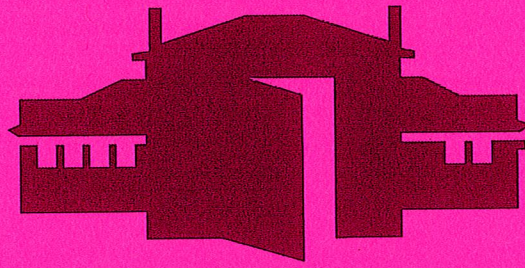


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



CHELSEA DISTRICT LIBRARY
BEST SMALL LIBRARY IN AMERICA

**Serving Dexter, Lima, Lyndon & Sylvan
Townships and the City of Chelsea**

**March 15, 2016
6:45 pm**

**McKune Room at Chelsea District
Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, March 15, 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 –February. 16, 2016

Approval of the Operational Checks

Director & Friends Report

7:10 Public Comment

7:15 Action Items

Donations

L. Coryell

7:20 Discussion Items

Review FY 2017 Budget Calendar

L. Coryell

Review Public Participation reminder

L. Coryell

7:30 Trustee Enrichment

United for Libraries – Resources for Trustees

L. Coryell

7:55 Reports

Policy Committee

Finance Committee

Fundraising Committee

Personnel Committee

Nominating Committee

8:10 Public Comment

8:15 Other Items

8:20 Adjourn

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

Tuesday, February 16, 2016 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: Jerry Wilczynski, Elizabeth Sensoli, Jan Carr, Anne Merkel, Susan Lackey, TJ Helfferich.

Trustees Absent: Charlie Taylor, with notice.

Staff: Director Lori Coryell and Interim Director Linda Ballard & T. Lancaster.

Guests: Jim Pruitt – Chelsea Update, Mary Budzinski.

Welcome and Call to Order

J. Wilczynski called the meeting to order at 6:45 p.m.

Agenda Review and Additions

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the agenda as presented.
Discussion: None All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by E. Sensoli, SECONDED by TJ. Helfferich to approve the minutes of the January 19, 2016 Board Meeting. Discussion: Correction to top of page 2 – should read “update on SB 571” & J. Wilczynski has requested that L. Coryell & L. Ballard be listed under staff.

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve the minutes of the January 19, 2016 Board Meeting as amended. Discussion: None All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by E. Sensoli to accept the General Fund Operational checks & financials for January 2016. Discussion: Mary Budzinski handed out updates on the CDL Investment accounts for January 2016 & 2015 year end.

MOTION made by A. Merkel, SECONDED by TJ. Helfferich to accept the General Fund Operational checks & financials for January 2016 as amended. Discussion: None All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- SB 571 which is new PA 269: A federal judge has issued a preliminary injunction prohibiting the state from enforcing PA 269.
- Talking with attorney Anne Seurnyck regarding our HR policies and if they align with the new City of Chelsea's Non Discrimination ordinance.
- Public Library Association (PLA) 2016: Staff going to PLA in Denver the first week of April are: L. Coryell, L. Ballard, P. Roberts, K. Sulecki, E. Meloche, and K. Persello & E. Donnell.

- Media Space: We are working on a plan to redo the media area, reducing the youth reference desk by 2/3 and adding some more seating.
- E. Sensoli asked about this being the last year for our current auditors, Andrews Hooper & Pavlik. Does the Finance committee do the RFP for a new auditor? A discussion before a decision is made is warranted. E. Sensoli asked for clarification on Brainfuse and the number of sessions and the average daily use.
- T.J. Helfferich asked about the card renewals going to 1 year and will we lose card count? T. Lancaster responded that cards will remain in the system for 1 year after they have expired and if they have any fines or fees they will remain forever.

Public Comment:

None

Presentation: Michael Vorheis Financial Advisor, Chelsea State Bank Investment Services and David Schaible, EVP of Chelsea State Bank.

Dave Schaible gave an overview on how Chelsea State Bank decided to start offering investment services in 2008 and how they no longer use Infinex due to the Michigan Bankers Association not endorsing them and that they have changed to a new company, Investment Professionals Inc.

Mike Vorheis reviewed the fees we were paying with Infinex of 1.2% a year on our investments and now with Investment Professional's Inc. we don't pay any fees. He handed out reports on what the libraries investments are, when they were started and when they will come due.

Discussion Item #1: Policy review

Three policies were included in the packet for general information mainly for the new board members.

130 Policy Approval - L. Coryell will be asking the policy committee to review 6-8 policies this year that were first approved before 2010.

153 Role of Committee Chairs - L. Coryell – just for information.

565 Fund Balance Policy - J. Wilczynski had some questions about the different funds and if they are still valid and are they funded? GASB 54 required the library to develop a policy and to designate funds as to how they can be spent. The Capital Reserve Fund is a 30 year plan and is fully funded. The library does keep a cash flow with CD's and these were moved to the CSB investment accounts. How do we figure the amount to pay the bond debt? We work with Public Financial Management (PFM) to determine each year what our bond millage rate needs to be in order to collect the amount needed to make the 2 yearly bond payments. This is an unlimited millage meaning that we can lower or raise it without going back to the public for approval.

Committee & Friends Reports

Friends of the Library – Held officer elections at their annual meeting in January. One of their goals is to increase membership. The staff appreciation lunch will be April 13. The book sale was slow and only brought in \$550.00. The date was changed to coincide with the Chocolate Extravaganza, which was the first Saturday of February. The timing on the book sale sign was off so the banner was not put out at the correct time.

Policy Committee – Set meeting date

Finance Committee – Will meet February 22nd after the 10:00 am audit meeting.

Personnel Committee – No report

Nominating Committee – No report

Fundraising Committee – Set meeting date.

Public and Board Comment:

Jim Pruitt thought the Civil War exhibit was very nice, but for the grand opening couldn't win against chocolate.

Other Items:

None

Adjourn:

MOTION made by J. Carr, SECONDED by E. Sensoli to adjourn the meeting at 7:57 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

	TOTAL				
	Jan 16	Feb 16	Jan - Feb 16	Budget	% of Budget
Ordinary Income/Expense					
Income					
402 · District Revenue	840,869	509,667	1,350,536	1,605,901	84%
539.000 · State Grants	3,600	0	3,600	9,000	40%
540.100 · State Aid	0	0	0	8,200	0%
574.100 · Penal Fines	0	0	0	21,000	0%
607.100 · Non-Resident Fees	873	241	1,114	5,000	22%
645.100 · Copiers & Printers	111	649	760	7,800	10%
655.100 · Circulation Fines	1,492	1,732	3,224	23,000	14%
665.100 · Interest	18	17	35		
666.100 · Investment Earnings	0	17	17	41,000	0%
666.500 · Investment Change in Value	17,958	7,023	24,981		
674 · Contribution & Donation-Public	335	9,600	9,935	38,335	26%
675 · Donations Private	0	0	0	4,000	0%
Total Income	865,256	528,946	1,394,202	1,763,236	79%
Gross Profit	865,256	528,946	1,394,202	1,763,236	79%
Expense					
701 · Personnel Expenses	50,334	72,913	123,247	1,014,996	12%
727 · Supplies	2,236	546	2,782	19,200	14%
801 · Professional Services	11,952	1,619	13,571	72,912	19%
803 · Maintenance Service Contracts	2,580	7,432	10,012	112,510	9%
850 · Telecommunications	0	(3,507)	(3,507)	22,350	(16%)
880 · Promotional Materials	1,273	11,081	12,354	57,505	21%
884 · Programming	2,241	1,479	3,720	91,742	4%
885 · Volunteer	16	27	43	1,150	4%
920 · Utilities	0	4,616	4,616	63,100	7%
960 · Board Expense	70	159	229	3,650	6%
965 · Automation Services	13,726	0	13,726	44,555	31%
967 · Equipment	0	9,384	9,384	28,675	33%
969 · Continuing Education Expenses	7,326	2,578	9,904	31,507	31%
980 · Capital Expense	0	9,810	9,810	42,200	23%
982 · Collection Expense	12,910	4,419	17,329	191,118	9%
Total Expense	104,664	122,556	227,220	1,797,170	13%
Net Ordinary Income	760,592	406,390	1,166,982	1,200,916	
Other Income/Expense					
Other Expense					
999.001 · Transfer to Capital Improvement	0	0	0	(18,000)	0%
999.002 · Transfer to Capital Reserve Fun	0	0	0	800	0%
999.025 · Carry from General Fund	0	0	0	(16,734)	0%
Total Other Expense	0	0	0	(33,934)	0%
Net Other Income	0	0	0	33,934	0%
Net Income	760,592	406,390	1,166,982	1,166,982	100%

Chelsea District Library

List of Checks for Board Approval

February 2016

Date	Num	Name	Memo	Paid Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
02/04/2016	PayS01182016	Alerus Financial	02/05/16 Payroll	1,445.79
02/05/2016	PR02052016		RETIREMENT	-1,445.79
02/18/2016	PR02012016ST	Alerus Financial	02/19/16 Payroll	1,445.79
02/19/2016	PR02192016		RETIREMENT	-1,445.79
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
02/05/2016	PR02052016		WAGES	33,681.13
02/19/2016	PR02192016		WAGES	30,597.06
Total 701.100 - Wages - Other				64,278.19
Total 701.100 - Wages				
701.110 - Retirement-Contributions				
02/04/2016	PayS01182016	Alerus Financial	02/05/16 Payroll	1,434.23
02/05/2016	PR02052016		RETIREMENT PICK UP	-1,434.23
02/18/2016	PR02012016ST	Alerus Financial	02/19/16 Payroll	1,377.33
02/19/2016	PR02192016		RETIREMENT PICK UP	-1,377.33
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
02/05/2016	PR02052016		401 A MATCHING	1,258.71
02/19/2016	PR02192016		401 A MATCHING	1,254.32
Total 701.115 - 401A Retirement Matching				2,513.03
701.200 - FICA				
02/05/2016	PR02052016		FICA EMPLOYER	2,576.63
02/19/2016	PR02192016		FICA EMPLOYER	2,340.73
Total 701.200 - FICA				4,917.36
701.300 - Flex Benefits				
02/05/2016	PR02052016		Dep Life (CA & DL & HI)	-10.83
02/18/2016	160360005396	Blue Care Network of Michigan	2016 Medical March	637.95
02/18/2016	02102016ST	Unum Life Insurance Co.	March 2016 Premium	588.40
02/19/2016	PR02192016		Dep Life (CA & DL & HI)	-10.83
Total 701.300 - Flex Benefits				1,204.69
Total 701 - Personnel Expenses				72,913.27
727 - Supplies				
727.200 - General Operations				
02/04/2016	5781116	Demco Inc.	Director Name Plate	8.12

Chelsea District Library

List of Checks for Board Approval

February 2016

Date	Num	Name	Memo	Paid Amount
02/05/2016			Circ Paypal 4th Qtr 2015	-1.00
02/16/2016	453381	Smart Office Solutions	Returned File Folders	-14.72
02/16/2016	453987	Smart Office Solutions	Tab, Folders, Tape	9.50
02/16/2016	2486079	ACCO Brands USA LLC	Plastic for Laminator	105.00
02/18/2016	453987	Smart Office Solutions	Tab, Folders, Tape	70.81
02/18/2016	454025	Smart Office Solutions	Invisible Tape	51.47
Total 727.200 · General Operations				229.18
727.300 · Material Processing				
727.330 · Matl Processing Other				
02/18/2016	5791020	Demco Inc.	Check-In Cards & Tape	81.23
Total 727.330 · Matl Processing Other				81.23
Total 727.300 · Material Processing				81.23
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
02/04/2016	01292016CC	Ballard, Linda P.	Tissue	23.58
Total 727.510 · Cleaning Paper Products				23.58
727.520 · Cleaning Supplies				
02/04/2016	01232016MEN	Ballard, Linda P.	Lint Roller	4.23
02/04/2016	300437741	Cintas Corporation-300	Soap	8.15
02/18/2016	300446652	Cintas Corporation-300	Soap	8.15
Total 727.520 · Cleaning Supplies				20.53
727.530 · Cleaning Rugs				
02/04/2016	300437741	Cintas Corporation-300	Rugs 01/22/2016	44.43
02/18/2016	300446652	Cintas Corporation-300	Rugs 02/05/2016	40.52
02/18/2016	300451148	Cintas Corporation-300	Rugs 02/12/2016	40.52
Total 727.530 · Cleaning Rugs				125.47
Total 727.500 · Cleaning				169.58
727.800 · Maintenance				
727.810 · Maintenance Light Bulbs				
02/04/2016	01292016CC	Ballard, Linda P.	Lightbulbs	1.98
Total 727.810 · Maintenance Light Bulbs				1.98
727.830 · Maintenance General				
02/04/2016	01232016MEN	Ballard, Linda P.	Door Stops / Chair Nails	49.20
Total 727.830 · Maintenance General				49.20
Total 727.800 · Maintenance				51.18

Chelsea District Library

List of Checks for Board Approval

February 2016

Date	Num	Name	Memo	Paid Amount
Total 727 · Supplies				
801 · Professional Services				
801.040 · Bookkeeper				
02/04/2016	201603	Budzinski & Associates	1/2 February Billing	450.00
02/18/2016	201604	Budzinski & Associates	1/2 February Billing	450.00
02/18/2016	02092016ST	Keybank	Intuit 1099 E-File Program	83.56
Total 801.040 · Bookkeeper				
801.041 · Payroll Services				
02/18/2016	16345973	Payroll 1	2016 January	462.24
Total 801.041 · Payroll Services				
801.300 · Banking Fees				
801.310 · Bank Fees				
02/29/2016			Service Charge	15.60
Total 801.310 · Bank Fees				
801.350 · Credit Card Fee Circ				
02/08/2016	CircCC12016		01/2016 Circ CC + Annual Fee	136.94
Total 801.350 · Credit Card Fee Circ				
801.360 · Pay Pal Fees				
02/05/2016			Circ Paypal 4th Qtr 2015	20.61
Total 801.360 · Pay Pal Fees				
Total 801.300 · Banking Fees				
Total 801 · Professional Services				
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
02/04/2016	17982	Ken Cook's Plumbing and Heating Inc.	Urinal Repair	122.00
02/18/2016	28372	H.V. Burton Company	Polypropylene Glycol-Chilled Water System	357.00
Total 803.010 · Maint Svc Contingency				
803.100 · Copier				
02/04/2016	64185965	GE Capital	Public Copier January Lease	161.00
02/04/2016	64203140	Toshiba Financial Services	Feb 2016 Staff Copier Lease & Maintenance	561.56
02/18/2016	64353938	GE Capital	Public Copier February Lease	161.00
02/18/2016	74912	J. McEldowney Inc..	Public Usage 2016 January	107.68
Total 803.100 · Copier				
803.300 · Technology				
803.385 · Laminator Maint Agreement				
Total 803.385 · Laminator Maint Agreement				

Chelsea District Library

List of Checks for Board Approval

February 2016

Date	Num	Name	Memo	Paid Amount
02/18/2016	362437	ACCO Brands USA LLC	Laminator Agreement - 03/26/16 to 03/25/2017	546.00
Total 803.385 · Laminator Maint Agreement				
803.395 · Website Hosting & Service				
02/18/2016	02092016ST	Keybank	Survey Monkey - 01/27/16 to 01/26/2017	300.00
02/18/2016	02092016ST	Keybank	Livestream - 1/8/2016 to 1/7/2017 Video Service	499.00
Total 803.395 · Website Hosting & Service				
Total 803.300 · Technology				
803.600 · Building Maintenance				
803.605 · Janitorial				
02/04/2016	10757	A Production Cleaning Company Inc.	Cleaning 01/17-01/30/2016	1,440.85
02/18/2016	10765	A Production Cleaning Company Inc.	Cleaning 01/31-02/13/2016	1,440.85
Total 803.605 · Janitorial				
803.610 · Lawn/Snow Service				
803.612 · Snow				
02/04/2016	S16306	Osinski Inc.	Snow - January 2016	1,195.00
Total 803.612 · Snow				
Total 803.610 · Lawn/Snow Service				
803.620 · Trash				
02/18/2016	17296	City of Chelsea	Trash - January	40.00
Total 803.620 · Trash				
803.870 · Plumbing MA				
02/04/2016	17983	Ken Cook's Plumbing and Heating Inc.	2016 Yearly Service Contract Fee	500.00
Total 803.870 · Plumbing MA				
Total 803.600 · Building Maintenance				
Total 803 · Maintenance Service Contracts				
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.121 · Director's Cell Phone				
02/18/2016	9759400640	Verizon Wireless	Cell Phone Charges - Jan 2016	112.62
Total 850.121 · Director's Cell Phone				
Total 850.100 · Local & Long Distance Charges				
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
Total 850.311 · WiFi Hotspots				

Chelsea District Library

List of Checks for Board Approval

February 2016

Date	Num	Name	Memo	Paid Amount
02/04/2016	261402854-013	Sprint	Jan 2016 WiFi Data - Lyndon Twp	56.62
02/18/2016	261402854-014	Sprint	Feb 2016 WiFi Data - Lyndon Twp	78.23
Total 850.311 · WiFi Hotspots				134.85
Total 850.300 · TLN Internet Service				134.85
Total 850 · Telecommunications				247.47
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
02/18/2016	01292016ST	The Sun Times	3 Display Ads - January	150.00
02/18/2016	02142016ST	Chelsea Update	January/February/March Ads	225.00
Total 880.110 · Media Buy				375.00
880.140 · Sponsorships				
02/04/2016	2016S&S	Chelsea Area Festivals & Events	Sounds & Sights Silver Sponsorship 2016	500.00
Total 880.140 · Sponsorships				500.00
Total 880.100 · Advertising				875.00
880.200 · Publications				
880.240 · Newsletter				
02/18/2016	230401	Print-tech Inc.	2016 Spring Newsletter - Printing & Mailing	4,027.43
Total 880.240 · Newsletter				4,027.43
Total 880.200 · Publications				4,027.43
880.300 · Marketing Supplies				
880.311 · Exhibits				
02/04/2016	02032016EX	Detroit Historical Society	Civil War Exhibit	1,200.00
02/04/2016	02062016PRG	Program Source International	02/06/2016 Civil War Program	520.00
Total 880.311 · Exhibits				1,720.00
880.340 · Printed Items / Stationary				
02/04/2016	146015011	Foresight Group	Business Cards - Trustee	125.97
Total 880.340 · Printed Items / Stationary				125.97
Total 880.300 · Marketing Supplies				1,845.97
880.400 · Program Promotion				
880.420 · Youth / Teen Promotion				
880.422 · Authors in Chelsea				
02/04/2016	230252	Print-tech Inc.	Authors in Chelsea Banners/Footers	692.08
02/04/2016	230379	Print-tech Inc.	Authors in Chelsea Banners/Posters/Flyers	221.60
02/18/2016	230442	Print-tech Inc.	AIC Half Page Folded Flyer	673.22

Chelsea District Library

List of Checks for Board Approval

February 2016

Date	Nu	Name	Memo	Paid Amount
02/18/2016	230473	Print-tech Inc.	AIC Large Posters	96.76
		Total 880.422 · Authors in Chelsea		1,683.66
02/18/2016	02122016BAN	880.423 · Summer Reading Program City of Chelsea	Avenue Banner Install for SRP	90.00
		Total 880.423 · Summer Reading Program		90.00
		Total 880.420 · Youth / Teen Promotion		1,773.66
		Total 880.400 · Program Promotion		1,773.66
		880.500 · Purchased Services		
		880.510 · General Purchased Services		
02/18/2016	02092016ST	Keybank	Uberflip - 02/2016	30.85
02/18/2016	02092016ST	Keybank	Constant Contact - 1 yr Email Marketing Svc	378.00
		Total 880.510 · General Purchased Services		408.85
		880.520 · Professional Services		
		880.521 · Graphic Design Services		
02/04/2016	0093	MC creative design & photography LLC	Graphic Design Spring Newsletter	1,150.00
		Total 880.521 · Graphic Design Services		1,150.00
		880.522 · Photography Services		
02/04/2016	INV2016	Burrill Strong Photography	2016 Library Photography	1,000.00
		Total 880.522 · Photography Services		1,000.00
		Total 880.520 · Professional Services		2,150.00
		Total 880.500 · Purchased Services		2,558.85
		Total 880 · Promotional Materials		11,080.91
		884 · Programming		
		884.110 · Adult Speakers		
		884.119 · General Adult Events		
02/16/2016	453987	Smart Office Solutions	Labels	5.22
02/18/2016	453987	Smart Office Solutions	Labels	38.97
02/18/2016	03102016PRG	Till, George	Gettyburg Presentation 03/10/16	100.00
		Total 884.119 · General Adult Events		144.19
		Total 884.110 · Adult Speakers		144.19
		884.120 · Adult Supplies		
		884.121 · Refreshments		
02/04/2016	01222016REF	Sulecki, Keegan	CRC Tour Refreshments	10.20

Chelsea District Library

List of Checks for Board Approval

February 2016

Date	Num	Name	Memo	Paid Amount
02/18/2016	02162016PRTC	Andrews, Ron	PRTC Supplies	15.00
Total 884.121 · Refreshments				25.20
884.123 · CSC Movie License				
02/04/2016	01272016INV	Chelsea Senior Citizens Center	1/2 CSC Movie License	161.51
Total 884.123 · CSC Movie License				161.51
Total 884.120 · Adult Supplies				186.71
884.210 · Youth Speakers				
884.215 · Early Literacy				
02/04/2016	01212016ST	DeMea, Karla	Storytime 01/21/2016	50.00
02/04/2016	01262016BT	Maveal, Jackie	01/26/2016 BabyTime	50.00
02/18/2016	02242016DASA	Bathey, Beth	02/24 DASA Program	90.00
02/18/2016	02042016ST	DeMea, Karla	Storytime 02/04/2016	50.00
02/18/2016	02162016BT	Maveal, Jackie	02/09 & 02/16/16 BabyTime	100.00
Total 884.215 · Early Literacy				340.00
Total 884.210 · Youth Speakers				340.00
884.220 · Youth Supplies				
884.221 · Makerspace				
02/04/2016	01212016CP&G	Zubik, Jessica	MakerChelsea Kids Day 01/23/16	32.91
Total 884.221 · Makerspace				32.91
884.222 · General Youth Programs				
02/04/2016	02012016JA	Donnell, Edith	Supplies for 2/6 Civil War Opening	27.61
02/18/2016	02112016AMAZ	Zubik, Jessica	Civil War Games	64.34
Total 884.222 · General Youth Programs				91.95
884.228 · Authors in Chelsea				
02/04/2016	675907842OT	Zubik, Jessica	Oriental Trading - A in C Fun Fair 3/5	222.15
Total 884.228 · Authors in Chelsea				222.15
884.240 · Storytime Collection				
02/04/2016	01212016AMAZ	Zubik, Jessica	Storytime Collection - Sneezy	10.59
Total 884.240 · Storytime Collection				10.59
Total 884.220 · Youth Supplies				357.60
884.260 · Teen Speakers				
884.263 · Teen College Bound				
02/18/2016	02072016PRG	Wang, Frances Kai-Hwe	02/07/2016 College Prep Program	250.00

Chelsea District Library

List of Checks for Board Approval

February 2016

Date	Num	Name	Memo	Paid Amount
Total 884.263	Teen College Bound			250.00
Total 884.260	Teen Speakers			250.00
884.400 · Sonic Sundays				
884.410 · Sonic Sundays				
02/04/2016	01102016SS	Chelsea High School Bands	Sonic Sunday - Percussion Ensemble 1/10/16	200.00
Total 884.410	· Sonic Sundays			200.00
Total 884.400	· Sonic Sundays			200.00
Total 884	· Programming			1,478.50
885 · Volunteer				
885.200 · Supplies				
02/04/2016	01292016CC	Ballard, Linda P.	Volunteer Candy	26.68
Total 885.200	· Supplies			26.68
Total 885	· Volunteer			26.68
920 · Utilities				
920.110 · City of Chelsea Water				
02/18/2016	02032016ST	City of Chelsea-Elect & Water	12-30-2015 to 01-29-2016	60.67
Total 920.110	· City of Chelsea Water			60.67
920.120 · City of Chelsea Sewer				
02/18/2016	02032016ST	City of Chelsea-Elect & Water	12-30-2015 to 01-29-2016	138.68
Total 920.120	· City of Chelsea Sewer			138.68
920.130 · City of Chelsea Electric				
02/18/2016	02032016ST	City of Chelsea-Elect & Water	12-30-2015 to 01-29-2016	2,771.41
Total 920.130	· City of Chelsea Electric			2,771.41
920.150 · City of Chelsea Sprinkler				
02/18/2016	02032016ST	City of Chelsea-Elect & Water	12-30-2015 to 01-29-2016	28.47
Total 920.150	· City of Chelsea Sprinkler			28.47
920.200 · McKune Gas				
02/18/2016	02082016ST	DTE Energy	2016 January	1,616.33
Total 920.200	· McKune Gas			1,616.33
Total 920	· Utilities			4,615.56
960 · Board Expense				
960.100 · Board Expenses				

Chelsea District Library

List of Checks for Board Approval

February 2016

Date	Num	Name	Memo	Paid Amount
02/04/2016	5781116	Demco Inc.	Board Member Name Plates	24.30
02/04/2016	02012016BR	Sensoli, Elizabeth	Board Retirement Party	31.99
02/18/2016	5791020	Demco Inc.	Board Member Name Plates	18.87
Total 960.100 · Board Expenses				75.16
960.200 · Director Expense				
02/18/2016	01202016LUN	Coryell, Lori	Lunch with Chelsea Update	44.22
02/18/2016	02092016FofT	Coryell, Lori	Festival of Tables Tickets	40.00
Total 960.200 · Director Expense				84.22
Total 960 · Board Expense				159.38
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
02/04/2016	109285903869	Amazon.com	Kindle Fire Equipment - Teen	22.95
02/04/2016	109285941143	Amazon.com	Kindle Fire Equipment - Teen	122.93
02/04/2016	109282321178	Amazon.com	Kindle Fire Equipment - Teen	193.95
02/04/2016	BTZ6680	cdw Government	15 Staff Computers Memory Upgrades	525.00
Total 967.120 · Computers				864.83
967.130 · Mobile Lab				
02/04/2016	194483945132	Amazon.com	16 Mobile Lab Laptops	4,784.00
Total 967.130 · Mobile Lab				4,784.00
Total 967.100 · Equipment Hardware				5,648.83
967.200 · Equipment Software				
02/04/2016	1534298	TechSoup Global	Office Pro 2016 & Adobe Creative Access	1,130.00
02/18/2016	BVC0962	cdw Government	19 Windows 10 w/Software Assurance	1,805.00
02/18/2016	02092016ST	Keybank	Jan 2016 Ninite Pro-Monthly non-Windows Updates	20.00
02/18/2016	02092016ST	Keybank	OlisMantis - Admin Controls for Minecraft Server	5.91
Total 967.200 · Equipment Software				2,960.91
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
02/04/2016	112492	American Button Machines	Button Maker for MakerSpace	449.00
Total 967.310 · Makerspace Furnishings				449.00
967.330 · Equipment - non-Computer				
02/04/2016	195790	Research Technology Intl	Disc Machine Warranty Extension	325.00
Total 967.330 · Equipment - non-Computer				325.00
Total 967.300 · Equipment Furniture & Fixtures				774.00

Chelsea District Library

List of Checks for Board Approval

February 2016

Date	Num	Name	Memo	Paid Amount
Total 967 · Equipment				
969 · Continuing Education Expenses				
969.001 · Travel				9,383.74
969.100 · Staff Travel				
969.110 · Director Travel				
02/18/2016	01282016TLN	Coryell, Lori	TLN SASUG Meeting 1/28	39.96
Total 969.110 · Director Travel				
969.111 · Asst Director				
02/18/2016	04072016PLA	Ballard, Linda P.	PLA Prepaid Alexie Lunch	50.00
Total 969.111 · Asst Director				
969.121 · Youth & Teen Services Travel				
02/04/2016	01302016SP	Donnell, Edith	Scholarship Presentation	26.00
02/10/2016	04062016PLA	Donnell, Edith	PLA Conference 4 Days Reg/Air/Accommodations	992.20
02/18/2016	REG-0054200	Michigan Library Association	MLA Spring Institute	265.00
Total 969.121 · Youth & Teen Services Travel				
969.122 · Adult Services Travel				
02/04/2016	04062016PLA	Meloche, Emily	PLA Registration / Airfare Meloche	775.20
02/18/2016	02092016ST	Keybank	PLA Flight - Keegan Sulecki	376.20
Total 969.122 · Adult Services Travel				
969.144 · Committee Meetings				
02/04/2016	02012016ASC	Meloche, Emily	TLN ASC Meeting 02/01/2016	53.62
Total 969.144 · Committee Meetings				
Total 969.100 · Staff Travel				
Total 969.001 · Travel				
Total 969 · Continuing Education Expenses				
980 · Capital Expense				
980.300 · Computer Upgrades				
980.320 · Hardware Upgrades				53.62
980.325 · PC Replacement				2,578.18
02/04/2016	BTZ6680	cdw Government	15 Staff Lenovo M93p Computers	2,578.18
Total 980.325 · PC Replacement				
Total 980.320 · Hardware Upgrades				
Total 980.300 · Computer Upgrades				

Chelsea District Library

List of Checks for Board Approval

February 2016

Date	Num	Name	Memo	Paid Amount
Total 980 · Capital Expense				
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
02/04/2016	93581086	Midwest Tape	93581086 - Jan Audio Bks	38.99
02/04/2016	93587597	Midwest Tape	93587597 - Jan Audio Bks	19.98
02/04/2016	93592162	Midwest Tape	93592162 - Jan Audio Bks	254.93
02/04/2016	93592163	Midwest Tape	93592163 - Patron Request Audio Bks	39.99
02/04/2016	93598153	Midwest Tape	93598153 - January Audio Bks	44.99
02/04/2016	93619104	Midwest Tape	93619104 - January Audio Bks	184.96
02/04/2016	93619106	Midwest Tape	93619106 - Patron Request Audio Bks	29.99
02/18/2016	93646334	Midwest Tape	93646334 - Jan Audio Books	314.94
02/18/2016	93646336	Midwest Tape	93646336 - Patron Req Audio Books	39.99
02/18/2016	93646337	Midwest Tape	93646337 - Feb Audio Books	34.99
02/18/2016	75273089	Recorded Books Inc.	Patron Req Audio Book	84.95
Total 982.120 · Adult Books on Disc				1,088.70
982.140 · Youth Books on Disc				
02/04/2016	93619103	Midwest Tape	93619103	24.99
02/04/2016	75271664	Recorded Books Inc.	75271664	23.00
02/18/2016	93645351	Midwest Tape	93645351	71.99
Total 982.140 · Youth Books on Disc				119.98
Total 982.100 · Audio Books				1,208.68
982.400 · Non Print				
982.416 · eContent/Kindle				
02/18/2016	123834798072	Amazon.com	Adult Kindle Content	293.46
Total 982.416 · eContent/Kindle				293.46
982.420 · Adult Music on CD				
02/04/2016	93623657	Midwest Tape	93623657 - Jan Music CDs	29.98
Total 982.420 · Adult Music on CD				29.98
982.450 · Youth Music CD				
02/18/2016			Circ Receipts - L/D	-14.99
Total 982.450 · Youth Music CD				-14.99
982.460 · DVD Feature				
02/04/2016	93584354	Midwest Tape	93584354 - Star Wars Replacement DVDs	50.99
02/04/2016	93623654	Midwest Tape	93623654 - Jan Feat DVDs	125.94
02/18/2016	93645352	Midwest Tape	93645352 - Jan Feat DVDs	15.99
Total 982.460 · DVD Feature				192.92

Chelsea District Library

List of Checks for Board Approval

February 2016

Date	Nu	Name	Memo	Paid Amount
982.461 · Lucky Day DVDs				
02/04/2016	93623656	Midwest Tape	93623656 - Jan LD DVDs	75.56
02/18/2016	93645354	Midwest Tape	93645354 - Jan LD DVDs	15.99
Total 982.461 · Lucky Day DVDs				91.55
982.480 · Youth Video DVD				
02/04/2016	93604771	Midwest Tape	93604771	29.99
02/04/2016			Circ Receipts - L/D	-63.97
02/18/2016	93645350	Midwest Tape	93645350	15.99
02/18/2016			Circ Receipts - L/D	-14.99
Total 982.480 · Youth Video DVD				-32.98
Total 982.400 · Non Print				559.94
982.600 · Periodical & Newspapers				
982.620 · Daily Newspapers				
02/04/2016	47723	The Sun Times	CDL Sun Times Subscriptions	230.00
Total 982.620 · Daily Newspapers				230.00
Total 982.600 · Periodical & Newspapers				230.00
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
02/04/2016	2031593948	Baker & Taylor-Enhance Adult	2031593948	61.95
02/04/2016	2031637691	Baker & Taylor-Enhance Adult	2031637691	138.66
02/18/2016	2031688013	Baker & Taylor-Enhance Adult	2031688013	66.41
Total 982.710 · Adult Large Print				267.02
982.720 · Adult Print General				
02/04/2016	2031600831	Baker & Taylor Books-Automatically Yours	2031600831	189.18
02/04/2016	2031636687	Baker & Taylor-Adult	2031636687	800.58
02/04/2016	2031641642	Baker & Taylor Books-Automatically Yours	2031641642	156.08
02/04/2016	01222016LD	Highland Township Public Library	L/D Highland Book	30.00
02/04/2016	01262016LD	Salem South Lyon Library	Lost Book	10.00
02/04/2016	01222016LD	Trenton Veterans Memorial Library	Lost Book	27.00
02/04/2016			Circ Receipts - L/D	-173.83
02/18/2016	2031675828	Baker & Taylor Books-Automatically Yours	2031675828	140.14
02/18/2016			Circ Receipts - L/D	-19.95
Total 982.720 · Adult Print General				1,159.20
982.730 · Adult Ref.				
02/04/2016	54710	The Library Network	MI Residential Code Book	125.75
Total 982.730 · Adult Ref.				125.75

Chelsea District Library

List of Checks for Board Approval

February 2016

Date	Num	Name	Memo	Paid Amount
982.740 · Multiple Book Copies				
02/04/2016	2031616587	Baker & Taylor Books Adult Multiples	2031616587	93.82
02/18/2016	2031652471	Baker & Taylor Books Adult Multiples	2031652471	30.46
02/18/2016	2031676145	Baker & Taylor Books Adult Multiples	2031676145	152.36
				<u>276.64</u>
		Total 982.740 · Multiple Book Copies		1,828.61
982.755 · Youth Print				
982.760 · Youth Print General				
02/04/2016	2031626506	Baker & Taylor-Unlabeled	2031626506	45.64
02/04/2016	2031599768	Baker & Taylor-Auto Yours Cats	2031599768	159.14
02/04/2016	91527415	Ingram Library Services	91527415	7.83
02/04/2016			Circ Receipts - L/D	-103.68
02/05/2016			Circ Payal 4th Qtr 2015 - L/D	-16.95
02/18/2016	2031656877	Baker & Taylor-Youth	2031656877	239.33
02/18/2016	2031648050	Baker & Taylor-Auto Yours Cats	2031648050	123.21
02/18/2016	2031691610	Baker & Taylor-Auto Yours Cats	2031691610	63.74
02/18/2016	2031652535	Baker & Taylor-Youth Memorial	2031652535	21.47
02/18/2016	91796998	Ingram Library Services	91796998	5.70
02/18/2016			Circ Receipts - L/D	-50.96
				<u>494.47</u>
		Total 982.760 · Youth Print General		494.47
		Total 982.755 · Youth Print		<u>2,323.08</u>
982.910 · Adult Collection Restricted				
02/18/2016	2031685291	Baker & Taylor-Adult Memorial	2031685291	97.14
				<u>97.14</u>
		Total 982.910 · Adult Collection Restricted		4,418.84
		Total 982 · Collection Expense		<u>126,294.59</u>
		TOTAL		<u><u>126,294.59</u></u>

Chelsea District Library
Profit & Loss Prev Year Comparison
January through February 2016

	Jan - Feb 16	Jan - Feb 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,350,536.35	1,342,400.94	8,135.41	0.61%
539.000 · State Grants	3,600.00	0.00	3,600.00	100.0%
607.100 · Non-Resident Fees	1,114.56	1,096.75	17.81	1.62%
645.100 · Copiers & Printers	759.75	937.60	-177.85	-18.97%
655.100 · Circulation Fines	3,224.47	3,255.97	-31.50	-0.97%
665.100 · Interest	35.63	46.25	-10.62	-22.96%
666.100 · Investment Earnings	16.94	0.13	16.81	12,930.77%
666.500 · Investment Change in Value	24,981.69	8,031.60	16,950.09	211.04%
674 · Contribution & Donation-Public	9,935.00	6,910.00	3,025.00	43.78%
Total Income	1,394,204.39	1,362,679.24	31,525.15	2.31%
Gross Profit	1,394,204.39	1,362,679.24	31,525.15	2.31%
Expense				
701 · Personnel Expenses	123,246.87	115,428.60	7,818.27	6.77%
727 · Supplies	2,781.72	3,159.31	-377.59	-11.95%
801 · Professional Services	13,571.35	17,092.45	-3,521.10	-20.6%
803 · Maintenance Service Contracts	10,011.72	11,795.17	-1,783.45	-15.12%
850 · Telecommunications	-3,507.32	1,256.55	-4,763.87	-379.12%
880 · Promotional Materials	12,353.63	6,935.77	5,417.86	78.12%
884 · Programming	3,719.07	4,793.55	-1,074.48	-22.42%
885 · Volunteer	42.47	0.00	42.47	100.0%
920 · Utilities	4,615.56	5,607.50	-991.94	-17.69%
960 · Board Expense	229.38	282.04	-52.66	-18.67%
965 · Automation Services	13,726.22	13,583.41	142.81	1.05%
967 · Equipment	9,383.74	3,846.64	5,537.10	143.95%
969 · Continuing Education Expenses	9,904.61	2,020.32	7,884.29	390.25%
980 · Capital Expense	9,810.00	46,411.74	-36,601.74	-78.86%
982 · Collection Expense	17,328.47	17,866.99	-538.52	-3.01%
Total Expense	227,217.49	250,080.04	-22,862.55	-9.14%
Net Ordinary Income	1,166,986.90	1,112,599.20	54,387.70	4.89%
Net Income	1,166,986.90	1,112,599.20	54,387.70	4.89%

CHELSEA DISTRICT LIBRARY

Fund Balances

February-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
\$282,881.11	\$386,214.44	\$669,095.55
\$2,474.65	\$0.10	\$2,474.75
<u>\$285,355.76</u>	<u>\$386,214.54</u>	<u>\$671,570.30</u>

Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

Investment Partners Total

\$1,307,953.86	\$7,039.94	\$1,314,993.80
\$400,000.00	\$0.00	\$400,000.00
<u>\$1,707,953.86</u>	<u>\$7,039.94</u>	<u>\$1,714,993.80</u>

Total General Fund

<u>\$1,993,309.62</u>	<u>\$393,254.48</u>	<u>\$2,386,564.10</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$459,421.20</u>	<u>\$231,588.09</u>	<u>\$691,009.29</u>
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Chelsea District Library Investment Account

As of 02/29/2016

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	InfineX Money Market Fund	1,737
	Total Investment	1,077,957

Investment Activity

Date	Value
2/29/2016	1,314,994
Invested	1,077,957
Increase 6/2009 – 12/31/2015	212,038
2016 Change (Current Year)	24,999
Withdrawal / Deposit	0

Investment Distribution

Fund	Value
Capital Reserve Fund	870,800
Capital Improvement Fund	100,000
General Fund from Investment	107,157
Investment Services Fund	237,037
(Interest - Fees + Change in Value)	
	1,314,994

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

Report for 02/29/2016

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

Chelsea District Library Cash Flow 2016

Budget

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$297,042	\$734,223	\$1,141,827	\$1,150,758	\$941,302	\$818,688	\$758,088	\$647,581	\$547,401	\$433,934	\$249,332	\$107,528	\$297,042
Total income	\$531,773	\$513,870	\$154,161	\$13,703	\$11,990	\$63,377	\$20,555	\$29,110	\$3,426	\$11,990	\$3,426	\$253,520	\$1,712,901
Total expenditures	\$196,592	\$106,266	\$145,230	\$223,159	\$134,604	\$123,977	\$131,062	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,771,101
Net cash flow	\$437,181	\$407,604	\$8,931	(\$209,456)	(\$122,614)	(\$60,600)	(\$110,507)	(\$100,180)	(\$113,467)	(\$184,602)	(\$141,804)	\$131,314	(\$58,200)
Ending balance	\$734,223	\$1,141,827	\$1,150,758	\$941,302	\$818,688	\$758,088	\$647,581	\$547,401	\$433,934	\$249,332	\$107,528	\$238,842	\$238,842

Income													
Total income	\$591,460	\$512,949	\$197,395	\$13,703	\$11,990	\$63,377	\$20,555	\$29,110	\$3,426	\$11,990	\$3,426	\$253,520	\$1,712,901
Other income													

Expenditures													
Total Expense	\$153,146	\$126,734	\$145,230	\$223,159	\$134,604	\$123,977	\$131,062	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,748,123
Other	\$50,000												\$50,000

Actual / Budget

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$297,042	\$285,356	\$671,571	\$723,736	\$514,280	\$391,666	\$331,066	\$220,559	\$220,379	\$206,912	\$122,310	\$80,506	\$297,042
Total income	\$591,460	\$512,949	\$197,395	\$13,703	\$11,990	\$63,377	\$20,555	\$29,110	\$3,426	\$11,990	\$3,426	\$253,520	\$1,712,901
Money Market Flow	(\$400,000)							\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$0
Expenditures	\$203,146	\$126,734	\$145,230	\$223,159	\$134,604	\$123,977	\$131,062	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,798,123
Net cash flow	(\$11,686)	\$386,215	\$52,165	(\$209,456)	(\$122,614)	(\$60,600)	(\$110,507)	(\$180)	(\$13,467)	(\$84,602)	(\$41,804)	\$131,314	(\$85,222)
Ending balance	\$285,356	\$671,571	\$723,736	\$514,280	\$391,666	\$331,066	\$220,559	\$220,379	\$206,912	\$122,310	\$80,506	\$211,820	\$211,820

\$ 400,000 to money market 01/16
add back as needed

Other Income	Process	Location
\$18,000	Capital Improvement Funds - add when transferred	Investment Account
\$41,000	Investment Interest - add when transferred	Investment Account
\$24,200	Capital Reserve Funds - add when transferred	Investment Account
\$16,734	Money from 2015 Budget - included in Balance Fwd	Checking Account
\$50,000	Transferred back (2014) to Investment Fund 01/2016	Operating Fund Money

Chelsea District Library
Donation and Restricted
January through February 2016

	Jan - Feb 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 · Designated 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)
Gross Profit	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 Restricted Gift			
884.932 · MHC - World War I Grant	0	9,000	(9,000)
Total 884.930 · Oral History Restricted 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)
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	97	135	(38)
982.920 · Youth Collection Restricted	0		
Total 982 · Collection Expense	97	2,788	(2,691)
Total Expense	1,097	29,868	(28,771)
Net Ordinary Income	12,438	21,467	(9,029)
Net Income	12,438	21,467	(9,029)

DIRECTOR'S REPORT

Library Director's Report
March 15, 2016
Submitted by Lori Coryell

Housekeeping: Board Packet

In the interest of time and money, we will no longer bind monthly board reports for trustees and staff. Beginning in April, board packets will be available electronically via email to trustees and on the CDL website for staff and general public. We will also make paper copies available to trustees and provide them with binders for their board packets.

Performance Dashboard

At the end of this report, you will find a monthly Performance Dashboard. It will be a regular addition to the Director's Report in the monthly board packet. This Dashboard provides information on all performance indicators for the current month as well as provides monthly comparison and cumulative data.

Staff News

A hearty congratulations to Circulation Supervisor and Administrative Assistant Extraordinaire Terri Lancaster who celebrated her 15 year work anniversary on February 12th! We are so fortunate to have her on our team.

Chelsea Nondiscrimination Ordinance

Discussion with Michael Blum of Miller, Canfield resulted in no substantial changes to CDL's *Human Resources Policy and Procedure Manual*. Current policies and procedures cover legally protected classes.

State Aid Budget News

On February 24th, MLA Legislative Chair Lance Werner and Vice Chair Mary Rzepczynski testified at the House Appropriation Education Subcommittee meeting held at the Capitol in Lansing. They explained the crucial role libraries serve in their communities and how the state's support of libraries enables vital programs and services. They requested the committee's support for the Governor's proposed budget which mirrors 2016 numbers. Last year's budget saw a \$1 million increase in State Aid to Libraries for fiscal year 2015/16.

PA269/SB571 Update (from MLA's Advocacy Newsletter – 2/25/16)

MLA recommended language was included in Rep. Lisa Lyons' follow up bill HB 5219 which passed the House earlier this week. The PA 269's 60-day restriction on communication was an effort to block access to unbiased, objective communication and dissemination of information. The new language attempts to clarify the law by saying local entities can only relay factual and neutral information in taxpayer funded mass communications on local ballot proposals. A previous version of the bill said "strictly neutral." Since libraries are in the business of providing factual and neutral information, this was not as much of a stretch for support. Changes to the bill also include making violations a civil infraction instead of a misdemeanor.

We still have concerns with the follow up bill that the language remains somewhat ambiguous and could lead to litigation.

Librarians voiced strong opinions on SB 571 and we were hugely disappointed that the Governor chose to sign the legislation. A legal challenge to the constitutionality remains underway. MLA is supporting the legal challenge and has signed on to an amicus brief in support as well. A motion for immediate injunctive relief has been approved and sets aside the law until a judge decides the outcome of the legal challenge.

MLA was sincere in efforts to work with legislators to resolve the law's restrictive language and earlier this month MLA lobbyists and Legislative Chair Lance Werner sat down with Rep. Lyons and discussed what potential fixes might look like.

Strategic Planning

Assistant Director Linda Ballard and I had a good conversation with Kerry Sheldon and Griffin Reames of Bridgeport Consulting relative to the CDL's 2017-2019 strategic planning process. Bridgeport has worked with the *Ann Arbor Observer*, the University of Michigan's Ross Business School, the University Musical Society, the University of Michigan Library System, and the Ann Arbor District Library on strategic planning, change management, group facilitation, and public engagement. It was a very fruitful and positive conversation. We discussed our mutual interest in emphasizing outreach, library relevancy, and stakeholder input in the process. We will receive a formal proposal including a timeline and budget from them by the middle of March.

FOML Trustee Alliance Workshop – Friday, April 15th

The title of the spring workshop is "Knowledge is Power: What Trustees Need to Know about Library Governance" with special guest speaker Josie Parker of AADL. The workshop is a full day of sessions at Hoyt Main Library in Saginaw and addresses the key ingredients for successful library governance. Please contact me if you are interested in registering. The cost is \$20 for FOML members and \$30 for non-members.

Out and About

- Toured the Faith in Action facility and met with Director Nancy Paul
- Attended the Fifth Annual Festival of Tables to benefit the Chelsea Senior Center
- Met with Dexter Library Director Paul McCann
- Met with Ann Arbor District Library Director Josie Parker
- Together with CDL Youth and Teen staff, met with Chelsea High School Principal Mike Kapolka, North Creek Elementary School Principal Marcus Kaemming, and South Meadows Elementary School Principal Stacie Battaglia to discuss strengthening collaboration between our organizations
- Met with Chelsea School District Acting Superintendent David Killips
- Met with Chelsea City Mayor Jason Lindauer and Chelsea City Manager John Hanifan
- Visited the American Legion Post 31 to talk about WWI grant
- Met with Yankee Air Museum Executive Director Kevin Walsh and staff with Purple Rose Theatre's Development Director Gerie Greenspan to discuss cross-county collaboration in support of the theatre's *Willow Run* musical
- Wrote two letters in support of Purple Rose Theatre's grant applications
- Attended Chelsea Chamber's Annual Membership Meeting
- Met with Randy Ross, Associate Vice President, Donor Relations, Community Foundation for Southeast Michigan
- Met with Aubrey Martinson of Chelsea Alehouse to discuss continued collaboration
- With Keegan Sulecki, met with Patti Schwarz and Deb Greer of the River Gallery to discuss our collaboration on the World War I project

Looking Forward

Serve as guest at Chelsea Senior Center's Life Stories – March 11th

Attend Lyndon Township's Board Meeting on March 22nd

Authors in Chelsea – March 30th and 31st

PLA – April 5th – 9th

MLA's Spring Institute – April 14th and 15th (Youth/Teen Services Librarian Jessica Zubik will present a table talk on leveled readers)

Chelsea District Library Performance Dashboard February 2016

	Feb-15	Feb-16	from last Feb	2015/Annual	2016 to date
Circulation					
Items	25112	25063	0%	324282	51518
E-books/E-audio	1418	1638	16%	15994	3390
E-magazines	413	297	-28%	2990	516
TOTAL	26943	26998	0%	343266	55424
Self-Check Items					
TOTAL	1395	2608	87%	26516	5428
New Cards					
TOTAL	75	64	-15%	905	158
Annual Registered Borrowers					
TOTAL				9764	
Reference					
TOTAL	1611	1698	5%	21473	3788
Program Attendance					
Youth	168	169	1%	8601	463
Adult	175	261	49%	2960	512
Teen	68	66	-3%	6205	178
General	210	131	-38%	3558	450
Outreach -- Youth	953	352	-63%	7620	769
Outreach -- Teen	40	54	35%	547	956
Outreach -- Adult	19	25	32%	587	67
TOTAL	1633	1058	-35%	30078	3395
Programs/Visits Offered					
Youth	13	13	0%	175	31
Adult	15	12	-20%	182	22
Teen	10	10	0%	101	19
General	3	4	33%	36	9
Outreach -- Youth	34	14	-59%	162	33
Outreach -- Teen	1	2	100%	24	37
Outreach -- Adult	2	4	100%	64	10
TOTAL	78	59	-24%	744	161
Door Count					
TOTAL	12839	N/A	#VALUE!	136221	0
WiFi Data Usage					
TOTAL	769	599.7	-22%	8371	1310.7
Computer Usage - Sessions					
Workstations	624	1383	122%	9033	2834
Wireless	1489	1593	7%	19839	3306
TOTAL	2113	2976	41%	28872	6140
OCLC Loans					
TOTAL	5	10	100%	90	22
Annual Items in Collection					
TOTAL					
Unique Website Visits					
TOTAL	12261		-100%	75618	10127
Homebound & Deposit Collection Items					
TOTAL	101	125	24%	1473	241

Friends March 5th Meeting Notes
Submitted by Lori Coryell, Library Director

Financial

- Postponing Endowment deposit to accommodate banking
- March Library expenses will be paid in two payments – beginning and end of March

Membership

- Currently 56 paid memberships. 20 non-renewals from 2015. Effort amongst board members to reach out to these non-renewers to encourage membership (not a high-pressure tactic)
- Would like to have a conversation about Friends membership as a byproduct of donating to library. Complimentary year membership for those who donate to CDL.
- Stress role of Friends as ambassadors of and advocates for CDL.

Staff Appreciation Luncheon set for April 13th. Library Board, please RSVP to muldezyg2@comcast.net by April 7th.

Outreach

Would like to increase Friends' visibility in the community particularly at community events like Sounds and Sights (perhaps chairs at venues?).

Looking into a presence (table) at Farmers Market.

Website

- Migrating to WordPress
- Goal of a full-service site (registration, meeting minutes, etc.)
- More vibrant, current
- Use website to drive volunteer opportunities

Book Sales

Book Sale banner – motion passed to designate \$175 for a weather-proof, long-lasting banner

Discussion about sustainability of managing book sale

FOML Spring Workshop in Saginaw

Great opportunity to network

- April 14th – Friends
- April 15th – Boards

Meeting Time

Discussion about feasibility of other meeting time – perhaps rotating between Saturday morning and a weekday evening? Will survey board to get consensus.

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

Facility

I continue to be frustrated by the LED light bulbs this month as another one of the bollards that run along the sidewalk next to Merkels went bad ☹. The bad bulb in the new book area was replaced and blew out the minute I screwed it in, so back to the drawing board there, too!

We made progress on the remodel of the media area this month when Chris De Bear of Library Design Associates visited to talk with the management group. We walked through the space and discussed our goals for the remodel. Chris will return with his space designer in early March to get more details and start measuring. He tells us we should have it all done by August for our 10 year anniversary party!

I will begin getting estimates for repairing and repainting parts of the McKune porches soon, as well as having our Capital Reserve plan updated before year's end.

Staffing

Lori continues to acclimate well to her new job and surroundings. She is still meeting with staff and our many community partners. TLN SASUG meeting was cancelled this month but she did lead her second all staff meeting where MERS talked to us about retirement basics.

We only had one anniversary this month but it was a big one- Terri celebrated her 15th year at CDL on Feb. 12th. I worked with Lori to write and deliver Terri's evaluation. We are so lucky to have such a dedicated, upbeat, organized person as Terri performing two very important and complicated jobs!

Outreach

I joined two members of the Community Center Exploratory Committee (CCEC) in a field trip to Plymouth to see Plymouth Arts and Recreation Center (PARC), due to their very successful community center model. They rent out space to many community groups in order to fund the common areas like gyms and a pool, and they actually make a profit each month. Most community centers try to operate on membership fees alone and most lose money on a regular basis, so actually making a profit is a big deal. Later in the month I attended a CCEC meeting with city council and school board members in attendance. We discussed next steps and asked for their support in designating the WSEC campus as the most likely spot for the center. With a location designated, the committee can move forward with possible site plans and then develop a proposed budget and funding plan.

Lori, Patty and I attended the annual Chamber meeting where the large and small business awards were presented. Since we were the recipients of the large business award last year, I enjoyed watching Paul Schissler and United Methodist Retirement Communities receive the awards this year. It was a very well attended event.

Programming

On February 6th I attended the grand opening program for our Civil War exhibit. It was not very well attended but the displays set up by the re-enactor volunteers were fantastic, and the lobby displays continue to draw lots of positive comments each day.

Volunteers

We logged 104.75 non-book sale volunteer hours this month, but book sale volunteer hours were not available at the time I wrote this report.

Board

I attended the trustee farewell party at the Alehouse this month. It was great to be able to thank our very dedicated out-going trustees Gary, Susan and Robin but we will miss them so much!

Respectfully,
Linda Ballard, Assistant Director

Chelsea District Library

[illegible]

Program Report: February

Date	Event	Attendance
2/2, 2/16	Smarty Pants Trivia	72, 50
2/9	Tablet & Smart Phone Users' Group	Cancelled
2/9, 2/23	Computer Training 1:1	7, 4
2/10	Place That Face	22
2/13	Purple Rose Theatre Reading	68
2/16	Mango Languages Class	Cancelled
2/17	Grow Your Business	1
2/18	Books & Banter	6
2/21	Sonic Sunday: North Creek Fiddlers	70
2/23	Ancestry Aficionados	1
2/23	Reading Glasses	3
2/27	Film by local film maker: "Let's Have Some Chruch Detroit Style"	17
2/29	Financial Literacy: Women & Widowhood	10
Outreach Programming		
2/4, 2/18	Computer Training1:1: CRC Dancy & Glazier	5, 5
2/17, 2/18	Book Clubs: Senior Center, Pines	7, 8
Total Programs: 19	Attendance Total:	356

Upcoming Programs

March kicks off our spring programming lineup. Some highlights include a collaborative program with Adult Learners Institute and Ballet Chelsea on *A Midsummer Night's Dream* as well as our Spring Flower Arranging with Gigi. We are also finalizing our Summer Reading programming for our next newsletter.

Collections

The space allocation project on the 2nd floor is almost complete. Mystery and Science Fiction/Fantasy paperbacks have been integrated into the regular collection. The bulk of the paperbacks are regular fiction and the process of integrating them into regular fiction is underway.

World War I Project

Our World War I Centennial Commemorative project is gaining momentum. We have received many wonderful historic photographs from residents to add to our Stories of Chelsea website. In February, we met with Chelsea River Gallery to finalize our timeline and our intern for this

project, Sarah Conrad, has been working to reach out to more families and organizations to help us document this era in Chelsea history.

Statistics

	February 2016	February 2015
2nd floor Ref Desk Interactions	1,300	1,181
Homebound Book Delivery	125	101
Inter-library Loan	10	5
Zinio Checkouts	297	413

From Keegan Sulecki, Head of Adult Services

In February, I was very excited to see our progress on the World War I project. We have come a long way since receiving our grant from Michigan Humanities council and I look forward to seeing it really take shape. In March, we hope to begin posting some of the photos we have collected so far on our Stories of Chelsea website. Our posting for our part-time Adult Reference Librarian position also closed in February and we completed interviews at the end of the month. We have made our selection and our new part-time librarian will begin after she finishes her Master's degree in mid-April.

From Emily Meloche, Adult Services Librarian

Though a shorter month, February proved a great time to plan ahead for the busy spring. Along with Jessica, I continued taking steps for the creation our non-traditional circulating collection, which should have a soft launch in late summer. I finished creating my presentation for PLA, scheduled for April 8, and will spend the next month practicing and finessing it. Lastly, huge steps have been taken for MLW 2016, with authors matched to venues, logistical details hashed out, and social media revving up.

From Ron Andrews, Technology Librarian

For technology, I assisted Melanie in upgrading memory and hard drives for new staff computer and the new laptop training computers. Melanie and I also trained staff on Windows 10 due to our upcoming upgrade to both staff and public work stations. I attended The Library Network eContent quarterly meeting where representatives from Odilo (our newest ebook vendor and platform) presented an overview of the service. I continue to chair the Odilo subcommittee which is currently working on procedures and decisions regarding marketplace and other pending services. For programming, I hosted the month's Purple Rose Theatre reading, which was a great success!

Chelsea District Library
Monthly Youth Report—February 2016

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

Programs and Attendance (previous year)

Family:	3	(2)	programs	Attendance:	61	(160)
Youth:	13	(13)	programs	Attendance:	169	(168)
Outreach:	16	(35)	programs	Attendance:	406	(993)
Teen:	10	(10)	programs	Attendance:	66	(68)
Total:	42	(60)	programs	Attendance:	702	(1,389)

Date	Name of Program	Children	Teens	Adults	Total
Family/Parent					
2/6	Civil War Grand Opening				30
2/20	Caring for your Infant's Dental Health				6
2/28	Sonic Sunday and Parent Education Series: Music and Your Child's Mind				25
Youth					
2/2, 9, 16, 23	Babytime (4)	38		36	74
2/4, 11	Toddler time (2)	16		14	30
2/4, 11	Winter Storytime (2)	5		4	9
2/8	Minecraft Monday	18			18
2/9, 23	Evening Storytime (2)	9		8	17
2/18	READ to the Library Dog	9			9
2/24	Dance Along, Sing Along				12
School & Community Outreach					
2/2	Brainfuse and database training-7 th grade (4)				93
2/3	Class visit from Mr. Proos' 2 nd grade class to do animal report research				25
2/3	Brainfuse and database training with Senior Seminar classes (2)				54
2/16-17	Chelsea Community Preschool storytimes (4)				61
2/24	Brainfuse and database training-7 th grade (4)				93
2/27	Chelsea Community Preschool Carnival				80
Teen					
2/2, 4, 11, 16, 18, 23, 25	Dungeons and Dragons gaming (7)		35		35
2/7	Scholarships for HS Seniors		9		9
2/7	Write an Award-Winning Essay		13		13
2/20	New SAT Test and Essay Seminar		9		9

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

Date	Total
February 2016	398 (430)
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 Highlights

From Karen

- The youth dept. spent much of February preparing for our signature event in March: Authors in Chelsea. The three visiting authors will spend March 30-31 in three Chelsea schools, presenting writing workshops for grades 1-6. This year, over 1200 students will learn about "The Power of Writing."
- In the evening of March 30, the Chelsea community (**and the Board!**) is invited to meet the authors at a Meet and Greet in Room 100 of the Washington Street Education Center, from 6:30-8pm. All three authors will give a brief presentation, answer questions, and then sign books. Their books will be for sale in the lobby, from Chelsea's Just Imagine book store.

Youth Department Volunteers: Youth Service Group— 33 hours

Spring SignUp Genius response is good; the teens are getting used to signing up online for their volunteer shifts.

February Community Outreach & Meetings:

2/1	Interview with Jim Pruitt about Civil War exhibit (KP)
2/1, 3	Meetings about space, 1 st floor renovations (KP)
2/2, 9, 16, 23	Weekly management meetings (KP)
2/8	Meeting with school principals (KP, JZ)
2/10, 24	Meetings with director (KP)

Future Program Highlights:

3/1	Dr. Seuss' Birthday storytime
3/5	Authors in Chelsea Fun Fair
3/5, 12, 19, 26	Super Saturday: makerspace
3/6	Gettysburg Class Trip
3/7	New! makerMonday
3/12	Voyageurs of the French Fur Trade Era
3/13	Peace Jubilee Brass Band
3/14	Minecraft Monday
3/15	Tween Book Club: A Long Way from Chicago
3/16	Ice Age Mega Mammals
3/18, 25	Skynet Junior Scholars
3/19	SAT Practice Test
3/20	AP Test Prep: How to Get a 5
3/22	Bunny Evening storytime
3/30	Authors in Chelsea: Meet the Authors Tonight!

From Edith, Youth and Teen Librarian

- Completed last Brainfuse/database training for BMS -- the entire middle school has now been trained
- Visited two CHS Senior Seminar classes for the first time to teach Brainfuse tutoring program and CDL databases, invited to return for third trimester.
- Met with WCC and MichiganWorks to prepare for April Job Fair

From Jessica, Youth and Teen Librarian

February was a month of preparing for spring and summer programs. Highlights included:

- Booking one of our first Wild Wednesday program for Summer Reading, a 2-hour stop-motion animation workshop. This program will fit right in with the makerspace programming we've been doing all year.
- Working with the North Creek Elementary author, Dan Yaccarino, on the final details for his Authors in Chelsea visit in March, including a full itinerary.
- I also began weeding the picture book collection and other collection areas to prepare for summer. It's always great to have beautiful looking shelves during that very busy time of year!

Chelsea District Library

Report Period: February 2016

USAGE SUMMARY	
Total Usage (Homework Help, Skills Building, Writing Lab, Test Center Visits, and Database Usage)	4,467
Database Usage	4,319
Homework Help, Skills Building, Writing Lab, and Test Prep Sessions	148
Homework Help/ Skills Building Sessions	106
Remote Homework Help/ Skills Building Sessions	106
In-Library Homework Help/ Skills Building Sessions	0
Average Length of Tutoring Session (minutes)	4
Test Center Visits	15
Writing Lab Submissions	27
ALC Visits	5
Unique Visits	101

DATABASE USAGE	
Adult Learning Center	1%
Skill Surfer	99%
eParachute	0%
Flashbulb	0%

SESSIONS BY LOCATION	
Remote	106

AVERAGE NUMBER OF SESSIONS PER HOUR OF THE DAY (MILITARY TIME)	
14	0.69
15	0.48
16	0.21
17	0.79
18	0.9
19	0.14
20	0.14
21	0.17
22	0.14
Average:	0.41

AVERAGE NUMBER OF SESSIONS PER DAY OF THE WEEK	
Sunday	10.75
Monday	1.25
Tuesday	3

Wednesday	6.25
Thursday	5.25
Average:	5.3

TUTORING SUBJECTS REQUESTED %	
Math Grade 6	33.96%
Math Grade 7	19.81%
Science Grade 6	7.55%
Middle School Math	6.6%
Geometry	6.6%
Reading Grade 6	5.66%
Science Grade 7	4.72%
Math Grade 8	3.77%
Math Grade 12	3.77%
Math Grade 2	1.89%
Social Studies	1.89%
Reading Grade 7	1.89%
Social Studies Grade 12	0.94%
Intermediate Writing	0.94%

TUTORING SERVICES BREAKDOWN	
Homework Help	79.7%
Writing Lab	20.3%

SKILLSURFER USAGE		
Middle School		92%
Grade 7 Science	38%	
Grade 7 Math	37%	
Grade 7 Writing	18%	
Grade 7 Reading	5%	
Grade 8 Math	2%	
Grade 8 Writing	0%	
Grade 8 Science	0%	
Grade 7 Social Studies	0%	
High School		4%
Biology	48%	
AP Chemistry	14%	
Chemistry	10%	
Algebra 2	10%	
Grade 12 Writing	5%	
U.S. History and Government	5%	
Grade 12 Reading	5%	
AP Biology	5%	
Home CollegeNow		2%
Find the School for You	67%	1%
General Application Information	33%	
Elementary School		0%
Grade 3 Math	100%	
Computers and Technology		0%
JavaScript Certification	100%	

Parent Corner		0%
College Entrance Exam Preparation		0%
ACT Mathematics	100%	
ASVAB		0%

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?	80%	20%
For Students: Is this service helping you improve your grades?	80%	20%
For Students: Is HelpNow helping you be more confident about your school work?	60%	40%

Network Administrator

Monthly Summary



TO: Lori Coryell

FROM: Melanie Bell

DATE: 03/08/2016

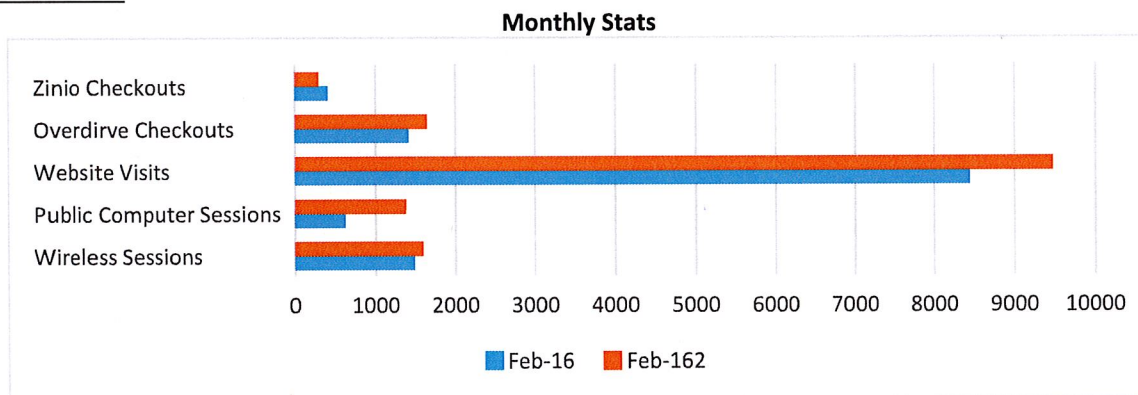
SUBJECT: Summary of Feb 2016

In February we had two interesting projects that we began work on. The first was a patron asking us to help print a 3D tactile version of the book *Goodnight Moon* to assist a blind child with reading. We were able to print our first page of the book. A picture is shown below. We will continue to meet to work on this project.



The second interesting project we've begun work on is a ballot proposal for a Lyndon Township millage to support the building of broadband infrastructure in Lyndon Township. I participate with two groups who are working toward furthering broadband in our area. The first is the Washtenaw County Broadband Initiative and the second is the Michigan Broadband Cooperative (formerly Pure Broadband). The Michigan Broadband Cooperative (MBC) is working to help Lyndon Township put together a millage proposal to build their own infrastructure. The first step in this process is for Lyndon Township board to approve a \$16,000 feasibility study. The Lyndon Twp board will be meeting March 22nd to discuss approving the feasibility study. I encourage all board members who are from Lyndon Twp to attend.

Statistics



- Wireless clients increased from **1,489** client in Dec 2014 to **1,593** in Feb 2016.
- Public computer usage increased from **624** users in Feb 2015 to **1,383** users in Feb 2016.

- Overdrive downloads increased from **1,418** downloads in Feb 2015 to **1,638** downloads in Feb 2016.
- Online magazine downloads decreased from **413** in Feb 2015 to **297** in Feb 2016. .

Technology

Server and Network Infrastructure:

Ran updates on servers and checked backups.

Public and Staff Computers:

Setup perfect image for mobile lab. Ron imaged the 15 machines. Need to finalize their configuration and they should be ready to go in early March

Had two catalog machines die. They were still under warranty. Shipped them back waiting for new machines.

Filtering on the public machines was only working in Internet Explorer. Wrote a script to fix this issue and applied to public computers.

Website

Uploaded the 2013-2015 Historical newspapers and added further search functionality to the database.

Added further security to the web forms to help protect from spam.

Other

Met with Michigan Broadband Cooperative. As discussed earlier they are working to get a broadband infrastructure build millage proposal on the Aug 2. Lyndon Twp. Ballot.

Updated Michigan Broadband Cooperative site.

Met with Gary Munce and Amanda to train on Friends website updates and discuss changes to the Friends site.

Setup test Wordpress site for Friends

Terri and I picked a people counter to replace the broken one. Currently looking into pricing for installment.

Worked on training documentation for 3D printing volunteers. Hosted first training session will be hosting another in mid-March.

Rona and I worked on Window 10 Staff training. Will be deploying new staff machines with Windows 10 mid-March. Staff training will be the first week of March.

Patty and I met with our web/graphic design consultant Luna to begin the redesign of our webpage.

Submitted – March 8, 2016

Melanie Bell
NETWORK ADMINISTRATOR

MARKETING BOARD REPORT

February 2016

Marketing Highlights

Website Restructure/Redesign Project

We had our initial meeting with LM Designs to organize the project and set milestones and deadlines. The necessary information and files have been given to LM Designs to begin work on the project. A target date of June has been set for the completion of the following tasks:

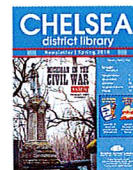
- Migration of the website from Drupal to Wordpress platform
- Consolidation of all stand alone program websites under the main CDL website with the exception of the Midwest Literary Walk
- Creation of website and marketing email templates that have consistent branding with quarterly print newsletter
- Creation of template that offers better visitor navigability

Board and Staff Website Updates/Photos

The remaining photos were taken for our three new board trustees and our new director. The images have all been uploaded to website. Watch our upcoming Enews for articles about our three new trustees.

Spring Newsletter

Our spring newsletter was distributed to patron postal routes on schedule in Mid-February – I hope you received your copy in the mail and liked what you saw! The web version has been uploaded to the website and linked in our weekly Enews. In addition, 185 copies were distributed around town to local businesses, organization and schools.



Miscellaneous Marketing

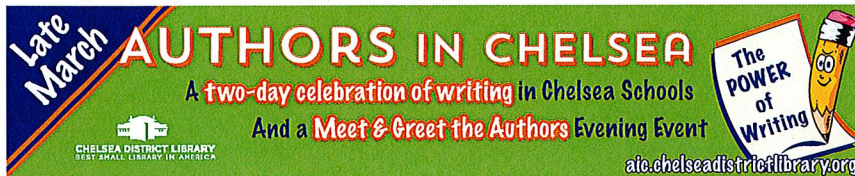
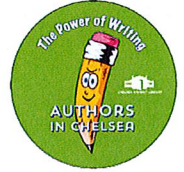
- New Library Card Policy – we continue to communicate information to our patrons about our upcoming changes to the library card policy through in-library promotion and articles in our Enews. In addition, there was an article in the Chelsea Update explaining the changes. The majority of patrons have accepted the changes with little pushback. For the handful voicing concern, we have addressed them personally and explained the reasons for the changes. Additionally, we have made an effort to offer work-arounds such as phone apps, which allow you to load your card for scanning, and waiving the library card replacement fee until May 31.
- Quarter Marketing Lineup/Schedule — With the new spring newsletter comes a whole new quarter of programs to promote! The marketing schedule for the spring quarter has been completed and as of the 2nd week in March all promotional graphics have been created and uploaded to the website slideshow and in-library monitors. Select slides have also been forward the press (particularly Chelsea Update) for promotion.
- A date has been set introduce Lori to our patrons and the public on Thursday, April 14. There was an article in last week's Enews (hopefully you saw it!). The event is schedule from 5–7 in the McKune Room. I will be creating an e-vite that board and staff can share with their networking groups to help get the word out. It should be a fun event!
- Since updating our logo last year, I am still finding our old logo on community websites and in some of our library's signs and promotions. I am making a concerted effort to find and replace the old logo. There are a few instances where we will have to wait to update it, namely our library card which also has the old website address. In addition to outdated info, our library card also has some wear issues causing it to delaminate with use. I am currently researching card suppliers for cost and quality. Once the information is complied we will determine a schedule for ordering new cards. Going forward, we would not replace current active cards with the new card; the new cards would only be distributed to new patrons or as replacement cards.
- I am currently evaluating the use of paid Facebook ads to promote our larger events. We will do a test run for effectiveness by placing a low dollar ad for our upcoming 2016 Midwest Literary Walk three weeks before the event. If effective, this could be a low cost way to reach patrons who favor social media for information. Stay tuned for results!
- The library has agreed to host a Chamber "Business After Hours" event on May 19. We are still discussing the event's program, but feel this would be a great opportunity to showcase our Business Resource Center, our business-related online databases such as Reference USA, and small business oriented programs in addition to bringing potential non-users into our facility.
- 2015 Tax Forms – Unfortunately, each year we receive fewer and fewer copies of state and federal forms for distribution as the government pushes people toward digital formats. This year we created a link on our website homepage to state and federal income tax form resources as a convenience for our patrons.

MARKETING BOARD REPORT

February 2016

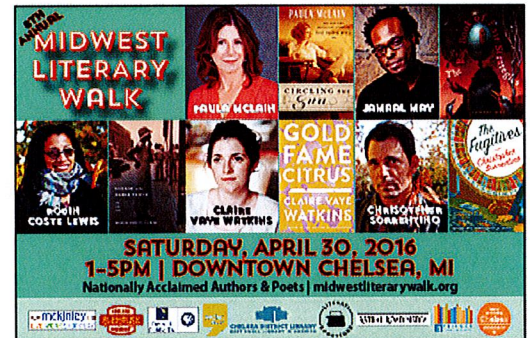
Promotional Highlights

Authors in Chelsea – Promotion for our Authors in Chelsea program went full steam ahead during the month of February. Avenue banners were installed and our giant banner was hung on the fence at the intersection of Old US 12 and Freer Rd. The brochures were distributed to students at South, North and Beach schools. We began promoting in our weekly Enews and on our website slideshow and in-library monitors. A press release was submitted to press along with photos from last year. The large lobby poster artwork was finalized and submitted for printing – it is currently on display. This year we created an AinC button to distribute to school staff to help promote from within the schools (I saw one of the teachers wearing his button while I was working the St. Mary Fish Fry!) CDL staff will also wear the button in the library during the month of March. Ad artwork was created and submitted to The Sun Times and Chelsea Update, which will appear throughout March. A new Facebook photo image was created and uploaded.



Midwest Literary Walk – Promotion for the 8th annual Midwest Literary Walk went into full gear this month after establishing this year's lineup and schedule. By extending our audience reach and bringing in outside visitors, we continue to improve the quality of author and poets we can attract to our Walk. Not only do our patrons benefit from the elevated level of presenters, but also our community benefits from the additional foot traffic we bring into town. This year we are working with downtown business to offer a discount the day of the event to MWL participants.

We have 5 exceptional authors and poets this year: **Paula McLain**, bestselling author of *The Paris Wife* and her new novel *Circling the Sun*; National Book Award Finalist and author of *The Fugitives* **Christopher Sorrentino**; **Claire Vaye Watkins**, National Book Award "5 Under 35" Honoree and author of *Gold Fame Citrus*; and two nationally awarded poets — **Robin Coste Lewis** and **Jamaal May**. For more information about each of our authors, please visit midwestliterarywalk.org or like us on Facebook/MidwestLiteraryWalk.



Here's a rundown regarding promotional efforts: Social Media cover images have been created and uploaded to sites, application to hang banners has been submitted to the City – unfortunately due to a large Chelsea District School artwork project, the only avenue poles available during June are the library ones; postcard artwork has been created and sent to printer; brochure artwork is under review; in-library and website slideshow graphic slides have been created, uploaded and scheduled; tabloid poster has been created and sent to printer. Ad space has been reserved in the Ann Arbor News and Around Sunday publication for week before event, the Ann Arbor Observer April edition, Sun Times (4 weeks), and Chelsea Update (April). I have coordinated with the Ann Arbor Observer for an MWL article in the April Edition.

Civil War Exhibit

The Civil War Exhibit continues to attract visitors along with Civil War themed programming in both our Youth and Adult departments. Attached you find an article about the exhibit written in the Chelsea Update. If you haven't been in to see it, you have until April 1 – there are lots of very interesting facts about Michigan's importance in the war.



Outreach

Chamber Annual Meeting – I attended this year's Annual Chamber Meeting where the 2015 Small and Large Business Leaders were recognized. It's hard to believe a year has gone by since we received our award! This is a great event to attend, giving me the opportunity to network with community business owners and organization leaders. This year I connected with Chamber to schedule a Business After Hours at the library.

Respectfully submitted,
Patty Roberts
Marketing Coordinator

2/27/16

 chelseaupdate.com[http://chelseaupdate.com/72088-2/?utm_source=feedburner&utm_medium=email&utm_campaign=Feed%3A+ChelseaUpdate+\(Chelsea+Update\)](http://chelseaupdate.com/72088-2/?utm_source=feedburner&utm_medium=email&utm_campaign=Feed%3A+ChelseaUpdate+(Chelsea+Update))

Chelsea Library Civil War exhibit thru April 1



By Jim Pruitt

Bridging the years between the Civil War and today, a local chapter of descendants of the Union Army brought their message to Chelsea recently.

Members of the Austin Blair Camp No. 7, a Sons of Union Veterans group from Jackson, came to help the library's grand opening of its Civil War exhibit, which runs through April 1. They came armed with the muskets of the day along with hundreds of other artifacts.

The group was led by Bob Griggs, past camp commander and webmaster. Griggs has been involved with the group for decades and enjoys teaching people about the war and the people who fought it.

While most participants wore some variation of the traditional blue uniform, one participant stood out with his green longcoat.

Nathan Tingley wore the outfit of a sharpshooter. The uniform signified what he would have done and possibly a special duty. The green served as camouflage for times when he took on the role of sniper.

Tingley has been a member of The Austin Blair Camp for a couple of years, but has been a reenactor for 20 years.

The reenactor season runs from April to October with the rest of the year filled with events.

The big events are not drawing as well as in the past, even with the 150th anniversary of the Civil War just now completed, he said. The drop can be attributed to the ever-growing time gap from the event and other options for entertainment.

Sometimes the green uniforms get mistaken by the public as being with the Irish Brigade, Tingley said. The Union Army wore uniforms with several different colors, he said.

For Griggs, his purpose in dressing up in the accurate costumes and carting the artifacts around is to educate people about the war and the people. He can address dozens of people at a speech, or connect with someone one on one.

That's what he did with Avery Adams, a second-grader at North Creek Elementary School came in with her mom. Griggs showed Avery several items including the flags of the South and then dressed her in the smallest Avery learned that the youngest soldier in the war was an 8-year-old boy who told recruiters he was 12.

The day concluded with a video presentation by Al and David Eicher on Michigan's involvement in the Civil War. The father-and-son team has been making historical documentaries since 1995. The pair has made more than two dozen videos for small towns as well as topical films ranging from the war to visits by Mark Twain and Amelia Earhart to Michigan.

**Circulation Supervisor's Report
February 2016**

- Circulation – 26,063, or even with last February;
51,518 YTD or 3% lower than this time last year.
- Patron Count- N/A, for February;
N/A YTD or N/A% than this time last year .
- Circulation by township- for February
 - 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= 15% of transactions- higher than last month
 - Chelsea= 34% of transactions- lower than last month
- February Circulation: 78% were items from Chelsea and 22% were inter-loaned items.
- Automated phone renewals in February - 24; Self-check was 10% of items checked out in February; Overdrive = 1638 in February; Zinio = 297 in February; Odilio numbers not available.
- Registrations for February - 64 new cards; 9788 total card holders
 - *Dexter = 1216 cards; Lima= 1117 cards; Lyndon= 1549 cards
 - *Sylvan= 1656 cards; Chelsea= 3595 cards; Nonresident= 648 cards
- Circulation by department- Adult-58%, Youth- 38%, Teen 4% in February
- Items added= 668 in February; total items in February 71,682

Circulation Activities:

- We received 4 to 17 tubs in the run each day M-F with a total of 139 in February. We didn't receive deliveries on February 24th & 25th due to the snow storm.
- I attended the Senior Center Festival of Tables fundraiser.
- Melanie is looking for someone to run the internet for the patron counter as our electrician isn't able to do this.

Respectfully submitted,
Terri Lancaster
Circulation Supervisor

**Chelsea District Library
Monthly New Registration 2016**

District					Total	
NonRes	School	Other	Month	Grand	Total	
January	84	7	0	3	94	9811
February	57	4	0	3	64	9788
March					0	
April					0	
May					0	
June					0	
July					0	
August					0	
September					0	
October					0	
November					0	
December					0	
Totals					158	

Zinio Circ (downloadable e-magazines)				
	2016	2015	2014	
Jan	219	206		
Feb	297	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	516	2,990		1,968

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	9133	
Dexter	867	1121	1198	1216	1258	1197	1222	1206	1211	1215	1216	
Lima	800	1041	1086	1124	1176	1169	1174	1156	1133	1109	1117	
Lyndon	955	1333	1477	1605	1673	1567	1579	1538	1539	1546	1549	
Sylvan	1119	1473	1619	1743	1822	1800	1786	1693	1662	1667	1656	
CityChel	2092	2703	2900	3020	3184	3165	3386	3409	3538	3572	3595	
NonRes	518	803	933	977	960	902	744	640	649	655	648	
Freedom	80	102	107	81	58	18	7	6	6	6	8	
Sharon	67	115	151	153	150	149	141	118	122	118	120	
Waterloo	250	359	391	421	423	411	365	336	348	352	350	
GrassLk							15	26	29	28	28	
Other	121	227	284	322	329	324	216	154	144	151	142	
Totals	6351	8474	9213	9685	10073	9800	9891	9642	9732	9764	9781	

SEMCOG % of			
Trans	% Tot	Trans	Pop
Feb-16	Trans	Pop.	Regist
20,227		14971	
1911	9%	1994	60%
3081	15%	2480	47%
3298	16%	2720	58%
3067	15%	2833	64%
6917	34%	4944	64%
			58%
296	1%		
699	3%		
931	5%		
27	0%		
			100%

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

Chelsea District Library
2016

Average Daily Circulation							
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	762	804	820	769	807	513	26455
Feb.	834	915	764	759	864	442	25063
March							
April							
May							
June							
July							
August							
Sept.							
Oct.							
Nov.							
Dec.							
Total							51518
Mnth Avg							25,759
Avg. % Inc.							with OD & Zinio ckouts.
							-3%

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

SlfChk/ Check-outs only				
2015 Totals	2016 Total	Days	Per Day	% ChkOuts
1115	2820	29	97	11%
1395	2608	27	97	10%
2488				
2151				
1825				
3439				
3560				
3142				
2371				
2374				
2544				
2486				
28890				21%

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
1638	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
3390	17541	15850	11625	8,892	4,281

Average Daily Patron Count 2016					
Mon.	Tues.	Wed.	Thurs.	Fri.	% Diff
Jan.		Not Available			-100%
Feb.		Not Available			-100%
March					-100%
April					-100%
May					-100%
June					-100%
July					-100%
August					-100%
Sept.					-100%
Oct.					-100%
Nov.					-100%
Dec.					-100%
Total					
Monthly average					
Avg. % increase					-100%

Item Circulation 2016

	All items circed at Chel inc: OD & Zinio	Chel items circed at Chel inc: OD & Zinio	% of Chel items circed at Chel	Other items circed at Chel	% other items circed at Chel	Chel items charged/ renewed anywhere in system	Chel items circed other libraries		
Jan.	26,455	20,830	79%	5,625	21%	20,894	2,035		
Feb.	25,063	19,645	78%	5,418	22%	19,676	1,966		
March				0					
April				0					
May				0					
June				0					
July				0					
August				0					
Sept.				0					
Oct.				0					
Nov.				0					
Dec.				0					
Totals	51,518	40,475	79%	11,043	21%	40,570	4,001		
Mnth Avg	25,759	20,238		5,522		20,285	2,001		

COMMUNICATIONS

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, January 21, 2016**

DRAFT

Present: Acting Chair Hanifan, Fairfield, Finger, Heydlauff, Merkel, Patrias, Schwarz, Weiser

Absent: Lindauer, Sanville

Others Present: City Council Member Albertson; Lisa Allmendinger ChelseaUpdate.com, Stephanie Willette Farmers Market Manager

1. Standing in as Chair John Hanifan opened the meeting at 7:35 a.m. noting a quorum was present and thanking Peter Flintoft and Chris Martinson for their years of service to the DDA as their terms expired in December.
2. Public hearings on matters under consideration – none
3. Approval of the consent agenda – none
4. Public Comment - none
5. **Motion by Fairfield second by Patrias to approve the regular agenda. All Ayes.**
6. **Motion by Heydlauff second by Schwarz to approve the minutes of the December 17, 2015 Board of Directors meeting. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board - none
9. Reports from Board Committees – none
10. **Reports from Officers and City Manager**
 - City Manager Hanifan commented that a long time business owner and former DDA Member, Jim Myles, sold his business and has resigned from City Council as he is moving out of the area. February 1st there will be a City Council opening and Hanifan encourages anyone interested to submit an application and go through the interview process (must be a qualified elector, reside in the City, and be 18 or older).
 - There was a great turn out at the City Council's Master Plan Work Session January 20, 2016.
11. **Unfinished Business**
 - Hanifan reported he is meeting with Joe Ziolkowski today regarding the Mack Building project and reported he is coordinating with Joe and Washtenaw County to submit a Brownfield Grant request to assist with additional environmental clean-up funds. Confirmed that the City & Ziolkowski agreed not to tarp the building this winter, and the LOI was extended 90-days in December.
 - Hanifan reported there is a lot of activity in the DDA district with new business and projects, and commented City Council approved a Redevelopment Liquor License application for ZouZou's Monday (1/19/16) who is planning an expansion.
 - City Council begins their Budget Renew February 17th.

- Hanifan asked that DDA Board plan to meet with City Council on February 8th at 6:00 p.m. for a Work Session and discussion including Economic Development and the Palmer Lot. Subject to confirmation at the next Council meeting.
- Hanifan will provide a draft DDA Budget at the February Meeting (7/1/16-6/30/17), and will include funds available in the current budget for projects. The DDA needs to look at light poles and all wayfinding signage for updating, possible new color scheme. Historic building lighting in the past mentioned the court house, depot and parking behind Church with the new parking lot.
- Heydlauff requested a DDA project list stay on agenda: maintenance of light poles, parking lots, alleys, fencing, crosswalks, lighting of historic buildings, updating of downtown trash containers and banners, and getting a work session set with City Council regarding the Palmer Lot.
- Schwarz is working on obtaining bids to update the downtown banners and asked to be on the February agenda; planning to get (2) additional bids and target fall for new banner install.

12. New Business

- Discussion regarding the 2016 DDA Meeting schedules and work sessions, Hanifan commented that a start time can be changed at a future date if Board so chooses.
Motion by Heydlauff, 2nd by Schwarz to approved the 2016 DDA Board Meeting Schedule for the 3rd Thursday each month at 7:30 a.m. (per handout). All ayes.

13. Announcements

- Weiser provided an update on the Clocktower complex indicating he has signed a spot in the NE warehouse space for a new CrossFit Gym and has a Lease signed for a Sporting Goods/T-shirt printing company in the SE retail/warehouse. He also is talking to a new Mexican Restaurant chain to take over the restaurant space, subject to approval of a Liquor License.

Adjournment – Motion by Merkel, 2nd by Fairfield to adjourn the meeting at 8:15 am. All Ayes.

Minutes respectfully submitted,
Kathy Dunn Finger, Secretary

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

March 15, 2016 Board Packet

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

Accept February donations and changes to the 2016 FY Budget.

Income Line - Expense Line

Total: \$.00

Acknowledge the donations below that are already in the 2016 budget.

2/1/16	Friends of CDL	Authors in Chelsea	674.111	884.922	\$2,500.00
2/1/16	Friends of CDL	Purple Rose Readings	674.110	884.915	\$1,000.00
2/1/16	Friends of CDL	Sonic Sundays	674.110	884.960	\$1,000.00
2/1/16	Friends of CDL	Sonic Sundays	674.111	884.960	\$1,000.00
2/1/16	Friends of CDL	WiFi Hot Spots	674.142	884.910	\$4,100.00

Total: \$9,600.00

Total General Donations: \$9,600.00

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 15, 2016 Meeting

FY 2017 Budget Development Calendar

Background:

The 2017 budget development process will be starting soon and the board reviews the calendar for this process. The time line is guided by the fact that we have to submit our L-4029 form to the townships, city & county by September 30th.

**Chelsea District Library
Budget Development Calendar
For FY 2017**
Dates to be confirmed by Director & Treasurer

Activity	2017 Budget Year (Dates in 2016)
Set Budget Preparation Calendar Meet with board treasurer	Week of March 7th
Review Budget Process with Board	March 15 th Board Meeting
Staff Prepare Budget Materials	March 29 th (Pre-Budget) April 26 th May 3 rd May 10 th May 17 th May 24 th
Qualifying Statement filed with State Treasury Dept. by Director	After audit approval & filed with state by auditor
<u>First</u> Presentation to the Finance Committee	June 7 th
<u>Second</u> Presentation to the Finance Committee	June 14 th
Full Board to Discuss Hearing Notice	June 21 st Board Meeting
<u>Third</u> Presentation to the Finance Committee	June 28 th -If Needed
Distribute Budget Materials to Board	July 19 th Board Meeting
Board Action to Approve Hearing Notice and Hearing Date	July 19 th Board meeting
Submit Hearing Notice to <i>The Sun Times News</i>	July 20 th Deadline [Wednesday]
Announce Budget Hearing Published in <i>Washtenaw Now</i>	July 27 th Publication Date [Wednesday]
Put Budget Out for Public Inspection	July 27 th
Budget Hearing	August 16 th Board Meeting
Budget Approval Levy Amount Approval	September 20 th Board Meeting
Turn in Form L-4029 (Levy amount) to County and Township Clerks	September 21st Key Deadline
Budget Takes Effect	January 1st, 2017

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 15, 2016 Meeting

Public Participation at Library Board Meetings

Background:

The Chelsea School District has this reminder to the public on the bottom of their meeting agendas. We would like to propose that we adopt this practice also as a reminder to the public who attend our meetings.

Public Participation

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

Participation in a Board Meeting

There are two ways to participate in a Board meeting:

- You may call the Board President or Superintendent at least two days in advance of the Board meeting and ask to be placed on the agenda. The Board decides what the agenda items of each meeting will be when they formally adopt the agenda at the start of their meeting. Once approved, you will be allowed to make your presentation to the Board.
- You may address the Board during the agenda item, “Public Input.”

When addressing the Board, you will be asked to state your name and address. If you are representing an organization or group, you should indicate whether you are representing the official view of the group. To assure adequate seating, large groups should notify the Superintendent’s office three days prior to the meeting. The Board determines the amount of time granted to individuals or groups to speak. According to Board Policy 0167.3; “Each statement made by a participant shall be limited to five (5) minutes duration.” Written statements should be given to the Board secretary, so copies can be made for Board members. Such statements are considered public documents and are available to the press.

Board members may question speakers, but the Board does not usually engage in conversation or debate during “Public Input.” That is the time for the public to be heard. Members of the Board or the Superintendent may choose to respond during the “Board/Superintendent Response” agenda item. In general, issues are referred to the Superintendent for investigation, study and recommendation, or designated as a future agenda item for the Board’s consideration.

COMMITTEE INFO & 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