,221.00	9,000.00	9,000.00				
216-751-956.000	MISCELLANEOUS	1,000.00	17.50	1,000.00	1,000.00				
216-751-957.000	EDUCATION/TRAINING	0.00	45.00	100.00	500.00				
216-751-964.001	PROGRAM REFUNDS	1,500.00	15.00	1,000.00	300.00				
208-751-970.000	CAPITAL OUTLAY/EQUIPMENT	9,200.00	1,082.53	7,000.00	2,000.00				
216-751-980.004	EQUIPMENT - COMPUTER HARDWARE	1,000.00	0.00	2,000.00	3,500.00				New electronics - I pads - Laptop
216-751-980.005	EQUIPMENT - COMPUTER SOFTWARE	0.00	0.00	0.00	0.00				
TOTAL EXPENDITURES		221,500.00	143,263.84	214,400.00	208,000.00	0.00			
TOTAL REVENUES		235,000.00	164,714.12	214,700.00	208,000.00	0.00			
TOTAL EXPENDITURES		221,500.00	143,263.84	214,400.00	208,000.00	0.00			
ET OF REVENUES & EXPENDITURES		13,500.00	21,450.28	300.00	0.00	0.00			

PRESCHOOL		ENDING DATE 12-31-2018		2017	2017 YTD	2018	2018	2018	NOTES
FUND 217		AMENDED	9/30/17	REQUESTED	PROPOSED	APPROVED			
GL NUMBER	DESCRIPTION								
REVENUES									
217-751-651.007	REC FEE/PRESCHOOL TUITION	45,000.00	43,010.22	47,520.00	47,000.00				Based on 32 residents, charge non-resident, paying in full
217-751-651.030	REGISTRATION FEE	1,500.00	2,042.50	1,760.00	2,000.00				
217-751-651.031	EXTENDED DAY FEE	3,000.00	2,240.00	4,032.00	4,000.00				Expect to more for this year
217-751-651.032	DROP IN FEE	1,000.00	700.00	500.00	500.00				
217-751-675.015	PRESCHOOL FUNDRAISING	500.00	886.30	500.00	500.00				
TOTAL REVENUES		51,000.00	48,879.02	54,312.00	54,000.00	0.00			
EXPENDITURES									
217-751-702.023	SALARY & WAGES - PRESCHOOL	40,000.00	29,641.55	49,302.00	45,000.00				
217-751-713.000	EMPLOYER SHARE FICA	3,000.00	2,267.62	3,800.00	3,500.00				
217-751-727.000	OFFICE SUPPLIES	100.00	0.00	100.00	100.00				
217-751-730.000	POSTAGE	100.00	71.64	100.00	100.00				
217-751-740.028	OPERATING SUPPLIES - PRESCHOOL	2,000.00	1,068.79	2,000.00	2,000.00				
217-751-801.017	BACKGROUND CHECKS	50.00	35.00	50.00	50.00				
217-751-860.000	CONFERENCE /TRANSPORTATION	500.00	250.00	500.00	500.00				
217-751-900.000	PRINTING & PUBLISHING	50.00	0.00	50.00	50.00				
217-751-957.000	EDUCATION / TRAINING	500.00	112.00	500.00	500.00				
217-751-964.001	PROGRAM REFUNDS	200.00	0.00	200.00	200.00				
217-751-980.000	OFFICE EQUIPMENT	1,500.00	255.99	500.00	1,000.00				
217-751-980.015	PRESCHOOL EQUIPMENT	3,000.00	139.42	500.00	1,000.00				
TOTAL EXPENDITURES		51,000.00	33,842.01	57,602.00	54,000.00	0.00			
TOTAL REVENUES		51,000.00	48,879.02	54,312.00	54,000.00	0.00			
TOTAL EXPENDITURES		51,000.00	33,842.01	57,602.00	54,000.00	0.00			
ET OF REVENUES & EXPENDITURES		0.00	15,037.01	(3,290.00)	0.00	0.00			

SENIOR CENTER		ENDING DATE 12-31-2018		2017	2017 YTD	2018	2018	2018	NOTES
FUND 218		AMENDED	9/30/17	REQUESTED	PROPOSED	APPROVED			
GL NUMBER	DESCRIPTION								
REVENUES									
218-751-590.000	GRANTS	1,000.00	0.00	1,000.00	1,000.00				Writing grants this year
218-751-650.030	PROGRAM FEES - ENRICHMENT	10,000.00	2,268.30	5,000.00	5,000.00				
218-751-675.009	DONATIONS / PKS & RECS SENIORS	2,500.00	9,145.69	4,000.00	4,000.00				
218-751-675.013	UNITED WAY SENIORS	5,600.00	5,028.50	5,600.00	5,600.00				
218-751-675.100	FUNDRAISING ENRICHMENT	0.00	876.05	2,000.00	2,000.00				Purse/jewelry, craft sale, KWHS fundraiser
218-751-678.012	MEMBERSHIP FEES	5,000.00	4,037.16	4,000.00	4,000.00				
218-751-678.015	SENIOR NEWSLETTER ADVT	250.00	1,020.00	1,000.00	1,000.00				
218-751-678.030	SPONSORSHIP FEES - ENRICHMENT	200.00	0.00	200.00	200.00				
218-751-678.060	BINGO	0.00	2,681.00	3,000.00	8,000.00				Jaimie's estimate - 2017 YTD 10.31 = \$ 6,414.00
218-751-678.200	PROGRAM FEES - YOUNG AT HEART	200.00	257.00	0.00	0.00				Now in Senior membership
TOTAL REVENUES		24,750.00	25,313.70	25,800.00	30,800.00	0.00			
EXPENDITURES									
218-751-702.000	SALARY & WAGES - PATRON SERVICES COORDINATOR	500.00	297.11	900.00	1,000.00				2 Hours*45 weeks* \$10
218-751-702.027	SALARY & WAGES - SENIOR CENTER COORDINATOR	12,000.00	8,997.27	16,000.00	16,000.00				
218-751-713.000	EMPLOYER SHARE FICA	1,000.00	0.00	1,000.00	1,300.00				Why currently \$0
218-751-727.000	OFFICE SUPPLIES	100.00	42.38	100.00	100.00				
218-751-730.000	POSTAGE	500.00	522.58	750.00	750.00				
218-751-740.032	OPERATING SUPPLIES - GENERAL	1,500.00	860.53	1,400.00	2,900.00				Projected to allow Senior members to attend programs at ZERO cost
218-751-740.043	OPERATING SUPPLIES - BINGO	0.00	0.00	0.00	0.00				
218-751-740.200	OPERATING SUPPLIES - YOUNG AT HEART	125.00	99.34	300.00	1,000.00				Entertainment & supplies for meetings
218-751-804.008	CONTRACT SERVICES - INSTRUCTORS	3,475.00	187.50	1,000.00	1,500.00				
218-751-804.080	CONTRACT SERVICES - ENTERTAINMENT	1,000.00	320.00	1,000.00	1,500.00				
218-751-840.000	DUES & MEMBERSHIPS	350.00	50.00	150.00	300.00				
218-751-860.000	CONFERENCE /TRANSPORTATION	0.00	0.00	0.00	1,000.00				Would like to go to conference this year
218-751-900.000	MARKETING PRINTING & PUBLISHING	3,000.00	1,916.74	3,000.00	3,000.00				
218-751-957.000	EDUCATION / TRAINING	200.00	0.00	200.00	450.00				
218-751-964.001	PROGRAM REFUNDS	0.00	0.00	0.00	0.00				
218-751-967.002	AGING GRANT EXPENSES	1,000.00	29.82	0.00	0.00				Not applying for this grant this year
TOTAL EXPENDITURES		24,750.00	13,323.27	25,800.00	30,800.00	0.00			
TOTAL REVENUES		24,750.00	25,313.70	25,800.00	30,800.00	0.00			
TOTAL EXPENDITURES		24,750.00	13,323.27	25,800.00	30,800.00	0.00			
NET OF REVENUES & EXPENDITURES		0.00	11,990.43	0.00	0.00	0.00			

SUMMER DAY CAMP		ENDING DATE 12-31-2018		2017	2017 YTD	2018	2018	2018	NOTES
FUND 219		AMENDED	9/30/17	REQUESTED	PROPOSED	APPROVED			
GL NUMBER	DESCRIPTION								
REVENUES									
219-751-651.003	SUMMER CAMP	24,000.00	18,118.00	24,000.00	26,000.00				Full Weeks of Camp Only @ \$190 per week x 15 campers x 9 weeks
219-751-651.023	AM/PM EXTENDER FEES (SPECIALITY CAMPS)	2,000.00	614.00	0.00	2,500.00				Speciality Camps - \$ 25 x 100 campers
219-751-651.024	NONREFUNDABLE DEPOSITS	5,100.00	3,000.00	4,500.00	4,500.00				\$ 25 per week x 9 weeks x 15 campers per week/Registration fees
TOTAL REVENUES		31,100.00	21,732.00	28,500.00	33,000.00	0.00			
EXPENDITURES									
219-751-702.025	SALARY & WAGES - MANAGER	10,400.00	9,664.75	8,400.00	10,000.00				Full Time - Non Exempt Staff - 25% of Time/ 75% to Teen Center
219-751-702.036	SALARY & WAGE - CAMP SUPERVISOR	5,000.00	5,512.50	5,000.00	6,500.00				Part Time - Non Exempt Staff
219-751-702.037	SALARY & WAGES - CAMP CO UNSELOR	10,000.00	11,708.82	10,000.00	10,000.00				Seasonal - Non Exempt Staff
219-751-713.000	EMPLOYER SHARE FICA	2,000.00	2,225.65	1,800.00	2,100.00				7.65% x F13 + F14 + F15
219-751-714.000	EMPLOYEE MEDICAL INSURANCE	250.00	0.00	0.00	300.00				Full Time - Non Exempt Staff - Benefit
219-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	200.00	0.00	0.00	200.00				Full Time - Non Exempt Staff - Benefit
219-751-714.004	ICMA RETIREMENT	1,050.00	0.00	0.00	1,000.00				Full Time - Non Exempt Staff - Benefit
219-751-727.000	OFFICE SUPPLIES	100.00	0.00	100.00	100.00				
219-751-730.000	POSTAGE	0.00	0.00	200.00	200.00				
219-751-740.003	OPERATING SUPPLIES - GENERAL	200.00	790.57	350.00	350.00				
219-751-740.033	OPERATING SUPPLIES - T-SHIRTS	200.00	108.75	200.00	200.00				
219-751-740.041	OPERATING SUPPLIES - SNACKS	150.00	254.72	350.00	350.00				
219-751-740.042	FIELD TRIPS	1,500.00	682.00	800.00	845.00				Increase to adjust net to \$ 0.00
219-751-801.017	BACKGROUND CHECKS	0.00	52.50	75.00	105.00				6 x \$ 17.50 per staff
219-751-840.000	DUES & MEMBERSHIPS	500.00	200.00	200.00	200.00				
219-751-860.000	CONFERENCE /TRANSPORTATION	0.00	0.00	250.00	250.00				
219-751-900.000	MARKETING PRINTING & PUBLISHING	50.00	70.53	300.00	300.00				
219-751-957.000	EDUCATION / TRAINING	0.00	0.00	0.00	0.00				
219-751-980.000	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00				
TOTAL EXPENDITURES		31,600.00	31,270.79	28,025.00	33,000.00	0.00			STAFF COST = \$ 30,100 - REVENUES HAVE TO COVER THIS EXPENSE
TOTAL REVENUES		31,100.00	21,732.00	28,500.00	33,000.00	0.00			
TOTAL EXPENDITURES		31,600.00	31,270.79	28,025.00	33,000.00	0.00			
NET OF REVENUES & EXPENDITURES		(500.00)	(9,538.79)	475.00	0.00	0.00			

CITY PARK/BOAT LAUNCH		ENDING DATE 12-31-2018					NOTES
FUND 220		2017 AMENDED	2017 YTD 9/30/17	2018 REQUESTED	2018 PROPOSED	2018 APPROVED	
GL NUMBER	DESCRIPTION						
REVENUES							
220-751-649.001	CONCESSION SALES - PARK	8,000.00	8,115.20	8,000.00	8,000.00		
220-751-678.021	HOWELL CITY PARK GUARD REIMB	45,000.00	45,000.00	45,000.00	45,000.00		Increase to \$ 50/55k?
TOTAL REVENUES		53,000.00	53,115.20	53,000.00	53,000.00	0.00	
EXPENDITURES							
220-751-702.000	SALARY & WAGES - MANAGER	8,500.00	13,154.01	18,000.00	15,000.00		Kyle's hours
220-751-702.028	SALARY & WAGES - SEASONAL	20,000.00	19,718.90	10,000.00	16,000.00		
220-751-702.040	SALARY & WAGES - SUPERVISOR	7,000.00	5,988.63	6,000.00	6,000.00		
220-751-713.000	EMPLOYER SHARE FICA	3,000.00	3,374.03	3,000.00	3,000.00		
220-751-714.000	EMPLOYEE MEDICAL INSURANCE	2,000.00	0.00	2,000.00	2,000.00		
220-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	150.00	0.00	250.00	200.00		
220-751-714.004	ICMA RETIREMENT	1,000.00	0.00	1,800.00	1,500.00		
220-751-740.000	OPERATING SUPPLIES GENERAL	850.00	73.66	1,000.00	100.00		
220-751-740.037	CONCESSION SUPPLIES	5,000.00	4,619.20	5,000.00	5,000.00		
220-751-801.017	BACKGROUND CHECKS	0.00	70.00	200.00	200.00		17.5 per report - 10 for 2018
220-751-970.000	CAPITAL OUTLAY/EQUIPMENT	3,500.00	503.20	5,750.00	4,000.00		Hot Dog roller, sliding door fridge for pop/candy
TOTAL EXPENDITURES		51,000.00	47,501.63	53,000.00	53,000.00	0.00	STAFF COST = \$ 39,250 - REVENUES HAVE TO COVER THIS EXPENSE
TOTAL REVENUES		53,000.00	53,115.20	53,000.00	53,000.00	0.00	
TOTAL EXPENDITURES		51,000.00	47,501.63	53,000.00	53,000.00	0.00	
NET OF REVENUES & EXPENDITURES		2,000.00	5,613.57	0.00	0.00	0.00	

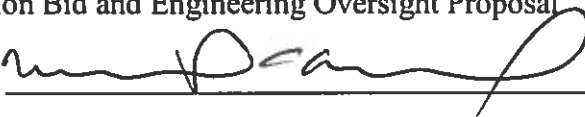
TEEN CENTER		ENDING DATE 12-31-2018					NOTES
FUND 221		2017 AMENDED	2017 YTD 9/30/17	2018 REQUESTED	2018 PROPOSED	2018 APPROVED	
GL NUMBER	DESCRIPTION						
REVENUES							
221-751-649.000	CONCESSION SALES TEEN	4,000.00	3,515.00	5,000.00	5,000.00		
221-751-650.005	PROGRAM FEES TEENS	6,000.00	939.00	4,500.00	3,000.00		Revenue - Leadership courses, late nights, etc.
221-751-650.100	SUMMER PROGRAM FEES	4,000.00	0.00	2,500.00	2,000.00		
221-751-675.010	DONATIONS - TEEN	10,000.00	21,530.40	15,000.00	15,000.00		
221-751-675.012	UNITED WAY - TEENS	17,000.00	15,085.50	25,000.00	23,000.00		
221-751-675.110	FUNDRAISING	17,000.00	555.00	10,000.00	10,000.00		
221-751-679.010	KELLOGG FOUNDATION GRANT REVENUE	25,000.00	15,000.00	0.00	0.00		
221-751-679.025	FREUDENBURG GRANT REVENUE	0.00	49,867.25	49,000.00	49,000.00		
221-751-679.100	GRANTS > \$ 1000	0.00	3,500.00	0.00	2,000.00		Still need to pursue
TOTAL REVENUES		83,000.00	109,992.15	111,000.00	109,000.00	0.00	
EXPENDITURES							
221-751-702.026	SALARY & WAGES - YOUTH SERVICES MANAGER	31,200.00	26,088.88	35,280.00	32,000.00		Full Time - Non Exempt Staff - 75% of Time/ 25% to Summer Day Camp
221-751-702.035	SALARY & WAGES - TEEN CENTER COORDINATOR	11,000.00	8,552.02	11,000.00	0.00		Replaced by Teen Center Supervisor
221-751-702.	SALARY & WAGES - TEEN CENTER SUPERVISOR	0.00	0.00	0.00	15,000.00		Part Time - Non Exempt Staff
221-751-713.000	EMPLOYER SHARE FICA	3,300.00	2,577.30	0.00	3,600.00		7.65% x F13 + F14 + F15
221-751-714.000	EMPLOYEE MEDICAL INSURANCE	750.00	500.00	0.00	750.00		Full Time - Non Exempt Staff - Benefit
221-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	500.00	497.60	0.00	500.00		Full Time - Non Exempt Staff - Benefit
221-751-714.004	ICMA RETIREMENT	3,120.00	3,172.00	0.00	3,200.00		Full Time - Non Exempt Staff - Benefit
221-751-727.000	OFFICE SUPPLIES	300.00	53.49	200.00	100.00		
221-751-730.000	POSTAGE	100.00	0.00	100.00	25.00		
221-751-740.000	OPERATING SUPPLIES	1,500.00	786.09	1,000.00	750.00		
221-751-740.003	OPERATING SUPPLIES - T-SHIRTS	600.00	350.00	800.00	500.00		
221-751-740.015	OPERATING SUPPLIES - CONCESSIONS	2,000.00	906.26	1,500.00	1,000.00		
221-751-740.036	OPERATING SUPPLIES - TEENS GENERAL	2,000.00	500.14	1,000.00	1,000.00		
221-751-860.000	CONFERENCE /TRANSPORTATION	500.00	470.88	750.00	750.00		
221-751-900.000	PRINTING & PUBLISHING	250.00	368.29	800.00	500.00		
221-751-940.000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00		
221-751-957.000	EDUCATION / TRAINING	0.00	95.00	1,500.00	325.00		
221-751-970.000	CAPITAL OUTLAY EQUIP	880.00	0.00	0.00	0.00		
221-751-979.010	KELLOGG FOUNDATION GRANT EXPENSES	25,000.00	8,309.31	0.00	0.00		
221-751-979.025	FREUDENBURG GRANT EXPENSES	0.00	20,132.81	49,000.00	49,000.00		
221-751-980.004	EQUIP / COMPUTER HARDWARE	0.00	537.14	0.00	0.00		
TOTAL EXPENDITURES		83,000.00	73,897.21	102,930.00	109,000.00	0.00	STAFF COST = \$ 55,050 - REVENUES HAVE TO COVER THIS EXPENSE
TOTAL REVENUES		83,000.00	109,992.15	111,000.00	109,000.00	0.00	
TOTAL EXPENDITURES		83,000.00	73,897.21	102,930.00	109,000.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	36,094.94	8,070.00	0.00	0.00	

DOG PARK		ENDING DATE 12-31-2018					NOTES
FUND 223		2017 AMENDED	2017 YTD 9/30/17	2018 REQUESTED	2018 PROPOSED	2018 APPROVED	
GL NUMBER	DESCRIPTION						
REVENUES							
223-751-675.074	FOB SALES	8,000.00	11,508.00	10,000.00	12,250.00		Fob sales - \$ 70 x 175 (APPROXIMATELY 190 YTD 2017)
TOTAL REVENUES		8,000.00	11,508.00	10,000.00	12,250.00	0.00	
EXPENDITURES							
223-751-740.000	OPERATING SUPPLIES - GENERAL	1,000.00	2,109.51	2,100.00	2,500.00		PortaJohn, fobs, garbage bags
223-751-801.018	MANAGEMENT SERVICES	5,000.00	0.00	5,000.00	6,000.00		Management fee paid to HAPRA Admin 208
223-751-900-000	PRINTING & PUBLISHING	0.00	196.70	200.00	250.00		Dog committee use for signs & banners
223-751-910.000	INSURANCE	500.00	0.00	500.00	500.00		Paid to HAPRA Admin 208
223-751-930-000	REPAIRS & MAINTENANCE	0.00	0.00	0.00	300.00		
223-751-967-071	CONSTRUCTION	0.00	0.00	0.00	500.00		
223-751-967.072	GROUNDS MAINTNANCE	1,500.00	1,638.00	2,200.00	2,200.00		26 Cuts @ 78.00 + 110 for grub control
223-751-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00		
TOTAL EXPENDITURES		8,000.00	3,944.21	10,000.00	12,250.00	0.00	
TOTAL REVENUES		8,000.00	11,508.00	10,000.00	12,250.00	0.00	
TOTAL EXPENDITURES		8,000.00	3,944.21	10,000.00	12,250.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	7,563.79	0.00	0.00	0.00	



MEMO

TO: Honorable Members of the Genoa Charter Township Board
FROM: Greg Tatara, Utility Director
DATE: November 1, 2017
RE: Lake Edgewood Waste Water Treatment Plant (LE WWTP) Equalization System Construction Bid and Engineering Oversight Proposal

MANAGER REVIEW: 

.....

For consideration at tonight's Board Meeting is awarding a construction bid and the corresponding construction phase engineering proposal. This construction project has been developed to improve plant operation and reduce future operational expenditures.

Background

On February 14th, 2017 the Genoa Township Board approved a design proposal with Hubbell, Roth & Clark, Inc. (HRC) to design an equalization system for the Lake Edgewood WWTP Plant. To re-familiarize the Board with the project, we have included a map showing the old and new SBR tanks in *Attachment 1*. The plan is to use the old SBR tanks as equalization to hold wastewater until one of the SBR units at new Lake Edgewood completes a cycle and then pump that water to the new SBR tanks to again run a treatment cycle. In February it was explained that our current low flows are far below the new plant design flows, and we must operate two SBRs at all times to allow influent flow into one tank while the other tank is running its treatment cycle. The current process of using two tanks is challenging to the biology as not enough food is delivered each cycle which results in operational difficulties. In addition, converting the old SBR tanks to equalization basins would result in the following benefits:

- 1) improved operation by allowing the biological organisms used in the waste treatment process to receive equal flow and food supply for each reaction cycle in the SBR tank,
- 2) re-use of old infrastructure that is currently sitting abandoned at the old Lake Edgewood WWTP,
- 3) reduced repairs and maintenance costs by operating equipment less,
- 4) improved redundancy by having more SBR tanks available to switch to should a problem or failure occur; and,
- 5) resulting operational savings from capital investment over a 20 year life of the project.

Cost Savings

In February 2017 we presented a total project budget of \$339,900. Following that meeting we have worked with HRC to design and bid the project. Our resulting scope and design from this process resulted in an engineering cost estimate that was approximately \$100,000 higher than the original engineering estimate. As a result, we had to re-evaluate the project and make some modifications to the scope to bring the construction costs in line with the original estimate we provided back in February. In order to reduce costs down, we plan to:

- 1) Perform site demolition with our own staff and equipment. We estimate this saved \$5,000.
- 2) Construct new stairs to the old SBR tanks using a local builder, rather than the mechanical contractors. We estimate this saved over \$5,000.
- 3) Remove the mixers from the project and use a recirculation valve along with the power from the proposed transfer pumps to mix the Equalization tank during pumping of wastewater from the old SBR tanks. We estimate this saved \$24,000.
- 4) Provide piping for odor control that can be installed by staff if necessary, rather than the mechanical contractor, saving \$25,000.

In total we were able to bring the engineering estimate down \$59,000 and still result in a project that meets all of the original design goals.

Construction Bids

We invited four mechanical contracting firms capable of performing this work to bid on the finalized plans we developed. From the four firms we received three construction bids. Presented as *Attachment 2* is a letter from HRC summarizing the bids and recommending award to the low responsive bidder, Midwest Power Systems in the amount of \$298,000. Also, included as *Attachment 3*, is a corresponding proposal from HRC to perform the construction oversight and contract administration services for this project in the amount of \$37,000. This results in a total construction cost of \$330,000

Financing

Presented in *Attachment 4* is a letter from Pfeffer, Hanniford, Palka, (PHP) reviewing the fund balances and with a recommendation for an internal financing mechanism. As demonstrated in Mr. Palka's letter, sufficient funds exist internally to fund this important project.

Valediction

Based on the above explanation and the attached documents, please consider the following motions to adopt the budget and rate recommendations:

Moved by _____, supported by _____ to award construction of the Lake Edgewood Equalization project to Midwest Power Systems in the amount of \$298,000.

Moved by _____, supported by _____ to approve Hubbell, Roth, and Clark, Inc. to provide the scope of services defined in their proposal dated October 31st, 2017 for construction oversight of the Equalization Project.



Lake Edgewood WWTP

MHOG Utilities



Source: Data provided by MHOG. MHOG does not warrant the accuracy of the data and/or the map. This document is intended to depict the approximate spatial location of the mapped features within the Community and all use is strictly at the user's own risk.

Coordinate System: NAD 1983 HARN StatePlane Michigan South FIPS 2113 Feet Intl

Map Published: October 31, 2017



PRINCIPALS
 Daniel W. Mitchell
 Nancy M. D. Faight
 Keith D. McCormack
 Jesse B. VanDeCreek
 Roland N. Alix
 Michael C. MacDonald
 James F. Burton
 Charles E. Hart

SENIOR ASSOCIATES
 Gary J. Tressel
 Randal L. Ford
 William R. Davis
 Dennis J. Benoit
 Robert F. DeFrain
 Thomas D. LaCross
 Albert P. Mickalich
 Timothy H. Sullivan
 Thomas G. Maxwell

ASSOCIATES
 Marvin A. Olane
 Marshall J. Grazioli
 Donna M. Martin
 Colleen L. Hill-Stramsak
 Bradley W. Shepler
 Karyn M. Sticker
 Jane M. Graham
 Todd J. Sneathen
 Aaron A. Uranga
 Salvatore Conigliaro

HUBBELL, ROTH & CLARK, INC.
 OFFICE: 105 W. Grand River
 Howell, MI 48843
 PHONE: 517.552.9199
 FAX: 517.552.6099
 WEBSITE: hrcengr.com
 EMAIL: info@hrcengr.com

October 31, 2017

Genoa Township
 2911 Dorr Road
 Brighton, MI 48116

Attn: Mr. Greg Tatara, Utility Director

RE: Lake Edgewood Wastewater Treatment Plant
 Equalization Tank Improvements
 Recommendation of Award

HRC Job No. 20160658

Dear Mr. Tatara:

Sealed bids were received for the above referenced project on October 31, 2017. A total of three bids were received as summarized below:

Midwest Power Systems	\$298,000.00
John E Green	\$304,400.00
De-Cal Mechanical	\$378,000.00

The lowest responsive bidder is Midwest Power Systems of Milford, Michigan. Their bid total is within the budgeted amount for the project.

We have worked with Midwest Power in the recent past and believe that they have the capability to do the work of this contract.

Thus, we have no objections to the Township awarding this Equalization Tank Improvements contract to Midwest Power Systems for the lump sum total of \$298,000.00.

If you have any questions, please contact us.

Sincerely,

Trevor Wagenmaker, P.E.
 Process Manager

TSW/js

pc: MHOG: T. Humphriss
 HRC; N. Faight, M. Darga, file

PRINCIPALS

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Aaron A. Uranga
Salvatore Conigliaro

HUBBELL, ROTH & CLARK, INC.

OFFICE: 105 W. Grand River
Howell, MI 48843
PHONE: 517.552.9199
FAX: 517.552.6099
WEBSITE: hrcenr.com
EMAIL: info@hrcenr.com

October 31, 2017

Genoa Township
2911 Dorr Road
Brighton, MI 48116

Attn: Mr. Greg Tatara, Utility Director

Re: Engineering Services Proposal
Equalization Tank Modification
Lake Edgewood Wastewater Treatment Plant HRC Job No. 20160658

Dear Mr. Tatara:

Thank you for affording Hubbell, Roth & Clark (HRC) the opportunity to provide engineering construction services on this equalization tank (EQ) modification project. HRC proposes to perform the following tasks as part of our construction services.

1. Attendance at preconstruction conference with all the parties involved and preparation of minutes for this meeting.
2. Shop drawing review of the components to be incorporated into the project.
3. RFI review for questions which may arise during construction.
4. Review Contractor pay estimates. We assume that there will be approximately three pay estimates for the project.
5. Change order development for minor items which may arise during construction.
6. Project close out items that are in the contract including development of a punch list and record drawings.
7. Periodic on-site engineering representative during construction. We will make periodic visits to the site during construction to observe the progress of construction and answer questions as needed. This will include startup assistance. We are assuming a total of 20 site visits for this item.

We note that no material testing is included in our scope of work.

Based on the above scope of work, HRC proposes that the Township establish a budget of \$37,000.00 for the construction engineering services on this project. We will invoice your office on an hourly basis, up to this limit. This amount will not be exceeded without your authorization.

Mr. Greg Tatara
October 31, 2017
HRC Job Number 20160658
Page 2 of 2

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Trevor Wagenmaker, P.E.
Process Manager

TSW/js

pc: MHOG: T. Humphriss
HRC; N. Faight, M. Darga, file

John M. Pfeffer, C.P.A.
Patrick M. Hanniford, C.P.A.
Kenneth J. Palka, C.P.A.

Members.
AICPA Private Practice Companies Section
MACPA

225 E. Grand River - Suite 104
Brighton, Michigan 48116-1575
(810) 229-5550
FAX (810) 229-5578

October 31, 2017

Genoa Charter Township
Attn: Dr. Gregory Tatara, Utilities Director
2911 Dorr Road
Brighton, Michigan 48116

Dear Greg,

As you have requested we have reviewed the equity sections of the of Lake Edgewood Sewer System in order to advise you on the financing of the "Equalization Project" with an estimated cost of \$300,000.

The Reserve Fund for Lake Edgewood Sewer has approximately \$400,000 available to spend on this project. The O & M Fund has sufficient equity (approximately \$475,000) if you wanted to spend some of the project costs out of the O & M Fund.

Our recommendation would be to pay for the project out of the Reserves. The O & M Fund could then repay the Reserves over the next 20 years at \$15,000 per year. As you know Genoa has done this with other projects in the past.

I hope this helps with your decision.




Best Regards,

CHARTER TOWNSHIP OF GENOA
 LAKE EDGEWOOD SEWER SYSTEM
 BUDGET FOR FOR THE YEAR END 3/31/18 COMPARED
 TO ACTUAL FOR 6 MONTHS ENDING 9/30/17

ACCT #	DESCRIPTION	SEWER BUDGET FOR THE YEAR ENDING 3/31/2018	SEWER ACTUAL FOR THE 6 MONTHS ENDING 9/30/2017	VARIANCE	% OF EXPENSE BUDGET REMAINING
REVENUES					
000-400-002	Billings - operations	350,842	192,252	(158,590)	
000-407-002	Contributions - other	0	0	0	
000-420-002	Income - other	500	837	337	
000-499-002	Trans - in DPW # 503	2,500	4,846	2,346	
000-500-002	Trans - in LE new user	0	0	0	
000-664-002	Income - Interest	0	0	0	
TOTAL INCOME		353,842	197,935	(155,907)	
EXPENSES					
500-600-002	Accounting/auditing	6,000	250	5,750	95.83%
500-609-002	Chemicals	10,000	2,826	7,174	71.74%
500-615-002	Consent order - groundh20 sodium	0	0	0	
500-616-002	Capital Project - Engineering for Equalization	0	34,088	(34,088)	
500-616-002	Capital Project - Tractor	0	11,925	(11,925)	
500-627-002	Engineering - general	0	0	0	
500-630-002	Engineering - separate projects	0	0	0	
500-639-002	Insurance	2,500	1,290	1,210	48.40%
500-642-002	Labor, Equipment, & Materials	129,000	64,330	64,670	50.13%
500-648-002	Laboratory costs	10,000	3,332	6,668	66.68%
500-654-002	Legal fees	500	0	500	100.00%
500-657-002	Licenses, Fees, Permits	5,000	0	5,000	100.00%
500-660-002	Miss Dig	500	0	500	100.00%
500-663-002	Office expenses	200	70	130	65.00%
500-669-002	Refunds & adjustments	100	0	100	100.00%
500-673-002	R & M - Building	1,000	0	1,000	100.00%
500-675-002	R & M - Grounds	1,000	340	660	66.00%
500-676-002	R & M - Scada Web Maint. & Cell	3,000	0	3,000	100.00%
500-677-002	R & M - Plant equipment	25,000	984	24,016	96.06%
500-678-002	R & M - Grinder pumps	7,500	891	6,609	88.12%
500-679-002	R & M - Lines	5,000	0	5,000	100.00%
500-681-002	R & M - Pump stations	10,000	4,112	5,888	58.88%
500-682-002	R & M - Snowplowing/mowing	4,500	2,863	1,637	36.38%
500-684-002	R & M - Generators	5,000	3,245	1,755	35.10%
500-686-002	R & M - Sewer line cleaning	5,000	0	5,000	100.00%
500-687-002	R & M - Other	1,000	0	1,000	100.00%
500-688-002	R & M - Backups	1	0	1	100.00%
500-690-002	Sludge disposal	30,000	19,919	10,081	33.60%
500-692-002	Telephone	4,200	972	3,228	78.86%
500-696-002	Tools & supplies	750	0	750	100.00%
500-698-002	Tools & supplies - all systems	3,000	628	2,372	79.07%
500-700-002	Trans out - Capital Impr. Repl. Reserve	10,000	0	10,000	100.00%
500-702-002	Utilities - electric	60,000	22,053	37,947	63.25%
500-703-002	Utilities - water	225	44	181	80.44%
500-704-002	Utilities - gas	3,000	861	2,139	71.30%
500-707-002	Utilities - sewer BTS (Davita)	3,600	1,813	1,787	49.64%
Total expenses		346,576	176,836	169,740	48.98%
Net revenues/expenses		7,266	21,099	13,833	
Beginning fund equity (deficit)		500,110	500,110	0	
Ending fund equity (deficit)		507,376	521,209	13,833	

Board Correspondence

-  Griffin Wright
8/12/2017 10:00 AM
-  Bobbie Squires
8/12/2017 10:00 AM
-  Kortney Ridenour
8/12/2017 10:00 AM
-  Jan Rogal
8/12/2017 10:00 AM
-  Patty Ann Thompson
8/12/2017 10:00 AM
-  Alicia Marie
8/12/2017 10:00 AM
-  Samantha Fox
8/12/2017 10:00 AM
-  Enka Metcalf
8/12/2017 10:00 AM
-  Linda Root Neff
8/12/2017 10:00 AM

Hello - I have a neighbor that drives gravel-haulers on occasion, and this usually consists of him parking it on our unpaved street, and then leaving extremely early in the morning

I don't want to be 'that neighbor', but it is very disruptive, especially when we are sleeping and are awoken by its engine before dawn, and aesthetically, it does not contribute positively to the neighborhood's image. Is there anything from a zoning/regulation standpoint that would apply to heavy-duty commercial trucks being parked in residential neighborhoods during overnight hours?

Thanks!

Good evening

Unfortunately the Township does not have jurisdiction over parking on roads. That is usually up to the the Livingston County Road Commission. We have been informed that the Road Commission only enforces parking where they have erected specific no parking signs and I don't believe that is the case on Scottwood.

However, I the Township may be able to address the noise issue through its ordinances. I encourage you to contact the Township Code Enforcement Officer Sharon Stone-Francis at (810) 227-5225 or by email at sharon@genoa.org. She may also be able to look into any heavy duty commercial trucks that are parked on residential property, if that occurs.

Good evening - Thank you so much for the prompt and detailed reply! This continues to be a very useful way for me to get information from Genoa Township. I will follow up with Sharon. Thanks!



October 24, 2017

Dear Township Manager:

Enclosed is Cromaine District Library's annual report for fiscal year 2016-2017. It contains a bulleted list of our accomplishments, the financial picture and statistical data. The full audit for the year is available at the Michigan Treasury site, under 2016 local unit audit reports. In our annual report, I want to call your attention to the patron comments, in particular. These are the stories that demonstrate the outcome of using this library. We also include the many suggestions for improvement shared by our community. Please let me know if you have heard other ideas of how we can improve Cromaine for your constituents.

This past year was filled with the challenges of full-building construction while remaining open to the community with all of the services during construction. While, sadly, we closed the Crossroads Branch as of April 30, 2017, we were pleased that so many of our users understand the need to be able to focus all of the human and financial resources on the one building. Happily, the landlord at the Crossroads location has permitted the materials return to remain, continuing convenience there as well as generating traffic for the remaining businesses.

I can be reached at the Village library, 810-632-5200, extension 105; my cell phone is 810-360-7518; e-mail at cmarlow@cromaine.org. The frequency of library board and committee meetings plus community involvement prevents my attending most other evening meetings but if there are any daytime opportunities to meet with your fellow officials or your staff, I welcome that opportunity.

Sincerely,

Cecilia Ann Marlow
Az

Cecilia Ann Marlow
Library Director

Annual Report 2016-2017

October 2017

The 2016-2017 year for Cromaine District Library was a hugely productive year in many ways. After twenty-two years of talking about how to provide more space at the library for the always-growing Hartland area community, the Board of Trustees engaged in and nearly completed a construction project. The construction project began May 2016 with planning, then a ground-breaking in September 2016, and the grand opening was held September 2017—outside the parameters of this report, but a terrific accomplishment.

Construction activity comprised not just the addition of 3,800 square feet to the east of the 1980 addition, but the entire building. A fire suppression system was installed in all parts of the original 1927, 1980 and in the 2017 addition. Before, in accordance with 1927 code (none) and 1980 code for schools (when Cromaine was part of Hartland Consolidated School District), the only fire suppression that was required was in egress corridors. In light of on-going concerns in our state about public health and safety, a commitment to provide the safest possible building for the many people of all ages was implemented.

Throughout construction, the library was open to the public. Most of the work was completed during the pre-opening hours; at all times, public and staff safety was the greatest concern of the managing construction firm, Frank Rewold & Son. If you have not yet had a chance to see the addition and the reconfiguration, please make sure you visit Cromaine for a tour.

In addition to the physical construction of the library this year, a new web site was implemented having been built from the “ground up.” New services, new digital resources, and new activities were added to the offerings for the community as well. Innovation from new services to new ways of thinking about the future are ever present at Cromaine. The staff, management, trustees, and volunteers are committed to bringing the best of public library services every day, in every way, to you. For 90 years, the legacy of J. Robert Crouse, Cromaine’s founder, has had Cromaine connecting culture and community.

In 2017-2018, Cromaine will embark on a “ground-up” strategic plan development for the coming five years, 2018 to 2023. With your participation and support as users, volunteers, donors, and communicators, Cromaine will continue to serve this community as it sustains its friendly by nature atmosphere, a culture of connection at every level, throughout every institution.

Cecilia Ann Marlow, Library Director

HIGHLIGHTS OF 2016-2017

NEW THIS YEAR

- Needlehearts – an initiative to knit/crochet hats for cancer treatment patients and increase community
- Cromaine Cares—monthly opportunities for families of all shapes and sizes to volunteer and increase civic engagement.
- Cut the Cord—a class to help patrons take advantage of non-cable dependent viewing services
- Downloadables 1, 2, 3—a drop-in period to provide one-on-one help with using the various downloadable audio and video materials from Cromaine
- 3-D Printing Experiences—as part of maker labs and in “just 3-D” sessions, patrons were introduced to this new technology and made objects using the donated 3-D printer
- Coding Classes—an introduction to computer coding both a new “language” and a way of making computers perform given instructions
- Teen Artists Series—introducing teens to professional artists for hands-on exploration of art
- ArtSense Series—art for youth using a curriculum donated by a Crouse family member as well as with adults in A.L.I.V.E. for 55+
- First Annual Quidditch Tournament held in Hartland with Livonia Public Library contending (Hartland’s Hippogriffs won the first tournament!)
- Chess Club meeting monthly for beginners and experienced players
- Implementation of mobile circulation—this has been “in the works” for five years and is a software that runs on a table or portable device and allows staff to check out materials to patrons even when off-site as well as to issue library cards during outreach. For the first time here, it was used during the time the Circulation Desk was unavailable due to construction.
- TechBoomers database--a new technology how-to service that has simple instructions for using many new technologies, from social media to online services.
- Cromaine’s new from the ground-up web site at WWW.CROMAINE.ORG
- Robot Building Workshops—opportunities for young people to learn robot building through class and hands-on as a “feeder” group for area robotics teams
- One more Santa Visit—an additional Santa Visit night was added to cope with demand plus “waiting time” activities and experiences leading to the Santa visit were expanded
- Hoopla e-resource now also makes available downloadable e-books
- More science-based activities, e.g., “Hacking Your Tastebuds” for adults

- An extensive series of informative talks about Cromaine and Hartland over the last 90 years as well as displays of technology through the decades, reading through the decades, and more to bring the 90 years alive

ALL of the above are NEW in 2016-2017, happening right through construction, staffing changes, the closing of Crossroads, and the consolidation of collections.

COMMUNITY PARTNERS

Cromaine could not carry out the cultural enrichment legacy of J. Robert Crouse, Cromaine's founder, without the incredible support and partnership of several businesses and organizations. Those include (not listed in any order):

- Hartland Township
- Hartland Consolidated Schools
- Hartland Area Chamber of Commerce
- Hartland Area Community Council
- Hartland Insurance Agency
- Friends of Cromaine Library
- Library of America – Gilder Lehrman Foundations
- Library of Michigan Foundation
- Michigan Humanities Council
- Livingston County Consortium on Aging
- Meijer's of Hartland
- Ranger's 4-H
- Walmart
- Rotary Club of Hartland
- American Legion Austin Moore Post 415
- JKD/Staffing Now Group
- National Endowment for the Arts and Arts Midwest
- Children's Center for Growth & Development
- Great Start Livingston
- Pediatric Therapy Services
- Read to Dogs
- Animal Crackers Pet Salon & Kennel
- Hartland Smilemakers
- Huron Valley Numismatic Society
- Salty Dog Travel
- BIGGBY Coffee of Hartland
- Michigan Works
- MMAP

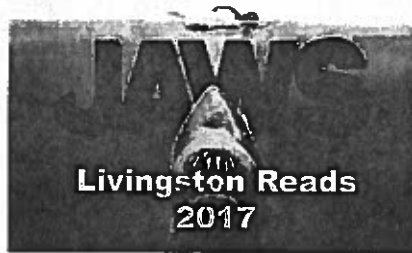
- Yarmak CPA
- Mary Kay-Connie Brinkerhoff
- First National Bank
- Freedom Works
- Best Storage of Hartland
- BIGGBY Coffee of Hartland
- Many individuals and families, including Cromaïne Library staff and trustees

The list of partners above resulted in **gifts totaling \$11,604.70** in 2016-2017.

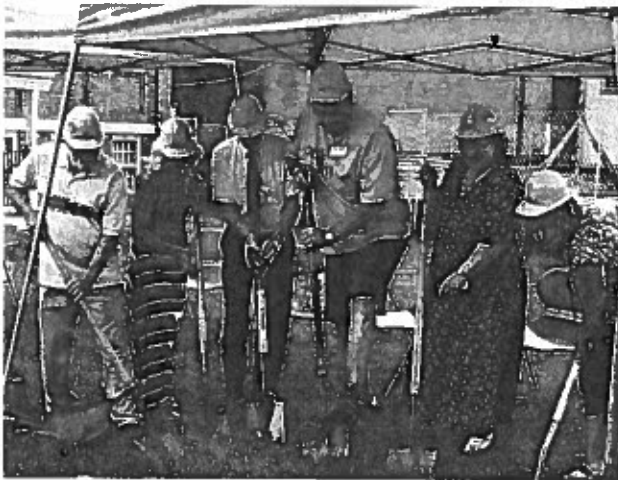
In addition to those gifts, adults and teen volunteers gave **4,085 hours of service** over the year, amounting to a value of **\$179,718.00** in the gift of precious time.



1 Cromaïne Cares' fleece blanket making



2 Family Tech Saturday Jet Cars



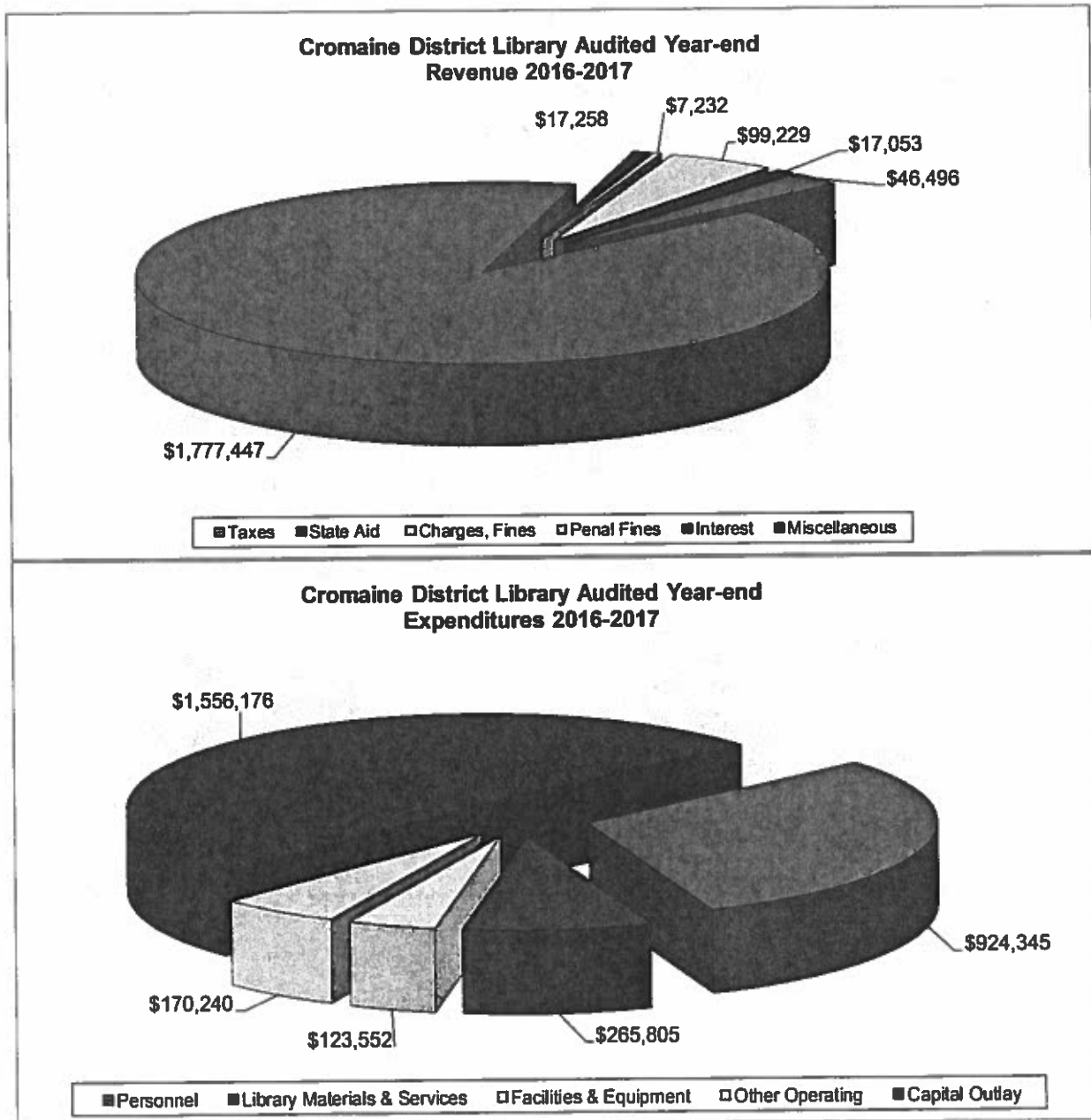
3 Trustees' Groundbreaking Sept 2016



4 Summer Concerts at Hartland Music Hall

FINANCIAL CROMAINE

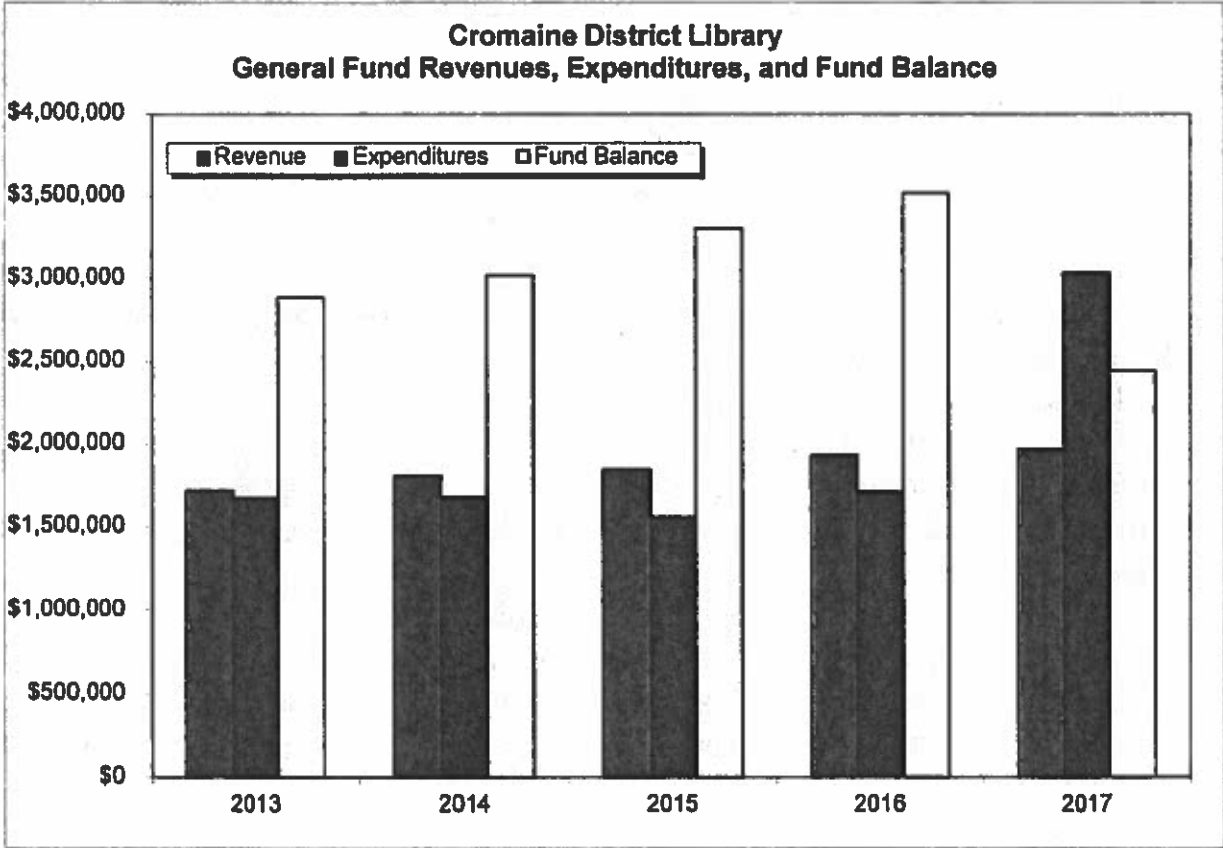
The audit of the Cromaïne District Library for Fiscal Year 2016-2017 was presented to the Finance Committee of the Library at its October 11, 2017 meeting. It is part of the action of the October 19, 2017 Library Board of Trustees' meeting. It is filed with the Michigan Department of Treasury and is available there online for review under Local Unit Audits. A printed copy is available for loan at the library as well. A snapshot of Cromaïne's financial status is shown below in the charts.



As in the past nine years, the auditing firm for Cromaïne District Library reported that indicator ratios such as fund balance to expenditures show that the library is financial healthy, despite the expenditure for the construction project in FY 2016-2017.

Cromaïne District Library concluded its 2016-2017 fiscal year with a change in net position of \$393,149, largely due to the conservation fiscal management of the library’s administration and its trustees.

The chart below shows the financial picture over the last five years and the impact on fund balance of the capital investment in 2016-2017.



STATISTICAL CROMAINE

Fiscal year 2016-2017 saw a continuing statistical drop in the circulation of physical items in favor of increasing usage of digital materials (shown in the chart below as “e-materials”). The use of children’s books increased likely due to the increased presence in all of the area elementary schools by the Cromaine librarians, as well as the changes in funding and staffing of the Hartland Consolidated Schools’ media centers.

While the collection decreased, this figure applies only to physical materials. Digital materials add many thousands to the actual collection available to patrons. Add to that, the access to 1.3 million items of libraries in southeast Michigan which are included in a shared catalog of which Cromaine is a part, and our community has extensive and rich resources beyond the physical shelves here.

With the reduction of hours at Crossroads Branch, and then its closure, physical visits were seriously impacted. As can be expected, cutting the Crossroads open hours in half again resulted in a cut of half in visits. One challenge going forward is that many of Cromaine’s events use doors on the 1927 part of the building and now the 2017 building for entry from the south lawn and for staff and delivery. Physical visits will be challenging to compare for another two years as only the main entrance door has an actual counter.

Resident cardholders increased, due in part to the shift of renewals from every year to every three years. Patterns of use indicated that patrons may not borrow for up to 16 months, but were being deleted from the records, costing staff and patron time to reinstate records.

The number of programs, events, and activities, including outreach visits and exhibits, has continued at a high level. Various conditions impact the attendance at these activities, from trying new experiences to weather and construction.

For the period that the community began to discover how to use the new web site, there were some challenges that may have caused a decline in visits. Database use is likely to have increased dramatically because more and more of the resources offered do not require access through the Cromaine web site, but offer direct application software which patrons are adopting and using.

Cromaine Library 2016-2017			
Year-End Statistics			
	Current Year	Previous Year	% Change
CIRCULATION			
Adult books	55,405	67,183	-17.53%
Children's books	72,950	63,136	15.54%
Teen books	16,030	18,550	-13.58%
Magazines	4,037	5,798	-30.37%
Non-Print	95,117	111,044	-14.34%
* E-materials	21,801	12,598	73.05%
** Misc.	208	846	-75.41%
MELCAT Received	136	819	-83.39%
In-House Use	74,597	90,201	-17.30%
Total Circulation	340,281	370,175	-8.08%
Collection			
Added	10,880	0	NA
Withdrawals	7,401	0	NA
Owned	74,255	82,553	-10.05%
Cardholders			
Resident	8,761	8,323	5.26%
Non-resident	257	448	-42.63%
Total	9,018	8,771	2.82%
Resident Cardholders added	1,228	1,318	-6.83%
Cardholders added	1,240	1,387	-10.60%
Visits/Village (July - June)	118,413	124,846	-5.15%
Visits/Crossroads (July - June)	15,480	33,181	-53.35%
Programs			
Adult	208	148	40.54%
Senior	50	55	-9.09%
Youth	492	481	2.29%
Teen	64	75	-14.67%
Total	814	759	7.25%
Attendance			
Adult	5,179	5,774	-10.30%
Senior	1,144	1,253	-8.70%
Youth	17,177	19,209	-10.58%
Teen	4,804	5,805	-17.24%
Total	28,304	32,041	-11.66%
Reference Transactions			
Adult	8,231	8,108	1.52%
Youth	8,928	8,887	0.46%
Crossroads	1,285	2,918	-55.96%
Total	18,444	19,913	-7.38%
Technology			
Internet Use	13,004	17,213	-24.45%
Youth LAN	2,626	3,936	-33.28%
Web Page Visits	141,155	162,703	-13.24%
Database Use	61,514	40,676	51.23%
Self Check Use (included in Total Circulation)	53,836	52,914	1.74%
Total population	26,391	26,391	0.00%
Circulation per capita	12.89	14.03	-8.08%
Program atten. per capita	1.07	1.21	-11.66%
Visits per capita	5.07	5.99	-15.27%
Ref. trans per capita	0.70	0.75	-7.38%

COMMENTS FROM THE COMMUNITY

The pages which follow are month by month reports of the comments from Cromaine's community. These are received verbally, through email, and written on comment forms. The comments are now reported on a monthly basis to the Library's Board of Trustees as part of the written Library Director's report. They are shared here as they were reported—month by month. Personal names are removed in most instances for privacy's sake. If you have questions about how a comment was resolved, please call the Library Director, Cecilia Ann Marlow.

In 2017-2018, these comments continue to be reported as part of the Library Director's written report. However, the library's response when recorded is also shared in those reports. They will be included in the 2017-2018 Annual Reports as possible.

COMMENTS FROM THE COMMUNITY JULY 2016

Collected as A+ Value Stories by Staff:

7/26/2016

Staff submitting: Emma Olmstead-Rumsey

A patron came in when she was in a hurry and the desk was busy, so I offered to do further research on what she wanted and email her my findings. She replied to my email with "Wow you are awesome!!!! Thanks for all your work. The three books are great. I will look forward to their arrival. Have a great day and thanks again."

7/22/2016

Staff Submitting: Marta Jackson

A dad sat down next to his wife at a table on the second floor and said, "I think this is the coolest library I've ever been in. It's pretty awesome."

7/22/2016

Staff submitting: Marta Jackson

After attending Ali Janke's morning Family Fitness Yoga program, a teen girl said, "Thanks for letting me attend today, I feel ready for my day now."

7/19/2016

Staff submitting: Mary Howard

A patron was listening to "Ishmael" and told me that it was "addictive" and that it was like listening to a recorded diary.

7/14/2016

Staff submitting: Emma Olmstead-Rumsey

I was checking out materials to a patron and I opened her DVD cases to check the discs. I explained to her that I was just making sure that the correct disc was in each case because I wouldn't want her to be disappointed when she got home, and she said "I think that has only ever happened to me once! This is such a good library!"

7/11/2016

Staff Submitting: Mary Howard

A patron called asking to set up a family party at the Hartland Music Hall. When I told her we did not book the hall she responded, "Well, I thought you did, since the library does everything fun around here!" I provided her with the contact information and she thanked me.

7/6/2016

Staff Submitting: Marta Jackson

A parent just told me, "This reading program is amazing. As soon as my boys get home they want to start reading right away to get their next 30 minutes. I can't believe it!"

7/5/2016

Staff Submitting: Marta Jackson

A mom just shared that her two children LOVE the summer reading program. She said it makes her life so much easier having a way for them to get excited about reading.

7/1/2016

Staff submitting: Carolyn McCullough

A boy just turned 6 today and when his mom asked him what he wanted to do for his birthday, he replied that he wanted to come to the library.

Received via email:

Hi! I'm hoping to borrow *The Pursuit* by Janet Evanovich in Kindle format for Overdrive. Thank you!

At the concert last week there was an announcement that you were going to have a circus work camp. Do you have any information regarding what will be taught, age group, where it will be held, and of course the dates I would really appreciate it. Thank you,

The Family recommended that we get the kid's magazine Chop Chop: The Fun Cooking Magazine for Families. It's filled with recipes and games and would fit in with the children's magazines, I think.

Subject: Cancel Sign Up for Star Wars Camp Message: I just wanted to let someone know that I need to cancel the registration for Elliott and Adrian Stitt for the Stars Wars Camp the week of the 18th. I will unfortunately be traveling for work that week and they will not be able to attend. I wanted to make sure I canceled in advance so that children on the waiting list could attend. Thanks,

Hello. Would you please block [minor's] library card until I contact you again? (from parent)

I have a few books that I checked out prior to a 2 week vacation in NC, and I didn't realize they were not able to be renewed online until after we were gone. If you could please manually renew them for me, I will return them when we get back to Hartland on Sunday, July 17th. Thank you and I will pay closer attention next time. Best regards!

I had called recently about not being able to access ReferenceUSA for eResearch. I received this email back from the ReferenceUSA representative when I asked them about the issue: "Thanks for the email. Based on the URL your library is using a third party proxy server for authenticating. This is the link to this product that is not functioning. As we don't work with this product you will have to contact your library, as ReferenceUSA is functioning. It's the library website and it's connection to the third party product that is not." The link that I sent them was the eResearch link: <http://cromaine.org/eLibrary/eResearch> Please let me know if you can help me at all with this issue since we'd like to be able to use ReferenceUSA for research.

I used the 'contact us' button when I was looking at my account and these are the emails it put in my message. I noticed that my account still has listed that the movie gravity is checked out to me. I believe I brought this movie back to the library on Monday of this week. Could you please check this? I brought back multiple items on Monday so it is possible it was overlooked at my house. Thank you

I was once able to request a book not found by the computer. Would it be possible to find the book " The Internal Combustion Engine in Theory and Practice, Volume One", by Charles Fayette Taylor (isbn # 978-0262700269) Thank you for your help.

Hello! The new mobile friendly format is great. Easy to read, I like the links and the calendar of this week's events so we don't miss anything!! Thanks!

Subject: New Book Message: I just found a book titled: "A People's Curriculum For The Earth". It is intended to teach the perils we face regarding the way we treat the earth. I hope you will consider ordering the book. It is available at:
<http://www.rethinkingschools.org/ProdDetails.asp?ID=9780942961577>

I am unable to log into TLN. It says "Login failed. Try again". I clicked "Forgot your PIN?". I gave it the Library Card Number that I was using to log in with. I got an email with my PIN. It is the same PIN that I tried to log in with.

Do we contact TLN with Bookmyne issues? A patron has been receiving this "undefined" error message when she tries logging into BookMyne on her iPhone (after selecting Hartland Cromaine District Library and then tapping "My Account" to sign in). I tried my own card number on her phone with no success as well. She deleted and reinstalled the app with no luck too. I downloaded the App onto one of our iPads and received the same error message which is attached. Has anyone else reported trouble logging into the BookMyne App? Thanks!

Subject: One Click Digital access Message: Hello, I'd like to access the One Click Digital resources. I see that a PIN number is required on the login page below In addition to my library card number. Where do I get this PIN number?

Subject: Returned DVD Message: Hello, I received the following message regarding a dvd I had borrowed. I returned it on Sunday with other dvds. Could I trouble someone to check the Village drop box one more time?

Subject: Book holding:. The Girls Message: Hi. I won't be able to pick up the bthk until Wed. Aug. 3. Please pass it to the next reader. Please put me back on the Hold List. Thank you

[My two children] will be unable to attend the tiny tots olympics.

In response to From the Director messages:

Your messages are always thought-provoking and inspirational. Thank you, Ceci!

Thank you Cece. Well said.

Dear Family: As many of you know, Ceci Marlow spoke to us at our Annual Meeting in the Cromaine Library. Ceci is the Director of the library, and an energetic force in the Hartland Community. Ceci has just been on a trip to Iceland – so I'm wondering if she drafted this while there. At any rate, I thought I should share with you her thoughts regarding the Crouse Family and its heritage in Hartland. So, enjoy! And thank you Ceci!

Thanks for writing such a great article about our show.

Shared verbally "on the fly:"

This library does so many fun things!

My son loves the leveled reading books so much, we rearranged and labeled our books at home to match!

The concert choices this year were wonderful.

Without Cromaine this summer, I would not have had a summer. Thank you! Thank you!

COMMENTS FROM THE COMMUNITY AUGUST 2016

Collected as A+ Value Stories by Staff:

8/30/16

Staff Submitting: Emma Olmstead-Rumsey

In the past week, I have seen two different families examining and admiring the summer reading collage of young patrons that is posted over the drinking fountain on the 2nd floor. The kids really enjoy looking for themselves and their friends and seeing all the neat activities Youth Services organizes each summer!

8/30/16

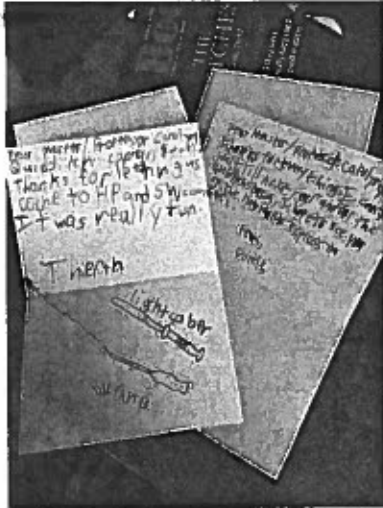
Staff Submitting: Heather Draft

A mom and her son just came in, and she complimented us on our Summer Reading finishers' wall. She said it was so cool to see all of the kids up there, and her son really liked finding his friends' pictures on the wall.

8/29/16

Staff Submitting: Carolyn McCullough

Found these on my shelf:



8/19/16

Staff Submitting: Marta Jackson

A young couple attending the Family Fitness Acro Yoga program said, "We were looking for things to do in the area and saw that this little old library is doing acro yoga and thought WHAT?! That's something we're actually into." They informed me that they do acro yoga in the Ann Arbor area and were happy to have a chance to do it here.

8/18/16

Staff Submitting: Donna Janke

Patron Joyce Michalak was in this afternoon. She has been volunteering with the Cirque Amongus program the last few nights. She wanted us to know she was very impressed with the way the program is run and how wonderful our Jennifer is.

8/17/16

Staff Submitting: Marta Jackson

A parent was picking up summer reading tickets for her sons and said, "You guys have really outdone yourselves this summer. You do SO many programs. I could technically go to the Howell Library, but we always come here because you offer so many more programs."

8/15/16

Staff Submitting: Marta Jackson

While picking up her son up from the last day of Boys Club, a mother said, "Thank you for offering this group. It's so great that the boys have an opportunity to practice these skills in the summer in an environment like this."

8/10/16

Staff Submitting; Donna Janke

Patron Mary Allen stopped by the desk to say that she really appreciates this library and all that we do. Her son, Tyler is involved in our Harry Potter camp and robotics here at Cromaine.

8/8/16

Staff Submitting: Marta Jackson

An adorable 5 year old girl asked for a book about raccoons. Afterwards her mom informed me that in the car on the way to the library the little girl told her, "I'm going to ask the librarian for a book all by myself because I love her."...I'd like to think it was me she was thinking of, but it could have been any of us.

8/5/16

Staff Submitting: Stefanie Furge

While I was in the library tonight during the drive-in movie, a patron came in for water and told me on her way out, "Thank you for hosting such a great event! This is so nice!"

8/4/2016

Staff Submitting: Mary Howard

On 8-2 I had 2 patrons calling about the music series. They were hoping that it was on for one more week, but I had to tell them that the series had ended. They both thanked the library for offering this and they both enjoyed the variety of music.

8/2/2016

Staff Submitting: Marta Jackson

A patron shared a photo of her family's home library which they have rearranged and labeled to coincide with our early reader sticker system. She stated that the system works so well for her son, who has just begun to read, that she wanted him to follow the same system at home.

Received via email:

Hi Ceci, I just have a comment about the way our library is now shelving books. I always go to the "new" book shelves (the low ones right at the front of the library) first. Those are the books that I choose from to check out. I have noticed that those shelves are now pretty empty. I've asked a couple of the librarians and they have told me that many books were not actually new and so they have been placed in the general library collection. I just want you to know that I am very disappointed about this new arrangement. As I said I always check out my books from these shelves. I can't tell you how many times I have discovered a new author by perusing these shelves. A book will catch my eye and after reading it I will read more from that author. Now that all the books are placed in the general collection it has become harder to try to locate new authors, newer released books and also find other books written by authors that are known to me. I'm not sure if anything will change at Croomline, but I wanted you to know that this new system disappoints one of Croomline's very active patrons. Thank you!!

I usually deal with Autumn, but I understand that she's gone. I'm seeking a DVD or VHS called FULL CIRCLE: THE UNTOLD STORY OF THE DIONNE QUINTUPLETS Can you find it for me through interoffice library loan, or other avenues? Thank you very much.

I wanted to share with you that the mom of the boy with the wheelchair stopped by the desk last night and said that you had called, but she hadn't had a chance to get back

with you. She said you have no idea how much it means to her that you contacted her. Just wanted you to know.

Hello -When I log into Value Line, I get an error that the login is already in use, and that each login ID must be unique. I liked the e-Library when it would remember to autofill the library card number; entering it each time is a pain. I do not like that all inks are the same, and I have to select from a pull down anyway. I like the services provided very much, this is just some honest feedback. Thank you

Hi there. I'm having trouble access the Hartland library website. I know my pin and my card # but system won't log me in. Any thoughts?

Subject: Ground Breaking..? Message: When?

unable to log into account card #...

Hello, I recently sent a request to Cromaine library for a couple different items. Can you tell me the status? Thank A DVD pr VHS of "Full circle, story of Dionne quintuplets," and Audiobook of The Black House, by Peter May. Autumn ordered The Black House for me but she left and can't follow up. There were a couple others she had been looking for as well. Thank you for your help. I'm on a deadline.

Hello Ceci, We love to visit libraries when we are on vacation. Over the weekend we were in Traverse City and visited their library, which is beautiful. They had something really unique along the gardens around the library, it was a children's book walk. They put pages of a book onto boards and then onto numbered signs, so as you walked though the gardens, you read the book. It would be really cool to see something like this at our library! I've attached a couple pictures. Also... Our little free library turned out great! We are so happy about it. Will the books be coming in the near future? Thanks!

Message: Hi, I have gone to your library for somewhere around 9 years and love it. I was just wondering if you would ever consider getting a video game collection with the expansion coming to the library?

When I try to login to OverDrive, Cromaine is not listed as a participating library. Did you drop your subscription? (answered and received this: Thanks so much for the quick response (especially so late on a Friday night!))

Message: I would like to check your records for what items I still have in my possession. I tried to find "my account" in the search function and the results said to click on the "My Account" tab, but I don't see any such tab. Please tell me is I can do what I want, and if so, please tell me how. (we fixed this and added the My Account button back. Les sthan one month later, we received a \$100 donation from this same patron—a new donor.)

wanted to request a couple other audiobooks - DVD, CD or any type of audio format will work. They are all by Judith Guest. I'm looking for *Ordinary People*, *Second Heaven* (1982) and *Errands* (1997). Thank you so much for all of your help.

Subject: Cromaine Newsletter Message: For some reason i have been removed from the weekly newsletter and Cici's email. I have not received them for a couple of months. I requested them a while ago, but I am still not getting them. What can I do to get back on your list?

I keep trying to log in and renew my book online but the books checked out tab will not open. Can you please renew my book?

Received in response to from the Director:

Good afternoon! Here is the line from my current book: "You Learn By Living" by Eleanor Roosevelt, "For what keeps our interest in life and makes us look forward to tomorrow is giving pleasure to other people." Pg95. And also from my son's current favorite "The Big Book of Happy" by Natalie Marshall, "We are happy when we are hugging!" :) I have been a patron of the wonderful Cromaine library since I was a very small girl and now I love bringing my son and daughter to story time and just to visit. We come almost every week year round! James (3 1/2) says "the library" is his favorite place to go!! (Be still my heart :)) Keep up the good work! We are thankful for our local library!

Wonderful newsletter !

COMMENTS FROM THE COMMUNITY SEPTEMBER 2016

Collected as A+ Value Stories by Staff:

9/30/16

Staff submitting: Mary Howard

Jim Roth commented on the Tom Brokaw audiobook, "Mary, thank you for recommending this." He was taking a long drive and asked for an interesting title to listen to while he was traveling.

9/28/16

Staff submitting: Rebekah Hudzik-Gordon

A Preschool Storytime mom said "whoever orders the (j) music collection does a wonderful job! We have really been enjoying the new CDs coming in!" (Great job Marta!).

9/27/16

Staff submitting: Rebekah Hudzik Gordon

Jennifer Cowgill said her son Caden was so excited that I visited his 1st grade class (for first grade library stars). I was really excited to see him as well and I made a big deal during the visit "hey! That's my friend Caden! You guys, he was in my Toddler Storytime

when he was 2!" Afterwards I was hoping I hadn't embarrassed him and Jennifer said "oh no! He loved the attention!"

When I was leaving Creekside after visiting the 1st grade classes, I was passing lines of children in the hall and I saw two of our young library patrons and they both gave me hugs 😊.

9/23/16

Staff submitting: Marta Jackson

After Sensory Storytime Ginny McMullen from LESA said "Marta, everyone in the county knows you and Cromaine now because of this program. Occupational Therapists from Howell, Brighton, and Pinckney are all coming here." I told Ginny it's not just the program, it's because she has been such a great cheerleader for us in the Early On and special needs community.

9/22/16

Staff submitting: Emma Olmstead-Rumsey

After placing some holds for a patron over the phone, she said "Thank you! You have a great library!"

9/15/16

Staff submitting: Emma Olmstead-Rumsey

I was chatting with a patron at the checkout desk who said that he doesn't browse at the library very long because he usually finds something he wants to read right away. I commented that with the construction noise (jackhammers were going at the time) that was a good thing, and he replied, "Actually, the noise doesn't bother me. I see it as a good thing. I couldn't convince enough of my friends to vote yes on the millages so it's really great to see this happening."

9/14/16

Staff submitting: Stefanie Furge

A volunteer noted that whenever Donna Janke answers the phone, "You can hear the smile in her voice, and I really like that!"

9/13/16

Staff submitting: Emma Olmstead-Rumsey

A patron who had just signed up for a library card that same day called the reference desk with some follow up questions. While we were talking, he told me that "the ladies that helped me [MJ and Janice?] were terrific!"

9/13/16

Staff Submitting: Stefanie Furge

An email from Desiree Cooper, our Sallie's Author for 2016:

Dear Mary and Stefanie,

I had such a great time last night. Thanks again for the invitation. I just loved the conversation. It was a special treat to meet Sallie as well! Always, Des

9/7/16

Staff Submitting: Janice Yaklin

A patron mentioned to me in passing how much he enjoyed and appreciated what is written in Ceci's "A Word from the Director..." along with hearing about the new plans for the building and the programs offered here. Really great!

9/1/16

Staff Submitting: Janice Yaklin

Recently, we had the pleasure to host a photo exhibit in one of our display cases of the process resulting in the construction of a 50-foot Coast Guard certified lighthouse. It was built on the property of Richard Collins who has been a patron of Cromaïne Library since 1967. He attributes his maritime enthusiasm to his past service (for which we can be grateful) at sea on a military destroyer ship in the Korean War where many hours were spent on the waters of Guantanamo Bay. One day on one of his visits to the library, he wanted me to know how moved he was (near tears) by the display and how much he has appreciated all the library has offered him. A special thank you to the generosity of staff donations and to one of our hard-working and talented volunteers, Deb McGurk, who was instrumental in the successful development of this display exhibit.

Received via email:

I am doing family research and live out of state. The families I am related to is Gannon and Wines. I was wondering if there is any way to research records and pictures from your library. Thank you for your time.

I'm having trouble logging into my account and I'm wondering if there might be something wrong with your servers. I'm using the correct library card number and pin (I have typed and copy/pasted from my reminder email) but keep getting a login failure. Thank you!

I have renewed my library card and I have logged in in the past. Now I can't get logged in to check on my books borrowed. Please fix this problem.

Wonderful event yesterday! [Groundbreaking]

Interesting article on coding. Will be required for most high-paying jobs of the future. Plus for students is it teaches you how to think. What a life-skill we all need.

Will you be offering the CPR course at the library any time soon? I love the program you have offered in the past. It's the best!

We had a new patron come in this evening. His name is Don. About 15 minutes after he left the library, I received a phone call from him at the reference desk. He reported that as he was leaving the library, a woman in the parking lot said to him "There was a man in there playing with himself." Don said he didn't notice anything inappropriate when he was in the library, but either the woman's comment reminded him or he asked her more questions, because he thinks he knows the patron she was referring to. He described a man sitting at one of the tables on the first floor wearing a heavy coat. I'm

afraid I didn't catch all of the details of his description because he was calling from somewhere with a lot of loud background noise. He advised the woman that she should call the police. He said he would try to come in tomorrow or later in the week and provide us with more information about the issue. I thanked him for letting us know about the woman's concerns and his own. I told him that if he would like to speak further to someone on staff about the problem, it would be best for him to talk to you, and gave him your name. [From Ceci: The gentleman did come and speak with me. I assured him that telling the other guest to call the police was absolutely correct, but that the report must come from the person who truly witnessed the behavior and not second- (himself) or third-hand (library staff). He understood.]

Does Cromaine offer discounted zoo tickets? When we lived in White Lake, we were able to get discounted tickets from the library, but I can't seem to find anything on Cromaine's website. Thanks!

I was just bragging about you, your wonderful programs and your addition at breakfast this morning at the Olden Days restaurant. Looking forward to see you soon.

Do you rent out meeting rooms for private use?

I was wondering if the Library could find someone to teach Photoshop software. Today there is so much Photo taking, it would be great to offer a course on how to perfectly edit damaged pictures or archived pictures from ancestry old cameras. Could also talk about new pictures taken for best way to edit. Thank you.

Received in response to From the Director weekly emails:

Just to let you know...I LOVE reading your Monday morning letters to us!!! And am sorry (or not) that we can't be there for the ground breaking... because Melissa was able to get us both invitations to: The Launch of the New Satellite Osiris-Rex taking off September 8 (weather permitting) to travel out into space to pick up couple of ounces of an asteroid and bring it back for examination. Only a 5 year+ trip. But as you can imagine—we do not want to miss this possible opportunity!! Have a wonderful day

COMMENTS FROM THE COMMUNITY OCTOBER 2016

Collected as A+ Value Stories by Staff:

10/25/16

Staff submitting: Donna Janke

Patron Alan Kamuda called the Crossroads to express his dismay over the closing. He said that Crossroads and Heidi Pratt are assets to this community, and that he will continue to visit our Village location.

10/20/2016

Staff submitting: Jennifer Roth

During the costume exchange today we had: a father of a family of 5 take costumes, a mother with 4 small children whose basement flooded this weekend and they lost all of their costumes, a grandmother who had a grandson who likes to play dress up but they couldn't find boy costumes, and teens/tweens who took costumes for various purposes.

10/15/16

Staff submitting: Donna Janke

A gentleman came into the branch all embarrassed because his wife had asked him to pick out several romance novels for her. After a bit of ribbing, Heidi and I selected several books for her and sent her husband on his way. A week later, the husband returned and told us his wife loved the books and especially loved that we had teased the poor man.

10/13/16

Staff submitting: Carolyn McCullough

While checking out a stack of books, a gentleman told me his library card is the most used card in his wallet.

10/10/16

Staff submitting: Emma Olmstead-Rumsey

This morning, almost every family coming in for storytime stopped by the checkout desk to say hi to Susan, even if they didn't have any books to return or other circ needs. You could see they were just drawn in by her smiling face, good memory for individual patrons and their families, and sympathetic chat. All the moms and grandmas walked away looking happier than they did when they came into the library.

10/7/16

Staff submitting: Carolyn McCullough

A couple moms were discussing the Halloween party they are planning for their kids' class. One mom said "I want to try a couple ideas from Miss Bekah's pumpkin party..."

10/5/16

Staff submitting: Ceci Marlow

Today, I had lunch with Corey (Carolyn) Crouse. Corey provided the Hartland Area Project panel now hanging on the first floor and has donated an incredibly valuable ArtSense curriculum we'll be able to use in lots of ways for programming. Corey reported that she had recently had conversation with Frank Crouse who stated that "Hartland has two important gifts going for it. One is Ceci Marlow at Cromaine. The other is Don Thompson, Hartland Music Hall caretaker [and Cromaine Library Trustee]." Corey wanted to be sure I knew how valued we are.

10/3/16

Staff submitting: Heather Draft

I've done outreach twice in the past few weeks, and both times, people told me how much they love Cromaine. One patron said that we're doing an awesome job and to keep up the great work! When I visited the first graders at Village, many of which I recognized, a ton of them told me that they couldn't wait to come to the library to get their very own card. We must be doing something right ☺

Received via email, comment card, letter:

The book being held for xxxxxxx0814 may be returned. I have since purchased the book. Thank You

I was told this EILEEN was unavailable to me after waiting all summer for it. Now I see it's there. Is it still there? It's been over four days. I did not see this because I didn't have any items pending pickup. I already have Black House. I don't know why I was sent a second notice on BLACK HOUSE.

Hello, If you were mistaken about Eileen, can you get these other books I requested as well? What is going on? Specifically, Errands. I was told I could have this on cassette, and then I was told I COULDN'T have it. Which is it?? It's available on Amazon.

I was told this EILEEN was unavailable to me after waiting all summer for it. Now I see it's there. Is it still there? It's been over four days. I did not see this because I didn't have any items pending pickup. If it is not there could you please get it back for me I have waited for months for this book. I was also told Errands was available, and then told it was unavailable because it is not a supported format. Does this mean you were mistaken and I can get it now? I checked and it is available on Amazon. I do not understand why there are so many mistakes with my requests, could somebody please tell me what is going on?

How do I get registered for the next session of toddler story time?

My account shows the item "Bury your dead [sound recording (CD)]" is "On Hold". However, I have checked this out (physically from the Highland Township location) and currently have it at home.

My name is MA and I am trying to find out information about the car, and truck my grandfather J.B. A sold in either 1990 or 1991. From what the family is remembering the funeral director was from the UP. He had restored a cemetery and I believe a chapel. He had his deceased parents moved up there to the cemetery My grandfather's name was J.B. Alexander and his wife was Sarah Alexander and they lived in Warren Michigan on Studebaker. The car was a 1930 Chevrolet 4 DR Special Sedan and the truck a 1926 Model TT. I know this is a long shot but I didn't know what direction to start looking. Any information would be greatly appreciated. Thanks for the help. I can provide photos if it will help.

Good Evening Director Marlow, I am a student at Wayne State studying Library and Information Science. We have a project in which we have to research a public library and figure out what their plans in terms of technology are. Since the library is currently under work for the expansion I was wondering if within that expansion there were any plans on bringing more technology into the library such as computers? Or what future plans the library will have when it comes to technology. Please let me know and have a great day. Feel free to contact me at the email or number below.

Dear Ceci: I want to put in writing my thoughts and concerns about Prime Time and how the staff has responded to it. First of all, MH waited way too long to order the books we needed. I

asked Repeatedly and she said all was fine. A week before the first session she admitted she hadn't ordered the books. I told her we did not need the 32 copies of each title as we knew we would not have that many families but she ordered that number regardless. Many of the titles Prime Time suggested we order were out of print so we had to keep ordering books. M never told me that one group of books ordered were out of print, so the team came up with some titles on our town. Today, I came in to find that the books had not arrived. M never ordered them. I find this incompetence appalling and very aggravating. So for two of the six weeks, the patrons did not receive the full two books to take home and read as a family. Plus the storyteller and scholar did not have time to properly prepare. If the library is going to apply for a grant it must spend as much time as in the actual implementation as the program requires.

As to J, I sent an email to her to purchase more name tags and she has not done it. She never answered my email. I will email her again today. She emailed me back and said she drove to get nametags and I was told they were on the counter in the kitchen, I do not remember ever being told that. Whoever is in charge of Evanced did not have the times correct and to be perfectly honest having to set up in such a rush 3 weeks out of 6 due to the 3rd floor being "rented" out to Girl Scouts and programs is not conducive to a pleasant, welcoming for the patrons of Cromaine. If Cromaine decides to continue with Prime Time, I need to know that it will be taken seriously.

Received verbally:

A patron by the name of V P would like to donate money to the library each month. She'd like a call to discuss options. She lives in Florida during the winter, and was wondering if her debit card could be charged. Her number is XXX. Could you or Barb give her a call?

I have had it with your staff person M H. I need another name to work with. I cannot deal with her any more. She has made one mistake after another with my requests. She's told me I have the item, then I don't have the item. I've tried four times to pick up the item since I was told it was there, and the last time I got there only to find out it was actually being held at Chelsea District Library. Fix it or I am never going to vote for a millage for you again.

Received in response to From the Director weekly emails:

This morning at the pool, Julie Hill former Caroselli Aquatic Center Director, former School Board Trustee, still-LESA Board Trustee, said, "I know you don't know me all that well, but I just have to do this." She leaned in (we were both in the lap lane) and gave me a big hug! She said, "I love your weekly messages. You put so much heart and soul into them I feel like I've gotten to know you and it makes me so glad that you are here at Cromaine and in this community."

Hi Ceci, I am a Hartland resident (Dunham Lake), I really enjoy reading your Ceci Marlow "Word"/thoughts, I have never had the pleasure of meeting you in person (although I feel like I know you from your emails), and I plan to stop in at our library and introduce myself and say "Hi." Your email today on *Organ & Tissue Donation* was very informative. I will stop by this week to pick up the subject information. Wife Carol and I each have "Donor" on our Michigan

driver license. From everything I have read from you in recent years, we/Hartland are very lucky to have you as our great Library Director! Thank you.

COMMENTS FROM THE COMMUNITY NOVEMBER 2016

Collected as A+ Value Stories by Staff:

11/21/16

Staff submitting: Emma Olmstead-Rumsey

At my Cut the Cord program last week, a patron came up to me afterward to say, "The things the library does are just wonderful. And the lady who writes the messages [Ceci], you know, the newsletter? Wow."

11/16/16

Staff Submitting: Donna Janke

This morning a Great-Grandmother came in with her Great Grandson and was very distraught. Susan spoke to her and comforted her for several minutes. When the woman was ready to leave, she came to find Susan and told her how much she appreciated her kindness. She said Susan was a joy to talk to.

11/8/16

Staff submitting: Emma Olmstead-Rumsey

I had recommended a book to a patron a week or two ago—*The Assistants* by Camille Perri. I saw her again today and asked if she had liked *The Assistants* and she said that she loved it! It turned out she had come in with a friend this time so that her friend could ask for a recommendation also.

Received via email, comment card, letter:

Ms. Marlow, I know how much Grant meant to you all at the library and I wanted to thank you for hosting the Grant Sweet Memorial essay contest. Participating gave me the opportunity to get closer to my aunt in a new way. Thank you for choosing my essay in the top three and for the generous prizes. Please convey my thanks to Grant Sweet's family, the American Legion, and the other sponsors. I look forward to the publication in the spring and giving a copy to my aunt. Sincerely, [Third Place Winner]

I'm a local author who is wondering if you put on a book signing/author showcase for local authors? If you do, please let me know who I should contact and when this would take place. Thank you in advance for your help.

A patron who uses a wheelchair suggested we have handicapped accessible bathroom doors, maybe a push button door. He has difficulty getting in and out of our bathroom doors. He would also like to see a separate handicapped parking place that is labelled "vans only" for the vans with the attached lifts.

Good Morning - I have many college textbooks from the late 90s as well as novels that I can no longer keep/house. Do you sponsor used book sales? If so, when and what is the criteria for used books? If not, can you provide me with the name(s) of responsible recyclers? I hate to think of throwing the books away but I no longer have the room to keep them. Thank you for any info you can provide.

For the book sale, do you accept Nat Geo magazines or any magazines at all? When I saw online that many young people didn't know who won the civil war or what the African countries are, etc. I hated to throw away these knowledge-filled magazines.

The new reserve system is very poor. As a one-time frequent user I find it to be very slow, not user friendly and very non client oriented. I will increasingly cut back on my use and perhaps stop using the library all together.

I would like to renew my book. If this is not the appropriate contact, please let me know.

Just wondering if you accept advertisements on your website? If so, then I'd love the chance to buy some space from you. Let me know if you'd like to hear more and we can arrange a deal.

I have been a library patron since 1978 or so, using the library often for my reading material. First I wish to say that I have great respect for each and every person involved with the library, and fully support the library. Having said that, I have been disappointed the last while. I read mainly science fiction, first the science fiction area was removed and the books shelved with the fiction. I rarely see books labeled science fiction. unless they are older books that have been available for years. This is both in hardback and paperback. I asked today if the library was no longer using SF labels and the reply was that, "I see the labels when I reshef the books." I asked new ones? Really no answer. I was told that the staff would be able to obtain any book I wanted through the library group. Defeats the joy of browsing through the library to see what new stories and new authors the library has found. While I understand many things were done to conserve space which is always at a premium with an older bldg. I find the library currently does not serve my needs. I hope that this is seen as communication and not criticism, because I still feel that we need Cromaine now more than ever. I would like to see the SF area brought back and the SF books labeled. Thank You for reading this.

Hello! I have a library card and two of my children each have one of their own, which I am responsible for. When I log into my account, I can only view the items checked out on my card. Then I need to log out and log into the next card, then again with the third to view all the items I am responsible for. Is there a way I can 'switch users" or view all cards activity in one account without logging out? And if not, would you consider reformatting it so we could? I'd assume many others would appreciate this convenience as well. Thanks!

Hello, I was attempting to download a book to my kindle and was unsuccessful. I was logged into my account. Can you help?

Received in response to From the Director weekly emails:

Thanks so much for this interesting information. We enjoyed it. God Save America!

COMMENTS FROM THE COMMUNITY DECEMBER 2016

Collected as A+ Value Stories by Staff:

Staff submitting: Emma Olmstead-Rumsey

At this week's Computer Help session I helped a woman with a new laptop. As she was leaving she asked if she had to do anything to 'check out' from the help. I told her that she did not, and that I could just add a tick mark to my record of how many people came. She said, "Well, put me down as one extremely grateful person you helped!"

Received via email, comment card, letter:

I've been trying to download an mp3 audiobook and it tells me there is a new overdrive that I have to download; however, I've tried everything to do that and I cannot get the new overdrive downloaded.

Just passing along a complaint from a patron who stopped by today. She stated that by the time she gets emails or newsletters in the mail our programs are already full when she tries to register. She wishes we would send them out earlier because "people don't get much of a heads up."

I was just curious if you knew what was there prior to the library being built in 1927? I understand the land was donated to build the library, but do you know if ever there was anything built there prior? My husband has been to the library because he brings in some of the construction equipment to the workers. We were just curious. Thank you

Hello Hartland Cromaine Village Library, I was wondering if it was possible to transfer a DVD 6-disc series called "Centennial" to the Independence Township (Clarkston) Public Library, when it becomes available? I do have a valid library card for Independence Township. Please let me know. I thank you, in advance, for your courteous response. Respectfully

Hello, somehow my library of choice is listed as Brighton and I accidentally just requested a book to be sent there--is it possible to have that changed to the Village Cromaine? The book was The Wright Brothers, Large Print. Sorry for the inconvenience!

Good morning, I am trying to log into my account and it is failing for some reason. I verified I have the correct pin by using the forgot pin link. Can you please assist me?

Part 4 of Pandemonium

Lauren Oliver's mp3 is damaged in some way. I've downloaded it a few times and resaved it and every time it times out on part 4. I get all other parts successfully, except for part 4.

I have been trying to cancel a book I placed on hold in my account, but I haven't been successful. I no longer need The Season of Us. I appreciate the effort on your part to secure it, but I needed to read it for my book club meeting and ended up having to

purchase it on my Kindle. Thanks in advance for removing this hold from my account.
Merry Christmas!

Hello I was wondering if I could put a hold on a video game from another library through the library connection, but every time am ready to confirm it says hold not allowed. I was wondering why it was doing so because my friend told me he puts games on hold and picks them up at your library before he spends his money to buy them.

Hi Ceci,

Just wanted to say it was fun to visit with you Saturday.

You talked about living in the moment and I want to share this verse with you. I imagine you have, know it, but just in case.....

I AM

I was regretting the past and fearing the future. Suddenly my Lord was speaking: "My name is I AM" He paused. I waited. He continued, "When you live in the past, with all its mistakes and regrets, it is hard. I am not there. My name is not I WAS. When you live in the future, with all its problems and fears, it is hard. I am not there. My name is not I WILL BE. When you live in the moment it isn't hard. I am here. My name is I AM!"
Happy New Year, Ceci.

From a donor: I am so excited that the library is getting the addition. I just cannot say enough about how much I have enjoyed the changes in the library and am looking forward to this, too. I'm sending a check from my endowment fund. You should receive it shortly.

Received in response to From the Director weekly emails:

In a line at the White Lake Salvation Army, while recovering from a blood drive donation, while shopping at Meijer, patrons have commented on the Director's emailed letters. Wendy Parks appreciates the stories about my mother and was especially touched by her definition of charity. Women shopping at Salvation Army said they enjoy the stories about my daughter. Others commented on how well-written they are and that they look forward to reading them each week.

COMMENTS FROM THE COMMUNITY JANUARY 2017

Collected as A+ Value Stories by Staff:

1/31/2017

Staff Submitting: Jennifer Roth

I was taking the 45 Project Linus Blankets out to my car and a woman with a cane was behind me, exiting the automatic doors after me. A gentleman outside asked her if she needed help and she said no, she was fine. As she walked through the parking lot one of our young teenage patrons asked her if she needed help. She said no, and he asked if she was looking for Senior Drivers and when she said yes he pointed out the car to her. The logo was on the side of the car and she couldn't see it from the back of the car. Such helpful patrons we have!

1/21/17

Staff Submitting: Rebekah Hudzik-Gordon

We had a volunteer in this morning to do some shelf reading and before he left he commended us on how organized our shelves are. He said he does this at other libraries and our shelves are in the best order. (our pages are the best! ☺)

1/19/17

Staff Submitting: Glenn Fischer

I just received from a classmate of mine from when I was in library school at U of M's School of Information (UMSI) back in 1997. Heather and I were in the several classes and group projects together. She's been a good friend ever since. She contacted me on LinkedIn after I updated my profile there. Heather is the University Archivist for UCLA (So proud of her!!). She writes: "Glenn - Congratulations! I am so excited for you and your new position at Cromaine Library. Believe it or not - this is my first library! (This [photograph] sits in every library office I've ever had to remind me where I started.) I grew up in a house just up the hill (back in ancient times when there were only 3 up there!) In fact, when I applied at UMSI I wrote about the profound impact Cromaine had on my life! So many good memories. To get really crazy, at one point, there were three generations of my family that lived and grew up in Hartland and we all went to Cromaine. If you ever need any good history or information about old Hartland - let me know. - Heather"

1/18/17

Staff Submitting: Rebekah Hudzik-Gordon

During Toddler Storytime, a young patron was showing me her "melted snowman" creation and her mom said "This is her very first artwork! We color all the time at home, but we have never done anything like this!"

1/14/17

Staff Submitting: Jennifer Roth

Two patrons had children from out of the area today – Dearborn Heights and Maryland – and both said that when their grandchildren come to visit the first thing they want to do is come to the library.

1/9/17

Staff Submitting: Marta Jackson

I overheard a story time mom say to a new library patron who just signed up for story times and is new to the area, "I don't know what I would have done without the library when we first moved here. I have met so many great people by just being here and going to story times. You're going to love it here."

1/3/16

Staff submitting: Emma Olmstead-Rumsey

At this week's Computer Help session I helped a woman with a new laptop. As she was leaving she asked if she had to do anything to 'check out' from the help. I told her that

she did not, and that I could just add a tick mark to my record of how many people came. She said, "Well, put me down as one extremely grateful person you helped!"

Received via email and verbal:

Subject: lost library card

Message: How do I replace my library card? It has not been active as I was working out of state for a few years.

To whom it may concern,

I am looking for any employment opportunities the Cromaïne Library is currently offering, and, if applicable, whether I must apply online or in person. Thank you for your time!

Subject: Deerwood Property Owners Association - Hartland

Message: I am the President for our homeowners association located in Hartland and would like to schedule to use a meeting space for our annual association meeting (preferably at the annex) on 02-01-17 @ 7:00 p.m. We have previously utilized space at both the annex and the village library for past meetings, and are expecting about 16-18 people. Can you please drop me a note back confirming availability? Let me know if any questions, thank you.

My name is Jen Hassell and I work at the Farmington Community Library. We were recently approached by M.L. Liebler about hosting his program, The Beatles in America: 53 Years. He included the names of several libraries/librarians who have hosted this in the past you are one of them! Would you recommend this program/concert? What were your impressions? He mentioned that they usually charge \$XXX, was it worth the cost? Thanks for your time!

Subject: ADULT BOOK CLUB

Message: DO YOU HAVE AN ADULT BOOK CLUB? IF SO CAN I GET SOME INFORMATION.
THANK YOU

Subject: Library book sale

Message: Hello! I am wondering what you do with all your books after your sale? I am opening a used bookstore in Goodrich and would love to have your left over books if possible.

I have an item placed on hold. How do I know if and when its ready for pick-up.

Subject: public equipment available?

Message: I was wondering if there is a VCR there available to the public to view a family video tape on?

I have organized all my books that have UPC labels and they are packed in boxes. How soon can I drop the boxes off? How many can I drop off? I think I have 4-5 total. Also, to whom/where would I drop them off? Thanks again.

Subject: Online

Message: When I try to sign in on my mobile app, it says log in failed.

Subject: Preschool Open House

Message: I apologize that we were not able to attend today and this is such last notice. I'm not sure what I was thinking I totally told my Family Advocates that it was at the Howell library instead of Hartland. At this point they would be so late getting there and we wouldn't want to interrupt the open house. I will make sure that at some point we get you some recruitment materials to post for families to see.

Our patron, has requested the following title: https://www.amazon.com/Technocracy-Rising-Trojan-Global-Transformation/dp/0986373907/ref=sr_1_1?s=books&ie=UTF8&qid=1485015530&sr=1-1&keywords=technocracy+rising Cannot be found in catalogs or Bibz. Would you please consider ordering this book for her?

Subject: Zinio

Message: From home, cannot check out any media because Zinio does not recognize my Hartland library number/pin. Told Zinio I forgot my password and Zinio asked for my library number - replied it could not find such a number. Tried to register my library number, Zinio says registration is not possible. Any fixes to this problem? FOLLOW UP: Thanks, Ceci. The PIN isn't the problem. I will be stopping at the Village tomorrow anyway. I'll talk to them. It is like Zinio is not accessing Hartland's database of library users because it does not recognize my library number. Zinio also acts like Hartland isn't granted access because the Zinio registration input box using my library number says registration is not possible. Thanks.

Subject: Lost item

Message: My daughter lost a DVD I was wondering what options we have as we cannot afford to pay for the DVD I have been looking and feel awful because she wants to rent books but I explained that we have to find the missing items, is there a baseline replacement fee or what should I do moving forward? Thank you.

A little while ago the library sponsored a session on all the different technologies and options to reduce cable bills. I wasn't able to attend that session and hoped another one might be planned soon? I know my sister wants to attend as well, so I can guarantee a few people! Please let me know. Thanks!

Subject: log in to account failed - help

Message: I just renewed my library card and now I can't log in to my account online. help!

Hi Ceci! A friend of mine, on Facebook, recently shared a video of you at a storytelling event at the Cromaïne Library, talking about house and home. I watched it and was very happy and surprised to see you and listen to what you had to say. I'm not sure if you will remember me? Your sister used to occasionally babysit for myself and my siblings. We lived just down the road from you, on Ferris Drive (right off of Milford Rd.), we used to walk over to your house at Milford Rd. and Lone Tree Rd. Your presentation

brought back a lot of memories for me. I remember your Mom, I remember she was disabled and was having a difficult time getting her leg to heal from her auto accident. I also remember she was breeding Yorkies, (probably in an attempt to increase her income ?). Your sister, Renee (not sure if I am spelling her name correctly?), took us out and did things with us that we would otherwise never get to do. She took us to Kensington Park and Camp Dearborn. One time, Renee took us with her when she took puppies to get their tails docked (oh boy, I will never forget that!). So many years ago. I do remember you. I hope you are well and also wonder how your sister is doing? Please tell your sister hello from me. My mom is 97 now, she and I live up on Drummond Island together. We have lived here since Dec. 1999. I have two little Yorkie boys!

Subject: Overdrive

Message: How do I get a pin to be able to sign in to Overdrive?

Please cancel my hold on Lemony Snicket's A series of unfortunate events [videorecording (DVD)] I happened to pick it up at a book sale this week. Thank you

Hi George and Cecilia, A patron send in a questions through your [Niche] Academy. I think it would be better answered by someone there at your library. They asking about their library PIN. See the information below. Would you or someone at your library be able to respond to ...

Received in response to From the Director weekly emails:

At the Book Sale, Alice Wyland complimented the Director on the weekly emails. She said she really enjoys them, especially the personal stories that the Director shares.

COMMENTS FROM THE COMMUNITY FEBRUARY 2017

Collected as A+ Value Stories by Staff:

2/23/17

Staff Submitting: Emma Olmstead-Rumsey

Today a patron said to me as I was helping her with the catalog: "There should be some kind of library contest, because you would win!" She also said that this is her grandchildren's image of what a library is supposed to look like, and that that's great.

2/20/17

Staff Submitting: Rebekah Hudzik-Gordon

Today was the last day of Babygarten for the Winter season and one of Marta's little friends (who is moving up to the toddler storytime in the spring) walked up and gave her a homemade card, a gift card, and a hug. Then the mom thanked Marta and told her how much they have loved her program and appreciate everything she has done. Mom is pregnant and said they will definitely be back for more Babygarten with the next baby. It was such a sweet moment to witness.

2/16/17

Staff Submitting: Rebekah Hudzik-Gordon

I was putting away my storytime cart and I stopped by the "fight the winter blahs" craft table to add some more stickers to the pile and a mom and her son (who had just come from toddler storytime) were working on some valentine crafts. The mom said "I love that you guys do crafts at storytime and down here! (in the youth department) I never think to do this kind of thing at home."

2/18/17

Staff Submitting: Janice Yaklin

A new patron approached me requesting particular titles by Joe Dispenza, DC. I could not find the titles he wanted immediately in book format here, however, I happily told him the items he requested were available on our e-resource subscriptions. I instructed him on how to download the items to his devices. He was so pleased and excited to begin listening to his favorite authors. He explained he is now a veteran who had served in Afghanistan, had suffered from a severe back injury and could hardly move for about 6 months. His source of inspiration and hope were the books he had read by the aforementioned authors.

2/8/17

Staff Submitting: Donna Janke

A patron came in today with her autistic son. Mom commented that "He feels so accepted here. You guys are so good with him. "

2/3/2017

Staff Submitting: Carolyn McCullough

A mom came in and said Heather gave an excellent book reference (the Daniel X series by Patterson). Her son loved the first one and came back for the rest of the series. She said it was such a struggle finding something he liked and wanted to make sure Heather knew how much she appreciated her advice.

Received via email and verbal:

Subject: Crossroads holds into a lockbox?

Message: Hi, I've got several items on hold ready for pickup and can't seem to get down there during the open hours - how do those lockbox things work? Thanks!

Subject: Needlework for charity

Message: I am interested in donating needle work hats for your cause. ..Would you share your pattern for crochet? Thank you!

Patron called with an issue with the Tarot event coming up with Georgiann at Crossroads on Feb 16, this week. We spent about 20 minutes on the phone. The caller's points:

1. Did the person in charge know what was being offered at the library? She's lived here 44 years and she loves this community and this library. (When she learned I am the director, she told me she loves me, too.)
2. Was the director aware that divination of any kind is not biblical and against the teachings of God? She assured me that this is a demonic activity and offered, then asked me to record, a list of scriptures that will help me understand how wrong it is to allow this event. She referred to the description where it says "consecrate the deck" as particularly indicative of Satan's work.

3. Was I, as the person in charge, aware of the harm that I am bringing this library and this community by allowing this event?

The outcome of this was that the Director had a lengthy conversation with the patron. The patron came to the event, sat quietly in the rear of the room and prayed for ten minutes or so.

Apparently, the patron also put flyers on cars in the Crossroads' parking lot which were the list of scriptures (another patron informed the Director of this in March).

I've had a hold request in since the 6th for Season Two of Game of Thrones. The Status column displays that many copies are Being Transferred Between Libraries. Would it be possible to let patrons know from which library they can expect to receive the item?

Subject: Employment

Message: Hello, I am a 16 year old student at hartland high, and I was very interested in working as a library assistant, if they're are any job openings please let me know! I would be more than happy to interview for the job!

I thought I had signed up for just the very first ALIVE program in 2017 series and I tried to cancel other participation but was unable to do so. Glenn offered to cancel me from the series when I spoke to him at Village library on Friday (when I couldn't access the series on library pc at all), but I'm still getting messages for programs, including one today for the first program in the series, so there must be some software glitch with the series? All to say that I want you to know that I have tried to cancel my attendance at subsequent programs and have not been able to do so. Thanks.

Subject: Continuing education credits

Message: I received a post card with some classes for people who work in child care and was trying to find information on the site about the price of the classes and the amount of hrs each class is. I work for Howell Public Schools Early Childhood Program.

Subject: Sharing the Underwater World - SHARKS! program

Message: According to the Livingston Reads website this program is being held on: Wednesday, March 8 @ 6:30 pm. Yet, according to your online registration it is being held on: Wednesday, March 15th @ 6:30. Was the date for this program changed and hasn't been updated on the Livingston Reads page?

Received in response to From the Director weekly emails:

While waiting for a seat for breakfast on a Saturday at Leo's Coney Island, the Library Director was standing at the door and this woman came up to her. The patron is the local who saw the Director's storytelling video and told a childhood friend of the Director's sister about it who then emailed the Director saying GEES, it's a small world! She went on to tell Ceci that, like her, she's moved a lot and she gets it. The Director made her cry. Big hug followed.

An older retired teacher at the Used Equipment sale said she loves these letters.

A patron saw Ceci on the first floor, asked if she was the Library Director and just wanted to say he really enjoys her writing.

Ceci I just LOVE that you send us these emails! Thanks for Sharing all of these sweet stories with us. Please keep writing ! HAPPY VALENTINES DAY!

COMMENTS FROM THE COMMUNITY MARCH 2017

Collected as A+ Value Stories by Staff:

3/30

Staff submitting: Emma Olmstead-Rumsey

A member of my book club came upstairs to the meeting with next month's selection in her hands and the first thing she said to me and the group was "The staff downstairs [Winne and Lisa] is so on top of things! The lady asked me, 'Is this for book club?' and I said yes and she said she extended the due date for me. I didn't even have to ask!"

3/18/17

Staff Submitting: Marta Jackson

While representing Cromaine at Hartland's Kindergarten Orientation I recognized at least 10 families from our storytimes and library events. Two of the families shared that their child was so happy to see a familiar face when they walked into the large orientation room. It was heartwarming to know that I (but more so Cromaine!) was the familiar face for those kids as they make such a big transition in their lives.

3/8/2017

Staff Submitting: Glenn Fischer

After power outages hit the area around the library today, patrons have come in to use our computers and printing. They were very happy that we had printers that they could use from their own devices.

Received via email and verbal:

A student called looking for the "computer we are giving her." She said she got a letter from us back in October saying that we had a computer for her. She said she called us in December looking for it and we said we would call her back in January and we never did. She was asked if this was something she bought at our computer/equipment sale or was this summer reading club prize and she said no and that she didn't know why we were giving it to her (and the adult in the background kept saying "you won it!"). The student said it had something to do with "Harvest". I looked in the prize cabinet for something (anything!) with her name on it, but didn't find anything so I told her I would pass on her message and hopefully we would figure this out. (Resolution: It was a school giveaway and the teacher planned to use Crossroads for distribution, hence the connection, albeit false.)

Subject: Tail Waggin Tutors

Message: What date is it on in the month of March?

Subject: summer youth programs

Message: Wondering if there are any dates set for summer youth programs yet? I'm signing up for other summer camps but don't want to overlap with Harry Potter camp or whatever other fantastic stuff Carolyn and the gang have cooked up for summer! :D

Subject: Sensory storytime

Message: Is there still space available for tomorrow's sensory storytime? It would be me, my son, and my daughter. If not I would like to register for next months if possible. Thank you ok advance.

Subject: Shrek Jr.

Message: Are there tickets remaining and available at the library for tonight's performance?

Subject: cancel

Message: I signed up for Crounse Cares on 4/29 and am no longer able to attend. Please remove Mark and Barbara Roberts from the registration. Thanks.

This is to inform you that today I was squirted in the face with some nasty smelling aerosol in the bathroom closest to the elevator. Having put my purchases on the rack, I was blasted in the face with some chemical that immediately gave me some adverse reactions. What is the chemical composition of the material coming from the dispenser? Thank you for an answer. (Resolution: chemicals in spray sent. All spray deodorizers immediately removed.)

Reported by staff: same patron above came in and said that she was "Assaulted with poison" in the restroom at the village. She said that she was putting her items on the shelf in the restroom when the air freshener went off. It got on her items and clothes and caused her to have an asthma attack. I told her it was air freshener and she said she thinks it is some kind of bug poison. She said that she was going to call the health department and complain because she should not have to be assaulted each time she uses the restroom.

Continued from above patron in follow-up response from Director asking that she always talk to staff if there's a problem and assuring the patron the spray deodorizers were immediately removed, plus providing the manufacturer name, product name, and manufacturer's web site: When faced with a medical emergency, I don't seek out a librarian. Especially one who has demonstrated a cavalier attitude toward my safety and welfare. When I was asked to renew my library card, you demanded a proof of physical address. I told you I had reasons to not publicize it. Your library web site is not secure. Does the term "stalker" have any resonance? See the LaCasa bulletin on same bathroom door. The issue that really counts regarding my use of the Crounse Library is: am I responsible for the materials loaned? I am very conscientious of it. I should be a valued patron. I try to offer compliments to the plantings of flowers, how nice your librarians dress, how wonderful the Christmas window decorating is. In the last eight years I voted for the library millage twice. I drop at least \$30.00 cash monthly from your Friends' sale shelves. I drop at least another \$30.00 cash each time there is a Friends' sale. I am not fond of some of the materials sold, especially on the youth shelves, that espouse the occult, witchcraft, vampirism, zombies, satanic worship, black arts, etc. Sometimes I buy up the offensive materials and destroy them on the spot, making no bones about it. I've been known to make comments on my displeasure about the "Increase Your Psychic Powers" workshop last October. There are entirely too many copies of movies purchased for circulation that deal with the occult subjects. Thank you for taking time out of your meeting with the contractors on the expansion project to speak to me Wednesday. Soon there will be MORE noise and dusts to contend with. There will be hazards from volatile organic compounds throughout your entire building. There will be off-gassing from paints, glues, varathane, new fabrics, carpeting, etc. I stand nearly six feet tall in boots. The aerosol dispenser placed at seven feet from the floor in that bathroom blasted me right in the face. Acetone!= Nail polish remover! That is not an inert substance. It

would rain droplets on any poor unfortunate soul using the towel dispenser, if it coincided with the timed signal to go off. I want to know the name of the product that was used in that device in the bathroom and how often it was scheduled to dispense. I want a new library card sans punch. Thank you for your consideration in this matter.

Subject: Haunted Hartland

Message:

Good evening,

My name is Emily Rooker and I grew up in Hartland. I am now living in Memphis, TN but spent my entire childhood and high school years in Hartland. A friend of mine in Memphis was asking about hometown haunting stories, and I remembered doing theater in the Music Hall as a kid and witnessing several strange events, from creaking wood on stairs without people on them to doors closing on their own. I also recall hearing that several other historic buildings were haunted, including the Methodist Church and Cromaine itself. However, when I tried to research the origin stories of these hauntings online, I found not a lot of information is available. A friend from Hartland mentioned that Cromaine does a haunted tour each year that explains some of the stories of the people who may be haunting Hartland. I was wondering if there was a book or some more information I could get from you all about the haunts. Unfortunately, I can't attend the haunted tour due to living a few hundred miles away, but I'm very intrigued! Lots of other friends have expressed interest as well. Any info you have would be greatly appreciated!

Subject: program

Message: Here is a good idea for a program; <https://www.eventbrite.com/e/social-security-workshop-at-the-northville-district-library-tickets-33060466746>

Hi Cromaine Library, I am resident of Hartland Township, and it has been many years since I have used Cromaine Library. Can you tell me how to get a new library card? Is there a cost?

Subject: 2017 Livingston Reads

Message: For the above event, were copies of the book given out?

Subject: April 5th Jaws event

Message: Hello everyone!! Do you need to register for the above event to be entered into a drawing for a copy of the Jaws book?

Received in response to From the Director weekly emails:

From a patron while setting up a display at the library: "I love your weekly emails. They are so informative and I always learn something. Please keep writing."

From another patron at an event: "There you are every Monday morning, the first thing I read when I start my day. Thank you for so much information and your stories."

Very cool! (in response to message discussing Cromaine Cares, literacy bags)

COMMENTS FROM THE COMMUNITY APRIL 2017

Collected as A+ Value Stories by Staff:

4/19/17

Staff Submitting: Heather Draft

A patron complimented me on the crafts I choose for storytime. She said that she really appreciates the time I take to ensure that the crafts are helping with fine motor skills (I always mention why we are doing certain things), and she really enjoyed the yarn-wrapping the kids did this week.

4/18/17

Staff Submitting: Emma Olmstead-Rumsey

A patron posted this comment on one of Cromaine's Facebook posts: "I love the Cromaine library!! It has had a special place in my heart since I was a little girl and it was my favorite place to go... Now I love bringing my kids (age 4 & 2) to story time (we might be Miss Bekah's biggest fans!!) and to play and pick out books, and since my own browsing time is limited, I've been loving the online catalog and hold pick up for my own books... But leave it to our Cromaine librarians to go above and beyond - I mentioned briefly to Winnie that I wasn't able to place a hold online for the second book in a series, and lo and behold, there it was for me the next time I came in! Totally made my day!! 😊"

4/17/18

Staff Submitting: Marta Jackson

A new patron stopped by with her 1.5 year old daughter and expressed her joy in having someplace besides "the grocery store and park" to bring her daughter and spend time. They stayed for a good half hour enjoying the puzzles and puppets, then left saying, "we'll definitely be back!"

4/12/17

Staff Submitting: Donna Janke

Patron made a point of telling us that Josh is a keeper! He was so patient helping her download to her new device.

4/12/17

Staff Submitting: Heather Draft

This morning, one of my storytime kids told me he wishes he could come to the library every day!

4/7/17

Staff Submitting: Carolyn McCullough

Teen in an awed voice: "You guys are better than the library at school!" He went on to say that this library is the only place his parents will allow him to be afterschool because it's safe.

4/4/17

Staff Submitting: Heather Draft

Today, a caregiver for one of the preschool storytime kids told me that at home, her child sits in a chair, says she's Miss Heather, and "reads" to her dolls. It was so sweet to hear this, especially since this is one of the quieter kids at storytime.

4/4/17

Staff Submitting: Heather Draft

Yesterday, a patron told me how much she loves our youth, tween, and teen programs. She said she appreciates our creativity and quality, which is always nice to hear.

4/3/17

Staff Submitting: Marta Jackson

I overheard a patron gushing about the Peep Diorama Contest to Miss Bekah. The patron stated that it was "an amazing idea to do during March" as the kids are usually so bored during that time of year. She added that the kids had an absolute blast and spent a lot of time putting their dioramas together. She never expected them to spend so much time on the project and was thrilled by their interest in it. I commend Bekah as it was her fabulous idea!

Received via email and verbal:

Subject: Overdrive PIN

Message: I'm trying to login to Overdrive using my library card and it requires a PIN. Where can I get this PIN?

I had a patron call just now and let me know that her personal information has been hacked by someone who frequently uses our library. She said every where this person goes identity theft issues arise. He is out of state now, but said he might have been using our computers for that purpose. It was a lengthy call and I listened to her concerns and thanked her for the heads up. She did not give a name of the suspect and I did not ask for one, but said I would pass this information along.

[Patron] is a Fenton resident. She purchased a non-resident card with our library. She then went to Holly and purchased a non-resident card with them. Holly told her that she can use all the libraries in the MiLibrary system now without paying for a non-resident card with them. I explained to her that a non-resident card only gives you privilege at the library where you purchased it. I went back and read the MiLibrary agreement and I believe I am correct in this. What is your take?

Hi, I am on the new site, went there from Cici's email. I don't see how to get to Overdrive. My Account does not show any activity and I know I have holds and loans currently. I did install the "BookMyne" app and did place a Hold on a title. I am going to try to make it to the Wednesday night event at 6:30 [web site reception], I am sure that will be a big help since this is so different. Thank you. Follow-up: Thanks for taking the time to respond. I did not go to the site on my phone...but will give it a try. I think the desktop uses the term Download Destination and I was looking for OverDrive. In any case, I will poke around some more when I can. Thank you, again.

[Frequent Crossroads patron] just walked in [to Crossroads] and yelled " YOU'VE BEEN ROBBED!"

[Patron] wanted you to know that Josh is a keeper. She was very impressed with how patient he was while helping her learn to download to her device. She stopped by the circ desk (Patron Services Desk) and asked that we pass along her comment.

Hello, Ceci, I just wanted to tell you that I came by today to get assistance from Josh to get my MP3 player working in Overdrive. He figured out the issue and I am good to go. He didn't give up!! Good thing, too, as I found that listening to books on my phone used up all of my data for the month listening to the books as I don't have wireless here. I was surprised as I didn't really understand when data was used up on my phone. Will be happy to be back to my MP3. Thank you for sending Josh my way. He did a good job.

Dear Director Marlow, I would appreciate your immediate attention to this matter. Regards. [Letter from patron which was attached to this email is attached to these comments.]

Hi Ceci, Congratulations on being selected for Grand Marshall of this year's Memorial Day Parade. You are as worthy of that accolade as anyone who has ever been selected. I am sorry to say that events have conspired to prevent me from being your chauffeur for that event. My auto accident last fall prevented me from performing the necessary maintenance that otherwise prevents me from using my convertible in the parade. To drive you in that event would have been a high point in my life in Hartland. Congratulations again, looking forward to seeing you at the parade.

Received in response to From the Director weekly emails:

Dear Ceci, Your letters warm the cockles of my heart. <3 It helps me visualize all that is going on and how much you DO bring to the community! Hugs, Marie

COMMENTS FROM THE COMMUNITY MAY 2017

Collected as A+ Value Stories by Staff:

5/25/17

Staff submitting: Emma Olmstead-Rumsey

A patron whispered "I love this place!" to me as she was leaving the library.

5/23/17

Staff Submitting: Glenn Fischer

A patron stumbled across our Graphic Novel, World Languages, International Travel, and Non-fiction DVDs section. He was back there for a while, so I checked with him to see if he needed any help and he told me the collection "keeps getting bigger and bigger. I like it!"

5/11/17

Staff Submitting: Marta Jackson

The parent of a teen volunteer shared that getting her teen involved at Cromaïne has been such "a blessing." The parent stated that the teen really struggled after the family moved here a year or so ago, however, she started coming out of her shell after spending time here and interacting with our community of teen volunteers.

5/6/17

Staff submitting: Ceci Marlow

Several patrons stopped in at the Crossroads Close-out Sale to see what was left and, more, to talk about the progress on the addition and the direction the library took when the bond issues failed. All were very supportive of going ahead with the addition and are excited to see it come to life. All were also pleased that no lay-offs were required and that they would still see the faces of staff they've come to love at the Village. One person in particular expressed her appreciation very sincerely and then, as if the verbal was not quite enough, came around the desk to shake my hand and look in my eyes for some time, and say "thank you."

5/1/17

Staff Submitting: Marta Jackson

Today a storytime family brought the youth staff flowers in honor of "teacher appreciation week." The younger children in the family saw their older siblings take flowers to school and wanted to bring flowers to their "teachers" too.

Received via email:

FYI - at <https://www.cromaïne.org/about> (under IV), the word 'separates' is spelled incorrectly in the header on the web-page :)

Hi, Our family is excited to be moving to the area this summer. Our children are both avid readers and spend a significant amount of time at our current library. Our new address is technically "Fenton", but our kids will be attending Hartland schools. This library is very close to our new home. Will we be able to utilize your library? Thank you so much for your assistance!

Love the new website but the video is too distracting and makes me nauseous! My truck's brakes went out. Due to work I was unable to pick it up yesterday. I will be removing it today. My apologies.

My friend is towing my truck sometime this afternoon. I am sorry about the delay.

I've not been able to borrow from hoopla for a while now even though it says I have 6 more available. I contacted hoopla and they said it's the library's limit? Is there something you can do about it? Thanks.

I am a Hartland resident, but I am currently taking an online course through Grand Valley State University. I have 2 exams during the course and was wondering if Cromaïne offers any exam proctoring services? Thank you!

How can I find the book catalog on your new website? I don't want a digital book or service, just to check your catalog to see what is available by an author and this new website design is not working for me. Also, Business services is spelled wrong. Any advice where to find a catalog like the old site said?

What is the info about the Intel i5 processor desktop. I need the info please.

We have a regular patron who has asked me a couple of times about when additional computers will be returning to the 1st floor of the Village. My understanding is that some of the desktops from Crossroads will be installed here eventually. Do you have a guess of when that will happen that I can share with him next time I see him?

Hello, I'm searching for several audiobooks, don't care what format as long as I can listen to them. I tried the contact button on the web site, but it was not working. Can you help? Thank you so much. Not available in inter library loan, that I saw. All by George Saunders: Civil war land in Bad Decline, Pastorilia, In Persuasion Nation

First of all, I just want to say that if there was ever a contest for Best Library...I would be all over promoting the Cromaine! I have had years of wonderful help and service. The other day I was trying to check out on the main floor at the self check out. It was not working so I turned to go to the main desk and smashed my foot into the electrical outlet box that is bolted on to the floor. My toe split open from the impact. I did not want to cause trouble and was in pain and blood was getting on my sandal. So I mentioned that something should be done about it as a construction hazard, and left for home. I was a little surprised when I came in yesterday and found it the same. It seems risky to know it is a potentially dangerous set up and not to put a temporary cone over it or something. Just pointing the situation out. Thanks again for having the best library ever!

This morning a long time patron of ours, Maryanne Johnston, wanted to let us know about her disappointment in the renovation. She was very sweet about it, but mentioned that she can now access less than half of the adult section of the library. She mentioned that even before the renovation she could not access the back of the aisle of the library because the step stools are stored at the end of the rows and there was not enough room to get a wheelchair around those obstacles. I told her that they had planned on shifting the shelves back behind the wall because the we were aware there was not enough room to maneuver a wheelchair between the back of the wall and the shelves. She mentioned that she will still come to the library, but wanted to express her disappointment in the renovations, and lack of mobility for those in wheelchairs. I told her I would let you know about her concerns.

Hello, My name is _____ and I go to Central Michigan University. I am currently back at home for the summer and am taking one online class through CMU. That class is Math 105 which is intermediate algebra. I found out that I have to have a proctor for when I take my exams in this class. We only have two exams which is a mid-term exam and a final exam. I live in Hartland, MI so when you came up as a choice at cromaine library I chose you cuz I know right where that is and it is an easy location to get to. Also where is a better place to take an exam than at the library? So you might

have already gotten some information from CMU about proctoring. They gave me this link to give to you so you know what to do. Proctor responsibilities I just wanted to send you this email to get in contact with you and introduce myself. If you have any questions feel free to email me back at this address. Thank you!

Hi-I'm the Marketing Director for Tony Sacco's of Hartland and I was wondering if I could drop off some bookmarks that are also coupons for a free kids pizza if they read so many hours then they earn a free pizza. Thank you for your time!

RE: Crossroads location on old 23 Good Morning, I am writing to inquire about the crossroads location on old US 23. First, I wanted to say that I'm sorry that it had to close. My kids use the main location weekly and we are very appreciative of what you do for the community. My son and daughter love your midweek story time. I am wondering if the library is still in control of that space. I belong to a small church called Gracepointe Church Brighton. We are currently in the process of trying to find a location for our Sunday morning services in Hartland. We feel called to this city and most of our families are currently living in Hartland, already. The space would be perfect for our little congregation. If the library is in control of the space, I am wondering if there would be any interest in discussing the possibility for a one day per week lease? I have not discussed this with the rest of the leadership in my church, I am just trying to see if it would even be a possibility. I've never pursued real estate for an organization before. However, I do know that if this is a possibility that our church would seriously consider this option. I appreciate your time and consideration.

Hello! I'm in the Friends of the Salem-South Lyon District Library, and I recently read with interest about your library creating a StoryWalk for your community to enjoy. Our library installed a StoryWalk on our grounds and the response has been wonderful--our Friends group has thought about installing one in a public park, as well. I'd love to hear more about your experiences and decision-making process for this. Is there anyone in your Friends group or perhaps one of the librarians who helped coordinate the effort who'd be willing to answer some questions? Thank you!

Hi. I was looking for a way to donate old px eyeglasses. I found this organization. I can do a family donation, but I was thinking Cromaine would be a great location for a community box. Thought I'd share.

I am a donor to the library. I believe that libraries are vital to our community and would like to be more involved in how our library is run. Is there an upcoming public meeting that I could attend to elaborate my views?

My name is _____, I am a sophomore student at Central Michigan University. I am enrolled in an online class over the summer, and I need a proctor for my Midterm exam. I found you through CMU's Proctor service on their website. I was wondering if I could schedule a time with you to take my exam. Thank you for your time, I look forward to hearing back from you.

Thank you for responding to my e-mail (about computer facilities or lack thereof) and improving your selection of computer books. I was in the library today and noted the large

and excellent selection of books on Python. Python is the recommended language to learn how to program. One was a book I recommended. There were books on other current languages as well. This is a vast improvement over the selection 3 years ago. Thank you. Please give my thanks to the staff people that implemented the fantastic upgrade. Wanted to give credit where credit is due.

Received in response to the Letter from the Director:

Hi Ceci, Congratulations on being selected for Grand Marshall of this year's Memorial Day Parade. You are as worthy of that accolade as anyone who has ever been selected. I am sorry to say that events have conspired to prevent me from being your chauffeur for that event. My auto accident last fall prevented me from performing the necessary maintenance that otherwise prevents me from using my convertible in the parade. To drive you in that event would have been a high point in my life in Hartland. Congratulations again, looking forward to seeing you at the parade.

What a wonderful reminder! Enjoy the adventure. We used to take 'mystery trips' in and around Michigan when our 4 kids were growing up. They'll never forget them.

This is Cathy from Kahuna. I wanted to tell you I really enjoyed reading the latest "Word from our Director". It reminded me of all the fun times we had with our daughters on road trips and even bike rides. How are you doing? How are things going with the closing of Crossroads? Congratulation on being the Grand Marshall this year! I plan to be at the parade with my family as we have for many years. I hope and I get to see, hug and talk with you. Have a blessed day.

COMMENTS FROM THE COMMUNITY JUNE 2017

Collected as A+ Value Stories by Staff:

6/27/17

Staff Submitting: Heather Draft

A kid at my program today loudly exclaimed "I wish I never had to leave the library!"

6/27/17

Staff submitting: Emma Olmstead-Rumsey

A patron asked how I was doing. I answered and asked him the same question, and he said "Blessed to be here! Between you and your tech guy [George] you have some excellent service here!"

6/17/17

Staff Submitting: Heather Draft

I received several positive comments from patrons about our Summer Reading Kickoff. One parent said that she and her kids were having so much fun, they decided to stay for the whole event, and they ended up having a picnic lunch outside.

6/6/17

Staff submitting: Emma Olmstead-Rumsey

A patron replied to one of the library's Facebook posts about summer reading: "We visited today and the sweetest librarian took time to explain everything to my 8 year old. He's so excited to start tracking his minutes!"

6/2/17

Staff Submitting: Marta Jackson

Our school visits have been creating great buzz! Today while at Lakes Elementary I had two different 2nd graders say "My older sister goes to Farms and got her library flyer yesterday. Now I have my very own!" I also had a teacher's aide stop me in the hall and share how thrilled she is that we offer so many programs for her 5th grader. She stated that they just moved to Hartland from Howell and do not remember their previous library having as many options for that age group.

Received via email:

Ceci, could you please give patron XXX a call? She uses a wheelchair and she has some suggestions/concerns/complaints about the current set up. She's having difficulty getting around on the first floor. Thank you! (NOTE: Beginning with July's report of patron comments, our responses will be included in the report. For your information, however, this patron was contacted and, once the full first floor is finalized, the patron has agreed to help us identify any remaining problems for her navigation.)

I have 2 items that I turned in like a week ago that appear checked out on my account:

1) Hoodwinked video 2) Escaping the Giant wave book. I know I turned these in before I turned Hoodwinked Too, which has been processed as checked in, so please verify.

I just wanted to bring a patron issue to your attention regarding patron family XXXX. I have been trying to get items returned from them from some time now. They have been trying, but parent has gotten more and more irate and rude with our staff. They either don't return items, or return items damaged. At this point she has paid for roughly 114 items! That is a lot of our things going out the door. Just wanted to make you aware of the problem should I require your help.

I want Seven Stones to Stand or Fall by Diana Gabaldon, Kindle version on Overdrive. Is it better to send an email to the I_Want address, or to recommend the title on Overdrive?

I'm just passing along a small piece of feedback from a patron who stopped by the reference desk today. She said that one of the things she liked about Crossroads was that there was space by the public computer stations for you to do paperwork/put your things on a desk. She said she hopes that when the renovation is finalized the setup allows for some spacious work stations here also. I didn't make any promises or predictions, I just told her thanks for her input and that I'd pass on her comments.

Received in response to the Letter from the Director:

Dear Ceci, I am so excited for you!! I just imagined that you had already traveled the world--- ah yes, only in books! ☺ Have a great time! Love and *Bon Voyage!*

APPROVED

Cromaine District Library
Partners in Progress Special Meeting
Thursday, October 12, 2017

Members Present: Black, Cafmeyer, DeRosier, Lewis, Oemke, Sargent

Members Absent: Thompson

Staff Present: Director Marlow

Guests: From the Hartland Area Chamber of Commerce: Connie Brinkerhoff, Emmalynn Wheaton, Barbara Walker, Nancy Johnson, Mike Horan, Carrie Jellison, Katie Chuba.

From Hartland Township: James Wickman, Bill Fountain, Kathie Horning, Joe Petrucci, Larry Ciofu, Matt Germane, Jean MacLeod. From Hartland Consolidated Schools: Thom Dumond, Charlie Aberasturi, Scott Usher, Scott Bacon, Scott Van Epps, Michelle Otis, Dave Minsker.

Facilitator: Gail Madziar, Executive Director, Michigan Library Association.

The meeting convened at 6:12 pm.

Introductions:

Attendees introduced themselves, their affiliation and where they worked. They were also asked to share one thing they liked most about the Hartland area.

Common themes among the group were:

- o Appreciation of the culture
- o Passion for the community
- o Its balanced rural nature (rural enough)

Other noted comments about why folks like the area:

cozy	people - "Heartland"	location
friends	small town feel	great history
family	lake	nature
round school	sense of community	Village Manor
rural enough	Target	senior center
cooperation	schools	support
mixture of people who care	parade	cool place
impression we make outside the community		

Objective: Hartland area growth and community engagement The overall objective of the meeting was to initiate dialogue among the groups about how to promote growth in the area and collaborate on marketing and community engagement efforts.

Comments recognized that growth was welcomed and inevitable. The schools are overwhelmingly the draw but folks want to settle there for the community. Exactly what success looks like was not clearly defined by the group.

Thoughts and opinions on growth and collaboration

Responding to a request for thoughts on how the area is currently marketed and new ways to better promote the area, the common thread was to develop a way to communicate comprehensive and inclusive information to people throughout the greater Hartland area.

1. Information to newcomers via the chamber directory (Does not reach everyone.)
2. Provide access to information for new community members.
3. *How* to communicate was a common question.
4. Tell the WHOLE story. New residents are getting bits and pieces.
5. Partners in progress
6. Inclusiveness = include more townships
7. Welcome all newcomers
8. Use the website to provide searchable comprehensive material to anyone looking for any type of Hartland information.

Embracing *Friendly by Nature*

Discussion of embracing the Friendly by Nature logo and tagline met with some skepticism as it was developed originally for just the immediate Hartland area. The question was posed as to whether it could be embraced and owned by all in the community.

Consensus building for a culture of connection

This discussion provided the following ideas for group-wide strategies:

- Boards reporting and updating one another on a regular basis
- More interchange among the groups
- Shared employee orientation
- Get to know the area and embrace an innovative welcome wagon idea
- Tourist in your own town idea
- Use Facebook and social media
- Cable TV to you tube working with high school students
- Community calendar
- Patch and radio mediums.

Assigning accountability and planning to administrators

When addressing the topic of assigning accountability and planning to administrators thoughtful comments were made about time constraints, other projects, each board having its own work/agenda, and board administrators/executives already having full plates.

- Prioritization and balance are a consideration.

Learning together: future opportunities for collaborative board development

Consideration of continued joint board development was suggested.

The meeting concluded at 8:15 pm.

Cromaine District Library
Regular Board Meeting
Thursday, September 21, 2017

APPROVED

Members Present: Black, Cafmeyer, Lewis, Oemke, Sargent, Thompson
Members Absent: DeRosier
Staff Present: Director Marlow, Barb Rentola, Janice Yaklin
Guests: Barbara and Richard Krueger

- I. President Lewis called the meeting to order at 7:00 p.m. in the Community Room of the Cromaine Village Library.
- II. **Approval of agenda** Agenda Approval
Member Thompson moved to approve the agenda as presented, seconded by Member Cafmeyer. Passed unanimously.
- III. **Approval of Consent Calendar** Consent Calendar Approval
Member Oemke moved to approve the agenda as amended, seconded by Member Black. Passed unanimously.
 - A. Approval of minutes, 8/17/17
 - B. Acknowledge receipt of the August Financial Report and payment of August invoices totaling \$203,129.06 and payroll obligations totaling \$61,526.19.
 - C. Director's Report
 - D. Committee Reports

Community Relations	September 11
Finance	September 12
Personnel	not held
Planning	not held
- IV. **Call to the Public:** Call to the Public
A hello from Janice Yaklin and Dick Krueger commented that he and Barbara couldn't be home two nights in a row, so they came.

V. Director's Report Update – Update, Comments & Questions from the Community

The Director's Report was updated verbally with the following:

Volunteers gave 246.75 hours with 127.75 from teens and 115 hours from adults.

The decisions made at the August meeting were to approve the items withdrawn from the Consent Agenda – the Community Relations Committee minutes as amended and the Minutes of the July Board Meeting.

One of the risks we have when hiring is that a candidate is also interviewing for other positions. A candidate may accept our position while still hoping for, and in some cases, still interviewing for others. Because “Adulting” usually requires having to support oneself we understand this practice and its potential impact. Thursday, September 14, we were dismayed to learn that Saxony Betts, after 2 days of employment, accepted a full-time position at a university. This position is more in line with her experience, although she seemed very sincere about wanting to work with youth. We always hope that a candidate will cease considering other positions once we offer. Recently, we were on hold while a candidate sorted that out and chose another position, before accepting ours—something we would certainly prefer over this. Cromaine's staff is terrific in that no services will be lost because of the lack—staff will step in to be sure all storytimes are offered at the end of September.

Kathleen Zaenger, who is on the Michigan Library Association Board, shared this report from Gail Madziar, MLA Executive Director regarding the widespread drop in penal fines:

“My preliminary work on the penal fines issue has resulted in the following explanation from the Michigan State Police. I will have some statistics to review soon. At that time I will share more with the entire membership.

The decrease in the library fine revenue is a product of fewer citations being written.

We (MSP) have been looking into this statewide, across all departments.

Part of it is total numbers of police officers are down, so departments with the ability to dedicate officers to traffic enforcement are reduced.

With MSP we have been working heavily in the Secure cities partnership, which is mostly disadvantaged communities, where we are there for a larger purpose of reducing violent crime, and increasing community engagement. We don't emphasize writing citations in these areas.”

MLA also sent out a survey to Michigan libraries to ask about tax-increment impact in communities relative to the exemption legislation in the works. As part of that survey, a question addressed penal fines requesting percentage of reduction or increase in penal fines by date. The Director responded stating from

September 21, 2017

2015 to 2016, penal fines were reduced by 7%. From 2016 to 2017, penal fines were reduced by 24%.

Marta Jackson provided a final report on the summer reading activity. It is also visually shown on the bulletin boards in the Youth area, so please take a look as you leave. Overall, there was a 19% increase in the number of people signed up for summer reading and dramatic increases in the amount read with a 55% increase in reading by teens and 78% increase in reading by tweens. This fall's story times are all full or nearly full, at higher registration limits (instead of permitting 12 or 20 in a storytime, the limit was raised to 15 or 25) than in past seasons of storytimes. A drop-in story time is also provided with the thought that caregivers who could not commit to a six-week session would join drop-in as available. Overheard, though, was a mom telling a little one that with the drop-in they can now come to the library every day!

Continuing the good news of supporting young literacy, Marta, Bekah, Heather, and Carolyn made eight outreach visits to the schools and reached 1,136 people. Each of these visits require thoughtful preparation, time at the table talking repeatedly about Cromaine's offerings, and are an exceptional opportunity to connect with new families especially. Carolyn has also returned to the HERO Teen Center for her twice monthly visits, usually with a messy, hands-on opportunity.

Partners in Progress had a great meeting September 21, including the social media staff from each organization. Discussion of how to go about presenting a unified message was the principal topic. Work on this effort will continue following the October 12 meeting of the various organizations' boards.

Glenn Fischer provided some very interesting statistics on one of patrons' favorite resources, hoopla. From September 2016 through August 2017, 553 patrons used hoopla. One of the especially valuable statistics is the number of items in hoopla which are used once—3,450. These are items that do not sit on Cromaine's shelves waiting to be selected and used but are still desired by Cromaine patrons. The biggest format used in hoopla is audiobook—40% of circulation in hoopla. Overall, hoopla enabled Cromaine to provide \$127,749 in content across all formats, with an average cost per circulation of \$2.07.

However, hoopla's focus is on the most popular materials. Another e-resource that staff has had in trial is Kanopy. This resource makes available 20,000 titles of documentaries and films, including public performance rights, at a cost of \$2.00 per use. This is expected to be made available to Cromaine's community before the end of this calendar year.

Member Sargent asked if the study rooms required a Cromaine Library Card. The Director and Member Cafmeyer replied that they do not. They are not like the meeting rooms which require a valid, in good standing, Cromaine card. To date, there have been no complaints or problems being able to use the study rooms for two hours. Now that school is in session, there is even less demand during the day. So, "no cards required" is working so far.

Member Thompson asked if the cameras in the Teen Room have been installed and if they are working. The Library Director demonstrated the camera to

President Lewis before the meeting and they are very clear. Member Thompson asked where they can be viewed. The Director replied that the application is installed on the Youth and Adult Service desks and on the Director's desk. It may be necessary to add a second monitor in the future for the service desks.

Member Sargent asked several questions about the wireless hot spot in trial. The Library Director explained that the device is \$18 and the monthly service is \$10 per month per device. The devices are not going to be rented, nor is the service charged back to the patron. With the amount of e-resources (hoopla, OverDrive, etc.) that are offered, enabling patrons in areas with broadband challenges to be able to use those e-resources is very important. Both Brighton and Howell libraries are already circulating these as are many other libraries and Cromaine is able to benefit from their experiences already. Member Thompson asked how many of these will be available for circulation. The Director replied at least five. Member Cafmeyer asked how long they will circulate. The Director believes the plan at this time is one week, and if not returned on time, the service is immediately ended and the device itself is just a block of nothing. Member Thompson and Member Lewis asked if the devices will have international service. Director Marlow said she will find out and there will be a demonstration as soon as staff is confident of the device and instructions.

VI. Discussion

A. 90th Anniversary Celebration

90th Anniversary
Celebration

Director Marlow asked that the trustees be present at the evening soiree in particular and confirmed the volunteers who will help on Saturday during the Family Celebration. Member Oemke asked if there would be "cheat sheets" and Director Marlow said she plans to provide those. Member Oemke also asked if there could be wish lists for continuing and future needs and Director Marlow said she was updating that list today. She also explained that there will be posters and donation envelopes at several sites throughout the library. Tour givers will have both the cheat sheets and the wish lists to share.

B. Vision 2020 Strategic Plan to be discussed with the RFP for Strategic Planning.

Vision 2020
Strategic Plan

C. Community Relations Committee Review of Policies

There were no questions or recommendations for revision from the trustees other than those brought for revision under Decisions. Member Sargent asked what the question was that Member DeRosier raised regarding the Use of Library Services. Member Cafmeyer and Director Marlow explained that Member DeRosier's intent is that students of those schools in the district that are not supported by public taxes would no longer be eligible for Cromaine Library cards. Director Marlow noted that is only one school, Our Saviour Evangelical, at this time and there is no way of knowing the impact. However, the committee agreed to allow the Director to survey TLN libraries to see what is the "norm" and then to discuss at the next Community Relations Committee. President Lewis stated that she believes all of the students should have Cromaine Library cards because the Library needs to support their studies. Member Sargent asked if these students don't have libraries in their home districts. Director Marlow explained that for many TLN libraries they are adjacent to one another so there

Community
Relations
Committee
Review of
Policies

is easy reciprocity. Cromaine is adjacent to Genesee District Library which is a non-reciprocating library, so there are many more students here who are unable to get Cromaine cards, by virtue of residency or reciprocal borrowing. The results of the survey will be discussed at Community Relations and, if warranted, a recommendation for revision of the policy will be brought to the October board meeting.

D. Request for Proposal for Strategic Planning Services

RFP for Strategic Planning Services

Member Sargent asked why it is a five-year plan. The thought of some trustees was that it should be shorter -- five years is a long time. Member Sargent said that, in his experience, when it's five years it just drifts off and is not completed. Member Cafmeyer pointed out that the operating millage will be up for renewal in 2022 and a plan that goes from 2018 to 2021 would not address this critical issue. Member Oemke agreed. Member Sargent asked to whom the RFP will be sent. Director Marlow replied that the Michigan Library Association is one organization; Hartzell-Mika Consulting (which does a lot of Library Director recruitment) is another; and she'll contact Dr. Lee Meadows to see if this would be a fit. Vice President Thompson commented that the Library worked with a firm several years ago (before 2008) and he isn't sure that the firm was as effective as needed. Director Marlow explained that often, when working with consultants, the Library Director will direct the outcome. She is not that Director and will not be doing that in this strategic plan. All of the staff and community are expected to be engaged along with the trustees. President Lewis said she saw that in the proposal very clearly.

VII. Decisions

A. Resolution 2017-14 Member Black moved to approve Resolution 2017-14, To Revise Policy 2020, Privacy of Library Records, Member Oemke seconded. A roll call vote was taken for approval of the resolution. Ayes: Black, Cafmeyer, Lewis, Oemke, Sargent, Thompson Nays: None APPROVED

Resolution 17-14

B. Resolution 2017-15 Member Cafmeyer moved to approve Resolution 2017-15, To Revise Policy 3020, To Revise Policy 3020, Internet Use, Member Sargent seconded. A roll call vote was taken for approval of the resolution. Ayes: Black, Cafmeyer, Lewis, Oemke, Sargent, Thompson Nays: None APPROVED

Resolution 17-15

VIII. Information

Upcoming meeting dates include:

Oct 3	Planning Committee, 6:30 pm, Director's Office.
Oct 5	Personnel Committee, 6:30 pm, Director's Office
Oct 6	Community Relations Committee, 10:00 am, Director's Office
Oct 11	Finance Committee including audit presentation, 1:00 pm, Director's Office
Oct 12	Joint work session of boards and some administrators of Hartland Township, Hartland Consolidated Schools, Hartland Area Chamber of Commerce, and Hartland's Cromaine Library, 6:30 pm, Community Room

Upcoming Meeting Dates

Oct 19	Board of Trustees meeting, 7 pm, Community Room
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Other meetings of note:

Wednesday, October 4, 6:30 pm - Hartland SOUP at the Hartland High School, Commons/Cafeteria area

Tuesday, October 17, 6:30 pm - Friends of Cromaine Library, Community Room (Kathleen Oemke will attend)

IX. Agenda Items for Next Meeting

- Review of first-quarter statistics
- Library closing calendar for 2018
- VISION 2020 Strategic Plan
- FY 2016-17 Audit
- FY 2016-17 annual report
- Policy Review
 - 1010 – Cooperation w/ Libraries & Other Organizations (Planning)
 - 6001 – Fund Balance Policy (Finance)
 - 6002 – Revenue Distribution & Fund Accounting (Finance)
 - 6003 – Fixed Assets Capitalization (Finance)
 - 6004 – Gifts to the Library (Finance)

Agenda Items for
Next Meeting

X. Call to the Public:

Janice Yaklin stated that she looks forward to “partying for the 90th and grand opening.” Richard Krueger asked if, once tested and areas where the hotspots do not work well are identified, will the library tell borrowers that hotspots won’t work there? The Director replied yes, although many are likely to borrow them for travel outside of the area. Barbara Krueger asked why the Hartland SOUP was moved from Cromaine to the Hartland High School. The Director replied that the Community Room can hold 45 people comfortably at tables and the first SOUP was at maximum. It is Hartland, not Cromaine, SOUP, so it is great to be able to have the next one in the schools. Kathleen Oemke asked if those giving tours during the 90th events will have cheat sheets. The Director affirmed that and wish lists to continue the work of renovation.

Public Call

- XI. Motion by Member Thompson, seconded by Member Cafmeyer to adjourn at 7:52 pm.

Adjournment

KATHLEEN OEMKE, SECRETARY

Barbara Rentola, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 8/17/17 Proposed Minutes
- August 2017 Financial Reports & Checks Issued Totals
- August 2017 CDL Investment Performance Report

September 21, 2017

- Director's Report 9/21/17
- CDL Statistics for August 2017 & updated CDL 4-year Circulation Graph
- Patron Comments Received August 2017
- 8/8/17 Community Relations Committee Minutes, Revised 8/17/17
- Community Relations Committee Minutes, 9/21/17 w/revised policies 2020 & 3020 attached

- Finance Committee Action/Decision List, 9/12/17
- Hartland Community Partners Meeting Agenda, 10/12/17 w/ resume of Gail Madziar attached
- Resolution 2017-14, Revise Policy 2020, Privacy of Library Records w/final copy attached
- Resolution 2017-15, Revise Policy 3020, Internet Use w/final copy attached
- CDL RFP Strategic Planning Services
- Library of Michigan LSTA Public Library Services Grant Program Final Report
- *Board & Administrator*, September 2017

September 21, 2017

**U.S. CENSUS BUREAU
LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM**

PARTNERSHIP AGREEMENT

Between

LIVINGSTON COUNTY, MICHIGAN

(Livingston County Planning & Information Technology/GIS Lead Agencies)

And

LOCAL COMMUNITIES WITHIN THE COUNTY

OBJECTIVE

The purpose of the LUCA Program is to update the Census Bureau's Master Address File. Addresses for new residential construction, counts of group quarters (nursing homes, adult foster care facilities, etc), and address changes need to be submitted to the Census Bureau to ensure an accurate enumeration for Livingston County and its communities. Livingston County will submit address information to the Census Bureau in the specified format on behalf of any community that signs this agreement.

A. TERMS OF AGREEMENT

1. Livingston County agrees to evaluate the Census Bureau's Master Address File and submit any new addresses, address changes, or group quarters to the Census Bureau.
2. Livingston County will comply with the confidentiality and security requirements as specified in Title 13, United States Code.
3. After signing this agreement, the local community will not submit any data to the Census Bureau.
4. This agreement shall become effective upon approval of the community's representative as indicated by signing this agreement. This agreement shall expire at the conclusion of the LUCA Program, on or before January 2010.

B. LOCAL COMMUNITY AGREES TO:

1. Name a contact person for the Local Community providing a mailing address, telephone number, fax number, and e-mail address not more than 10 days after this agreement takes effect. Communicate to the Lead Agencies any changes that occur during the term of this agreement not more than 30 days after the change takes effect.
2. Respond to inquiries for field address verification as requested by LCGIS. Verification must be completed within 5 days of receiving the request.

3. Withdraw the registration materials if they have already been submitted to the Census Bureau OR ensure Lead Agency representatives sign the confidentiality agreement you submitted.
4. Withhold submission of any address information to the Census Bureau. Lead Agencies will not evaluate or submit any address information if the Local Community also performs these tasks.
5. Submit a list of known group quarters located within the Local Community, if possible. The list should include organization name, address (including zip code), and number of persons living within the group quarter.

C. THE LEAD AGENCIES AGREE TO:

1. Complete the registration materials provided by the Census Bureau. Livingston County will comply with the confidentiality and security requirements as specified in Title 13, United States Code.
2. Name a contact person for the Lead Agencies providing a mailing address, telephone number, fax number, and e-mail address not more than 10 days after this agreement takes effect. Communicate to the Local Communities any changes that occur during the term of this agreement not more than 30 days after the change takes effect.
3. Perform a review of the Census Bureau's Master Address File (MAF) within 120 calendar days after receiving packet from the Census Bureau. This review will determine which addresses are missing from the MAF or have been changed. Data resources including new address issuance and certificates of occupancy will be used to conduct this review.
4. Submit new addresses, address changes, and group quarters information to the Census Bureau on behalf of the Local Community in the data format specified by the Census Bureau.
5. Provide a report to the Local Community that details the addresses that were added to the Census Bureau's list and provides a list of the group quarters. Local Community will not have the opportunity to provide feedback about this report.
6. Review Census Bureau feedback and file an appeal for any address discrepancy on behalf of the Local Community.

Livingston County
Department of Planning and
Information Technology Department/GIS Division

Lead Agency Coordinators:

Kathleen Kline-Hudson
Deputy Planning Director
304 E. Grand River Ave., Suite 206
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Phone: 517-540-8780
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E-mail: KKonarska@co.livingston.mi.us

Local Community Approval:

Community Name: COHOCTAH TOWNSHIP

Signature: 

Type or Print Name: KAREN M THURNER

Date: 10/11/07

Address: PO Box 278 COHOCTAH MI 48816

Phone: 517-546-8307

Fax: 517-376-5006

E-mail: karenthurner@talkamerica.net

Local Community Coordinator:

Name: same

Address: _____

Phone: _____

Fax: _____

E-mail: _____