

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, February 16, 2016—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda review and additions

6:50 Compulsory Segments

Minutes Approval – January. 19, 2016

Approval of the Operational Checks

Director's Report

7:05 Public Comment

7:10 Michael Vorheis, Financial Advisor, Chelsea State Bank Investment Services

7:40 Discussion Items

1. Policy Review

7:55 Reports

Friends of the Library

Policy Committee

Finance Committee

Personnel Committee

Search Committee

Nominating Committee

G. Munce

8:05 Public Comment

8:10 Other Items

8:15 Adjourn

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

Tuesday, January 19, 2016 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: Elizabeth Sensoli, Jerry Wilczynski, Robin Wagner, Jan Carr, Charlie Taylor, Anne Merkel, Susan Lackey, Director Lori Coryell and Interim Director Linda Ballard.

Trustees Absent: None

Staff: T. Lancaster.

Guests: Jim Pruitt – Chelsea Update, TJ Helfferich, Judge Richard Conlin, Mary Budzinski and Dawn Caplis.

Welcome and Call to Order

E. Sensoli called the meeting to order at 6:45 p.m.

Agenda Review and Additions

1. Trustee retirement party

MOTION made by J. Wilczynski, SECONDED by R. Wagner to approve the agenda as amended. Discussion: None All Ayes: 5-0

Swearing in of new trustee:

Honorable Richard E. Conlin, Chief Judge of 14A District Court presided over the swearing in of Anne Merkel the new Chelsea District Library trustee from the City of Chelsea, Susan Lackey the new At Large Chelsea District Library trustee (Sylvan Township) and TJ Helfferich the new At Large Chelsea District Library trustee (City of Chelsea). A. Merkel and S. Lackey's terms will start immediately and T. Helfferich will start at the February board meeting.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by R. Wagner, SECONDED by J. Wilczynski to approve the minutes of the December 15, 2015 Board Meeting. Discussion: None All Ayes: 7-0

Trustee A. Merkel left.

MOTION made by R. Wagner, SECONDED by C. Taylor to accept the General Fund Operational checks for December 2015. Discussion: None All Ayes: 6-0

Interim Director's Report Update:

- L. Ballard gave an update: The Civil War exhibit will be ready for viewing February 1st, with the grand opening Saturday, February 6th at 11:00 am. This is also book sale day and Chocolate Extravaganza in Chelsea.
- E. Meloche was given some old birth/death records from Sylvan Township and wanted to pass on to the other trustees that if their townships have any old records on hand, she would be happy to store them and use for our local history projects.

- The board commented on L. Ballard's report on how important the Library Aides are.
- up on SB 571 – the governor has signed the bill, but others are already working on changing this bill.

L. Coryell update:

- Everyone should have received the email update on SB 571 – a copy of the email was handed out.
- The 2015 Makers space money has been spent and M. Bell & J. Zubik have been to Beach Middle School to work with the science classes of Mr. Riedel on learning how to program the "Finches".
- E. Sensoli requested that all the major programs be reported out separately so it is easy to see all the expenses & detail for each program, since expenses can be in many different parts of the budget.
- The board asked L. Coryell how things were going. Things are going well – the State Aid report was filed on Monday, looking at the next strategic plan for 2017-2019. L. Coryell would like to attend meetings at the townships/city and asked that the trustees help her plan this. She will be meeting with the Mayor Jason Lindauer soon and attending Rotary next Tuesday. After meeting with our investment advisor, she has invested in 2 more bonds.
- R. Wagner asked what the biggest differences have been between her old job at Ypsilanti and Chelsea. Funding is one – Ypsilanti was day to day and Chelsea's is long term.

Public Comment:

None

Action Item #1: 2016 Board Officers

MOTION made by C. Taylor, SECONDED by R. Wagner to approve the presented 2016 Board Officers: President—Jerry Wilczynski, President-Elect—Charlie Taylor, Treasurer—Elizabeth Sensoli, Secretary—Jan Carr. Discussion: None All Ayes: 6-0

New president Jerry Wilczynski took over the meeting. J. Wilczynski thanked L. Ballard for her work as Interim director and welcomed L. Coryell. C. Taylor is excited about the new board members and thanked R. Wagner for his work on the board.

Action Item #2: 2016 Board Committees

MOTION made by R. Wagner, SECONDED by E. Sensoli to approve the presented 2016 Board Committees. Discussion: None All Ayes: 6-0

Action Item #3: Donations - December

MOTION made by C. Taylor, SECONDED by J. Carr to accept and allocate the general donations for December 2015 in the total amount of \$415.00 and acknowledge \$3,600.00 that has already been allocated and move these to the 2016 budget.

Discussion: None

All Ayes: 6-0

Discussion Item #1: 2016 Budget Adjustment

M. Budzinski has requested that the board make an adjustment to the 2016 budget with the library receiving the \$9,000.00 grant from the Michigan Humanities Council that K. Sulecki received. We try to put any expected grants in the budget but this one was after the budget process and it needs to be reflected in the income and expense sides. We ask that this be moved to action.

MOTION made by E. Sensoli, SECONDED by C. Taylor to move the presented 2016 Budget adjustment to action. Discussion: None
All Ayes: 6-0

Action Item #4: 2016 Budget Adjustments

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the presented 2016 Budget adjustment adding the \$9,000.00 grant to the income & expense lines. Discussion: None
All Ayes: 6-0

Discussion Item #2: Chelsea District Library 10 Year Anniversary

E. Sensoli led discussion on our 10 year anniversary in the new building in November. Staff thought it would be better to do the celebration in August possibly the 18th, after Sounds & Sights and before the fair, maybe with a band & food. Since people are used to activities on Thursday nights, it would gather a larger crowd. Staff can handle the preparations with help from any board members or Friends who would like to volunteer.

Discussion Item #3: Trustee Retirement Party

E. Sensoli asked for a date when the board could attend a party for our three retiring board members. R. Wagner will be out of town during this period, but E. Sensoli will check with Gary Zenz and Susan Brown about February 1st at the Chelsea Alehouse, starting around 6:00 pm.

Committee & Friends Reports

Friends of the Library – L. Ballard reported for the Friends. The Friends annual membership meeting is Saturday, January 30th at 10:30 am in the McKune room. Gary Munce is on the ballot for President, their 1st regular board meeting will follow after some refreshments. J. Carr reported that about 6,000 books are donated each month and about 10% of these go to the online seller – Books by Chance. The January sale brought in \$850.00

Policy Committee – No Report

Finance Committee – No Report

Personnel Committee – No report

Nominating Committee – No report

Public and Board Comment:

None

Other Items:

None

Adjourn:

MOTION made by C. Taylor, SECONDED by E. Sensoli to adjourn the meeting at 7:30 p.m.
All Ayes: 6-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

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

	Jan 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
402 · District Revenue	840,869	1,605,901	(765,032)	52%
539.000 · State Grants	3,600	9,000	(5,400)	40%
540.100 · State Aid	0	8,200	(8,200)	0%
574.100 · Penal Fines	0	21,000	(21,000)	0%
607.100 · Non-Resident Fees	873	5,000	(4,127)	17%
645.100 · Copiers & Printers	111	7,800	(7,689)	1%
655.100 · Circulation Fines	1,492	23,000	(21,508)	6%
665.100 · Interest	18			
666.100 · Investment Earnings	0	41,000	(41,000)	0%
666.500 · Investment Change in Value	17,958			
674 · Contribution & Donation-Public	335	38,335	(38,000)	1%
675 · Donations Private	0	4,000	(4,000)	0%
Total Income	865,256	1,763,236	(897,980)	49%
Expense				
701 · Personnel Expenses	50,334	1,014,996	(964,662)	5%
727 · Supplies	2,236	19,200	(16,964)	12%
801 · Professional Services	11,952	72,912	(60,960)	16%
803 · Maintenance Service Contracts	2,580	112,510	(109,930)	2%
850 · Telecommunications	0	22,350	(22,350)	0%
880 · Promotional Materials	1,273	57,505	(56,232)	2%
884 · Programming	2,241	91,742	(89,501)	2%
885 · Volunteer	16	1,150	(1,134)	1%
920 · Utilities	0	63,100	(63,100)	0%
960 · Board Expense	70	3,650	(3,580)	2%
965 · Automation Services	13,726	44,555	(30,829)	31%
967 · Equipment	0	28,675	(28,675)	0%
969 · Continuing Education Expenses	7,326	31,507	(24,181)	23%
980 · Capital Expense	0	42,200	(42,200)	0%
982 · Collection Expense	12,910	191,118	(178,208)	7%
Total Expense	104,664	1,797,170	(1,692,506)	6%
Net Ordinary Income	760,592	(33,934)	794,526	
Other Income/Expense				
Other Expense				
999.001 · Transfer to Capital Improvement	0	(18,000)	18,000	0%
999.002 · Transfer to Capital Reserve Fun	0	800	(800)	0%
999.025 · Carry from General Fund	0	(16,734)	16,734	0%
Total Other Expense	0	(33,934)	33,934	0%
Net Other Income	0	33,934	(33,934)	0%
Net Income	760,592	0	760,592	100%

Chelsea District Library

List of Checks for Board Approval

January 2016

Date	Num	Name	Memo	Paid Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
01/07/2016	12212015PRST	Alerus Financial	01/08 Payroll	1,442.89
01/08/2016	PR01082016		RETIREMENT	-1,442.89
01/21/2016	01042016PaySt	Alerus Financial	01/22 Payroll	1,445.79
01/22/2016	PR01222016		RETIREMENT	-1,445.79
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
01/01/2016	PR0108AccrR		Reverse of GJE PR0108Accr -- Accrue 2015 Portion of 1/8/...	-24,993.07
01/08/2016	PR01082016		WAGES	31,711.15
01/22/2016	PR01222016		WAGES	32,890.52
Total 701.100 - Wages - Other				39,608.60
Total 701.100 - Wages				39,608.60
701.110 - Retirement-Contributions				
01/07/2016	12212015PRST	Alerus Financial	01/08 Payroll	1,350.50
01/08/2016	PR01082016		RETIREMENT PICK UP	-1,350.50
01/21/2016	01042016PaySt	Alerus Financial	01/22 Payroll	1,350.50
01/22/2016	PR01222016		RETIREMENT PICK UP	-1,350.50
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
01/08/2016	PR01082016		401 A MATCHING	1,249.38
01/22/2016	PR01222016		401 A MATCHING	1,249.38
Total 701.115 - 401A Retirement Matching				2,498.76
701.200 - FICA				
01/08/2016	PR01082016		FICA EMPLOYER	2,425.91
01/22/2016	PR01222016		FICA EMPLOYER	2,516.17
Total 701.200 - FICA				4,942.08
701.300 - Flex Benefits				
01/08/2016	PR01082016		Dep Life (CA & DL & HI)	-10.83
01/21/2016	160080005256	Blue Care Network of Michigan	2016 Medical February	637.95
01/21/2016	01122016ST	Unum Life Insurance Co.	February 2016 Premium	624.87
01/22/2016	PR01222016		Dep Life (CA & DL & HI)	-10.83
Total 701.300 - Flex Benefits				1,241.16
701.500 - Workers Comp				
01/06/2016	W8H A509527	Citizens Insurance Co	2016 Premium	2,043.00

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January 2016

Date	Num	Name	Memo	Paid Amount
Total 701.500 · Workers Comp				2,043.00
Total 701 · Personnel Expenses				50,333.60
727 · Supplies				
727.200 · General Operations				
01/01/2016	APAccrCorrR		Corr Accrued Exp Allocation	-155.00
01/20/2016	APCorrs		Move Accrued AP to Correct A/C	155.00
01/20/2016			Circ Receipts	-4.25
01/21/2016	01092016Costco	Ballard, Linda P.	Copy Paper, batteries, frames	325.98
01/21/2016	01182016ST	Zoran, Amy	Cards	24.50
01/21/2016	195481	Research Technology Intl	ECO Pro Kits, Pads, Filters	173.17
01/21/2016	453330	Smart Office Solutions	Miscellaneous Office Supplies	219.40
01/21/2016	453359	Smart Office Solutions	Replacement File Folders	6.18
Total 727.200 · General Operations				744.98
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
01/21/2016	28979	Trail Supply LLC	TriFold Paper Towels	238.00
01/21/2016	28979	Trail Supply LLC	Toilet Paper	41.00
01/21/2016	28980	Trail Supply LLC	Toilet Paper	246.00
Total 727.510 · Cleaning Paper Products				525.00
727.520 · Cleaning Supplies				
01/01/2016	APAcc20151R		Cintas	-8.15
01/07/2016	300420068	Cintas Corporation-300	Soap	8.15
01/21/2016	01092016Costco	Ballard, Linda P.	Wipes	29.97
01/21/2016	300428835	Cintas Corporation-300	Soap	8.15
01/21/2016	28979	Trail Supply LLC	60 Gallon Trash Bags	75.48
01/21/2016	28979	Trail Supply LLC	33 Gallon Trash Bags	66.54
Total 727.520 · Cleaning Supplies				180.14
727.530 · Cleaning Rugs				
01/01/2016	APAcc20151R		Cintas	-44.43
01/07/2016	300420068	Cintas Corporation-300	Rugs 12/23/2015	44.43
01/21/2016	300428835	Cintas Corporation-300	Rugs 01/08/2016	44.43
Total 727.530 · Cleaning Rugs				44.43
Total 727.500 · Cleaning				749.57
727.700 · Postage				
727.710 · Postage- Circulation Notices				
01/01/2016	APAcc2R		The Library Network	-94.74
01/21/2016	54652	The Library Network	TLN 4th Qtr Circ Mailers	94.74
Total 727.710 · Postage- Circulation Notices				0.00

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Date	Num	Name	Memo	Paid Amount
01/07/2016	727.720 · Postage-Operating Postage 01062016ST	Pitney Bowes Reserve Account	Postage Machine	500.00
	Total 727.720 · Postage-Operating Postage			500.00
	Total 727.700 · Postage			500.00
	727.800 · Maintenance			
01/21/2016	727.810 · Maintenance Light Bulbs 673996-0	Wyandotte Electric Supply Co.	Sylvania Bulbs	256.00
	Total 727.810 · Maintenance Light Bulbs			256.00
	727.830 · Maintenance General			
01/01/2016	APAcc20151R		Great Lakes Ace Hardware	-83.94
01/07/2016	1942/154	Great Lakes Ace Hardware	Salt	83.94
	Total 727.830 · Maintenance General			0.00
	Total 727.800 · Maintenance			256.00
	Total 727 · Supplies			2,250.55
	801 · Professional Services			
	801.040 · Bookkeeper			
01/07/2016	201601	Budzinski & Associates	1/2 January Billing	450.00
01/21/2016	201602	Budzinski & Associates	1/2 January Billing	450.00
	Total 801.040 · Bookkeeper			900.00
	801.041 · Payroll Services			
01/01/2016	APAccr2R			-221.62
01/21/2016	18672444	Payroll 1	Payroll1 December 2015	221.62
	Total 801.041 · Payroll Services			0.00
	801.092 · Grant Writing			
01/01/2016	APAcc20151R			-400.00
01/07/2016	723	Xenakis, Sandra	Xenakis, Sandra December Grant Work	400.00
	Total 801.092 · Grant Writing			0.00
	801.200 · Insurance			
	801.210 · General Liability Insurance			
01/06/2016	ODH A509529	Citizens Insurance Co	2016 Premium	8,664.00
01/06/2016	11302015ST	Travelers	2016 Crime Insurance	850.00
	Total 801.210 · General Liability Insurance			9,514.00
	801.220 · Directors/Officers Insurance			
01/06/2016	LHH A806362	Citizens Insurance Co	2016 Premium	1,523.00

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Date	Num	Name	Memo	Paid Amount
Total 801.220 · Directors/Officers Insurance				
Total 801.200 · Insurance				
801.300 · Banking Fees				
801.310 · Bank Fees				
01/31/2016				
Total 801.310 · Bank Fees				
801.350 · Credit Card Fee Circ				
01/01/2016 APAccr2R				
01/06/2016 CCFee122015				
Total 801.350 · Credit Card Fee Circ				
Total 801.300 · Banking Fees				
Total 801 · Professional Services				
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
01/01/2016 APAcc20151R				
01/07/2016 SEI/00980028 ASSA ABLOY Entrance Systems				
Total 803.010 · Maint Svc Contingency				
803.100 · Copier				
01/01/2016 APAcc20151R				
01/07/2016 74126 J. McEldowney Inc..				
01/07/2016 64020556 Toshiba Financial Services				
Total 803.100 · Copier				
803.300 · Technology				
803.390 · Computers				
01/01/2016 APAccr2R				
01/21/2016 S93423270101 PCM-G				
Total 803.390 · Computers				
Total 803.300 · Technology				
803.400 · Alarm Monitoring				
803.410 · Security				
01/07/2016 6623 Plkk Services LLC				
Total 803.410 · Security				
Total 803.400 · Alarm Monitoring				
803.600 · Building Maintenance				

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Date	Num	Name	Memo	Paid Amount
803.605 · Janitorial				
01/01/2016	APAcc20151R		Reverse of GJE APAcc20151 -- A Production	-1,235.01
01/07/2016	10744	A Production Cleaning Company Inc.	Cleaning 12/20/15-01/02/2016	1,440.85
01/21/2016	10752	A Production Cleaning Company Inc.	Cleaning 01/03-01/16/2016	1,440.85
Total 803.605 · Janitorial				1,646.69
803.610 · Lawn/Snow Service				
803.612 · Snow				
01/01/2016	APAccr2R		Osinski	-336.00
01/21/2016	S15300	Osinski Inc.	12/12 - 12/29/15 Snow	336.00
Total 803.612 · Snow				0.00
Total 803.610 · Lawn/Snow Service				0.00
803.620 · Trash				
01/01/2016	APAccr2R		City of Chelsea	-50.00
01/21/2016	17263	City of Chelsea	December 2015 Trash	50.00
Total 803.620 · Trash				0.00
803.630 · Elevator				
01/01/2016	APAccr2R		State of Michigan	-340.00
01/21/2016	1227233	State of Michigan-Elevator Safety Divisio	2015 Elevator Inspections	340.00
Total 803.630 · Elevator				0.00
Total 803.600 · Building Maintenance				1,646.69
Total 803 · Maintenance Service Contracts				2,579.78
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
01/01/2016	APAccr2R		A T & T	-329.15
01/21/2016	12252015ST	A T & T	11/26/2015-12/25/2015 Phone	329.15
Total 850.120 · Telephone				0.00
Total 850.100 · Local & Long Distance Charges				0.00
850.300 · TLN Internet Service				
850.310 · Internet				
01/01/2016	APAccr2R		The Library Network	-2,307.50
01/21/2016	54519	The Library Network	Internet Svc - Oct-Dec 2015	2,307.50
Total 850.310 · Internet				0.00
Total 850.300 · TLN Internet Service				0.00

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January 2016

Date	Num	Name	Memo	Paid Amount
Total 850 · Telecommunications				
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
01/01/2016	APAcc20151R		Harbor House	-675.00
01/07/2016	PP16CHM10		1/2 Panel Ad for City Map	675.00
01/21/2016	47604		2016 Sonic Sundays	50.00
Total 880.110 · Media Buy				
Total 880.100 · Advertising				
880.200 · Publications				
880.230 · Newsletter Postage				
01/21/2016	2016SpringNL	Postmaster	Postage for Spring Newsletter	1,000.00
Total 880.230 · Newsletter Postage				
Total 880.200 · Publications				
880.300 · Marketing Supplies				
880.330 · Paper				
01/01/2016	APAcc20151R		Hasselbring Clark	-496.10
01/07/2016	INV37722	Hasselbring Clark	Aqua Ace Paper for Staff Copier	496.10
Total 880.330 · Paper				
880.340 · Printed Items / Stationary				
01/01/2016	APAcc20151R		Foresight Group	-341.48
01/07/2016	145243011	Foresight Group	Business Cards - 11 Names	341.48
01/21/2016	SI-1630698	Namify	2 Name Badges	31.21
Total 880.340 · Printed Items / Stationary				
Total 880.300 · Marketing Supplies				
880.400 · Program Promotion				
880.410 · Adult Program Promotion				
880.411 · General Adult Promotion				
01/21/2016	230075	Print-tech Inc.	Tabloid Posters - Detroit Style	80.66
Total 880.411 · General Adult Promotion				
Total 880.410 · Adult Program Promotion				
880.420 · Youth / Teen Promotion				
880.422 · Authors in Chelsea				
01/21/2016	02292016Ban	City of Chelsea	A in C Avenue Banners	40.00
Total 880.422 · Authors in Chelsea				

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Date	Num	Name	Memo	Paid Amount
Total 880.420 · Youth / Teen Promotion				
880.430 · Library Program Promotion				
880.433 · Sonic Sundays				
01/01/2016	APAcc20151R	The Sun Times		-149.00
01/07/2016	47374	2016 Sonic Sundays		149.00
Total 880.433 · Sonic Sundays				
Total 880.430 · Library Program Promotion				
880.440 · Service / Resource Promotion				
880.441 · General Service/Resource Promo				
01/01/2016	APAcc20151R	Print-Tech		-355.09
01/07/2016	229892	Computer Use Brochure		355.09
Total 880.441 · General Service/Resource Promo				
Total 880.440 · Service / Resource Promotion				
Total 880.400 · Program Promotion				
880.500 · Purchased Services				
880.510 · General Purchased Services				
01/21/2016	2016FlagDay	Chelsea Lions Club	Flag Service 2016	40.00
01/21/2016	01092016ST	Keybank	Uberflip - 01/2016	30.85
Total 880.510 · General Purchased Services				
880.520 · Professional Services				
880.521 · Graphic Design Services				
01/01/2016	APAcc20151R	MC creative design	MC creative design	-300.00
01/07/2016	0091	MC creative design & photography LLC	Authors in Chelsea Branding Artwork	300.00
Total 880.521 · Graphic Design Services				
Total 880.520 · Professional Services				
Total 880.500 · Purchased Services				
Total 880 · Promotional Materials				
884 · Programming				
884.110 · Adult Speakers				
884.111 · Midwest Literary Walk				
01/06/2016	01052016MLW2	Chelsea Depot Association	Deposit - MLW 2016	150.00
01/07/2016	01052016MLW1	Chelsea Depot Association	Rental Fee - MLW 2016	200.00
Total 884.111 · Midwest Literary Walk				
884.119 · General Adult Events				
01/19/2016		Olson - South Lyon/Salem District Library		350.00
Total 884.119 · General Adult Events				
Total 884.119 · General Adult Events				

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Date	Num	Name	Memo	Paid Amount
01/21/2016	01202016PRG	Big Red Hen Films Inc	Film Viewing: Let's Have Some Church	150.00
Total 884.119 · General Adult Events				
Total 884.110 · Adult Speakers				126.02
Total 884.110 · Adult Speakers				476.02
884.120 · Adult Supplies				
884.121 · Refreshments				
01/21/2016	01182016MLK	Sulecki, Keegan	MLK Day Refreshments	14.55
Total 884.121 · Refreshments				
Total 884.120 · Adult Supplies				14.55
884.210 · Youth Speakers				
884.212 · General Youth Programs				
01/01/2016	APAccr2R			-340.89
01/21/2016	5768116	Upstart	UpStart SRP Supplies & Prizes	340.89
Total 884.212 · General Youth Programs				0.00
884.215 · Early Literacy				
01/21/2016	01052016BT	Maveal, Jackie	01/05/2016 BabyTime	50.00
Total 884.215 · Early Literacy				
Total 884.210 · Youth Speakers				50.00
884.260 · Teen Speakers				
884.264 · Teen General Programs				
01/01/2016	APAcc20151R			-30.00
01/07/2016	12312015DD	Tesin, Alessandro	Tesin, Al Dec 2015 D & D	30.00
Total 884.264 · Teen General Programs				0.00
Total 884.260 · Teen Speakers				0.00
884.270 · Teen Supplies				
884.276 · Teen Refreshments				
01/01/2016	APAcc20151R			-30.87
01/01/2016	APAcc20151R			-5.00
01/07/2016	12112015PRG	Donnell, Edith	Donnell, Edith Posters for Skynet Program	30.87
01/07/2016	12142015PP	Donnell, Edith	Game Replacement Pieces	5.00
Total 884.276 · Teen Refreshments				0.00
Total 884.270 · Teen Supplies				0.00
884.400 · Sonic Sundays				
884.410 · Sonic Sundays				
01/07/2016	01312016SS	Jump Street Swing Band	Sonic Sunday 01/31/2016	500.00

Chelsea District Library

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January 2016

Date	Num	Name	Memo	Paid Amount
01/21/2016	01232016PRG	Ann Arbor Symphony Orchestra	1/23/2016 Petting Zoo	100.00
Total 884.410 · Sonic Sundays				600.00
884.960 · Sonic Sundays Restricted Gift				
01/07/2016	01052016PRG	Dennie, Jason	Jaspm Dennie Sonic Sunday	500.00
01/07/2016	01052016SS	Robinson, Eric J	North Creek Fiddlers - Sonic Sunday	500.00
Total 884.960 · Sonic Sundays Restricted Gift				1,000.00
Total 884.400 · Sonic Sundays				1,600.00
884.600 · Technology Programming				
884.601 · Technology Programs General				
01/07/2016	01192016PRG	Hungerford, Garrett	Windows 10 Workshop 1/19/2016	100.00
Total 884.601 · Technology Programs General				100.00
Total 884.600 · Technology Programming				100.00
884.920 · Youth Programming Restricted				
884.921 · Youth Prog Rest Gifts Genl				
01/01/2016	APAccr2R		UpStart	-116.31
01/21/2016	5768116	Upstart	SRP Supplies & Prizes	116.31
Total 884.921 · Youth Prog Rest Gifts Genl				0.00
884.923 · Youth Prog Rest Gifts SRP				
01/01/2016	APAccr2R		UpStart	-199.98
01/21/2016	5768116	Upstart	SRP Supplies & Prizes	199.98
Total 884.923 · Youth Prog Rest Gifts SRP				0.00
Total 884.920 · Youth Programming Restricted				0.00
Total 884 · Programming				2,240.57
885 · Volunteer				
885.100 · Programs				
01/01/2016	APAcc20151R		Jeremy Montange	-25.00
01/07/2016	6091-27	Montange, Jeremy	Friend of the Year Plaque Engraving	25.00
Total 885.100 · Programs				0.00
885.200 · Supplies				
01/01/2016	APAcc20151R		Jeremy Montange	-155.00
01/01/2016	APAccrCorrR		Corr Accrued Exp Allocation	155.00
01/07/2016	1626-23		VOY Plaque / Engraving	155.00
01/20/2016	APCorrs		Move Accrued AP to Correct A/C	-155.00
01/21/2016	01092016Costco	Ballard, Linda P.	Volunteer Candy	15.79

Chelsea District Library

List of Checks for Board Approval

January 2016

Date	Num	Name	Memo	Paid Amount
Total 885.200 · Supplies				
Total 885 · Volunteer				
15.79				
920 · Utilities				
920.110 · City of Chelsea Water				
01/01/2016	APAcc20151R			
01/07/2016	12302015ST	City of Chelsea-Elect & Water	City of Chelsea 11-30-2015 to 12-30-2015	-60.67
Total 920.110 · City of Chelsea Water				
60.67				
920.120 · City of Chelsea Sewer				
01/01/2016	APAcc20151R			
01/07/2016	12302015ST	City of Chelsea-Elect & Water	City of Chelsea 11-30-2015 to 12-30-2015	-138.68
Total 920.120 · City of Chelsea Sewer				
138.68				
920.130 · City of Chelsea Electric				
01/01/2016	APAcc20151R			
01/07/2016	12302015ST	City of Chelsea-Elect & Water	City of Chelsea 11-30-2015 to 12-30-2015	0.00
Total 920.130 · City of Chelsea Electric				
-2,678.94				
2,678.94				
920.150 · City of Chelsea Sprinkler				
01/01/2016	APAcc20151R			
01/07/2016	12302015ST	City of Chelsea-Elect & Water	City of Chelsea 11-30-2015 to 12-30-2015	0.00
Total 920.150 · City of Chelsea Sprinkler				
-28.47				
28.47				
920.200 · McKune Gas				
01/01/2016	APAccr2R			
01/21/2016	01082016ST	DTE Energy	DTE Energy December 2015	-1,487.50
Total 920.200 · McKune Gas				
1,487.50				
0.00				
0.00				
Total 920 · Utilities				
960 · Board Expense				
960.100 · Board Expenses				
01/07/2016	29273	Gigi's Flowers & Gifts		35.00
01/07/2016	01062016Mem	Friends of Michigan Libraries-New	Flowers FOML Membership - J.Wilczynski	35.00
Total 960.100 · Board Expenses				
70.00				
Total 960 · Board Expense				
70.00				
965 · Automation Services				
965.100 · Bibliographic Database				
01/21/2016	54466	The Library Network	1st Quarter 2016	2,277.10
Total 965.100 · Bibliographic Database				
2,277.10				

Chelsea District Library

List of Checks for Board Approval

January 2016

Date	Num	Name	Memo	Paid Amount
965.200 · Shared Automation System				
01/21/2016	965.210 · Online Catalog/Circulation 54466	The Library Network	1st Quarter 2016	7,454.12
	Total 965.210 · Online Catalog/Circulation			7,454.12
	Total 965.200 · Shared Automation System			7,454.12
965.400 · Delivery				
01/07/2016	54419	The Library Network	TLN Delivery Annual	3,995.00
	Total 965.400 · Delivery			3,995.00
	Total 965 · Automation Services			13,726.22
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
01/01/2016	APAccr2R		KeyBank	-31.80
01/21/2016	01092016ST	Keybank	Remove Ads from Kindle Fire	15.90
01/21/2016	01092016ST	Keybank	Remove Ads from Kindle Fire	15.90
	Total 967.120 · Computers			0.00
	Total 967.100 · Equipment Hardware			0.00
967.200 · Equipment Software				
01/01/2016	APAccr2R		KeyBank	-20.00
01/21/2016	01092016ST	Keybank	Dec 2015 Ninite Pro-Monthly non-Windows Updates	20.00
	Total 967.200 · Equipment Software			0.00
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
01/01/2016	APAcc20151R		LEGO Education	-2,149.77
01/07/2016	1190169349	LEGO Education	Motor & Programmable LEGO Kits	2,149.77
	Total 967.310 · Makerspace Furnishings			0.00
	Total 967.300 · Equipment Furniture & Fixtures			0.00
967.900 · Equipment Restricted Gifts				
967.910 · Equipment Rest Gifts				
01/01/2016	APAccr2R		Maker Media	-159.77
01/01/2016	APAccr2R		Maker Media	-427.94
01/21/2016	SI-4127	Maker Media Inc	Ardivno Kits - Makerspace	159.77
01/21/2016	SI-4365	Maker Media Inc	Ardivno Kits - Makerspace	427.94
	Total 967.910 · Equipment Rest Gifts			0.00
	Total 967.900 · Equipment Restricted Gifts			0.00

Chelsea District Library

List of Checks for Board Approval

January 2016

Date	Nm	Name	Memo	Paid Amount
Total 967 · Equipment				
969 · Continuing Education Expenses				
969.001 · Travel				0.00
969.100 · Staff Travel				
969.110 · Director Travel				
01/21/2016	04062016PLA	Coryell, Lori	PLA Travel	478.50
01/21/2016	01092016ST	Keybank	Director's PLA Registration	500.00
01/21/2016	03142016LA	Michigan Library Association	Leadership Academy 2016	1,295.00
Total 969.110 · Director Travel				2,273.50
969.111 · Asst Director				
01/07/2016	04062016PLA	Ballard, Linda P.	PLA Conf Registration & Flight	775.20
Total 969.111 · Asst Director				775.20
969.121 · Youth & Teen Services Travel				
01/21/2016	04062016PLA	Persello, Karen	PLA - Airfare & Registration	825.00
Total 969.121 · Youth & Teen Services Travel				825.00
969.123 · Circulation Services Travel				
01/21/2016	01142016TLN	Lancaster, Terri	01/14 TLN Circ Meeting	59.94
Total 969.123 · Circulation Services Travel				59.94
969.124 · Technology Services Travel				
01/21/2016	CIL2016-10065...	Information Today, Inc	Computers in Libraries - 3 Day Conference	499.00
01/21/2016	01092016ST	Keybank	M. Bell - Travel to Computers in Lib Conf	254.20
Total 969.124 · Technology Services Travel				753.20
969.143 · Other Staff Travel				
01/07/2016	04062016PLA	Roberts, Patty	PLA Conf Registration & Flight	775.20
Total 969.143 · Other Staff Travel				775.20
969.144 · Committee Meetings				
01/21/2016	01082016TLN	Zubik, Jessica	01/08 TLN Youth & Teen Committee	44.39
Total 969.144 · Committee Meetings				44.39
Total 969.100 · Staff Travel				5,506.43
Total 969.001 · Travel				5,506.43
969.300 · Memberships				
969.310 · Director Memberships				
01/21/2016	01192016MEM	Michigan Library Association	2016 MLA Membership	85.00

Chelsea District Library

List of Checks for Board Approval

January 2016

Date	Nm	Name	Memo	Paid Amount
	Total 969.310	Director Memberships		85.00
01/21/2016	969.311 · Assistant Director 01192016MEM	Michigan Library Association	2016 MLA Memberships	85.00
	Total 969.311	Assistant Director		85.00
01/21/2016	969.321 · Head of Youth & Teen Svc Member 01192016MEM	Michigan Library Association	2016 MLA Memberships	255.00
	Total 969.321	Head of Youth & Teen Svc Member		255.00
01/21/2016	969.322 · Head of Adult Svc Membership 01192016MEM	Michigan Library Association	2016 MLA Memberships	255.00
	Total 969.322	Head of Adult Svc Membership		255.00
01/21/2016	969.323 · Head of Circ Svc. Membership 01192016MEM	Michigan Library Association	2016 MLA Membership	85.00
	Total 969.323	Head of Circ Svc. Membership		85.00
01/21/2016	969.343 · Other Membership 01192016MEM	Michigan Library Association	2016 MLA Memberships	255.00
	Total 969.343	Other Membership		255.00
01/21/2016	969.400 · Trustees Memberships 10192015MLA	Wilczynski, Jerry	Refund payment for MLA Membership	50.00
01/21/2016	01192016MEM	Michigan Library Association	2016 MLA Memberships	300.00
	Total 969.400	Trustees Memberships		350.00
01/07/2016	969.500 · Institutional Membership 969.540 · Institutional Member Chamber Y7977	Chelsea Area Chamber of Commerce-New	2016 Annual Dues	450.00
	Total 969.540	Institutional Member Chamber		450.00
	Total 969.500	Institutional Membership		450.00
	Total 969.300	Memberships		1,820.00
01/01/2016	969.600 · Staff Training 969.620 · Staff in Service APAccr2R	Keybank	KeyBank Panera 12/18/15- Staff InService	-66.85 66.85
01/21/2016	01092016ST			0.00
	Total 969.620	Staff in Service		0.00
	Total 969.600	Staff Training		0.00

Chelsea District Library

List of Checks for Board Approval

January 2016

Date	Num	Name	Memo	Paid Amount
Total 969 · Continuing Education Expenses				
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
01/01/2016	APAcc20151R		Midwest Tape	-183.97
01/01/2016	APAcc20151R		Midwest Tape	-79.99
01/07/2016	93549416		93549416 - Nov Playaways	183.97
01/07/2016	93549418		93549418 - Dec Playaways & Audio Bks	79.99
Total 982.120 · Adult Books on Disc				0.00
982.140 · Youth Books on Disc				
01/21/2016	93592160		93592160	39.99
Total 982.140 · Youth Books on Disc				39.99
Total 982.100 · Audio Books				
982.400 · Non Print				
982.412 · EBooks/Overdrive Advantage				
01/21/2016	CD-1576-1014-...	OverDrive	Additional Funds for Adult Advantage	10,000.00
Total 982.412 · EBooks/Overdrive Advantage				10,000.00
982.416 · eContent/Kindle				
01/01/2016	APAccr2R		Amazon	-499.49
01/01/2016	APAccr2R		Amazon	-449.79
01/21/2016	026250422291	Amazon.com	026250422291	499.49
01/21/2016	271202764694	Amazon.com	271202764694	449.79
Total 982.416 · eContent/Kindle				0.00
982.420 · Adult Music on CD				
01/21/2016	93587598		93587598 - Jan Music CDs	48.97
01/21/2016	93604776		93604776 - Jan Music CDs	18.98
Total 982.420 · Adult Music on CD				67.95
982.450 · Youth Music CD				
01/01/2016	APAcc20151R			-148.41
01/07/2016	B04727880	Baker & Taylor-Entertainment	Baker & Taylor B04727880	148.41
01/20/2016			Circ Receipts - L/D	-18.98
Total 982.450 · Youth Music CD				-18.98
982.460 · DVD Feature				
01/20/2016				-29.99
01/21/2016	93586710		Circ Receipts - L/D 93586710 - Jan Feat DVDs	814.03
01/21/2016	93604774		93604774 - Jan Feat DVDs	169.32

Chelsea District Library

List of Checks for Board Approval

January 2016

Date	Nu	Name	Memo	Paid Amount
01/21/2016	93604777	Midwest Tape	93604777 - Replace Star Wars	50.99
Total 982.460 · DVD Feature				1,004.35
982.461 · Lucky Day DVDs				
01/21/2016	93584352	Midwest Tape	93584352 - Jan LD DVDs	574.56
01/21/2016	93604775	Midwest Tape	93604775 - Jan LD DVDs	77.96
Total 982.461 · Lucky Day DVDs				652.52
982.470 · DVD Non-Fiction				
01/21/2016	93587596	Midwest Tape	93587596 - Jan NF DVDs	87.95
01/21/2016	93604773	Midwest Tape	93604773 - Jan NF DVDs	49.58
Total 982.470 · DVD Non-Fiction				137.53
982.480 · Youth Video DVD				
01/01/2016	APAcc20151R		Midwest Tape	-68.97
01/01/2016	APAcc20151R		Midwest Tape	-45.98
01/01/2016	APAcc20151R		Midwest Tape	-32.78
01/07/2016	93549414	Midwest Tape	93549414	68.97
01/07/2016	93529083	Midwest Tape	93529083	45.98
01/07/2016	93549415	Midwest Tape	93549415	32.78
Total 982.480 · Youth Video DVD				0.00
Total 982.400 · Non Print				11,843.37
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
01/01/2016	APAcc20151R		Baker & Taylor	-59.83
01/07/2016	2031490818	Baker & Taylor-Enhance Adult	2031490818	59.83
01/21/2016	2031543165	Baker & Taylor-Enhance Adult	2031543165	96.87
Total 982.710 · Adult Large Print				96.87
982.720 · Adult Print General				
01/01/2016	APAcc20151R		Baker & Taylor	-804.12
01/01/2016	APAcc20151R		Baker & Taylor	-464.04
01/01/2016	APAcc20151R		Baker & Taylor	-15.99
01/01/2016	APAccCorrR		Corr Accrued Exp Allocation	-100.49
01/01/2016	APAcc2R		Baker & Taylor - Adult	-149.46
01/01/2016	APAcc2R		Baker & Taylor - Auto Yours	-60.15
01/07/2016	2031476183	Baker & Taylor-Adult	2031476183	804.12
01/07/2016	2031487231	Baker & Taylor-Adult	2031487231	464.04
01/07/2016	2031481468	Baker & Taylor Books-Automatically Yours	2031481468	15.99
01/20/2016	APCorrs		Move Accrued AP to Correct A/C	100.49
01/20/2016			Circ Receipts - L/D	-28.00
01/21/2016	01092016Win	Andrews, Ron	Windows 10 Magazines	39.98
01/21/2016	2031533262	Baker & Taylor-Adult	2031533262	149.46

Chelsea District Library

List of Checks for Board Approval

January 2016

Date	Num	Name	Memo	Paid Amount
01/21/2016	2031572929	Baker & Taylor-Adult	2031572929	55.32
01/21/2016	2031527287	Baker & Taylor Books-Automatically Yours	2031527287	60.15
01/21/2016	2031563737	Baker & Taylor Books-Automatically Yours	2031563737	108.15
Total 982.720 · Adult Print General				175.45
982.740 · Multiple Book Copies				
01/01/2016	APAcc20151R			-15.43
01/07/2016	2031501806	Baker & Taylor Books Adult Multiples	Baker & Taylor 2031501806	15.43
Total 982.740 · Multiple Book Copies				0.00
Total 982.705 · Adult Print				272.32
982.755 · Youth Print				
982.760 · Youth Print General				
01/01/2016	APAcc20151R			-81.58
01/01/2016	APAcc20151R		Baker & Taylor	-33.87
01/01/2016	APAcc20151R		Baker & Taylor	-241.24
01/01/2016	APAcc20151R		Baker & Taylor	-40.46
01/01/2016	CorrB&TR		Corr Distribution B&T#2031472374	214.41
01/01/2016	APAcc2R		Baker & Taylor	-135.54
01/07/2016	01062016LB	Whitelaw, Susan	Lost Book Returned	24.00
01/07/2016	2031522025	Baker & Taylor-Unlabeled	2031522025	81.58
01/07/2016	2031496153	Baker & Taylor-Youth	2031496153	33.87
01/07/2016	2031472374	Baker & Taylor-Unlabeled	2031472374	241.24
01/07/2016	2031490125	Baker & Taylor-Auto Yours Cats	2031490125	40.46
01/19/2016	CorrB&T		Corr Distributin B&T#2031472374	-214.41
01/20/2016	2031543263	Baker & Taylor-Auto Yours Cats	Circ Receipts - L/D	-9.99
01/21/2016	2031549954	Baker & Taylor-Unlabeled	2031543263	135.54
01/21/2016	2031572559	Baker & Taylor-Youth	2031549954	83.82
01/21/2016	2031573804	Baker & Taylor-Auto Yours Cats	2031572559	326.88
01/21/2016	2031569512	Baker & Taylor-Unlabeled	2031573804	86.96
Total 982.760 · Youth Print General				242.28
Total 982.755 · Youth Print				753.95
Total 982.700 · Print				1,026.27
982.910 · Adult Collection Restricted				
01/01/2016	APAcc20151R			-100.49
01/01/2016	APAcc20151R		Baker & Taylor	-36.29
01/01/2016	APAccrCorr		Reverse of GJE APAccrCorrs -- Corr Accrued Exp Allocation	100.49
01/07/2016	2031450431	Baker & Taylor-Adult Memorial	2031450431	100.49
01/07/2016	2031496176	Baker & Taylor-Adult Memorial	2031496176	36.29
01/20/2016	APCorrs		Move Accrued AP to Correct A/C	-100.49
Total 982.910 · Adult Collection Restricted				0.00

Chelsea District Library

List of Checks for Board Approval

January 2016

Date	Num	Name	Memo	Paid Amount
982.920 · Youth Collection Restricted				
01/01/2016	CorrB&TR		Reverse of GJE CorrB&T -- Corr Distribution B&T#2031472...	-214.41
01/19/2016	CorrB&T		Corr Distributin B&T#2031472374	214.41
Total 982.920 · Youth Collection Restricted				0.00
Total 982 · Collection Expense				12,909.63
TOTAL				104,677.69

Chelsea District Library
Profit & Loss Prev Year Comparison
January 2016

	Jan 16	Jan 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	840,869.31	813,651.14	27,218.17	3.35%
539.000 · State Grants	3,600.00	0.00	3,600.00	100.0%
607.100 · Non-Resident Fees	873.23	749.00	124.23	16.59%
645.100 · Copiers & Printers	111.20	236.00	-124.80	-52.88%
655.100 · Circulation Fines	1,492.37	1,585.14	-92.77	-5.85%
665.100 · Interest	18.48	17.12	1.36	7.94%
666.100 · Investment Earnings	0.42	0.09	0.33	366.67%
666.500 · Investment Change in Value	17,958.27	23,035.00	-5,076.73	-22.04%
674 · Contribution & Donation-Public	335.00	350.00	-15.00	-4.29%
Total Income	865,258.28	839,623.49	25,634.79	3.05%
Expense				
701 · Personnel Expenses	50,333.60	46,044.86	4,288.74	9.31%
727 · Supplies	2,235.83	2,303.09	-67.26	-2.92%
801 · Professional Services	11,952.40	15,270.15	-3,317.75	-21.73%
803 · Maintenance Service Contracts	2,579.78	4,785.44	-2,205.66	-46.09%
850 · Telecommunications	0.00	-3,576.29	3,576.29	100.0%
880 · Promotional Materials	1,272.72	1,030.85	241.87	23.46%
884 · Programming	2,240.57	3,256.45	-1,015.88	-31.2%
885 · Volunteer	15.79	0.00	15.79	100.0%
920 · Utilities	0.00	0.00	0.00	0.0%
960 · Board Expense	70.00	56.13	13.87	24.71%
965 · Automation Services	13,726.22	13,583.41	142.81	1.05%
967 · Equipment	0.00	1,342.39	-1,342.39	-100.0%
969 · Continuing Education Expenses	7,326.43	1,650.00	5,676.43	344.03%
980 · Capital Expense	0.00	46,411.74	-46,411.74	-100.0%
982 · Collection Expense	12,909.63	10,662.48	2,247.15	21.08%
Total Expense	104,662.97	142,820.70	-38,157.73	-26.72%
Net Ordinary Income	760,595.31	696,802.79	63,792.52	9.16%
Net Income	760,595.31	696,802.79	63,792.52	9.16%

CHELSEA DISTRICT LIBRARY

Fund Balances

January-16

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank

Money Market Account/Chelsea State Bank

Cash on Hand

Beginning Balance	Net Change	Ending Balance
\$294,567.07	-\$11,685.96	\$282,881.11
\$2,474.55	\$0.10	\$2,474.65
<u>\$297,041.62</u>	<u>-\$11,685.86</u>	<u>\$285,355.76</u>

Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

Investment Partners Total

\$1,239,995.17	\$67,958.69	\$1,307,953.86
\$0.00	\$400,000.00	\$400,000.00
<u>\$1,239,995.17</u>	<u>\$467,958.69</u>	<u>\$1,707,953.86</u>

Total General Fund

<u>\$1,537,036.79</u>	<u>\$456,272.83</u>	<u>\$1,993,309.62</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$146,262.01</u>	<u>\$313,159.19</u>	<u>\$459,421.20</u>
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Chelsea District Library Investment Account
As of 01/31/2016

Original Investment

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

Investment Activity

Date	Value
1/31/2016	1,307,954
Invested	1,077,957
Increase 6/2009 – 01/31/2016	229,997
2016 Change 17,959	
Withdrawal / Deposit	0

Investment Distribution

Fund	Value
Capital Reserve Fund	870,800
Capital Improvement Fund	100,000
General Fund from Investment	147,583
General Fund Income (Interest - Fees + Change in Value)	189,571
	1,307,954

Note: 2016 Budget moves \$18,000 from Capital Improvement Fund to General Fund

Report for 01/31/2016

Note: \$50,000 2014 Withdrawal was put back on
01/20/2016

Note: 2016 Budget moves \$25,000 from General Fund to Capital Reserve Fund
Note: 2016 Budget moves \$24,200 from Capital Reserve Fund to General Fund

[illegible]

Chelsea District Library

Donation and Restricted

January through December 2016

	Jan - Dec 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
539.000 · State Grants			
539.300 · Michigan Humanities Council	3,600	9,000	(5,400)
Total 539.000 · State Grants	3,600	9,000	(5,400)
674 · Contribution & Donation-Public			
674.100 · Designated Adult Collection	135	135	0
674.110 · Designated Adult Programming	2,100	6,600	(4,500)
674.111 · Designed Youth Programming	3,600	7,250	(3,650)
674.120 · Undesignated Donation	0	7,250	(7,250)
674.121 · Annual Giving	0	10,000	(10,000)
674.141 · Designated Technology	0	4,100	(4,100)
674.142 · Designated Small Equipment	4,100		
674.200 · Friends of the Library Donation	0	3,000	(3,000)
Total 674 · Contribution & Donation-Public	9,935	38,335	(28,400)
675 · Donations Private			
675.300 · Chelsea Wellness Foundation	0	3,000	(3,000)
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
Total 675 · Donations Private	0	4,000	(4,000)
Total Income	13,535	51,335	(37,800)
Total Income	13,535	51,335	(37,800)
Expense			
884 · Programming			
884.130 · Chelsea Reads			
884.940 · Chelsea Read Restricted Gifts	0	3,000	(3,000)
Total 884.130 · Chelsea Reads	0	3,000	(3,000)
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	0	2,500	(2,500)
884.953 · Youth Prog Rest Chelsea Ed Foun	0	1,000	(1,000)
Total 884.211 · Authors in Chelsea	0	3,500	(3,500)
Total 884.210 · Youth Speakers	0	3,500	(3,500)
884.400 · Sonic Sundays			
884.960 · Sonic Sundays Restricted Gift	1,000	2,000	(1,000)
Total 884.400 · Sonic Sundays	1,000	2,000	(1,000)
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	0	1,500	(1,500)
884.913 · Adult Prog Rest Gifts SRP	0	830	(830)
884.914 · Adult Prog Rest Gifts MWest LW	0	3,000	(3,000)
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
884.930 · Oral History Restrcted Gift			
884.932 · MHC - World War I Grant	0	9,000	(9,000)
Total 884.930 · Oral History Restrcted Gift	0	9,000	(9,000)
Total 884.910 · Adult Programming Restricted	0	15,330	(15,330)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	0	750	(750)
884.923 · Youth Prog Rest Gifts SRP	0	2,500	(2,500)
Total 884.920 · Youth Programming Restricted	0	3,250	(3,250)
Total 884 · Programming	1,000	27,080	(26,080)

Chelsea District Library
Donation and Restricted
January through December 2016

	Jan - Dec 16	Budget	\$ Over Budget
982 · Collection Expense			
982.500 · Local History Preservation			
982.941 · Chelsea Standard Digitize - Res	0	2,653	(2,653)
Total 982.500 · Local History Preservation	0	2,653	(2,653)
982.910 · Adult Collection Restricted	0	135	(135)
982.920 · Youth Collection Restricted	0		
Total 982 · Collection Expense	0	2,788	(2,788)
Total Expense	1,000	29,868	(28,868)
Net Ordinary Income	12,535	21,467	(8,932)
Net Income	12,535	21,467	(8,932)

DIRECTOR'S REPORT

Library Director's Report
February 16, 2016
Lori Coryell, Library Director

Director's Orientation Update

I continue to work through the Director's Training Matrix as well as review CDL policies, practices, and the *Human Resources Policy and Procedure Manual*. Staff has been extremely generous with their time in this orientation process – particularly Linda Ballard. To get to know staff and their jobs better, I have been scheduling one-on-one and small group meetings with them. This has been an enlightening (and fun) experience. Looking outward, I continue to meet with community leaders, including the Chelsea School District Acting Superintendent Dave Killips and school principals, Chelsea Chamber of Commerce Executive Director Bob Pierce, and Faith in Action Director Nancy Paul. I appeared with Bob Pierce on the Lucy Ann Lance Show, introducing myself and promoting CDL programs and services. I was delighted to be the guest speaker at the Friends of Chelsea District Library's annual meeting on January 30th.

Staff Training and Development

- I will be attending the Public Library Association 2016 Conference in Denver along with six other staffers in April. This conference is an exceptional opportunity for staff to learn about ideas, trends and practices that are vital to shaping our future at CDL. We will, of course, share all the good information with board and staff when we return.
- I will also be attending the Michigan Library Association's Leadership Academy between March and October. Nine topics presented over five days cover leadership fundamentals, including finance and budgeting, coaching staff, library legislation and advocacy, and communication.
- Melanie Bell Network Administrator, will attend the Computers in Libraries 2016 Conference in March. This year's theme is Library Labs: Research, Innovation, & Imagination.

City News

In a 4-to-1 vote by City Council on January 19th, Chelsea became the 42nd city in Michigan to adopt a nondiscrimination ordinance (Ordinance No. 175). The ordinance includes definitions of familial status and gender expression and identity. The ordinance will go into effect 20 days after publication in the city's newspaper. The complete ordinance may be found at: <http://city-chelsea.org/Portals/0/Website%20Content/City%20Council/AgendasMinutes/2016/Complete%20Packet.pdf>

CDL will review its *Human Resources Policy and Procedure Manual* to update language so that it is in compliance with Ordinance No. 175.

Staff News

- Recently, we bid a fond farewell to two staffers: Library Assistant Allison Winters left to spend more time with her family and Part-Time Librarian Amanda Seppala took a full-time position at another library. They will be missed!
- Susan Ogden began work as a Library Assistant on January 5th. She replaces Allison. Applications are coming in for the 20-hour Adult Reference Librarian position vacancy created by Amanda Seppala's departure. Qualified candidates will be interviewed later in the month.

- We had two work anniversaries in January: Both Patty Roberts, Marketing Coordinator and Youth/Teen Librarian Jessica Zubik celebrated their second year anniversaries. Congratulations to them both! We are fortunate to have them on our team!

Strategic Planning

Later this month, Linda Ballard and I will meet with Kerry Sheldon and her team from Bridgeport Consulting to discuss strategic planning at CDL. In this initial meeting we will determine if Bridgeport Consulting is a good fit for us. We are impressed with the firm's past success with other libraries as well as its statement on public engagement in the planning process and their belief that community-based feedback is vital to planning success.

FY'15 Audit

We are gathering key documents requested by Andrews Hooper Pavlik PLC in anticipation of the 2015 audit. A preliminary meeting is scheduled with their auditing team for February 22nd. The audit will commence immediately after this meeting and should be completed by the beginning of April.

CDL's Media Space

A CDL team met recently with Chris DeBear from Library Design Associates, Inc. for a preliminary discussion of the redesign of the media area on the first floor. Chris and his associates will develop a proposed plan of action for the space that will better address our needs for flexible material shelving, patron seating, and maximizing natural lighting. Our hope is to have this "facelift" completed by our building 10 year anniversary celebration in August.

Looking Forward

- Staff Appreciation Luncheon on Wednesday, April 13th, graciously provided by the Friends of CDL.
- Authors in Chelsea Fun Fair – March 5th
- Authors in Chelsea in the Classroom—March 30th -31st
- Authors in Chelsea Meet the Authors – March 30th

**Chelsea District Library
Assistant Director's Report
January 2016**

Facility

The LED light bulb fun continued this month as one of the LED bulbs in the bollards that run along the sidewalk next to Merkels went bad, as well as one in a glass covered can in the new book area, and both will be replaced at no cost to us.

Ken Cook's Plumbing was out this month to do our annual plumbing inspection and found a minor leak in one of our urinals. It was easily repaired and no other issues were found.

We are finally moving ahead on the remodel of the media area. We met with our space workgroup to review plans and will meet with Library Design Associates in February to go over our wish list. We hope to have it all done by August for our 10 year anniversary party!

Staffing

New director Lori started this month and that has been fun and productive as we moved through her orientation check list. She is a quick study and has great positive energy. We had a very nice welcome potluck for her and she ran her first all staff monthly meeting. She is busy meeting with staff and our many community partners, and she attended her first TLN SASUG meeting, which she will attend monthly. We now have morning announcements and a song played over the PA system, which usually results in an impromptu dance party in the work room, or wherever we happen to be when the song plays☺

Unfortunately, two staff members left us this month- Allison Winters, a circ assistant who had been with us over nine years, and Amanda Seppala, who had only been here about four months. We will miss them both!

Outreach

Lori and I attended the community center presentation to the school board this month. I have been attending the committee meetings and the first phase was completed with the feasibility report from consultant Wade Trim. It was also presented to the city council this month. A meeting is in the works with reps from the city and school board to discuss next steps.

Programming

We held our semi-annual blood drive this month and met our goal of 25 pints. Our next drive will be in August.

I attended the Restorative Justice program on Jan. 6th and the City master planning session on Jan. 20th. Both were well attended and very informative.

Volunteers

We logged 118 non-book sale volunteer hours this month, and 194 book sale hours, for a total of 312 hours in January. The Friends annual meeting was held on Jan. 30th where new board members were elected. New board members include Gary Munce as president, Steve Eberle as president-elect, and Amanda Tarasow as communications chair. Returning board members are Nancy Neff as treasurer, Mandy Higgins as secretary, Sue Whitmarsh as past president, Michelle Tuplin as membership chair, Michele Mullens as hospitality chair, and Jan Carr as book sale chair.

I oriented two new volunteers this month- both will be helping with our Guenther scanning projects.

Board

Lori and I oriented new board member TJ Helferrich this month. She asked lots of good questions and was given the same grand tour Susan and Anne got last month ;)

Respectfully,
Linda Ballard
Assistant Director

Chelsea District Library
2016 Volunteer Hours[illegible]

Program Report: January

We had amazing program attendance in January, likely due to our unseasonably warm winter. We also had a good crowd with a nice discussion on MLK day after a viewing of "Selma". Brian Merlos from State Representative Gretchen Driskell's office also stopped by for the event.

Date	Event	Attendance
1/5, 1/19	Smarty Pants Trivia	67, 65
1/6	Reader's Theater: Restorative Justice	56
1/12, 1/26	Computer Training 1:1	3, 6
1/13	Place That Face	15
1/17	Sonic Sunday: Jason Dennie	80
1/18	MLK Dr. Day Celebration: "Selma" Viewing	15
1/19	Windows 10 Overview	18
1/21	Books & Banter	6
1/26	Ancestry Aficionados	6
1/26	Reading Glasses	9
1/31	Sonic Sunday: Jump Street Swing	84
Outreach Programming		
1/7, 1/21	Computer Training 1:1: Dancey & Glazier	6, 2
1/20, 1/21, 1/25	Books Clubs: Senior Center, Pines, Silver Maples	3, 6, 6
1/22	Chelsea Retirement Community Visit & Tour	19
Total Programs: 19	Attendance Total:	471

Upcoming Programs

Looking ahead to February, we have some good highlights including a viewing of "Let's Have Some Church Detroit Style" by local filmmaker Andrew Sacks Saturday, February 27th. We also have another class in our Financial Literacy Series on Women and Widowhood on Monday, February 29th.

We are eagerly planning for Midwest Literary Walk 2016 and have a great lineup for this year including Paula McClain, Robin Coste Lewis, Jamaal May, Christopher Sorrentino, and Claire Vaye Watkins.

Collections

There are a lot of changes on the 2nd floor as we continue our plans to reallocate space. Our fiction audiobooks have been relocated to the south side of the aisle, the Large Print collection has been given an additional half range for growth based on its high usage, Science Fiction & Fantasy books have been filed together, and paperbacks are slowly making their way into our regular book collections. This process should be completed by the end of February.

In addition, we have once again begun to identify our Western titles with stickers due to our frequent requests for this genre.

Outreach

In addition to our usual outreach, in January we gave a tour to Chelsea Retirement Community Residents and let them know about the services we offer here at the library and also the services we provide at their facility. Also, due to a request by the Senior Center, we have once again started a book club for them, run by Ron Andrews. Lastly, it was requested we help Glazier at CRC with a book club by getting them some Large Print nonfiction titles. The first set of books will be delivered to them in early February.

Statistics

	January 2016	January 2015
2nd floor Ref Desk Interactions	1,460	1,359
Homebound Book Delivery	116	141
Inter-library Loan	12	6
Zinio Checkouts	219	206

From Keegan Sulecki, Head of Adult Services

February has been a busy month with great programming attendance and also lots of planning for months to come. Planning is coming together for our WWI Centennial project and I have been researching possible presenters to add enrichment to our plans. Sarah Conrad, our current intern, has agreed to also be an intern on this project to help us secure photos and stories. Also, at the end of January we said goodbye to part-time Adult Services Librarian Amanda Seppala who was awarded a full-time job at Wixom. The part-time position has been posted and we hope to have someone new start with us by the end of February.

From Emily Meloche, Adult Services Librarian

January was a stellar month for attendance both for Smarty Pants Trivia Smackdown (nearly 70 in attendance at each session) and our two Sonic Sundays (approx 80 in attendance at each performance). Plans for the Midwest Literary Walk moved into high gear in January, including confirming the lineup, setting venue schedule, and beginning marketing plans. Lastly, I completed my collection maintenance, including a deep weed of nonfiction.

From Ron Andrews, Technology Librarian

In January, I took responsibility for database management duties from Melanie. As a part of resuming these duties I met with John Pelegriano from Gale to discuss MeL's databases. I also continue to work on resolving renewal issues for Brainfuse due to our high usage. For programs, I am in charge of the new book club at Chelsea Senior Center and I led our first meeting with "Covert Affairs" by Jennet Conant. The month also saw a great attendance at Windows 10, an Overview workshop provided by Garrett Hungerford from TLN-Redford. Lastly, I met with several TLN committees regarding our Econtent services like Zinio, Overdrive, and Odilo.

Chelsea District Library
Monthly Youth Report—January 2016

Submitted by: Karen Persello, Head of Youth & Teen Services

Programs and Attendance (previous year)

Family:	2	(2)	programs	Attendance:	140	(110)
Youth:	18	(15)	programs	Attendance:	294	(199)
Outreach:	54	(31)	programs	Attendance:	1,319	(820)
Teen:	9	(9)	programs	Attendance:	112	(63)
Total:	83	(57)	programs	Attendance:	1,865	(1,192)

Date	Name of Program	Children	Teens	Adults	Total
Family					
1/10	Sonic Sunday: Percussion Ensemble				100
1/24	Sonic Sunday: AASO Instrument Petting Zoo				40
Youth					
1/5, 12, 19, 26	Babytime (4)	28		28	56
1/7, 14, 21, 28	Toddler time (4)	43		38	81
1/7, 14, 21, 28	Winter Storytime (4)	43		37	80
1/8	READ to the Library Dog	9			9
1/11	Minecraft Monday	15			15
1/12	Tween Book Club	12			12
1/12, 26	Evening Storytime (2)	10		9	19
1/23	makerChelsea Kids' Day	22			22
School & Community Outreach					
1/5, 6, 8	Database training with 8 th grade (7 classes)		191		191
1/7	3D scanning with BMS Science Olympiad		6		6
1/12	Database training with 6 th grade (4 classes)		90		90
1/13	Introducing Scratch programming and Finch robots to BMS robotics classes		45		45
1/15	Authors in Chelsea book delivery to SME (21)		555		555
1/19, 20	Chelsea Community Preschool storytimes (4)	61			61
1/28	Class visit from Mr. Robinson's 2 nd grade class to do animal report research	25			25
1/29	Authors in Chelsea book delivery to NCE (14)	331			331
1/31	Scholarship 101 presented at Jackson Dist. Lib.		15		15
Teen					
1/7, 8, 9	3-day SAT Prep Workshop		60		60
1/7, 12, 14, 19, 21, 26, 28	Dungeons and Dragons gaming (7)		35		35
1/24	File Your FAFSA Tonight		17		17

First Floor Information Desk Reference Statistics: current year (previous year)

Date	Total
January 2016	630 (546)
December 2015	337 (412)
November 2015	548 (571)
October 2015	453 (584)
September 2015	348 (538)
August 2015	550 (725)
July 2015	977 (1120)
June 2015	856 (1265)
May 2015	522 (578)
April 2015	380 (551)
March 2015	445 (631)
February 2015	430 (468)

January Highlights

From Karen

- The Civil War exhibit now present on the 1st and 2nd floor lobbies kept us busy with holding interviews, writing articles, planning for the Grand Opening, communicating with the Detroit Historical Society, and putting together a local display for the lobby display case, taking up much of our time this month.
- Our signature March event, Authors in Chelsea, is getting closer, and the youth department spent some time distributing over 320 books to participating students in North Creek, South Meadows, and Beach Middle School, free of charge, courtesy of the Chelsea Education Foundation, the Friends of the Chelsea District Library, and the Library itself. Reading books ahead of time by their visiting author has proven to make the authors' visit more meaningful and exciting for the students.

Youth Department Volunteers: Youth Service Group— 15.5 hours

Volunteers helped with regular programs and we had new members joining from Senior Seminar classes.

January Community Outreach & Meetings:

1/5, 12, 19, 26	Weekly management meetings (KP)
1/5	Robotic class planning meeting (JZ)
1/6	Phone planning meeting with AASO executive director (KP)
1/11	School Board meeting (JZ)
1/12	CEF meeting (ED)
1/14	PTO meeting (KP)
1/22	Monthly staff meeting (KP, ED, JZ)

Future Program Highlights:

2/6	Civil War Exhibit Grand Opening
2/7	Scholarships for High School Seniors; Write an Award-winning Essay
2/8	Minecraft Monday
2/9	"Strings & Stories" Suzuki Evening Storytime
2/20	Caring for Your Infant's Dental Health; New SAT Test and Essay Seminar with Kaplan
2/28	Sonic Sunday: Music and Your Child's Mind

From Edith, Youth and Teen Librarian

January was a busy month for school and outreach visits:

- Completed database and Brainfuse presentations for all 6th and 8th grade students at BMS
- Presented Scholarship 101 to Jackson District Library's Meijer branch

From Jessica, Youth and Teen Librarian

January was a really fun month for makerChelsea programs and outreach. Here are some highlights:

- Melanie and I met with Joe Ledbetter's middle school Science Olympiad team to scan and print fins for their rocket project, using the 3D printer.
- Melanie and I also took our new Finch robots on the road to Beach Middle School, where two robotics classes used the Finches to learn Scratch, a visual programming language, and some basic code patterns that many computer languages use.
- 22 kids attended the makerChelsea Kids Day program on 1/23 and had the chance to test out our new Sphero Robots and Lego WeDo programming sets, build 3D shapes with Strawbee connectors and drinking straws, make pop-up Valentine's Day cards, learn about circuitry with Snap Circuit kits, and tinker with sizing options in CAD software to print out teeny-tiny cats and octopuses on the 3D printer.

Chelsea District Library

Report Period: January 2016

USAGE SUMMARY	
Total Usage (Homework Help, Skills Building, Writing Lab, Test Center Visits, and Database Usage)	
Database Usage	4,616
Homework Help, Skills Building, Writing Lab, and Test Prep Sessions	247
Homework Help/ Skills Building Sessions	122
Remote Homework Help/ Skills Building Sessions	122
In-Library Homework Help/ Skills Building Sessions	0
Average Length of Tutoring Session (minutes)	7
Test Center Visits	21
Writing Lab Submissions	104
ALC Visits	4
Unique Visits	92

DATABASE USAGE	
Adult Learning Center	1%
Skill Surfer	83%
eParachute	3%
Flashbulb	14%

SESSIONS BY LOCATION	
Remote	122

AVERAGE NUMBER OF SESSIONS PER HOUR OF THE DAY (MILITARY TIME)	
14	0.13
15	0.1
16	0.9
17	0.71
18	1.13
19	0.1
20	0.39
21	0.45
22	0.03
Average:	0.44

AVERAGE NUMBER OF SESSIONS PER DAY OF THE WEEK	
Sunday	2.4
Monday	2.2
Tuesday	8.8

Wednesday	6
Thursday	1.8
Friday	2.4
Saturday	0.8
Average:	3.49

TUTORING SUBJECTS REQUESTED %

Math Grade 6	22.13%
Algebra 1	15.57%
Intermediate Writing	11.48%
Science Grade 6	9.02%
Reading Grade 6	7.38%
Reading Grade 8	6.56%
Social Studies Grade 6	4.92%
Social Studies Grade 8	2.46%
Biology	2.46%
Pre-Algebra	2.46%
Math Grade 12	2.46%
Social Studies	1.64%
Math Grade 8	1.64%
Geometry	1.64%
Math Grade 5	0.82%
Science Grade 9	0.82%
Social Studies Grade 4	0.82%
Spanish	0.82%
Algebra 2	0.82%
Social Studies Grade 7	0.82%
Reading Grade 2	0.82%
Trigonometry	0.82%
Science Grade 8	0.82%
Math Grade 2	0.82%

TUTORING SERVICES BREAKDOWN

Homework Help	53.98%
Writing Lab	46.02%

SKILLSURFER USAGE

Middle School		97%
Grade 8 Math	47%	
Grade 6 Math	32%	
Grade 8 Science	10%	
Grade 8 Writing	3%	
Grade 8 Reading	3%	
Grade 6 Science	1%	
Grade 6 Writing	1%	
Grade 7 Math	1%	
Grade 8 Social Studies	1%	
Grade 6 Reading	0%	
High School		2%
Algebra 1	38%	

	AP Calculus BC	25%	
	Algebra 2	25%	
	Grade 9 Writing	12%	
Home			1%
Computers and Technology			0%
	Java Certification	100%	
CollegeNow			0%
Elementary School			0%
	Grade 4 Writing	100%	

POST-SESSION SURVEY

	Yes	No
Are you glad your organization offers this service?	100%	0%
Would you recommend this service to a friend?	100%	0%
If you received homework help, did this service help you complete your homework assignment or learn something new?	100%	0%
For Students: Is this service helping you improve your grades?	100%	0%
For Students: Is HelpNow helping you be more confident about your school work?	100%	0%

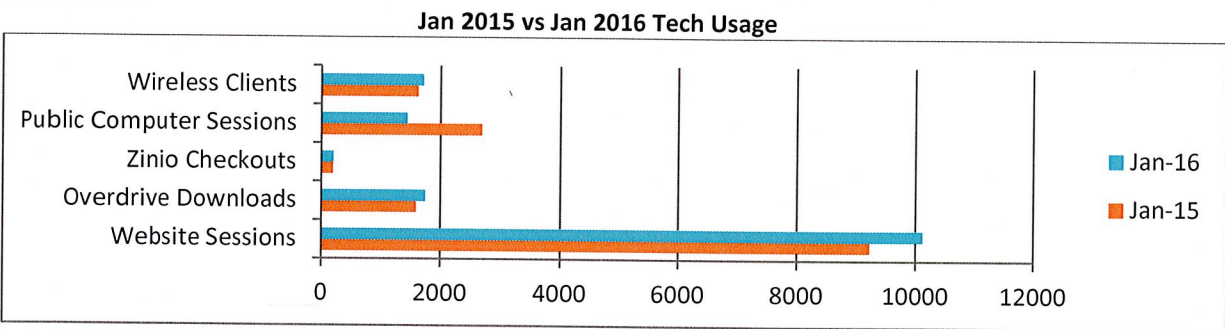
Network Administrator

Monthly Summary



TO: Linda Ballard
FROM: Melanie Bell
DATE: 2-10-16
SUBJECT: Summary of January 2016

Statistics



- Wireless clients increased from **1,626** clients in Jan 2015 to **1,716** wireless clients in Jan 2016.
- Public computer usage decreased from **2693** sessions in Jan 2015 to **1,448** sessions in Jan 2016. Usage of public computers continues to drop as wireless usage increases.
- OverDrive downloads increased from **1,593** downloads in Jan 2015 to **1,752** download in Jan 2016.
- Online magazine usage increased from **206** in Jan 2015 to **219** in Jan 2016.
- Website sessions increased from **9229** session in Jan 2015 to **10127** sessions in Jan 2016.

Technology

Server and Network Infrastructure:

- Updated software on the servers
- Resolved a small issue with backups for Seuss (the staff data server).
- Envisionware server hosted at TLN went offline for an hour and a half which caused issues with computer access and filtering. TLN was able to resolve this issue quickly.

Public and Staff Computers:

- Ordered new staff machines and the mobile lab laptops.
- Discovered that the 11 of the 16 laptops that we ordered for the mobile lab had the wrong type of hard drive. Had 11 replacement hard drives shipped to us. Some volunteers will be helping me to replace the hard drives Feb. 13.
- At request of the management team I began exploring different project management solutions. Currently the mgmt. team is looking at a product recommended by Keegan called Asana.
- Updated Quickbooks software on our book keepers computer and fixed some issues with the software.

Website

- Updated the Authors in Chelsea site to have the information for the 2016 Author's in Chelsea.
- Updated the Midwest Literary Walk site to have the newest version of the theme and fixed some issues with fuzzy images.
- Finished formatting the new 3D printing and Scanning laptop.
- Updated the board and staff web pages to reflect our current board and staff.
- After reviewing the three proposals Patty and I awarded the web and graphics design project (proposed in 2015) to Luna Tionson of LMDesign. We will be meeting with Luna in February to begin work on creating a cohesive look to our newsletter, enewsletter, and website.

Other

- Passed control of the database lines 982.410 to Ron and Keegan
- Met with the Science Olympiad team and helped them with a 3D scan of the fins they designed for their water bottle rockets.
- Jessica and I went to Beach Middle School and taught kids in two different robotics classes how to program the Finch robots from our mobile makerspace.
- Helped the Chelsea Senior Center IT Committee transfer their domain to a new website host.
- Chaired the TLN Tech Comm meeting. We discussed Mobile Hotspots and VoIP
- Chaired and hosted the Washtenaw Broadband Initiative. Also worked on a brief overview of what the group is doing and some info graphs for each township. I attached samples to this board report.
- Helped setup for MakersChelsea Kids Day and demoed the 3D printer.
- Resolved some problems the Friends were having accessing their PayPal account
- Registered for the Computers in Libraries conference taking place in Washington DC March 8-10.

Submitted – February 10, 2016

Melanie Bell

Network Administrator

Broadband Efforts

INTRODUCTION

Broadband is no longer a luxury in our society. Robust internet connectivity has become essential for information access and communication, not only where we work and learn but also where we live. Access to broadband is not just about access to entertainment service – on the contrary it has become the primary way we communicate with family and friends, consume and participate in educational resources, access medical and government services, and engage in commerce.

There are two groups in our area that are working together to try and get broadband to our rural communities. The first is the Western Washtenaw County Broadband Initiative and the second is the Michigan Broadband Cooperative.

WESTERN WASHTENAW COUNTY BROADBAND INITIATIVE

In November of 2013 Rep. Gretchen Driskell invited township supervisors, service providers, and key members of the community to attend a Community Enabled Broadband Orientation Session that was facilitated by Dan Manning of Connect MI. At that meeting Peter Psarathoukis (Supervisor for Sharon Township) and Melanie Bell (Network Admin for Chelsea District Library) were elected as co-chairs for what became the Western Washtenaw County Broadband Initiative. In late 2013 and early 2014 the initiative sent out a broadband survey and received 2,700+ responses. They then mapped the information provided from the surveys to determine where broadband was needed. They gave the Internet providers in the area a list of the addresses without broadband and asked the service providers to see if there was any way they could provide service to those in need. Another member of the group named Kim Ricket has also been exploring the possibilities of using the Washtenaw County 800MHz towers for co-location of broadband equipment.

The survey indicated that 14% of residents in Washtenaw County do not have Internet service. Another 38% indicated that their current service does not meet their needs and 92% indicated they would like to see more choices for broadband access. If you look at only the Chelsea District Library service area (Lyndon, Lima, Sylvan, Dexter, and Chelsea) 29% of the 1289 residents surveyed do not have broadband Internet service and 40% state that their service does not meet their needs. Rep. Driskell brought attention to the fact that, due to the way information is gathered regarding broadband coverage in our area, many in Lansing are under the incorrect assumption that there are no problems with broadband coverage in southwest Michigan. The initiative also requested testimonials regarding Western Washtenaw County resident's experience with acquiring broadband. A total of 127 testimonials were received and submitted to officials in Lansing. The initiative is also working on a broadband assessment, which will provide a profile of the current status of broadband access and available community resources to support further broadband adoption and use. People who would like to receive invites to the meeting and meeting notes can join the google group by contacting Melanie Bell, mbell@chelseadistrictlibrary.org.

MICHIGAN BROADBAND COOPERATIVE

In February 2014 Ben Fineman of Lyndon Township contacted Melanie Bell and discussed the idea of forming a cooperative to build an open access network that would provide our rural communities the infrastructure needed to access broadband. The group that became Michigan Broadband Cooperative (originally Pure Broadband) was officially incorporated in March of 2015. The founders were brought together through the Western Washtenaw County Broadband Initiative meetings. Through the conversations at these meetings, the founders came to the conclusion that no commercial service providers would be bringing high speed broadband to the area anytime soon, and it was up to area residents to help themselves. The Michigan Broadband Cooperative was founded to act as a vehicle to enable this effort - to focus community support, aggregate funding, and build physical infrastructure.

The Michigan Broadband Cooperative is a grass-roots, non-profit organization driven by the citizens of rural Washtenaw and Jackson Counties. Their mission is to deliver broadband to the unserved and underserved areas of our region. They strive to provide an abundance of bandwidth on reliable networks for a reasonable price. Their eventual goal is to deliver gigabit service over fiber optic cables to every home in our community.

The current area of focus for the Michigan Broadband Cooperative includes the following townships in Western Washtenaw and Eastern Jackson counties: Ann Arbor, Bridgewater, Dexter, Freedom,

Grass Lake, Lima, Lyndon, Manchester, Sharon, Sylvan, Waterloo, and Webster. Currently they have active community efforts in Lyndon, Sylvan, Waterloo, and Webster Townships - they are seeking neighborhood leads for the remaining townships and any other surrounding areas that may be interested in participating.

To get involved in the Michigan Broadband Cooperative, residents should visit the website purebroadband.org and sign up to indicate that they need broadband at their location. There is no commitment involved in signing up - the goal is to target deployments based on demand, so having multiple residents signed up in a given neighborhood will move that area up on the list.

How Broadband Access Helps Our Community

INFORMATION ACCESS

There is no doubt we live in an information society, and broadband puts all types of information within a few keystrokes away. Whether this is training for a new skill, a new language, or completing an online course – broadband facilitates the access of information in many different forms.

ECONOMIC DEVELOPMENT

Businesses need broadband to compete, and seek out high speed broadband access when choosing to grow their business. High speed access accelerates business development, and provides new opportunities for innovation, expansion, and e-commerce. Communities that connect their residents create wealth and attract business investments. This is best shown when you compare the maps of Economic Opportunity in Washtenaw County with the maps of cable broadband in Washtenaw County. You'll notice that Economic Opportunity corresponds to the areas that have cable broadband. **Need to embed maps**

PUBLIC SAFETY

Broadband enables interoperable broadband public safety networks¹, which connect first responders in an emergency, and allow emergency workers to communicate across disparate networks, between jurisdictions, and across different agencies – critical capabilities at the scene of an emergency.

Police, fire, and emergency medical personnel can react to crises quickly, fostering cooperation among numerous public safety agencies.

High speed Internet improves victim to responder communications by enabling instantaneous digital transmissions to and from members of a connected community.

HEALTHCARE

Telemedicine has become an important element of efficient healthcare delivery, which promotes better patient care, and even saves lives. With medical costs rising, and the availability of insurance limited, the cost saving benefits of telemedicine are also important.

Broadband facilitates efficiency in healthcare delivery and creates opportunities for doctors and healthcare specialists to work together as a virtual team – with specialists located in any part of the world. A family practitioner in a small rural town can send medical images of a patient, to a specialist in any part of the world for an instant expert consultation. Test results from a hospital emergency room or laboratory can be sent to radiologist or doctor in seconds, making rapid diagnosis a reality.

Doctors are also now sending prescriptions directly from their offices to pharmacies, greatly reducing errors, with automatic checking for interactions.

EDUCATION

Broadband Internet access levels the playing field when it comes to educational resources. Children in city neighborhoods, affluent homes, and farm communities can all access the same resources.

Textbook materials can be complemented with online resources, and children can access all of these materials from school and home. Schools in the area are sending children home with iPads and requiring them to complete homework online.

COMMUNICATIONS

Being digitally connected means communications can improve people's lives on the job, in their personal lives, and unite people with disabilities. Broadband empowers people with disabilities and removes barriers that keep them from participating in everyday activities.

TELECOMMUTING

Broadband enables people to work from home, saving time and expenses. Employers have been encouraging this concept to save overhead expenses and improve employee satisfaction. Initiatives such as "Bring Your Own Device" or BYOD accomplish both company and employee goals, but require sufficient broadband access.

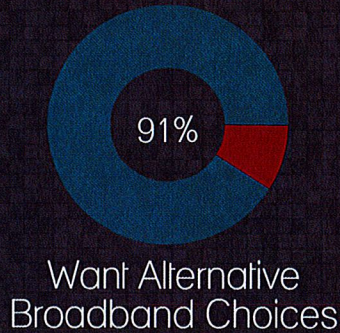
PROPERTY VALUES

High-speed fiber broadband service, with 1 Gbps download speeds, can add more than \$5,400 to the value of an average U.S. home, according to a study commissioned by the Fiber to the Home Council Americas (FTTH), an advocacy group made up of fiber equipment vendors and broadband providers.

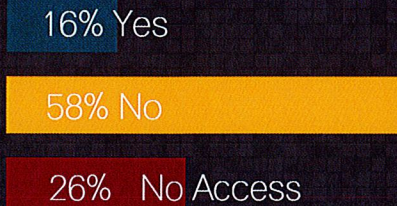
That \$5,400 figure is approximately equal to adding a new fireplace, half of a new bathroom or a quarter of a swimming pool, according to the study, conducted by researchers at the University of Colorado at Boulder and Carnegie Mellon University.

Speed matters, the study found. For homes where 1 Gbps broadband was available, sale prices were 7 percent higher than for homes in areas with broadband speeds of 25 Mbps or lower.

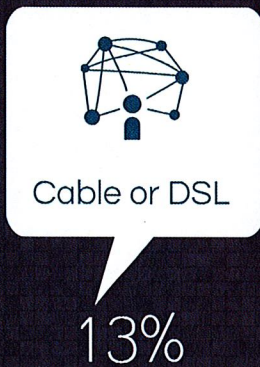
Lyndon Township



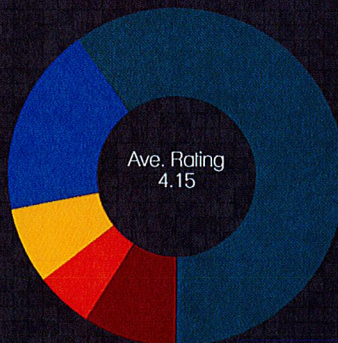
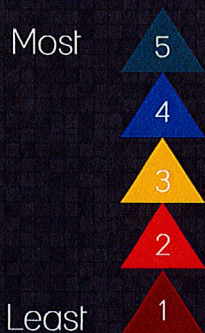
Broadband Service Meets Your Needs



Lyndon Twp Broadband Connections



How Important is Broadband



A frequently cited World Bank study found that low-income and middle-income countries experienced "about a 1.38 percentage point increase in GDP for each 10 percent increase in [broadband] penetration"

MARKETING BOARD REPORT

January 2016

Marketing Highlights

Website Restructure/Redesign Project

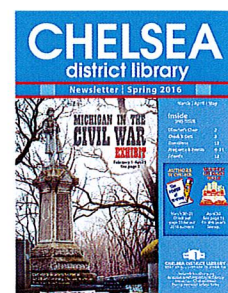
Melanie Bell (Network Administrator) and I met to evaluate revised quotes and references from our 3 vendors. LM Design was awarded the project based on pricing, capability, and design concepts. Our first meeting will take place mid-February and will cover flow of project, implementation timeline, and design of website templates including required information and cohesive CDL branding across website, quarterly newsletter and weekly Enews.

Board and Staff Website Updates/Photos

The board and staff website pages have been updated to include names and email links for our new director and three new trustees. Photo shoots have been scheduled with Burrill Strong Photography during the first two weeks of February, and photos should be uploaded to our website by the end of February.

Spring Newsletter

January was spent compiling the spring newsletter content and graphics, working with the graphic designer to determine the cover image and color palette, and finalizing the layout to submit to the printer. Typically we alternate the spring cover between our two spring signature events: Authors in Chelsea and the Midwest Literary Walk. However, because of the unique Civil War Exhibit on loan from the Detroit Historical Society during the months of February and March, we decide to showcase it instead. I spent a morning with Burrill Strong photographing the civil war monument in the Mt. Olivet Cemetery for the cover image. The photo is quite dramatic and one which most Chelsea residents can identify with. This edition also includes our new director's first column to our patrons, along with many new and exciting programs. The newsletter is scheduled to drop in mailboxes the weekend of February 12. I hope you are able to attend some of the many programs scheduled, particularly Authors in Chelsea: Meet the Authors, and the Annual Midwest Literary Walk.



Miscellaneous Marketing

- New Library Card Policy – to help patrons understand the changes made to our library card policy we have created a marketing campaign outlining the changes and effective date of June 1, 2016. This will give us three months to communicate the changes and re-educate our patrons. The campaign includes: an article in the spring newsletter, reminder slides on the library LCD monitors, articles in the weekly Enews, tabletop signs posted at the check out desk, and a bookmark (see attached), which will be handed out to patrons at the check out desk leading up to the deadline. So far, very few patrons have had issues with the changes once they understood how these changes would help CDL staff better serve them.
- Quarter Marketing Lineup/Schedule —Promotional graphics have been created for the February programs and released according to the quarterly plan.
- Adult collection end cap signs have been updated and printed for the 2nd floor reorganization.
- We are in the initial stages of defining the marketing campaign for our upcoming WWI Centennial: Strong Foundations – New Possibilities – more to come in future board reports!
- We continue to promote CDL programs through the Chelsea Chamber Enews, Chelsea Update E-blasts and Ann Arbor Community Observer calendar.

Friend of the Year/Volunteer of the Year - Poster images and bios of our 2015 Friend and Volunteer of the Year recipients have now been uploaded to our website and can be found on our volunteer page: <http://chelseadistrictlibrary.org/volunteer>.

Friends

Unfortunately, the new banner that was created for the Friends Used Book Sale has not weathered well over the past 6 months. I am currently working with the Friends to determine whether we will try to repair it or replace it with a sturdier version. Until then, you will be seeing our old sign hanging from the front porch.

MARKETING BOARD REPORT

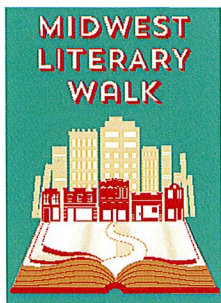
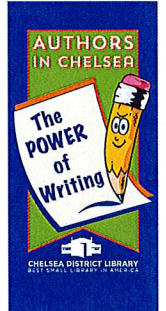
January 2016

Promotional Highlights



Sonic Sundays – Our winter music series continues in February with two more programs. Attendance for our January programs was exceptional and we continue to promote the remainder of the series in the Sun Times, Chelsea Update, weekly Enews, Chamber newsletter, website slideshow and in-library monitors.

Authors in Chelsea – Branding for our AIC program has been finalized! The colors are bright and fun and we are having lots of fun promoting the program with our new “Pencil Guy” and tagline: The Power of Writing! The program website has been updated with the new branding and the 2016 author lineup. Take a look at aic.chelseadistrictlibrary.org. Avenue Banners have been printed and are awaiting installation the end of February after our Sonic Sundays program is over. Posters have been posted in the media centers of all the participating schools showcasing the author that will be visiting their classes. This year we created a giant banner that is currently hung on the corner of Old US 12 and N. Freer Rd. We purposely left off the date so that we could reuse it yearly. I hope you’ve seen it on your drive into town from that direction! The brochures outlining the authors, school programs and pre-event Fun Fair have been printed and will be distributed to the schools in February. You will also be seeing ads in the Sun Times and Chelsea Update along with promotion on our social media pages. Another new promotional item we created this year is a button that we will give out at the schools and wear here in the library.



Midwest Literary Walk – We are well into the planning for the 2016 MWLW! The committee met with Literati Book Store (Ann Arbor) to discuss a partnership for this year’s event. The meeting was a great success with many ideas to promote within the Ann Arbor area. We are also partnering with ChelseaMich.com, WDET (101.9/Detroit Public Radio) and WTVS (Detroit Public Television). A Save-the-date email newsletter was sent to 2015 participants who signed up for communication updates listing this year’s performers and the new timeline. The MWLW website and social media sites have been updated with 2016 graphics and information; a great way to stay up to date on the progress of this year’s event!: <http://midwestliterarywalk.org>, <https://www.facebook.com/MidwestLiteraryWalk>, <https://twitter.com/MidwestLitWalk>. We will also be promoting seeking opportunities to promote at upcoming local events such as the Midwestern Gothic Festival on March 12. Postcards will be used this year rather than brochures for early promotion and brochures will be distributed at the event and online. In addition to our media promotion, we will also be reaching out to the many area book clubs and local libraries. In library promotion will include monitor slides/ website slideshow, Enews, and displays. New this year, we will be labeling all books by this year’s performers with stickers noting their participation in the 2016 MWLW event. Avenue banners will once again be installed on Chelsea streets after the Authors in Chelsea event on April 1. On April 19, two members from our committee will appear on the Lucy Ann Lance Show at 8am – make sure to have your radio station tuned into 1290am!

Civil War Exhibit

We have a first-of-its-kind Civil War Exhibit on loan from the Detroit Historical Society. Displayed throughout the library, it has many interesting artifacts and documentation regarding Michigan’s involvement. The grand opening and exhibit were promoted throughout our marketing channels and a feature article was written by Chelsea Update (see attached). If you haven’t been in to see it, you have until April 1.



Outreach

Chelsea Update – To help our new director begin networking in the Chelsea community, I scheduled a lunch meeting with Lisa Allmendinger from the Chelsea Update. As you know, Lisa is a key person when it comes to having a finger on the pulse of Chelsea happenings and is also a big supporter of the library.

Chamber Breakfast Meeting – Lori Coryell and I attended the Chamber’s breakfast meeting on Jan. 21. There was good attendance and it was a great place to introduce Lori to the business community, as well as promote our upcoming major events. I had the opportunity to meet Ben Wielechowski, the Education Director for Robin Hills Farms and begin dialog about partnering for future

MARKETING BOARD REPORT

January 2016


programs. I also talked with Bridget Favre, Marketing & Public Relations Coordinator for Chelsea Festivals about scheduling older teen/early 20's music at Katie's Korner during Sounds & Sights (after our Comedy Showcase event is over). It would be great to give our younger generation a place to convene while also drawing them onto the library property, where we could begin to develop a relationship with those who currently don't utilize the library's services.

5 Healthy Towns Foundation – Upon the request of Matt Pegouskie, Community Investment Manager, Keegan Sulecki and myself met with him to help the foundation explore marketing ideas to promote the foundation and it's initiatives. They were particularly interested in the brochure that we produce annually for the 5H Community Read. We discussed approaches that have been successful for us and offered to share the brochure design template with them to create a brochure of their own. Additionally, we shared graphic design resources that might be helpful to them for their marketing campaign.

Respectfully submitted,
Patty Roberts
Marketing Coordinator

Front

Back




**Same Card
Better Service!**


To improve the accuracy of our catalog and to make sure you receive our communication alerts about your account, we will be making the following changes to our library card policy beginning June 1, 2016:

1. Library cards will be renewed annually.
2. Card renewals will require account balances be paid down to zero.

To see how these changes help, please read the reverse side.

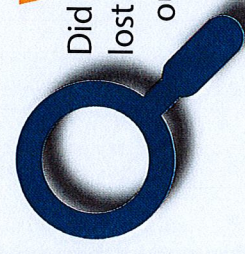
Beginning June 1, we will also require that patrons present their library cards to check out materials. Lost your card? We will be waiving the \$1 replacement fee through May 31.





DID YOU GET OUR MESSAGE?


By renewing your library card every year, we can confirm your most current contact information. That way you are sure to receive your account alerts about your overdue and held items.



WHERE IS IT?


Did you know that items lost by patrons remain in our catalog as long as there is still an outstanding fine for that item on their account?

By paying these lost item fines in a timely manner, we will be able to keep our catalog updated and reduce the frustration of patrons who are trying to access an item that no longer exists.



YEP, THAT'S MY ACCOUNT!

Scanning your card ensures that we are charging materials to the correct person's account and that all patrons are helped in a timely manner. Looking for a convenient way to carry your card? Consider using a phone app like Key Ring.



CHELSEA DISTRICT LIBRARY
BEST SMALL LIBRARY IN AMERICA

Restorative justice explained at recent program



Courtesy photo from the recent program about restorative justice.

By Lisa Carolin

The topic of criminal justice reform drew close to 60 people to the Chelsea District Library on Jan. 6. That's where **Kathie Gourlay** organized a play about restorative justice, specifically Victim Offender Conferencing, featuring eight actors, and followed by a discussion led by **Pat Conlin**, circuit judge for Washtenaw County.

Gourlay is a member of St. Mary Catholic Church in Chelsea and chair of its Charity and Justice Committee. She's been involved in criminal justice reform for the past 20 years and volunteered as a tutor at Cassidy Lake prison.

"Within this viewpoint, crime is considered a violation of people and interpersonal relationships," explained Gourlay. "The victim and the community have been harmed. This violation creates an obligation by the offender to right the wrong."

As part of a restorative justice process, the community, the victim, and the offender all have the opportunity to communicate about the harm that was caused and how to repair it.

In the play performed on Jan. 6, a 16-year-old boy breaks into the home of an elderly widow and vandalizes it. He is caught, admits to the crime, and is offered restorative justice as an option to a punishment imposed by a judge. The 16-year-old agrees to paint the entire inside of the widow's house and pay for the paint with savings he has from a job.

"He is then able to walk around his neighborhood without shame," said Gourlay. "The widow, through getting to meet and talk to the vandal, does not fear him anymore. She willingly returns to live in her house."

New trustees sworn-in at Chelsea District Library



Photo by Jim Pruitt. District Court Judge Richard Conlin swears in Anne Merkel, TJ Helfferich and Susan Lackey as new members of the Chelsea District Library Board of Directors, on Tuesday, Jan. 19.

By James Pruitt

There's a new board and a new director for 2016 at the **Chelsea District Library**.

District Court Judge **Richard Conlin** swore-in new trustees **Anne Merkel**, **TJ Helfferich** and **Susan Lackey**. Helfferich will begin next month as **Robin Wagner's** final meeting was Jan. 19.

In addition, new director **Lori Coryell** attended her first meeting.

The board also welcomed **Jerry Wilczynski** as president, **Charlie Taylor** as president elect, **Elizabeth Sensoli** as treasurer and **Jan Carr** as secretary.

The board will host a retirement party for former members on Feb. 1 at 6 p.m. at the Chelsea Ale House.

Gary Zenz was honored as Volunteer of the Year for his 20 years of service. **Gary Munce** was recognized as Friend of the Year.

Circulation aide **Jennie Mederios** celebrated her 10th anniversary as a member of staff. **Mary Tobin** has been on staff for two years.

Volunteer hours reached 114 for non-book sales activities and 157.25 for book sale hours. For the year, volunteers racked up 5,286.75 total hours. Of those, 2,646 were non-book sale hours.

The board discussed the upcoming Civil War Event which begins Feb. 1, and there will be a related special program on Saturday, Feb. 6 in conjunction with Chocolate Extravaganza and the Book Sale.

There will be Civil War-related books for sale on that date as well.

If you'd like to contact James Pruitt, please email him at jamespruitt7@gmail.com.



Photo by Jim Pruitt. New Chelsea District Library Board President Jerry Wilczynski takes over the meeting Tuesday, Jan. 18.



Photo by Jim Pruitt. Interim Library Director Linda Ballard and new Library Director Lori Coryell talk with the Chelsea District Library Board Tuesday, Jan. 18.



Chelsea District Library hosts Civil War exhibit; grand opening Feb. 6



Photo by Jim Pruitt.

By Jim Pruitt

Area residents will get a chance to experience Michigan's role in the Civil War through a two-month celebration at the **Chelsea District Library**.

The **Detroit Historical Society's** newest traveling exhibition, Michigan in the Civil War, will be on display at the library through April 1.

"It's pretty exciting," **Karen Persello**, head of youth and teen Services, said.

The library was looking for a new exhibit following the success of one honoring Dr. Martin Luther King last year. When staff heard about the Detroit Historical Society's proposed exhibit, they knew they had found what they were looking for.

Most exhibits cost a lot of money, but by being the first to host it, Chelsea got a big discount and only paid \$1,600.

"It's also a very cool thing to be the first to show this very professional, this fine-looking exhibit," Persello said. "We saw a mockup of one of the kiosks so we had a feeling of what it would look like."

Most towns in Michigan have a memorial to the Civil War and Chelsea is no different.

"When the weather is nice and I go for walks on my lunch I always end up in the cemetery," Persello said.

Michigan sent 90,000 men to fight in the war, second only to New York, Persello said. That's significant because Michigan was not the second-most populous state at the time, she said.

"Fourteen thousand didn't come home," Persello said. "The sacrifice was felt everywhere."

The display includes two kiosks, offering a three-dimensional experience. There are banners, panels and photographs, and there are also display cases with artifacts that make the experience more tangible.

"I am very excited about it," Persello said. "You can come and look at it no matter what age you are."

The library will host a grand opening from 11 a.m. to 4 p.m., Saturday, Feb. 6.

Featured activities include a showing of the movie "Gettysburg." The 1993 epic features Chelsea native Jeff Daniels as Col. Joshua Chamberlain, who led the 20th Maine in a dogged defense of Little Round Top.

Chamberlain's actions came after a Michigan regiment was slaughtered nearby.

"Everyone else was getting decimated and he was doing his heroics," Persello said.

The 4.5 hour film will commence at 11 a.m. in the library's youth room, KidSpot.

At noon in the McKune Room, Bob Griggs, the past Camp Commander Austin Blair Camp No. 7, a Sons of Union Veterans group from Jackson, will present a talk about the Civil War experience of the soldiers from Jackson. Members of the group will talk on other topics, such as "Women in the Civil War," and will present weapons of the period and wear authentic Civil War garb.

Blair was governor of Michigan from 1861-64 and sent thousands of men to fight for the Union. He was a staunch supporter of President Abraham Lincoln. The display on the lower level talks about him.

From 1 to 3 p.m., children ages 4 and up are invited to go back in time with mid-1800's crafts and games in the picture book area.

At 2:30 p.m. in the McKune Room, Al and David Eicher, producers of Michigan visual history documentaries, will present a special lecture offering an intimate look at the timeline of events in Michigan during the Civil War with photos, video, and artifacts. This program includes rare photographs of historic Michigan and moments from the Civil War as well as artifacts.

The Eichers gathered video from five years of reenactments and visits to historic sites, which are included in this 78-minute presentation.

The library also has several events planned in March.

Chelsea High School students will present photos and share their experiences about their annual field trip to



Photo by Jim Pruitt.



"That should be interesting," Persello said.

Local re-enactor George Till, will visit the paranormal Thursday, March 10 with highlights from Mark Nesbitt's "Ghosts of Gettysburg" books and video series shown on A and E and the History Channel. The event runs from 7 to 8:30 p.m.

The 5th Michigan Regiment Band brings the history of the Civil War Era alive through an authentic historical recreation of a Civil War Regimental Band at 2 p.m., Sunday, March 13. The presentation includes performing on antique and replica sax horns and wood rope tension drums.

During the exhibit's run, there will be books to check out for young and old alike.

There are two kiosks for the Detroit Historical Society's newest traveling exhibition, Michigan in the Civil War. One is on the upper floor and the other on the main floor. Each feature images, short articles and artifacts connected to Michigan's role in the war. One is a reproduction of an original recruitment poster Detroit Historical Society staff found in a drawer.

(Jim Pruitt can be reached via email at jamespruitt7@gmail.com.)

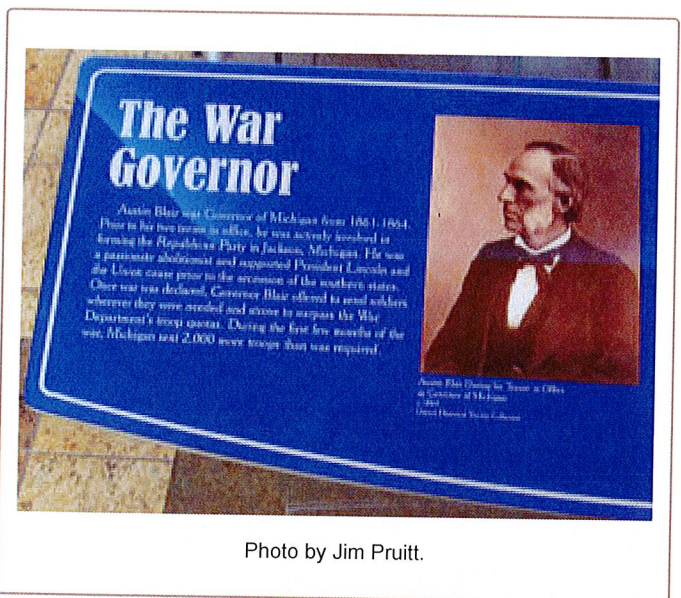


Photo by Jim Pruitt.



Photo by Jim Pruitt.

Circulation Supervisor's Report January 2016

- Circulation – 26,455, or 5% lower than last January;
26,455 YTD or 5% lower than this time last year.
- Patron Count- N/A, for January;
N/A YTD or N/A% than this time last year .
- Circulation by township- for January
 - Dexter = 9% of total transactions- same as last month
 - Lima= 15% of transactions – same as last month
 - Lyndon= 16% of transactions- lower than last month
 - Sylvan= 14% of transactions- lower than last month
 - Chelsea= 36% of transactions- higher than last month
- January Circulation: 79% were items from Chelsea and 21% were inter-loaned items.
- Automated phone renewals in January - 6; Self-check was 11% of items checked out in January; Overdrive = 1752 in January; Zinio = 219 in January; Odilio numbers not available.
- Registrations for January - 94 new cards; 9811 total card holders
 - *Dexter = 1227 cards; Lima= 1116 cards; Lyndon= 1552 cards
 - *Sylvan= 1670 cards; Chelsea= 3588 cards; Nonresident= 658 cards
- Circulation by department- Adult-59%, Youth- 38%, Teen 3% in January
- Items added= 708 in January; total items in January 71,518

Circulation Activities:

- We received 4 to 14 tubs in the run each day M-F with a total of 138.5 in January. We didn't receive deliveries on New Year's Day or on January 25 when the truck broke down.
- Patron counter: Melanie is in the process of ordering our new patron counter, but needs to find someone to run internet lines for the new system.
- Allison Winters last day with CDL was January 30th. Allison had just celebrated her 9th anniversary in November and we will miss not hearing about her children Ramona & Arthur.
- Please welcome Susan Ogden as our newest Library Assistant. Susan started training on January 5th and will take Allison's shifts starting in February.

Respectfully submitted,
Terri Lancaster
Circulation Supervisor

**Chelsea District Library
Monthly New Registration 2016**

Zinio Circ (downloadable e-magazines)				
	2016	2015	2014	
Jan	219	206		
Feb		413		
Mar		275		
April		245		
May		201	275	
June		263	202	
July		265	293	
Aug		369	251	
Sept		162	208	
Oct		179	219	
Nov		207	241	
Dec		205	279	
Total	219	2,990	1,968	

District	NonRes	School	Other	Total Month	Grand Total
January	84	7	0	3	94
February				0	
March				0	
April				0	
May				0	
June				0	
July				0	
August				0	
September				0	
October				0	
November				0	
December				0	
Totals				94	

Registered Card Holders

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
District	5833	7671	8280	8708	9113	8898	9147	9002	9083	9109	9153
Dexter	867	1121	1198	1216	1258	1197	1222	1206	1211	1215	1227
Lima	800	1041	1086	1124	1176	1169	1174	1156	1133	1109	1116
Lyndon	955	1333	1477	1605	1673	1567	1579	1538	1539	1546	1552
Sylvan	1119	1473	1619	1743	1822	1800	1786	1693	1662	1667	1670
CityChel	2092	2703	2900	3020	3184	3165	3386	3409	3538	3572	3588
NonRes	518	803	933	977	960	902	744	640	649	655	658
Freedom	80	102	107	81	58	18	7	6	6	6	6
Sharon	67	115	151	153	150	149	141	118	122	118	121
Waterloo	250	359	391	421	423	411	365	336	348	352	353
GrassLk							15	26	29	28	28
Other	121	227	284	322	329	324	216	154	144	151	150
Totals	6351	8474	9213	9685	10073	9800	9891	9642	9732	9764	9811

SEMCOC % of			
Trans	% Tot	Trans	Pop. Regist
21,409			14971
1962	9%	1994	60%
3258	15%	2480	47%
3374	16%	2720	58%
3088	14%	2833	64%
7615	36%	4944	64%
			58%
355	2%		
751	4%		
978	5%		
28	0%		
			100%

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

District Library
2016

Average Daily Circulation									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	%Diff.
Jan.	762	804	820	769	807	807	513	26455	-5%
Feb.									
March									
April									
May									
June									
July									
August									
Sept.									
Oct.									
Nov.									
Dec.									
Total								26455	
Mnth Avg								26,455	
Avg.% Inc.								with OD & Zinio ckouts.	-5%

These figures represent all materials charged, renewed, or routed out, not just ours & include Overdrive & Zinio

These figures represent all materials charged, renewed, or routed out, not just ours & include Overdrive & Zinio

[illegible]

	SifChk/ Check-outs only				
2015	2016	%			
Totals	Total	Days	Per Day	Chk	Outs
1115	2820	29	97		11%
1395					
2488					
2151					
1825					
3439					
3560					
3142					
2371					
2374					
2544					
2486					
28890					11%

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

Overdrive Circ (downloadable e-books, audio books and music)						
2016	2015	2014	2013	2012	2011	
1752	1295	1295	957	674	317	
	1418	1244	861	691	313	
	1502	1366	960	764	287	
	1278	1293	1066	698	262	
	1425	1027	948	709	243	
	1445	1343	900	813	286	
	1570	1379	1013	847	310	
	1516	1262	1095	776	413	
	1448	1341	883	705	337	
	1512	1498	1023	705	488	
	1585	1340	889	707	461	
	1547	1462	1030	803	564	
1752	17541	15850	11625	8.892	4.281	

Item Circulation 2016

	All items circled at Chel inc: OD & Zinio	Chel items circled at Chel inc: OD & Zinio	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/ renewed anywhere in system	Chel items circled other libraries						
Jan.	26,455	20,830	79%	5,625	21%	20,894	2,035						
Feb.				0									
March				0									
April				0									
May				0									
June				0									
July				0									
August				0									
Sept.				0									
Oct.				0									
Nov.				0									
Dec.				0									
Totals	26,455	20,830	79%	5,625	21%	20,894	2,035						
Mnth Avg	26,455	20,830		5,625		20,894	2,035						

COMMUNICATIONS

ENJOY THE JOURNEY **DREAM**

LIVE LIKE THERE'S NO TOMORROW

HOPE PRACTICE
KINDNESS

LIVE LAUGH LOVE

To ALL the library staff,

This is either a late Christmas thank you
gift OR an early Valentine Days thank you
gift!

Thanks for all of your hard work
throughout the year for all of my extra
holds, and everything else you all do
for every body -

Thanks!
Colleen
Dyrm Peter

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet February 16, 2016 Meeting

Policy Review

Discussion:

Review of three policies:

- 130 Policy Approval
- 153 Role of Committee Chairs
- 565 Fund Balance Policy

L. Coryell
L. Coryell
J. Wilczynski

**Chelsea District Library
Policy and Procedure**

Policy Section: **1. Governance**
Board Adopted Date: **June 16, 1998**
Board Revision Date: **October 16, 2001**
Committee Review Date: May 2012

Subject: **130. Policy Approval**

Background:

The Board of the Chelsea District Library has charged the Policy Committee for preparing and submitting to the board, general library policies and for human resources policies.

Library Policies must be approved by the Board of Trustees. The Policy Committee is formed to review and prepare policies before they come to the Board for approval.

Procedure:

The Policy Committee is composed of board members along with the Library Director. The Policy Committee meets regularly with the Director to review old policies and to draft new policies.

The Policy Committee will review all policies for content and intent and present them to the board when ready. The committee will function by consensus or, if necessary, a majority vote of the committee will deem policy ready to submit to the full board.

Policies that are approved by the Policy Committee will be reproduced and distributed with the board member packets for discussion at Board meeting. Board members are expected to carefully review policy contents and be prepared with questions for the Committee.

Personnel Responsible

Policy Committee, Board President and the Library Director.

J. Miller

Janis Miller, Secretary

7/17/2012

Date

Chelsea District Library Policy and Procedure

Policy Section: **1. Governance**
Board Approval Date: December 18, 2001
Revised: May 20, 2008, March 18, 2014

Subject: **153 Role of Committee Chairs**

Background:

The chair of a committee of the Chelsea District Library Board of Trustees fills the same roles with regard to his or her committee as does the Library President with regard to the full Library Board.

Policy:

The **chair of a committee** is responsible for the following:

- Schedules meetings of the committee,
- Sets the meeting's agenda,
- Presides over the meeting,
- Serves as spokesperson for the committee to the full Library Board.
- Assigns committee member to take and retain minutes and other records of the committee.

The **Library Director** assists the committee chair by:

- Keeping the chair informed in the manner and at the time described in the committee charter of staff, contractor, and community activities and needs relevant to the mission of the committee,
- Assisting the chair in planning meetings and setting meeting agendas

Personnel Responsible: Committee Chairs and Library Director

Gary F. Zenz

3//18/2014

Gary Zenz, Board Secretary

Date

CHELSEA DISTRICT LIBRARY

Policy and Procedure

Policy Section: 7. Budget and Finance
Board Approval Date: September 18, 2012
Committee Review Date: June 2012

Subject: **565 Fund Balance Policy**

Background:

In February 2009, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. This new standard has left unchanged the total amount of reported fund balance, but has substantially altered the categories and terminology used to describe its components. The new categories and terminology reflect an approach that will focus not on financial resources available for appropriation within a fund, but on the extent to which the Library is bound to honor constraints on the specific purposes for which amounts in the fund can be spent. The requirements of GASB 54 are effective for financial statements for periods beginning after June 15, 2010. Therefore, these requirements are in force for the Library's December 31, 2011 financial statements.

Purpose:

The following policy has been adopted by Chelsea District Library in order to address the implications of Governmental Accounting Standards Board ("GASB") Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of Chelsea District Library and jeopardize the continuation of necessary public services. This policy will ensure that adequate fund balances and reserves are maintained in order to:

- Provide sufficient cash flow for daily financial needs,
- Establish a reserve fund for long term facility maintenance and replacement
- Offset significant economic downturns or revenue shortfalls,
- Provide funds for unforeseen expenditures related to emergencies, and
- Maintain investment grade bond ratings.

Fund Type Definitions:

The following definitions are use in reporting activity in governmental funds for the Chelsea District Library:

General Fund - used to account for all financial resources not accounted for and reported in another fund.

Debt Service Fund - used to account for all financial resources restricted, committed, or assigned to expenditure for principal and interest.

CHELSEA DISTRICT LIBRARY

Policy and Procedure

Capital Improvement Fund - used to account for all financial resources restricted, committed or assigned to expenditure for acquisition, improvement, maintenance or construction of capital assets.

Capital Reserve Fund – used to account for major repair and replacement expenses and develop a prudent reserve funding plan to pay for these expenses.

Investment Earnings Fund – used to account for investment earnings until the earnings are distributed to the various recipient funds.

Fund Balance Categories:

GASB 54 requires governments to identify the portion of the fund balance (the difference between the assets and liabilities reported in the fund) that fall into the following classifications:

Non-spendable – Includes amounts that cannot be used because they are either (a) not in a spendable form or (b) legally or contractually required to be maintained in tact.

Restricted – Includes amounts that can be used only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed – Includes amounts that can only be used for the specific purposes determined by a formal action of the Board of Trustees of the Chelsea District Library.

Authority to commit— Commitments will only be used for specific purposes pursuant to a formal action of the Board of Trustees of Chelsea District Library. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

Assigned – Intended to used by the Library for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to assign— the Board of Trustees delegates to the Director or their designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, or uncommitted) fund balance in any particular fund.

Unassigned – This is the residual classification for the Library's general fund and includes all spendable amounts not contained in the other classifications. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

CHELSEA DISTRICT LIBRARY Policy and Procedure

Prioritization of Fund Balance Use:

When expenditure is incurred for purposes for which both restricted and unrestricted amounts are available, it shall be the policy of Chelsea District Library to consider restricted amounts to have been reduced first. When expenditure is incurred or purposed for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of Chelsea District Library that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

Implementation and review:

Upon adoption of this policy, the Board of Trustees authorizes the Director in conjunction with the Finance Committee to establish any standards and procedures which may be necessary for its implementation. The Director shall review this policy at least annually and make any recommendation for changes to the Finance Committee.

J. Miller

9/18/2012

Janis Miller, Secretary

Date

COMMITTEE MINUTES

**Chelsea District Library
Board of Trustees
2016 Board Committees**

Governance

Appendix #2

Approved: January 19, 2016

	Fundraising Committee	Personnel Committee	Finance Committee	Policy Committee	Nominating Committee
TJ Helfferich	X			X	
Anne Merkel	Chair	X			X
Jerry Wilczynski		X	X		
Elizabeth Sensoli			Chair		X
Charlie Taylor			X		Chair
Susan Lackey	X			Chair	
Jan Carr		Chair		X	

Janice L. Carr

Janice L. Carr, Board Secretary

1/19/16

Date