

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**

**April 19, 2016
6:45 pm**

**McKune Room at Chelsea District
Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, April 19, 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 –March. 15, 2016
Approval of the Operational Checks
Director & Friends Report

7:10 Public Comment

7:15 Trustee Enrichment

United for Libraries – Resources for Trustees
Strategic Planning

L. Coryell

7:30 Presentation – Kerry Sheldon – Bridgeport Consulting

7:50 Action Items

None

7:50 Discussion Items

Review FY 2015 Audit
Review of 8 Library Policies

E. Sensoli

L. Coryell

8:15 Reports

Policy Committee
Finance Committee
Fundraising Committee
Personnel Committee
Nominating Committee

8:20 Public Comment

8:25 Other Items

8:30 Adjourn

Public Participation

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

Public Participation at Open Meetings

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

There are two ways to participate in a Board meeting:

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

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

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

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

Tuesday, March 15, 2016 6:45 pm
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 Assistant Director Linda Ballard & T. Lancaster.

Guests: Lisa Carolin – Chelsea Update, Mary Budzinski - bookkeeper.

Welcome and Call to Order

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

Agenda Review and Additions

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

Compulsory Segments:

Minutes and Approval of Checks & Financials

MOTION made by E. Sensoli, SECONDED by T. Helfferich to approve the minutes of the February 16, 2016 Board Meeting. Discussion: corrections to second page – made not make & library's not libraries. J. Wilczynski also made note that L. Ballard is no longer the interim director and it should be changed on the minutes.

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the minutes of the February 16, 2016 Board Meeting as corrected. All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by S. Lackey to accept the General Fund Operational checks & financials for February 2016. Discussion: Question on the notes listed on the investment page – these are just on paper right now, if the money were needed we would actually move it. Question on the lights in the building – we have completed the 1st phase of changing out the lights to LED, but some of these are not performing as they should and are still being researched. The 2nd phase won't be looked at until next year. All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Board packets starting next month will be punched for a 3 ring binder.
- The performance dashboard will have some changes and have larger print.
- Bonds – One of the bonds the library purchased in January was called before our paperwork went through. The funds were reimbursed & another bond purchased.
- TIFA – Tax Increment Financing Authority: Mary Budzinski explained how there was an error in how we were dividing the tax checks received from the City of Chelsea. The City was taking out the TIFA from one of the first checks they sent us, but we didn't know when or how much until they started direct deposits in 2013. We should have figured the

split before the TIFA was deducted not after and this caused a shortfall in 2009 where the board moved \$43,000.00 to the Debt fund to cover that year's payment. After receiving the TIFA figures from the City from when we moved back downtown until this year, Mary refigured each year and came up with the amount that needs to be transferred from operating to debt and this was verified by our auditors and they will make a balance sheet adjustment. From 2007 – 2013 we should have transferred \$73,736.52, minus the transfer made in 2009 of \$43,000.00 and minus the correction already made for 2015 we still need to transfer \$21,339.48 to the debt fund.

- The Michigan legislature was preparing a change to what entities should have to pay TIFA tax and letting library's choose to withdraw from these payments.
- E. Sensoli asked about a cost or plan for the new strategic plan? Are we seeking bids on this? No, Bridgeport Consulting comes highly recommended and part of this is how they believe in community input for the plan.
- J. Wilczynski informed Lyndon Township about PA269/SB571 and how it would affect the library informing patrons about elections.
- Friends report: The Friends are working towards more exposure in the community like being present at the Farmers Market, they viewed a demo of their new website, April 13 is the staff appreciation lunch, March book sale brought in \$878.00.

Public Comment:

Lisa Carolin from the Chelsea Update introduced herself as our new reporter.

Action Item #1: Donations

MOTION made by S. Lackey, SECONDED by T. Helfferich to approve/allocate the donations for February 2016. Discussion: None All Ayes: 6-0

Discussion Item #1: Review of FY 2017 Budget Calendar

Update where the budget hearing notice will be placed.

Discussion Item #2: Public Participation at Board Meetings

Update the public participation to reflect the library management.

Trustee Enrichment

United for Libraries – Resources for Trustees. Was viewed by the board and they will decide on which ones they would like to review at future board meetings. The policy committee will view the one on library policies before their meeting on Thursday with L. Coryell & L. Ballard.

Committee & Friends Reports

Policy Committee – Will be meeting this Thursday, March 17th.

Finance Committee – Will plan their next quarterly meeting.

Personnel Committee – No report

Nominating Committee – No report

Fundraising Committee – Set meeting date.

Public and Board Comment:

T. Lancaster reminded the board that L. Coryell's 90 day performance review is coming up soon. It doesn't need to be a full review. L. Ballard agreed that she is just the assistant director as of Lori's hiring.

Other Items:

None

Adjourn:

MOTION made by A. Merkel, SECONDED by E. Sensoli to adjourn the meeting at 7:45 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	Mar 16	Jan - Mar 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense							
Income							
402 · District Revenue	840,869	509,667	163,504	1,514,040	1,605,901	(91,861)	94%
539.000 · State Grants	3,600	0	0	3,600	9,000	(5,400)	40%
540.100 · State Aid	0	0	0	0	8,200	(8,200)	0%
574.100 · Penal Fines	0	0	0	0	21,000	(21,000)	0%
607.100 · Non-Resident Fees	873	241	268	1,382	5,000	(3,618)	28%
645.100 · Copiers & Printers	111	649	931	1,691	7,800	(6,109)	22%
655.100 · Circulation Fines	1,492	1,732	1,666	4,890	23,000	(18,110)	21%
665.100 · Interest	18	17	30	65			
666.100 · Investment Earnings	0	17	4,250	4,267	41,000	(36,733)	10%
666.500 · Investment Change in Value	17,958	7,023	1,239	26,220			
674 · Contribution & Donation-Public	335	9,600	0	9,935	38,335	(28,400)	26%
675 · Donations Private	0	0	0	0	4,000	(4,000)	0%
Total Income	865,256	528,946	171,888	1,566,090	1,763,236	(197,146)	89%
Gross Profit	865,256	528,946	171,888	1,566,090	1,763,236	(197,146)	89%
Expense							
701 · Personnel Expenses	51,523	72,913	76,799	201,235	1,014,996	(813,761)	20%
727 · Supplies	2,236	546	1,569	4,351	19,200	(14,849)	23%
801 · Professional Services	11,952	1,619	14,858	28,429	72,912	(44,483)	39%
803 · Maintenance Service Contracts	2,580	7,432	12,038	22,050	112,510	(90,460)	20%
850 · Telecommunications	0	(3,507)	2,331	(1,176)	22,350	(23,526)	(5%)
880 · Promotional Materials	1,273	11,081	2,125	14,479	57,505	(43,026)	25%
884 · Programming	2,241	1,479	11,453	15,173	91,742	(76,569)	17%
885 · Volunteer	16	27	143	186	1,150	(964)	16%
920 · Utilities	0	4,616	1,810	6,426	63,100	(56,674)	10%
960 · Board Expense	70	159	307	536	3,650	(3,114)	15%
965 · Automation Services	13,726	0	0	13,726	44,555	(30,829)	31%
967 · Equipment	0	9,384	526	9,910	28,675	(18,765)	35%
969 · Continuing Education Expenses	7,326	2,578	171	10,075	31,507	(21,432)	32%
980 · Capital Expense	0	9,810	0	9,810	42,200	(32,390)	23%
982 · Collection Expense	12,910	4,419	16,979	34,308	191,118	(156,810)	18%
Total Expense	105,853	122,556	141,109	369,518	1,797,170	(1,427,652)	21%
Net Ordinary Income	759,403	406,390	30,779	1,196,572	(33,934)	1,230,506	(3,526%)
Other Income/Expense							
Other Expense							
999.001 · Transfer to Capital Improvement	0	0	0	0	(18,000)	18,000	0%
999.002 · Transfer to Capital Reserve Fun	0	0	0	0	800	(800)	0%
999.025 · Carry from General Fund	0	0	0	0	(16,734)	16,734	0%
Total Other Expense	0	0	0	0	(33,934)	33,934	0%
Net Other Income	0	0	0	0	33,934	(33,934)	0%
Net Income	759,403	406,390	30,779	1,196,572	0	1,196,572	100%

04/13/16

Chelsea District Library

List of Checks for Board Approval

March 2016

Date	Num	Name	Memo	Paid Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up				
03/03/2016	02152016SD	Alerus Financial	02/19/16 Payroll	1,445.79
03/04/2016	PR03042016		RETIREMENT	-1,445.79
03/17/2016	02292016PRST	Alerus Financial	03/18/16 Payroll	1,445.79
03/18/2016	PR03182016		RETIREMENT	-1,445.79
03/31/2016	03142016PRST	Alerus Financial	04/01/16 Payroll	1,445.79
Total 701.120 · Retirement Pick up				1,445.79
701.100 · Wages - Other				
03/04/2016	PR03042016		WAGES	33,563.79
03/18/2016	PR03182016		WAGES	31,944.82
Total 701.100 · Wages - Other				65,508.61
Total 701.100 · Wages				66,954.40
701.110 · Retirement-Contributions				
03/03/2016	02152016SD	Alerus Financial	02/19/16 Payroll	1,377.33
03/04/2016	PR03042016		RETIREMENT PICK UP	-1,377.33
03/17/2016	02292016PRST	Alerus Financial	03/18/16 Payroll	1,377.33
03/18/2016	PR03182016		RETIREMENT PICK UP	-1,377.33
03/31/2016	03142016PRST	Alerus Financial	04/01/16 Payroll	1,377.33
Total 701.110 · Retirement-Contributions				1,377.33
701.115 · 401A Retirement Matching				
03/04/2016	PR03042016		401 A MATCHING	1,257.81
03/18/2016	PR03182016		401 A MATCHING	1,261.86
Total 701.115 · 401A Retirement Matching				2,519.67
701.200 · FICA				
03/04/2016	PR03042016		FICA EMPLOYER	2,567.66
03/18/2016	PR03182016		FICA EMPLOYER	2,443.82
Total 701.200 · FICA				5,011.48
701.300 · Flex Benefits				
03/04/2016	PR03042016		Dep Life (CA & DL & HI)	-10.83
03/17/2016	03102016ST	Unum Life Insurance Co.	April 2016 Premium	532.12
03/17/2016	160710005099	Blue Care Network of Michigan	2016 Medical April	637.95
03/18/2016	PR03182016		Dep Life (CA & DL & HI)	-10.83
Total 701.300 · Flex Benefits				1,148.41
701.400 · Unemployment				
03/31/2016	03312016QTR1	Michigan Municipal League-Unemp	1st Quarter 2016	92.88
Total 701.400 · Unemployment				92.88
701.500 · Workers Comp				
03/08/2016			Refund on 2016 Workmen's Comp	-305.00
Total 701.500 · Workers Comp				-305.00
Total 701 · Personnel Expenses				76,799.17
727 · Supplies				
727.200 · General Operations				
03/03/2016	196158	Research Technology Intl	Eco Pro Kits, Pads, Splash Filters	169.48
03/17/2016	165445962	Intuit, Inc.	Envelopes for Checks	170.34
03/17/2016	165468199	Intuit, Inc.	Checks	353.63
03/17/2016	454481	Smart Office Solutions	Miscellaneous Supplies	284.64
03/17/2016	454917	Smart Office Solutions	Miscellaneous Supplies	78.82
03/17/2016	03092016ST	Keybank	Direct Connect America - CC Paper	37.00
03/31/2016	03302016PC	Petty Cash-	Great Lakes Ace - Cards	5.83
03/31/2016	03302016PC	Petty Cash-	Great Lakes Ace - Mounting Tape & Hooks	18.53
03/31/2016	03172016INV	Zoran, Amy	Cards	36.00
Total 727.200 · General Operations				1,154.27
727.500 · Cleaning				
727.520 · Cleaning Supplies				
03/03/2016	300455629	Cintas Corporation-300	Soap	8.15
03/17/2016	300464583	Cintas Corporation-300	Soap	8.15
03/31/2016	300473642	Cintas Corporation-300	Soap	7.26
Total 727.520 · Cleaning Supplies				23.56

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March 2016

Date	Num	Name	Memo	Paid Amount
727.530 · Cleaning Rugs				
03/03/2016	300455629	Cintas Corporation-300	Rugs 02/19/2016	36.07
03/03/2016	300460095	Cintas Corporation-300	Rugs 02/26/2016	36.07
03/17/2016	300464583	Cintas Corporation-300	Rugs 03/04/2016	36.07
03/17/2016	300469116	Cintas Corporation-300	Rugs 03/11/2016	36.07
03/31/2016	300473642	Cintas Corporation-300	Rugs 03/18/2016	36.07
03/31/2016	300478174	Cintas Corporation-300	Rugs 03/25/2016	36.07
Total 727.530 · Cleaning Rugs				216.42
Total 727.500 · Cleaning				239.98
727.700 · Postage				
727.720 · Postage-Operating Postage				
03/17/2016	412795	Pitney Bowes	Ink Cartridge for Postage Machine	140.22
03/31/2016	03302016PC	Petty Cash-	Mail Grant & Insurance Checks	17.39
03/31/2016	524669	Pitney Bowes	Rental Fee	5.00
Total 727.720 · Postage-Operating Postage				162.61
Total 727.700 · Postage				162.61
727.800 · Maintenance				
727.830 · Maintenance General				
03/17/2016	2250/154	Great Lakes Ace Hardware	Ant & Mouse Traps	12.48
Total 727.830 · Maintenance General				12.48
Total 727.800 · Maintenance				12.48
Total 727 · Supplies				1,569.34
801 · Professional Services				
801.010 · Attorney				
03/17/2016	687251	Foster Swift Collins & Smith	Policy Review - City Non-Discrimination	209.00
03/17/2016	687448	Foster Swift Collins & Smith	Policy Review - HR Policy Review	267.40
Total 801.010 · Attorney				476.40
801.020 · Auditor				
03/31/2016	48175	Andrews Hooper Pavlik PLC	Progress Billing 2015 Audit	10,000.00
Total 801.020 · Auditor				10,000.00
801.040 · Bookkeeper				
03/03/2016	201605	Budzinski & Associates	1/2 March Billing	325.00
03/17/2016	201606	Budzinski & Associates	1/2 March Billing	325.00
Total 801.040 · Bookkeeper				650.00
801.041 · Payroll Services				
03/17/2016	16636425	Payroll 1	2016 February	172.93
Total 801.041 · Payroll Services				172.93
801.071 · Website Development				
03/03/2016	FEB2016A	Tiongson, Luna Marie Elizabeth	Website Redevelopment Project	3,500.00
Total 801.071 · Website Development				3,500.00
801.300 · Banking Fees				
801.310 · Bank Fees				
03/31/2016			Service Charge	10.00
Total 801.310 · Bank Fees				10.00
801.350 · Credit Card Fee Circ				
03/07/2016	CCFee		Circ CC Fee - Feb 2016	49.05
Total 801.350 · Credit Card Fee Circ				49.05
Total 801.300 · Banking Fees				59.05
Total 801 · Professional Services				14,858.38
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
03/03/2016	1-29441042095	Johnson Controls	Add Glycol	417.50
03/17/2016	SEI/00994517	ASSA ABLOY Entrance Systems	Auto Bathroom Door Repair	214.95
03/17/2016	03142016CON	Michigan Reserve Associates LLC	Cap Reserve Study Update - Deposit	480.00
03/31/2016	28554	H.V. Burton Company	Annual Water Testing for 2016	425.00
03/31/2016	03232016INV	Jaco Electric LLC	Ballasts, Switches	875.34

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March 2016

Date	Num	Name	Memo	Paid Amount
Total 803.010 · Maint Svc Contingency				2,412.79
803.100 · Copier				
03/17/2016	75128	J. McEldowney Inc..	Public Usage 2016 February	81.41
03/17/2016	64381381	Toshiba Financial Services	Marb 2016 Staff Copier Lease & Maintenance	571.22
Total 803.100 · Copier				652.63
803.300 · Technology				
803.380 · Digital Microfilm				
03/17/2016	1805	BP Imaging Solutions	1 yr maint microfilm reader 2/24/16 to 2/23/17	995.00
Total 803.380 · Digital Microfilm				995.00
803.395 · Website Hosting & Service				
03/17/2016	03092016ST	Keybank	WordPress - redirect MWLW.org domain	13.00
03/17/2016	03092016ST	Keybank	Vimeo - 2016 Annual Subscription Video Storage	59.95
Total 803.395 · Website Hosting & Service				72.95
Total 803.300 · Technology				1,067.95
803.600 · Building Maintenance				
803.605 · Janitorial				
03/03/2016	10810	A Production Cleaning Company Inc.	Cleaning 02/14-02/27/2016	1,440.85
03/25/2016	10830	A Production Cleaning Company Inc.	Cleaning 02/28-03/12/2016	1,440.85
03/31/2016	10833	A Production Cleaning Company Inc.	Cleaning 03/13-03/26/2016	1,440.85
03/31/2016	10834	A Production Cleaning Company Inc.	Wall to Wall Carpet Cleaning 3/19/16	1,340.00
Total 803.605 · Janitorial				5,662.55
803.610 · Lawn/Snow Service				
803.612 · Snow				
03/17/2016	S16356	Osinski Inc.	Snow - February 2016	2,202.00
Total 803.612 · Snow				2,202.00
Total 803.610 · Lawn/Snow Service				2,202.00
803.620 · Trash				
03/17/2016	17332	City of Chelsea	February 2016 Trash	40.00
Total 803.620 · Trash				40.00
Total 803.600 · Building Maintenance				7,904.55
Total 803 · Maintenance Service Contracts				12,037.92
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.121 · Director's Cell Phone				
03/17/2016	9761028777	Verizon Wireless	Cell Phone Charges - Feb 2016	50.55
Total 850.121 · Director's Cell Phone				50.55
Total 850.100 · Local & Long Distance Charges				50.55
850.300 · TLN Internet Service				
850.310 · Internet				
03/17/2016	54869	The Library Network	Jan - March 2016 Service	2,280.83
Total 850.310 · Internet				2,280.83
Total 850.300 · TLN Internet Service				2,280.83
Total 850 · Telecommunications				2,331.38
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
03/17/2016	0252016ST	The Sun Times	2 Display Ads - February	100.00
Total 880.110 · Media Buy				100.00
880.130 · Signs/Banners/Posters				
03/17/2016	03162016BAN	Friends of the Chelsea District Library	Book Sale Banner Reprint	125.00
Total 880.130 · Signs/Banners/Posters				125.00
Total 880.100 · Advertising				225.00
880.300 · Marketing Supplies				
880.311 · Exhibits				

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List of Checks for Board Approval

March 2016

Date	Num	Name	Memo	Paid Amount
03/17/2016	03132016BC	Peace Jubilee Brass Band	3/13/16 Civil War Band Concert	350.00
Total 880.311 · Exhibits				350.00
880.320 · Misc Marketing Supplies				
03/17/2016	113997	American Button Machines	Button Supplies for CDL Programs	104.62
03/30/2016	2332/154	Great Lakes Ace Hardware	Bungee Cords to hang Book Sale Banner	13.49
03/30/2016	2359/154	Great Lakes Ace Hardware	Bungee Cords to hang Book Sale Banner	-13.49
03/31/2016	2332/154	Great Lakes Ace Hardware	Bungee Cords to hang Book Sale Banner	4.98
03/31/2016	03302016PC	Petty Cash-	Dollar Tree - Bungee Cords	2.12
Total 880.320 · Misc Marketing Supplies				111.72
Total 880.300 · Marketing Supplies				461.72
880.400 · Program Promotion				
880.410 · Adult Program Promotion				
880.412 · Midwest Literary Walk				
03/03/2016	03022016BAN	City of Chelsea	Avenue Banner Install for 2017 MWLW	70.00
03/17/2016	230930	Print-tech Inc.	Midwest Lit Walk Posters	62.19
03/17/2016	230931	Print-tech Inc.	Midwest Lit Walk Postcards	324.56
03/31/2016	16098	Ann Arbor Observer	Display Ad - April for 2016 MWLW	674.50
03/31/2016	231084	Print-tech Inc.	Banner Date Attachments	196.10
Total 880.412 · Midwest Literary Walk				1,327.35
Total 880.410 · Adult Program Promotion				1,327.35
880.420 · Youth / Teen Promotion				
880.423 · Summer Reading Program				
03/31/2016	03302016PC	Petty Cash-	City of Chelsea - Banner Hanging Fee	10.00
Total 880.423 · Summer Reading Program				10.00
Total 880.420 · Youth / Teen Promotion				10.00
880.430 · Library Program Promotion				
880.433 · Sonic Sundays				
03/03/2016	03022016BAN	City of Chelsea	Avenue Banner Install 2017 Sonic Sundays	70.00
Total 880.433 · Sonic Sundays				70.00
Total 880.430 · Library Program Promotion				70.00
Total 880.400 · Program Promotion				1,407.35
880.500 · Purchased Services				
880.510 · General Purchased Services				
03/17/2016	03092016ST	Keybank	Uberflip - 03/2016	30.85
Total 880.510 · General Purchased Services				30.85
Total 880.500 · Purchased Services				30.85
Total 880 · Promotional Materials				2,124.92
884 · Programming				
884.110 · Adult Speakers				
884.115 · Gigi's Flower Arranging				
03/17/2016	03192016PRG	Gigi's Flowers & Gifts	Flower Arranging 2016	400.00
Total 884.115 · Gigi's Flower Arranging				400.00
884.117 · Oral History Project				
03/03/2016	123635429858	Amazon.com	Recording Equipment	135.97
03/25/2016	03242016BAN	City of Chelsea	WWI Avenue Banners 7/11-11/30/2016	170.00
Total 884.117 · Oral History Project				305.97
Total 884.110 · Adult Speakers				705.97
884.120 · Adult Supplies				
884.121 · Refreshments				
03/31/2016	03302016PC	Petty Cash-	Chelsea Bakery - PRTC Refreshments	15.00
Total 884.121 · Refreshments				15.00
884.125 · Midwest Literary Walk				
03/31/2016	03302016PC	Petty Cash-	Republic Parking- MLW Promotions	7.20
Total 884.125 · Midwest Literary Walk				7.20
884.126 · General Adult Programs				

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Chelsea District Library

List of Checks for Board Approval

March 2016

Date	Num	Name	Memo	Paid Amount
03/17/2016	060477403945	Amazon.com	Miscellaneous Supplies	11.17
Total 884.126 · General Adult Programs				11.17
884.127 · SRP Supplies				
03/17/2016	041914651388	Amazon.com	Snapware	9.12
Total 884.127 · SRP Supplies				9.12
Total 884.120 · Adult Supplies				42.49
884.210 · Youth Speakers				
884.211 · Authors in Chelsea				
884.922 · Youth Prog Rest Gifts Authors				
03/17/2016	03302016AinC	Durbin, William	Authors in Chelsea Fee & Airfare	1,925.20
Total 884.922 · Youth Prog Rest Gifts Authors				1,925.20
884.211 · Authors in Chelsea - Other				
03/17/2016	03302016AinC	Barshaw, Ruth McNally	Authors in Chelsea Fee & Mileage	2,046.00
03/17/2016	03292016ST	Chelsea House Victorian Inn	AIC Author Lodging	516.00
03/17/2016	03122016AinC	Naturalist Endeavors	3/12/16 Voyageurs Event	309.00
03/17/2016	03162016AinC	Dan Yaccarino Inc	Authors in Chelsea Fee & Airfare	4,372.20
03/31/2016	03302016FF	Persello, Karen	3/5 Fun Fair Supplies	24.38
Total 884.211 · Authors in Chelsea - Other				7,267.58
Total 884.211 · Authors in Chelsea				9,192.78
884.212 · General Youth Programs				
03/17/2016	03222016ST	Mason, Cathie	3/22/2016 Bunny Storytime	50.00
03/31/2016	03292016CW	Till, George	Civil War Presentations	100.00
Total 884.212 · General Youth Programs				150.00
884.215 · Early Literacy				
03/17/2016	03082016BT	Maveal, Jackie	03/08/16 BabyTime	50.00
Total 884.215 · Early Literacy				50.00
Total 884.210 · Youth Speakers				9,392.78
884.220 · Youth Supplies				
884.222 · General Youth Programs				
03/03/2016	02022016CW	Persello, Karen	Civil War Toys/Puppets	65.90
03/17/2016	03162016OT	Persello, Karen	Storytime Craft Supplies	39.71
03/31/2016	03232016JA	Donnell, Edith	Supplies for Youth Programming	34.99
Total 884.222 · General Youth Programs				140.60
884.227 · Outreach				
03/03/2016	02192016AMAZ	Zubik, Jessica	Spinner Wheel - Outreach	60.95
Total 884.227 · Outreach				60.95
884.228 · Authors in Chelsea				
03/17/2016	03042016AinC	Zubik, Jessica	AinC Fun Fair Cookies	29.88
Total 884.228 · Authors in Chelsea				29.88
884.230 · Youth Reading Group				
03/03/2016	2031598277	Baker & Taylor Program Account	2031598277	80.00
Total 884.230 · Youth Reading Group				80.00
Total 884.220 · Youth Supplies				311.43
884.260 · Teen Speakers				
884.264 · Teen General Programs				
03/03/2016	03012016D&D	Tesin, Alessandro	Feb 2016 D & D	30.00
Total 884.264 · Teen General Programs				30.00
Total 884.260 · Teen Speakers				30.00
884.400 · Sonic Sundays				
884.410 · Sonic Sundays				
03/03/2016	02282016SS	Vesprini, Tara	2/28 Music & Young Child's Mind	100.00
03/03/2016	02282016PROG	Catherman, Rick	02/28 Music & Your Child's Mind	100.00
Total 884.410 · Sonic Sundays				200.00
Total 884.400 · Sonic Sundays				200.00

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Chelsea District Library

List of Checks for Board Approval

March 2016

Date	Num	Name	Memo	Paid Amount
884.910 · Adult Programming Restricted				
884.930 · Oral History Restrictd Gift				
884.932 · MHC - World War I Grant				
03/17/2016	03152016REQ	Conrad, Sarah L	WWI Project Internship	500.00
Total 884.932 · MHC - World War I Grant				500.00
Total 884.930 · Oral History Restrictd Gift				500.00
Total 884.910 · Adult Programming Restricted				500.00
884.920 · Youth Programming Restricted				
884.923 · Youth Prog Rest Gifts SRP				
03/03/2016	06222016DP	Absolutely Baffling Magic	SRP 06/22/16 Performance	100.00
03/17/2016	022120166LOA	Dynamic School Assemblies, Inc.	Deposit-6/15/16 Animals Around the World	170.00
Total 884.923 · Youth Prog Rest Gifts SRP				270.00
Total 884.920 · Youth Programming Restricted				270.00
Total 884 · Programming				11,452.67
885 · Volunteer				
885.200 · Supplies				
03/03/2016	05423905	Positive Promotions	Natl Volunteer Wk	143.13
Total 885.200 · Supplies				143.13
Total 885 · Volunteer				143.13
920 · Utilities				
920.200 · McKune Gas				
03/17/2016	03102016ST	DTE Energy	2016 February	1,809.55
Total 920.200 · McKune Gas				1,809.55
Total 920 · Utilities				1,809.55
960 · Board Expense				
960.200 · Director Expense				
03/17/2016	03092016ST	Keybank	02/09 Circ Staff Lunch	54.70
03/17/2016	03092016ST	Keybank	02/11 Circ Staff Lunch	79.43
03/17/2016	03092016ST	Keybank	Real Seafood - Lunch w/Josie Parker AADL	42.83
03/17/2016	03092016ST	Keybank	Chelsea Rotary Fundraiser	130.00
Total 960.200 · Director Expense				306.96
Total 960 · Board Expense				306.96
967 · Equipment				
967.200 · Equipment Software				
03/17/2016	03092016ST	Keybank	Feb 2016 Ninite Pro-Monthly non-Windows Updates	20.00
03/17/2016	03092016ST	Keybank	Adobe Creative Cloud Annual Subscript - Bell	254.27
03/17/2016	03092016ST	Keybank	Adobe Creative Cloud Annual Subscript - Roberts	254.27
Total 967.200 · Equipment Software				528.54
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
03/03/2016			Circ Receipts	-3.00
Total 967.310 · Makerspace Furnishings				-3.00
Total 967.300 · Equipment Furniture & Fixtures				-3.00
Total 967 · Equipment				525.54
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.124 · Technology Services Travel				
03/17/2016	03102016CinL	Bell , Melanie	Computers in Libraries Conference	45.52
Total 969.124 · Technology Services Travel				45.52
969.144 · Committee Meetings				
03/17/2016	03152016TLN	Lancaster, Terri	TLN Tech Comm Meeting	44.66
03/17/2016	03112016TLN	Zubik, Jessica	TLN Youth & Teen Committee	80.61
Total 969.144 · Committee Meetings				125.27
Total 969.100 · Staff Travel				170.79

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Chelsea District Library

List of Checks for Board Approval

March 2016

Date	Num	Name	Memo	Paid Amount
Total 969.001 · Travel				170.79
Total 969 · Continuing Education Expenses				170.79
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
03/03/2016	93666826	Midwest Tape	93666826 - Jan Audio Books	29.99
03/03/2016	93666827	Midwest Tape	93666827 - Feb Audio Books	64.97
03/31/2016	93688664	Midwest Tape	93688664 - Jan Audio Bks	49.99
03/31/2016	93709527	Midwest Tape	93709527 - Feb Audio Bks	99.98
03/31/2016	93688665	Midwest Tape	93688665 - Feb Audio Bks	471.88
03/31/2016	93733285	Midwest Tape	93733285 - Feb Audio Bks	34.99
03/31/2016	93755251	Midwest Tape	93755251 - Feb Audio Bks	39.99
Total 982.120 · Adult Books on Disc				791.79
982.140 · Youth Books on Disc				
03/03/2016	93707836	Midwest Tape	93707836	79.99
03/03/2016	1086486140	Penguin Random House LLC	1086486140	20.00
03/03/2016	1086486490	Penguin Random House LLC	1086486490	121.50
03/03/2016	1086638438	Penguin Random House LLC	1086638438	18.71
03/03/2016	1086664724	Penguin Random House LLC	1086664724	30.00
03/17/2016	1086636996	Penguin Random House LLC	1086636996	67.50
03/31/2016	1086783623	Penguin Random House LLC	1086783623	30.00
03/31/2016	1086844176	Penguin Random House LLC	1086844176	37.50
03/31/2016	1086905669	Penguin Random House LLC	1086905669	26.25
03/31/2016	75302024	Recorded Books Inc.	75302024	6.95
Total 982.140 · Youth Books on Disc				438.40
Total 982.100 · Audio Books				1,230.19
982.400 · Non Print				
982.420 · Adult Music on CD				
03/03/2016	93668742	Midwest Tape	93668742 - Feb Music CDs	15.99
03/03/2016	93686038	Midwest Tape	93686038 - Feb Music CDs	47.96
03/03/2016	93707837	Midwest Tape	93707837 - Feb Music CDs	24.78
03/03/2016			Circ Receipts - L/D	-18.98
03/31/2016	93753351	Midwest Tape	93753351 - Feb Music CDs	27.18
03/31/2016	93777364	Midwest Tape	93777364 - Mar Music CDs	45.37
Total 982.420 · Adult Music on CD				142.30
982.460 · DVD Feature				
03/03/2016	93667945	Midwest Tape	93667945 - Feb Feat DVDs	638.93
03/03/2016	93686083	Midwest Tape	93686083 - Feb Feat DVDs	196.12
03/03/2016	93707834	Midwest Tape	93707834 - Feb Feat DVDs	111.95
03/03/2016			Circ Receipts - L/D	-4.99
03/31/2016	93753354	Midwest Tape	93753354 - Feb Feat DVDs	141.36
03/31/2016	93753358	Midwest Tape	93753358 - Mar Feat DVDs	596.33
03/31/2016	93777363	Midwest Tape	93777363 - Mar Feat DVDs	243.90
Total 982.460 · DVD Feature				1,923.60
982.461 · Lucky Day DVDs				
03/03/2016	93667944	Midwest Tape	93667944 - Feb LD DVDs	413.61
03/03/2016	93686081	Midwest Tape	93686081 - Feb LD DVDs	61.97
03/03/2016	93686082	Midwest Tape	93686082 - Feb LD DVDs	43.98
03/31/2016	93753353	Midwest Tape	93753353 - Feb LD DVDs	22.99
03/31/2016	93753356	Midwest Tape	93753356 - Mar LD DVDs	641.31
03/31/2016	93777360	Midwest Tape	93777360 - Mar LD DVDs	218.90
Total 982.461 · Lucky Day DVDs				1,402.76
982.470 · DVD Non-Fiction				
03/03/2016	93668744	Midwest Tape	93668744 - Feb NF DVDs	55.17
03/03/2016	93686039	Midwest Tape	93686039 - Feb NF DVDs	91.95
03/03/2016	93707838	Midwest Tape	93707838 - Feb NF DVDs	19.99
03/31/2016	93753357	Midwest Tape	93753357 - Mar NF DVDs	73.56
03/31/2016	93777362	Midwest Tape	93777362 - Mar NF DVDs	35.98
Total 982.470 · DVD Non-Fiction				276.65
982.480 · Youth Video DVD				
03/17/2016	93731780	Midwest Tape	93731780	276.04
03/17/2016	93732415	Midwest Tape	93732415	83.96
03/17/2016	93753355	Midwest Tape	93753355	225.44
03/17/2016	93777229	Midwest Tape	93777229	25.58
03/22/2016			Circ Receipts - L/D	-24.98

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Date	Num	Name	Memo	Paid Amount
Total 982.480 · Youth Video DVD				586.04
982.485 · Playaway Views				
03/17/2016	178306	Findaway World, LLC	Playaway Views-Replacements	39.99
Total 982.485 · Playaway Views				39.99
Total 982.400 · Non Print				4,371.34
982.500 · Local History Preservation				
982.941 · Chelsea Standard Digitize - Res				
03/17/2016	0140321-IN	Graphic Sciences, Inc.	2015 Sun Times Digitization	170.17
Total 982.941 · Chelsea Standard Digitize - Res				170.17
Total 982.500 · Local History Preservation				170.17
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
03/03/2016	2031719696	Baker & Taylor-Enhance Adult	2031719696	65.07
03/17/2016	2031758445	Baker & Taylor-Enhance Adult	2031758445	149.96
03/31/2016	2031783865	Baker & Taylor-Enhance Adult	2031783865	126.53
03/31/2016	2031819750	Baker & Taylor-Enhance Adult	2031819750	224.96
Total 982.710 · Adult Large Print				566.52
982.720 · Adult Print General				
03/03/2016	2031593665	Baker & Taylor-Adult	2031593665	643.25
03/03/2016	2031616868	Baker & Taylor-Adult	2031616868	283.45
03/03/2016	2031665535	Baker & Taylor-Adult	2031665535	458.29
03/03/2016	2031690777	Baker & Taylor-Adult	2031690777	549.61
03/03/2016	2031705531	Baker & Taylor-Adult	2031705531	547.18
03/03/2016	2031717508	Baker & Taylor-Adult	2031717508	385.02
03/03/2016	2031713336	Baker & Taylor Books-Automatically Yours	2031713336	130.50
03/03/2016	2031587644	Baker & Taylor-Adult	2031587644	721.21
03/03/2016			Circ Receipts - L/D	-184.97
03/17/2016	2031746518	Baker & Taylor-Adult	2031746518	286.07
03/17/2016	2031746457	Baker & Taylor Books-Automatically Yours	2031746457	95.46
03/17/2016	041914651388	Amazon.com	Michigan at Antietam	21.26
03/17/2016	041917159362	Amazon.com	Michigan and the Civil War	18.99
03/17/2016	2031757985	Baker & Taylor-Adult	2031757985	274.25
03/17/2016	2031776918	Baker & Taylor-Adult	2031776918	602.94
03/22/2016			Circ Receipts - L/D	-28.95
03/31/2016	2031781499	Baker & Taylor Books-Automatically Yours	2031781499	264.86
03/31/2016	2031791809	Baker & Taylor-Adult	2031791809	94.38
03/31/2016	2031823802	Baker & Taylor-Adult	2031823802	550.68
03/31/2016	2031818773	Baker & Taylor Books-Automatically Yours	2031818773	59.63
03/31/2016	2031818711	Baker & Taylor-Adult Memorial	2031818711	10.84
Total 982.720 · Adult Print General				5,783.95
982.730 · Adult Ref.				
03/31/2016	54978	The Library Network	Michigan Divorce Books	42.34
Total 982.730 · Adult Ref.				42.34
982.740 · Multiple Book Copies				
03/03/2016	2031709481	Baker & Taylor Books Adult Multiples	2031709481	72.30
03/03/2016	2031731422	Baker & Taylor Books Adult Multiples	2031731422	170.38
03/31/2016	2031818203	Baker & Taylor Books Adult Multiples	2031818203	323.30
Total 982.740 · Multiple Book Copies				565.98
Total 982.705 · Adult Print				6,958.79
982.755 · Youth Print				
982.760 · Youth Print General				
03/03/2016	2031685220	Baker & Taylor-Youth	2031685220	229.24
03/03/2016	2031701096	Baker & Taylor-Youth	2031701096	499.95
03/03/2016	2031617382	Baker & Taylor-Unlabeled	2031617382	169.73
03/03/2016	2031666123	Baker & Taylor-Unlabeled	2031666123	107.98
03/03/2016	2031683320	Baker & Taylor-Unlabeled	2031683320	188.20
03/03/2016	2031719620	Baker & Taylor-Unlabeled	2031719620	107.45
03/03/2016	2031723575	Baker & Taylor-Auto Yours Cats	2031723575	89.42
03/03/2016	2031598277	Baker & Taylor Program Account	2031598277	67.24
03/03/2016	2031709660	Baker & Taylor-Youth	2031709660	333.87
03/03/2016			Circ Receipts - L/D	-16.99
03/17/2016	2031746359	Baker & Taylor-Youth	2031746359	478.66
03/17/2016	2031749166	Baker & Taylor-Unlabeled	2031749166	369.02
03/17/2016	2031775639	Baker & Taylor-Unlabeled	2031775639	374.66

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Chelsea District Library
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March 2016

Date	Num	Name	Memo	Paid Amount
03/17/2016	2031745578	Baker & Taylor-Auto Yours Cats	2031745578	110.78
03/17/2016	2031776306	Baker & Taylor-Auto Yours Cats	2031776306	166.10
03/22/2016			Circ Receipts - L/D	-30.96
03/31/2016	13169	AudioCraft Publishing Inc.	Books	21.18
03/31/2016	2031781423	Baker & Taylor-Youth	2031781423	333.62
03/31/2016	2031801074	Baker & Taylor-Youth	2031801074	420.43
03/31/2016	2031812004	Baker & Taylor-Unlabeled	2031812004	63.21
03/31/2016	2031790844	Baker & Taylor-Auto Yours Cats	2031790844	38.17
03/31/2016	2031823777	Baker & Taylor-Teen Fiction	2031823777	56.70
03/31/2016	03292016AMAZ	Zubik, Jessica	Amazon Replacement Books	65.50
Total 982.760 · Youth Print General				4,243.16
Total 982.755 · Youth Print				4,243.16
Total 982.700 · Print				11,201.95
982.910 · Adult Collection Restricted				
03/03/2016	2031722708	Baker & Taylor-Adult Memorial	2031722708	15.37
03/31/2016	2031818711	Baker & Taylor-Adult Memorial	2031818711	22.49
Total 982.910 · Adult Collection Restricted				37.86
Total 982 · Collection Expense				17,011.51
TOTAL				141,141.26

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

	Jan - Mar 16	Jan - Mar 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 - District Revenue	1,514,040.48	1,481,786.51	32,253.97	2.18%
539.000 - State Grants	3,600.00	0.00	3,600.00	100.0%
607.100 - Non-Resident Fees	1,382.06	1,658.50	-276.44	-16.67%
645.100 - Copiers & Printers	1,690.97	1,592.60	98.37	6.18%
655.100 - Circulation Fines	4,890.02	5,737.89	-847.87	-14.78%
665.100 - Interest	65.69	92.60	-26.91	-29.06%
666.100 - Investment Earnings	4,266.57	4,935.18	-668.61	-13.55%
666.500 - Investment Change in Value	26,220.45	16,786.90	9,433.55	56.2%
674 - Contribution & Donation-Public	9,935.00	13,860.00	-3,925.00	-28.32%
Total Income	1,566,091.24	1,526,450.18	39,641.06	2.6%
Gross Profit	1,566,091.24	1,526,450.18	39,641.06	2.6%
Expense				
701 - Personnel Expenses	201,235.92	187,760.42	13,475.50	7.18%
727 - Supplies	4,351.06	5,075.68	-724.62	-14.28%
801 - Professional Services	28,429.73	18,057.30	10,372.43	57.44%
803 - Maintenance Service Contracts	22,049.64	19,988.18	2,061.46	10.31%
850 - Telecommunications	-1,175.94	1,750.29	-2,926.23	-167.19%
880 - Promotional Materials	14,478.55	8,297.46	6,181.09	74.49%
884 - Programming	15,171.74	17,885.81	-2,714.07	-15.17%
885 - Volunteer	185.60	166.96	18.64	11.16%
920 - Utilities	6,425.11	11,752.98	-5,327.87	-45.33%
960 - Board Expense	536.34	531.20	5.14	0.97%
965 - Automation Services	13,726.22	13,583.41	142.81	1.05%
967 - Equipment	9,909.28	3,972.59	5,936.69	149.44%
969 - Continuing Education Expenses	10,075.40	3,980.14	6,095.26	153.14%
980 - Capital Expense	9,810.00	63,771.24	-53,961.24	-84.62%
982 - Collection Expense	34,307.20	33,765.26	541.94	1.61%
Total Expense	369,515.85	390,338.92	-20,823.07	-5.34%
Net Ordinary Income	1,196,575.39	1,136,111.26	60,464.13	5.32%
Net Income	1,196,575.39	1,136,111.26	60,464.13	5.32%

CHELSEA DISTRICT LIBRARY

Fund Balances

March-16

	Beginning Balance	Net Change	Ending Balance
General Fund			
LOCAL BANKS BALANCES			
Checking Account/ Chelsea State Bank	\$669,095.55	\$1,211.99	\$670,307.54
Money Market Account/Chelsea State Bank	<u>\$2,474.75</u>	<u>\$0.10</u>	<u>\$2,474.85</u>
Cash on Hand	<u><u>\$671,570.30</u></u>	<u><u>\$1,212.09</u></u>	<u><u>\$672,782.39</u></u>
 Investment Partners Account			
IPA Fixed Income Fund	\$1,314,993.80	\$5,488.39	\$1,320,482.19
IPA Money Market Fund	<u>\$400,000.00</u>	<u>\$0.00</u>	<u>\$400,000.00</u>
Investment Partners Total	<u><u>\$1,714,993.80</u></u>	<u><u>\$5,488.39</u></u>	<u><u>\$1,720,482.19</u></u>
 Total General Fund	<u><u>\$2,386,564.10</u></u>	<u><u>\$6,700.48</u></u>	<u><u>\$2,393,264.58</u></u>
 Debt Service Fund			
Bond Debt Retirement Fund Checking	<u>\$691,009.29</u>	<u><u>\$67,037.32</u></u>	<u><u>\$758,046.61</u></u>

Investment Professionals							
Account no. NKM-039542	Money Market						
GL 017.003							
	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance
Dec-15	0.00						
Jan-16	0.00	400,000.00	0.00	0.00	0.00	0.00	400,000.00
Feb-16	400,000.00		0.00			0.00	400,000.00
Mar-16	400,000.00	0.00	0.00	0.00		0.00	400,000.00
Apr-16	400,000.00		0.00		0.00	0.00	400,000.00
May-16	400,000.00		0.00		0.00	0.00	400,000.00
Jun-16	400,000.00		0.00			0.00	400,000.00
Jul-16	400,000.00		0.00			0.00	400,000.00
Aug-16	400,000.00		0.00			0.00	400,000.00
Sep-16	400,000.00		0.00			0.00	400,000.00
Oct-16	400,000.00		0.00			0.00	400,000.00
Nov-16	400,000.00		0.00			0.00	400,000.00
Dec-16	400,000.00		0.00			0.00	400,000.00
Balance	0.00	400,000.00	0.00	0.00	0.00	0.00	400,000.00
GL							400,000.00

Investment Professionals							
Account no. NKM-039542							
GL 017.004							
	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance
Dec-15	1,239,995.17						
Jan-16	1,239,995.17	50,000.00	0.42	0.00	0.00	17,958.27	1,307,953.86
Feb-16	1,307,953.86		16.52			7,023.42	1,314,993.80
Mar-16	1,314,993.80	0.00	4,249.63	0.00		1,238.76	1,320,482.19
Apr-16	1,320,482.19		0.00		0.00	0.00	1,320,482.19
May-16	1,320,482.19		0.00		0.00	0.00	1,320,482.19
Jun-16	1,320,482.19		0.00			0.00	1,320,482.19
Jul-16	1,320,482.19		0.00			0.00	1,320,482.19
Aug-16	1,320,482.19		0.00			0.00	1,320,482.19
Sep-16	1,320,482.19		0.00			0.00	1,320,482.19
Oct-16	1,320,482.19		0.00			0.00	1,320,482.19
Nov-16	1,320,482.19		0.00			0.00	1,320,482.19
Dec-16	1,320,482.19		0.00			0.00	1,320,482.19
Balance	1,239,995.17	50,000.00	4,266.57	0.00	0.00	26,220.45	1,320,482.19
GL							1,720,482.19

Chelsea District Library Investment Account
As of 03/31/2016

Original Investment

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

Investment Activity

Date	Value
3/31/2016	1,320,482
Invested	1,077,957
Increase 6/2009 – 12/31/2015	212,038
2016 Change (Current Year)	30,487
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	242,525
(Interest - Fees + Change in Value)	
	1,320,482

Report for 03/31/2016

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

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

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

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Budget
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	\$633,773	\$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)	-60600	(\$110,507)	(\$100,180)	(\$113,467)	(\$184,602)	(\$141,804)		(\$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	\$167,017	\$44,081	\$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	\$165,805	\$223,159	\$134,604	\$123,977	\$131,062	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,768,698	
Other	\$50,000												\$50,000	

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Actual / Budget
Opening cash on hand	\$297,042	\$285,356	\$671,571	\$672,783	\$493,705	\$371,091	\$310,491	\$199,984	\$199,804	\$186,337	\$101,735	\$59,931	\$297,042	
Total Income	\$591,460	\$512,949	\$167,017	\$44,081	\$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	
Expenditures	\$203,146	\$126,734	\$165,805	\$223,159	\$134,604	\$123,977	\$131,062	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,818,698	
Net cash flow	(\$11,686)	\$386,215	\$1,212	(\$179,078)	(\$122,614)	(\$60,600)	(\$110,507)	(\$180)	(\$13,467)	(\$84,602)	(\$41,804)		(\$105,797)	
Ending balance	\$285,356	\$671,571	\$672,783	\$493,705	\$371,091	\$310,491	\$199,984	\$199,804	\$186,337	\$101,735	\$59,931	\$191,245	\$191,245	

\$ 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 March 2016

	Jan - Mar 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	4,100	4,100	0
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	1,925	2,500	(575)
884.953 · Youth Prog Rest Chelsea Ed Foun	0	1,000	(1,000)
Total 884.211 · Authors in Chelsea	1,925	3,500	(1,575)
Total 884.210 · Youth Speakers	1,925	3,500	(1,575)
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 Restrictd Gift			
884.932 · MHC - World War I Grant	500	9,000	(8,500)
Total 884.930 · Oral History Restrictd Gift	500	9,000	(8,500)
Total 884.910 · Adult Programming Restricted	500	15,330	(14,830)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	0	750	(750)
884.923 · Youth Prog Rest Gifts SRP	270	2,500	(2,230)
Total 884.920 · Youth Programming Restricted	270	3,250	(2,980)
Total 884 · Programming	3,695	27,080	(23,385)
982 · Collection Expense			
982.500 · Local History Preservation			
982.941 · Chelsea Standard Digitize - Res	170	2,653	(2,483)
Total 982.500 · Local History Preservation	170	2,653	(2,483)
982.910 · Adult Collection Restricted	135	135	0
982.920 · Youth Collection Restricted	0		
Total 982 · Collection Expense	305	2,788	(2,483)
Total Expense	4,000	29,868	(25,868)
Net Ordinary Income	9,535	21,467	(11,932)
Net Income	9,535	21,467	(11,932)

DIRECTOR'S REPORT

Library Director's Report for Month of March
April 19, 2016
Submitted by Lori Coryell

Staff News

Congratulations to Karen Persello, Head of Youth and Teen Services, who celebrated her 12-year work anniversary on March 1st!

Shannon Powers was hired as the Adult Services part-time Reference Librarian. Shannon will be finishing her final classes for her MLIS at the University of Michigan in mid-April and is also wrapping up her position as Public Library Associate at Ann Arbor District Library. She grew up in the Dexter area and has worked at Dexter District Library in the past as a library assistant. She is currently employed there as a part-time reference librarian and will continue in that position as she joins us here at Chelsea. The interview team was very impressed by Shannon's drive to provide the best service possible to patrons and to communities. Shannon is sure to be a wonderful addition to our staff. Her first day with us will be Monday, April 18th.

Audit Update

In this packet, you will find a copy of audit statements for the year ending December 31, 2015. On May 17th, auditors from Andrews, Hooper, and Pavlik will present their findings to the board. I am pleased to report that the auditors issued an unmodified audit opinion.

Long-Range Strategic Plan, 2011-2015 Wrap Up

The last five years were very productive for CDL, and the community we serve saw many improved and new services, programs, and resources. The attached document is a summary of highlights within the plan's five service initiatives and four operational initiatives. Well done, DCL staff! Our library is a better place thanks to your hard work creating and implementing this plan!

Community Tourism Action Plan (CTAP) Funding Secured

CDL's World War I project received an additional \$6,800 in support from a grant proposal submitted by the Chelsea Area Chamber of Commerce to the Community Tourism Action Plan (CTAP) Program of the Washtenaw County Convention and Visitors Bureau. The process to successfully securing this funding was a wonderful collaborative effort between the Library and community partners, including the Chamber, Chelsea City officials, the Chelsea Farmers Market, Purple Rose Theatre, and local businesses.

The CTAP program is a community-oriented tourism marketing and development investment program initiated by the Washtenaw County Convention and Visitors Bureau. Up to \$10,000 in funding may be allocated to each Washtenaw County community to support new and/or enhanced visitor-based programming focused on community promotion and product development activities. The application filed on behalf of Chelsea requested funding to reprint historical walking tour maps, establish an agritourism section on the ChelseaMich.com site, and print rack cards with an informative narrative on local points of interest. \$6,800 of these funds will support the Library's WWI Centennial commemorative project -- *World War I Centennial: Strong*

Foundations, New Possibilities and will be used to expand the project in terms of size and location. The project will now extend further to the south of town (greeting travelers as they enter the City of Chelsea immediately off the I-94 exit) and include light post banners to connect both ends of the display. In addition, these funds will allow us to explore opportunities for creating satellite displays of local artifacts in the buildings and businesses of our community partners.

10th Anniversary Celebration

Plans are shaping up for the 10th Anniversary Celebration of our facility on Thursday, August 18th. This date also coincides with Sounds & Sight, so we will have good music provided by The Dorkestra at Katie's Korner. Celebration plans include refreshments, crafts, and tours of our lovely building complete with photo displays documenting its history. We are working with a local artist on creating a commemorative coloring book for all ages as a keepsake of this special event.

Community Read Expanding to County Read

I am excited to report that our Community Read is growing and will become the Washtenaw County Read in 2017. Ann Arbor District Library, Ypsilanti District Library, and Dexter District Library have all confirmed that they will join with Chelsea District Library in this effort. We are reaching out to other public libraries in the county to join us in this community initiative to promote reading and civic dialogue through the shared experience of reading and discussing a common book. Each participating library will have representation on the Steering, Screening, and Selection Committees.

Washtenaw Literacy

Head of Adult Services Keegan Sulecki and I met with Washtenaw Literacy Program manager Alison Austin this month. Believing that literacy is the foundation for a sustainable community, Washtenaw Literacy provides literacy support, free of charge, to adults through a network of trained tutors. It is their vision to eliminate illiteracy in Washtenaw County. They provide free tutoring for adults of all ages in basic reading, writing, math and English as a Second Language (ESL). Tutors and learners meet here at the Chelsea District Library on a regular basis. As a result of our meeting, CDL will be working with Washtenaw Literacy in a greater capacity beginning in the fall when we will host an ABCs of Washtenaw Literacy Information Session. I am happy to report that Adult Services is building an adult literacy collection for learners as well.

Collaborative Summer Snack Program

CDL will work with Faith in Action and Dexter District Library to bring snacks to hungry kids in our libraries this summer with a program called the Summer Munch Bunch. CDL will offer snacks from 2-3 p.m. on Tuesdays and Wednesdays starting the week of June 20th and concluding the first week of August. During snacktime, stories will be read by teen volunteers and library staffers to entertain kids ages 18 and under while they enjoy their snacks. A big thanks to Faith in Action for underwriting most of the costs for snacks for this pilot program.

MLA Leadership Academy

I attended the first session of MLA's Leadership Academy on March 14th and 15th. The goal of the Academy is to take participants through the multiple aspects of leadership to turn dreams into action and pull individuals into a cohesive team with a single resolve for the library. This session offered programs on the leadership fundamentals of communicating effectively and coaching and building staff strengths. I have already put what I have learned into practice!

Out and About – Month of March

- With Linda Ballard, met with Beth Ferguson, Client Executive at Kapnick Insurance Company
- Attended several Chelsea Rotary meetings and attended the annual fundraiser as CDL representative
- Attended VFW post & Auxiliary No 4076 monthly meeting
- With Keegan Sulecki, met with members of the local VFW and American Legion to discuss WWI project
- Served as featured guest at Chelsea Senior Center's Life Stories program
- Attended Lyndon Township Board meeting
- Attended meetings and assisted with grant development and writing for the Community Tourism Action Plan
- Hosted a visit to CDL with Celia Morse, Automation Services Consultant at The Library Network
- Met with Bob Pierce of the Chamber of Commerce
- Attended SASUG monthly meeting
- Attended Authors in Chelsea events at WSEC and local schools
- Attended DDA meeting

Looking Ahead to April

- *Stories of Chelsea* interview – April 1st
- Friends of CDL Staff Appreciation Luncheon – April 13th
- New Director Meet and Greet ☺ -- April 14th
- Chelsea Spring Expo – April 16th
- Host visit from Redford Township District Library – April 18th
- CDL Book Sale Volunteer Meeting – April 20th
- Midwest Literary Walk – April 30th

Chelsea District Library Long Range Strategic Plan, 2011-2015 Highlights Summary

Service Initiative One: Improved Collections

- Implemented Lucky Day Collection, Overdrive, Zinio, and Kindle collections
- Video game and leveled reader collections added to Youth Department
- Low Vision Center established
- Additional space for displays
- Genre project completed
- Live streaming recordings of Purple Rose Theatre Concert Readings

Service Initiative Two: Current and Emerging Technologies

- One-on-one computer classes implemented onsite and at CRC and CSC
- Increased outreach to Silver Maples and Towsley
- Created Family History index
- Deployed hotspot in Lyndon Township hall
- Participated with Washtenaw County Broadband Initiative to strategize increasing internet access in service area
- Aired "Stories of Chelsea" documentaries
- Additional LCD monitors installed
- Ability to fax documents for public
- Social media tools employed to promote services, programs, and collections
- Patrons receive text alerts and may pay fines online
- Staff and public machines replaced
- Internet services upgraded
- New website implemented in 2014
- Authors in Chelsea website created
- Technology Plan created
- Mobile printing offered

Service Initiative Three & Four: Tweens, Teens, Seniors

- Promotion of TAB and YSG to area schools and youth organizations
- Formally recognized YSG through recognition parties and institution of YSG Volunteer of the Year
- Staff orientation on teen behavior topics
- Purchased, implemented, and promoted Brainfuse online tutoring program
- Tween Book Club instituted; After school tween space created
- STEAM elements infused into programming
- Computer programming classes offered to area senior facilities
- Music and Memory project started
- Volunteer Chelsea launched

Service Initiative Five: Programming

- Financial Literacy Program and programming for small businesses implemented
- Partnerships with community organizations including ALI, Michigan Friends Center, River Gallery, SRSly, Silver Maples, CRC, Senior Center, SCORE, and Breathe Yoga

Organizational Initiative One: Staffing

- Cross training of staff
- Updated customer service standards
- Roaming reference implemented
- Revised staff performance evaluations to reflect customer service expectations
- Implemented regular review of policies with staff and board
- Technology Plan created
- Eliminated PTO payouts
- Developed annual master training calendar
- Professional Exchange Program implemented
- Project management consultant contracted to develop four-step project management tool and work with staff on evaluation methods
- Staff participation on TLN and MLA committees
- Staff involved in local service groups and organizations
- Ongoing staff training on technology applications
- Assistant Director position created
- Combined Circulation Head and Administrative Assistant positions
- Developed retirement matching plan
- Updated job descriptions and pay ranges

Organizational Initiative Two: Marketing and Branding

- CDL librarians featured at library conferences
- Upgrades on website to eNews, Media, Press Release, and Newsletter sections
- Established use of regular surveys for eNews, newsletter, and technology
- Comment Cards offered to public to solicit input
- Annual Giving Letter launched
- Media partnerships started with ChelseaMich
- Sponsorship form created
- Geek Campaign implemented and completed
- New annual report created
- Digital program promotional slides posted on LCD monitors and in Facebook and Chelsea Update

Organizational Initiative Three: Funding

- 2012 endowment campaign created
- Numerous local and state grants received
- Successful millage campaign
- Strengthened relationship with Friends organization
- Program/service sponsorship programs developed

Organizational Initiative Four: Library Space

- Developed a fully-funded, 30-year capital replacement and maintenance plan
- Teen furniture replaced to better meet their needs
- Evaluation of media space and proposal for space redesign solicited
- Explored opportunities for offsite space to expand programming and services
- Accessibility audit completed; autodoor installed at family restroom
- Worked with DDA to improve access to parking in front of library building

Chelsea District Library Performance Dashboard March 2016

	Mar-15	Mar-16	%change from last Mar	2015 to date	2016 to date
Circulation					
Items	29427	27839	-5%	82397	79357
E-books/E-audio	1502	1552	3%	4215	4942
E-magazines	275	207	-25%	894	723
TOTAL	31204	29598	-5%	87506	85022
Self-Check Items					
TOTAL	2488	3032	22%	4998	8460
New Cards					
TOTAL	68	63	-7%	211	221
Annual Registered Borrowers					
TOTAL				9764	
Reference					
TOTAL	2235	1597	-29%	5751	5385
Program Attendance					
Youth	187	397	112%	554	860
Adult	384	271	-29%	734	783
Teen	57	33	-42%	188	99
General	421	180	-57%	740	630
Outreach -- Youth	2480	2629	6%	4128	3398
Outreach -- Teen	0	0	#DIV/0!	165	956
Outreach -- Adult	96	271	182%	144	338
TOTAL	3625	3781	4%	6594	7176
Programs/Visits Offered					
Youth	14	23	64%	42	54
Adult	20		-100%	48	22
Teen	10	3	-70%	29	22
General	4	4	0%	8	13
Outreach -- Youth	28	28	0%	89	61
Outreach -- Teen	0	0	#DIV/0!	5	37
Outreach -- Adult	4	19	375%	9	29
TOTAL	80	77	-4%	230	238
Door Count					
TOTAL	16742	N/A	#VALUE!	44557	0
WiFi Data Usage (GB)					
TOTAL	791	673	-15%	2285	1983.7
Computer Usage - Sessions					
Workstations	773	1518	96%	2075	4352
Wireless	1725	1828	6%	4811	5134
TOTAL	2498	3346	34%	6886	9486
OCLC Loans					
TOTAL	11	11	0%	22	33
Annual Items in Collection					
TOTAL					
Unique Website Visits					
TOTAL	14467	9559	-34%	35957	19686
Homebound & Deposit Collection					
Items					
TOTAL	164	93	-43%	406	334

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

Facility

There is some progress to report with the LED bulbs. The two bollards that weren't working along the Merkel sidewalk have been replaced and continue to work as of this writing. The plan is to replace the remaining older bulbs with the newer ones. The bulb that was sent for the New Materials area was the wrong voltage and will be replaced with the correct one soon.

We continue to make progress on the remodel of the media area. We have received preliminary plans and only had a few very minor issues to rework. Chris De Bear will submit a budget to us once he gets the estimate for removing the large wood "stonehedge" fixture. Then the real fun begins!

I have had two companies here to give us estimates for repairing and repainting parts of the McKune porches and am waiting on the third. Once I get all of their proposals and make a decision, I will schedule that work.

Johnson Controls was out to do one of our two annual maintenance visits. They have a new tech (Sal) who is very energetic and determined to solve a couple of heating/cooling issues that we have had almost since the building was new, involving our staff lounge and study rooms C & D. He had me do some testing to determine if the issues were hardware or software (they were some of both) then he made adjustments. We made some progress on the lounge issues and will have to return to finish that solution and address the study room issues. I am very hopeful that we may finally get these two long-term issues resolved!

Staffing

Lori continues to settle in well. She has met with most (if not all) of our major community partners and she and her husband Mark joined Kerry and I at the Rotary Sun Bash fundraiser. She also attended the Authors in Chelsea events in the schools and the evening public event. We are still meeting regularly to discuss audit issues, strategic plan, staffing, and the upcoming 2017 budget process. She will fill you in on her progress in her board report.

Our only anniversary this month was Karen Persello, who celebrated her 12th year at CDL on March 1st. Lori and I worked up Karen's evaluation and we both met with Karen to discuss it. Karen does a good job as Head of Youth and Teen Services and is well liked by her staff and co-workers.

Outreach

I attended several meetings of the Community Center Exploratory Committee (CCEC) this month as we prepared to present the feasibility study to the public on March 29th. The presentation was well attended and the feedback very positive. Stay tuned for next steps.

Programming

Authors in Chelsea is our big event in March and I was able to attend presentations at North Creek and South Meadows, where Ruth McNally Barshaw and Dan Yaccarino spoke to fourth and second graders, respectively. As usual, it was fun and very entertaining to watch school children interact with real authors whose books they had read 😊

Volunteers

We logged 173.5 non-book sale volunteer hours this month and 198 book sale hours, for a total of 371.50. The March sale made \$869 with an additional \$383 from the lobby book carts and \$581 from online sales.

Board

I attended the policy committee meeting this month where we reviewed eight policies. Some needed revision, some only review but we had a very productive meeting. New board members asked great questions and helped us see things with new eyes!

Respectfully, Linda Ballard, Assistant Director

Program Report: March

Date	Event	Attendance
3/1, 3/15	Smarty Pants Trivia Smackdown	Cancelled, 47
3/8, 3/22	Computer Training 1:1	9, 7
3/9	Place That Face	25
3/9	Book Conversations with Michigan Friends Center	5
3/10	Vision Place of Souls: The Paranormal of Gettysburg	35
3/16	Grow Your Business 1:1	3
3/17	Books & Banter	4
3/19	Purple Rose Concert Reading	54
3/21	Spring Flower Arranging with Gigi	28
3/23	A Midsummer Night's Dream	9
3/29	Ancestry Aficionados	4
3/29	Reading Glasses	10
Outreach Programming		
3/3, 3/17	Computer Training 1:1 @ CRC Dancey & Glazier	5, 4
3/16, 3/17, 3/21	Book Clubs: Senior Center, Pines, Silver Maples	5, 7, 10
Total Programs: 19	Attendance Total:	271

Upcoming Programs

We are excited for April and our Midwest Literary Walk on Saturday, April 30th starting at 1pm at the Chelsea Depot. We have a great lineup of nationally recognized authors, including Paula McClain Bestselling author *The Paris Wife* and *Circling the Sun*.

Collections

In March, we completed the interfiling of the paperbacks. These paperbacks were previously separated from our regular fiction genres based only on their size (approx. 6 inches) and required that patrons look in more places for their favorite authors or series. With this project complete, we hope patrons will have a better experience. Our next step is to move forward with our nontraditional circulating collection.

World War I Project

We had some great developments on the WWI project in March. We spoke at the American Legion Post and have collected a number of photographs that can now be found on Stories of Chelsea. Thanks to our partnership with the Chelsea Area Chamber of Commerce we will receive funds from the Community Tourism Action Plan (CTAP) provided by Washtenaw County Convention & Visitors Bureau. With these additional funds, we will be able to expand this project into the south side of town and have an opportunity to work with Ed Greenleaf of Chelsea Lanes.

Statistics

	March 2016	March 2015
2nd floor Ref Desk Interactions	1,165	1,790
Homebound Book Delivery	93	164
Inter-library Loan	11	11
Zinio Checkouts	207	275

From Keegan Sulecki, Head of Adult Services

March was a busy month with many great developments. Our WWI project is present on www.storiesofchelsea.chelseadistrictlibrary.org. We hope more area residents will continue to spread the word so that we can collect more stories and photographs. We have also found and hired a publicist for this project with hopes of spreading the word throughout the state of Michigan. I am also excited for April to see the start of our new part-time librarian, Shannon Powers. We also have the Public Library Association Conference to look forward to and the 2016 Midwest Literary Walk.

From Emily Meloche, Adult Services Librarian

Local History was a focus of March between finalizing my PLA Presentation (which is centered on two of our large Local History projects) and working with our intrepid LH volunteer Toni Keim to improve and update our Family History Index. Toni is currently cross-checking information, comparing records with discrepancies to records from our local funeral homes to improve the accuracy of our database. Additionally in March, I was able to present on the cultural differences working in South Africa to a group of University of Michigan students who will be doing a service projects in Cape Town this spring. It was an excellent opportunity to share some of the takeaways and lessons I learned from the professional exchange in 2015.

From Ron Andrews, Technology Librarian

I assisted Melanie with our mobile laptop computers and started updating the staff computers which will continue into April. Melanie and I also trained the staff on the upcoming migration to Windows 10 by holding small introductory sessions. I was able to sit in on one last Adult librarian interview which turned out very successfully for us and I will soon be able to hand over the collection responsibilities I took over in the interim. I have also started the process of weeding once again in our DVD areas as our space is still limited. The CRC and Glazier computer training continue to go well thanks much in part to our faithful volunteers. Since January the Chelsea Senior Center book club has continued to grow.

Chelsea District Library
Monthly Youth Report—March 2016

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

Programs and Attendance (previous year)

Family:	4	(3)	programs	Attendance:	180	(396)
Youth:	23	(14)	programs	Attendance:	397	(187)
Outreach:	67	(28)	programs	Attendance:	2629	(2480)
Teen:	3	(10)	programs	Attendance:	33	(57)
Total:	97	(55)	programs	Attendance:	3239	(3120)

Date	Name of Program	Children	Teens	Adults	Total
Family/Parent					
3/5	Authors in Chelsea Fun Fair				90
3/6	Gettysbury: CHS Class Trip Reports				10
3/13	Peace Jubilee Brass Band concert				30
3/30	Authors in Chelsea Meet the Authors Tonight				50
Youth					
3/1, 8, 15, 22, 29	Babytime (5)	53		51	104
3/1	Dr. Seuss' Birthday Storytime	13		11	24
3/3, 10, 17, 24, 31	ToddlerTime (5)	39		33	72
3/3, 10, 17, 24, 31	Winter Storytime (5)	36		26	62
3/7	makerMonday	8			8
3/12	Voyageurs of the French Fur Trade				15
3/14	Minecraft Monday	21			21
3/15	Tween Book Club: A Long Way from Chicago	8			8
3/16	Ice Age Mega Mammals	19		4	23
3/17	READ to the Library Dog	7			7
3/22	Bunny Evening Storytime	28		25	53
School & Community Outreach					
3/3, 4	Authors in Chelsea Preview class visits: NCE, SME (35 classes)	1,054		35	1,089
3/4	North Creek Family Reading Night				160
3/5, 12, 19, 26	Community Ed Super Saturdays: makerspace (4)	49			49
3/15, 16	Chelsea Community Preschool Storytimes (4)	61			61
3/18, 22, 23	Civil War Exhibit: 4 th grade class visits (5)	140		15	155
3/23	Preschool Family Reading Night	15			15
3/30, 31	Authors in Chelsea author visits: assemblies, presentations, writing workshops (17)				1,100
Teen					
3/18, 25	Skynet Scholars (2)		20		20
3/19	SAT Practice Test		13		13

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

Date	Total
March 2016	432 (445)
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 Highlights

From Karen

- This month was our last for the Civil War exhibit from the Detroit Historical Society. We had three programs about the Civil War that were all well attended. Five 4th grade classes from South also came to view the exhibit, and we were lucky to obtain the services of George Till, local reenactor, who “set up camp” in the McKune Room and explained the life of a Civil War soldier to the rapt students. Students got a chance to try on replica uniforms, and even eat some hardtack!
- March is Reading Month, and the youth department was busy taking part in the North Creek and the Community Preschool Reading Nights, and presenting our 7th annual Authors in Chelsea event. Three well-known authors/illustrators visited North Creek, South Meadows, and Beach Middle School and presented workshops and assemblies for more than 1000 students in grades 1-6. The authors also did a community Meet and Greet at the Washington Street Education Center to an enthusiastic audience. I hosted Ruth Barshaw and she gave a lively presentation involving writing tips and much drawing, delighting the students at South. “She made me feel I could really draw or write;” and “Can she come back again?” were some of the comments from the students.

Youth Department Volunteers: Youth Service Group— 40 hours

- March hours included helping at the Authors in Chelsea Fun Fair, makerMonday, Bunny Storytime, and after school tasks.
- We have a mix of high school seniors completing their volunteer requirements and middle school students gearing up to help with Summer Reading.

March Community Outreach & Meetings:

3/1, 8, 15, 22, 29 Weekly management meetings (KP)
 3/8 CEF meeting (ED)
 3/ 9, 23 Meetings with director (KP)
 3/11 TLN youth and teen committee meetings
 3/28 School board meeting (JZ)
 3/29 CSD Calendar meeting (KP)

Future Program Highlights:

4/1, 15, 22, 29 Skynet Junior Scholars
 4/4 makerMonday
 4/11 Minecraft Monday
 4/14 Midsummers’ Night Dream Ballet storytime with Ballet Chelsea District Library
 4/24 Summer Job Fair and Employment workshop
 4/26 Money evening storytime
 4/29 Parents’ Night Out

From Edith, Youth and Teen Librarian

- Completed Summer Teen Programming, which will include Skynet Jr Scholars, Writing Workshops with Authors, Minecraft Design Camp and Youth Service Group-supported programming.
- Ushered Bill Durbin around Beach Middle School for two successful program days
- An email from Durbin: "Thanks again for inviting me to be a part of your Chelsea Authors event. Your library staff, community, and school were all very welcoming. I was impressed with the attentiveness and enthusiasm of the 6th graders during the large groups, and the writers in both of the workshops did an amazing job."
- From teacher Ryann Skrypec: "The kids loved it! The students who participated in the writer's workshop thought it was amazing and talked about it all afternoon!"

From Jessica, Youth and Teen Librarian

March was all about Authors in Chelsea and preparing for Summer Reading/Summer Learning 2016. Here are some highlights:

- First and second grade students were incredibly excited for Dan Yaccarino's visit to North Creek for Authors in Chelsea. One parent told me that the author visit was the last thing her son talked about before he went to bed the night before, and the first thing he mentioned when he woke up on the morning of the visit. In all, more than 300 NC students got to hear from this quirky author/illustrator.
- For the first time we are trying online registration for the Summer Reading Game. With help from Melanie, this month I have been testing out a Google Form that will allow parents to sign their kids up online. Kids will still pick up a paper Reading Log at the library to log their hours or books read. The registration info will all go into a spreadsheet that will make the SRP prize process go more smoothly with no missing or duplicate cards, and it's searchable to reduce the time needed to find names.
- This month I have also been preparing for the "Making without a Space" presentation that Karen and I will be giving at the MLA Spring Institute conference in April. We will be talking about how we've created a youth makerspace program at CDL without the space to host a permanent makerspace in the building, plus sharing lots of our favorite tools and equipment for some hands-on time.

Network Administrator

Monthly Summary

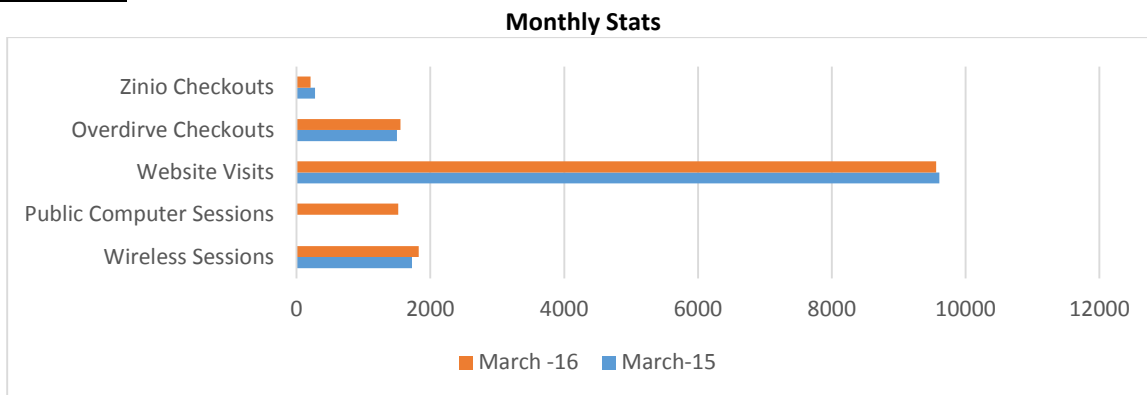


TO: Lori Coryell
FROM: Melanie Bell
DATE: 04/13/2016
SUBJECT: Summary of March 2016

In March board member Jan Carr and I worked with the Michigan Broadband Cooperative to put together a packet for the Lyndon Township board regarding building a fiber to the home network in Lyndon Township via a millage. I also helped with getting the word out about the project. We had 60 people in attendance at the March 22nd Lyndon Township board meeting. This included our director Lori, and board member Jerry. The Lyndon Township board approved spending \$16,000 on a feasibility study which is the first step in this process. We continue to work towards expanding broadband access in our rural communities.

I was also able to attend the Computers in Libraries conference which was very helpful and I will report on in more depth in a later section.

Statistics



- Wireless clients increased from **1,725** clients in March 2015 to **1,828** in March 2016.
- Public computer usage increased from **773** users in March 2015 to **1,518** users in March 2016.
- Overdrive downloads increased from **1,499** downloads in March 2015 to **1,552** downloads in March 2016.
- Online magazine downloads decreased from **275** in March 2015 to **207** in March 2016. .

Technology

Server and Network Infrastructure:

- Ran updates on servers and checked backups.
- Met with VoIP vendor to discuss the possibility of upgrading our phone system.

Public and Staff Computers:

- Finalized configuration of the mobile lab and finished getting it ready for use. We now have 16 laptops that we can use both in the McKune room and outside the library for training and outreach.
- Updated the marketing coordinator to Adobe Creative Cloud suite.

- Terri and I began work on documentation for working with the inventory wand that came with our new RFID system.
- Mobile printing solution was only charging patrons for the first piece of paper they printed. Worked with our vendor Envisionware to resolve the issue.
- Ron and I trained staff on Windows 10
- Worked on imaging 15 new2 staff machines with Windows 10 and ran into a number of issues. Continuing to work on the Windows 10 staff deployment.
- Worked on finding some new software for the scanning local history documents that would work with Windows 10 and found a good solution in a free product.

Website

- Had to update the security on the website once more to further protect again form spam.
- Setup a test site for our web re-design consultant to work on.
- Patty and I met with our consultant to go over the first very rough draft of our new site.

Other

- Met with Michigan Broadband Cooperative (MBC). As discussed earlier Jan Carr and I worked with the MBC Marketing Committee to put together a list of Lyndon Township testimonials and other information to include in the board packet for Lyndon Township.
- Met with vendor to get pricing on installment for the people counter. Will be purchasing a new people counter next month.
- Chaired TLN Technology Committee. Our RFID vendor is 3M and they were recently purchased by a company called Bibliotheca. Bibliotheca presented at the meeting and informed us that they would be dropping the Bibliotheca software and supporting the 3M software as they go forward. So our new system should be supported in the future. They also said that they would be supporting everything that currently exists for the next seven years.
- Hosted the Washtenaw Broadband Initiaative meeting. There was discussion between the township supervisors about how Lyndon's fiber build. Both Dexter and Webster Townships will be looking into paying for a feasibility study of their own.
-

Submitted – April 13, 2016

Melanie Bell

Network Administrator

Computer In Libraries 2016: Take Aways – Melanie Bell

Transformation and Community Engagement

Speaker: Susan Considine

Fayetteville Free Library

sconsidine@fflib.org

- Making has to start with the community to be successful. Need to have a strong understanding on what their community needs (rebuild cars, jewelry, printing, soap making, etc). **Make stuff that the community can use!**
- Used a simple form that asked:
 - What do you love to do?
 - What are you passionate about?
 - Would you be interested in sharing what you know/teaching it to your neighbors/to the community
 - Can I have your contact info
- Hosted a community meeting where they hear the interest in coding, engineering, learning not to be afraid to fail, team work, and problem solving.
- More than 40% of their classes, clubs and programs are led by community volunteers. They have the following programs led by the community:
 - 1 on 1: 3D design, Adobe Photoshop,
 - Weekly clubs: quilting, knitting, craftastic critters
 - Series: home repair, cooking
- Called their makerspace the Fab Lab. Had several donations of machines and materials. Some of the equipment listed below:
 - Sewing - Made hundreds of items for local charities, waterproof sleeping bags that fold into backpacks for the homeless. Made stuff for moms – bath towels, nighties, swaddle blankets.
 - Lego Robotics – First Lego League – parents wanted this for their children.
 - Hosted Geek Girl Camp and a Geek Guy Camp
- Evaluation includes number of individuals involved, number of hours logged and then qualitative stories of their success.
- They have five staff forums each month that all professional staff are required to attend where they do peer to peer training. Often also have vendor representative out to help with teaching. This seems like a little too much for our infrastructure but in general I like the idea
 - Access Innovation, Steam, Making, Summer Learning, and then general all staff.
- Have quarterly meetings for the support staff so that they can have some of the same training.
- Important that everyone is working with the same level of general information so patron does have “oh person x is not here today so I need to wait” moment.

Digital Signage Blitz

Speaker: Daniel Messer

Maricopa County Library District

danielmesser@mclldaz.org

- Maricopa Library was using a costly solution for digital signage that was getting old.
- Digital signage computers don't need to do much so they purchased \$80 Raspberry Pi 2 CanaKits. The CanaKit comes with all the peripherals you need to run the Raspberry Pi (a small cheap computer) as a regular computer.
- Used free Screenly OSE software to schedule content on the screens. Screenly is managed through a website. Update the code on the website and all the digital signage screens get the updated.
- Used Ubuntu server as the Screenly server.
- Information available at <http://cyberpunklibrarian.com/digital-signage/>

I looked at the Screenly software and it looks like it might be a better alternative than our current Xibo software. Will want to explore more.

Writing for the Web

Speaker: Chanitra Bishop

Hunter College

cb1579@hunter.cuny.edu

- According to statistics 50% of American adults cannot read books written at an eight grade level. So you need to keep it simple.
<https://readability-score.com/> good place to score how easy it is to read your text.
- When designing make sure content is relevant/useful and easy to find
 - What is the purpose of the content
 - Who are you trying to reach
 - Best way to communicate message
 - Top three things you want to communicate
- Make it easy to scan
 - Use bullet points/short paragraphs
 - Headings
 - White space
 - Color for visual separation
 - KEEP IT SHORT AND CONCISE

Speaker: Toccara D. Porter

Kent State University

tporter23@yahoo.com

- Lots of E-Learning software (SoftChalk, Articulate, Lectora, Camtasia... etc)
- They are using SoftChalk

- SoftChalk has lots of considerations in regards to accessibility
- Good resource for developing accessible online course at <http://louisville.edu/delphi/resources/creating-accessible-courses/>

Sounds like a very cool idea. However, had 21 staff and volunteers helping out with the project.

Building Community and Global Partnerships with E-Nable

Speaker: Ellen Druda

Half Hollow Hills Community Library

edruda@hhlibrary.org

- Very big need for prosthetic hands. Library is working with a non-profit company called Enable who mails the hands that are assembled out to those who need it. Enable takes on the liability.
- Library downloaded designs for prosthetic hands from thingiverse and began printing one a day.
- Hands take about 20 hours to print and use 200 grams of filament (\$5). Print palm and gauntlet in one job (11 hrs) then everything else in second job.
- Also have to purchase \$15 prepackaged assembly kits
- Staff do the printing and volunteers do the assembly.
- After printing the hand they package it with the assembly kit and a card that has instructions on one side and is blank on the other so that the person assembling can write a little note to the person receiving the hand.
- Had a ton of interest from volunteers wanting to assemble a hand but didn't have enough parts. Contacted Enable and they sent extra parts for people to put together.
- Have multi-generational events (families gather around to assemble hands).
- Give the volunteers links before they come so they can prepare themselves before the event.
- Takes 2-4 hours to put together a hand.
- When community partners borrow the 3D printer they have to make a hand.
- They have two 3D printers one for printing hands and one for public jobs. They let patrons print one object a day on the public printer.

Also found out about a very cool website called historypin which might be useful for our local collections

Vendors:

Not that many vendors at this conference. The one of note was Libcal who offered a different calendar solution that might replace Evanced.

MARKETING BOARD REPORT

March 2016

Marketing Highlights

March has been an incredibly busy time for the marketing department with the promotion of two major programs, National Library Week, Lori's Meet and Greet, WWI Centennial Project, the initial stages of creating the summer newsletter, and of course our day-to-day marketing tasks. What a wonderful challenge to be faced with! I hope that you continue to see our branding throughout our community and news sources, and hear from our patrons about all the wonderful things they like about our library.

Website Restructure/Redesign Project

Melanie Bell and I continue to work with LM Designs on the redesign of our main website and consolidation of signature programs under the main website. All files have been supplied to LM Designs and weekly meetings have been scheduled for project review. Currently, we are working on the main website Wordpress template. Once a Wordpress template has been chosen and tweaked, a prototype design will be reviewed with management staff. At this point, the project is still on schedule.

Summer Newsletter

Deadline submissions for our summer newsletter were March 30. This edition showcases our Youth Summer Reading/Learning program and our Adult Summer Reading program. We will also be showcasing the WWI Centennial project and our 10th Anniversary party to celebrate our new building. The edition will be mailed to all patrons mid-May.

Marketing Analytics

Quarterly, I review our marketing analytics to ensure that we are on task with our marketing objectives. At the end of this report you find our 1st quarter results. We continue to make progress growing our awareness within the community, promoting our programs, services, and collections, and engaging our patrons through social media.

Miscellaneous Marketing

- New Library Card Policy — this campaign continues through in-library promotion and articles in our Enews, along with direct communication to patrons from our library staff. We have had very little push back on this policy change. However, when we do receive patron comments, we address them immediately with a personal dialog.
- Lori's Meet and Greet — promotion for Lori's Meet and Greet included Enews articles, local press coverage, Facebook event creation and postings, an e-vite distributed by board, library staff and friends, and in-library and website promo slides. Hope to see a great turnout!
- New logo updates — I continue to replace all old logo images with the new logo implemented last year. Currently I have a volunteer who is helping me identify all instances of the old logo so that I can systematically replace them.
- Front lobby glass display — Although most of the displays in our front lobby glass case are installed by the library, we do welcome community contributions. In March, the Chelsea Sister Cities Association created a display for our annual visit from our Sister City, Shimizu-cho, Japan students. In April, the Boys Scouts of America/Huron Trails District will be installing a display celebrating the local Chelsea troops.
- Avenue Banners — the use of avenue banners on Main Street has become very popular, requiring the library to submit use applications way in advance to secure the poles for our major programs. This year due to a Chelsea School District Campaign for an art program, we were unable to place Midwest Literary Walk Banners on the north end of Main Street. Therefore, applications have already been submitted for 2016 Summer Reading Program, 2016 WWI project, 2017 Sonic Sundays, and 2017 Midwest Literary Walk to alleviate this issue. Going forward, the marketing practice will be to submit avenue banner use applications as soon as a major program have been confirmed.
- 10th Anniversary in New Building — On Thursday, August 18, we will be hosting a party to celebrate our 10th year in our new building. This date is also the last night of Sounds & Sights and our event will be included in their brochure. The party is scheduled for 6:30–8:30PM, will take place on the library lawn and throughout the library, and all ages are welcome. The party will include music, cake & ice cream, youth activities, building tours including our newly remodeled media area, historical photograph display, and much more. And to help celebrate we will be tweaking our current logo for the festivities – stay tuned!

MARKETING BOARD REPORT

March 2016

Promotional Highlights

Authors in Chelsea – We continued promotion for this event throughout March, which included: large poster for front lobby area, program buttons worn by staff, press releases, Enews articles, in-library and website promo slides, Sun Times and Chelsea Update ads, ChelseaMich.com major event posting, and the creation of a Facebook event with sharing and periodic social media postings. Burrill Strong was scheduled to take photos for the library both at the in-school workshops and at the event Author Meet and Greet event. I hope you had an opportunity to meet our authors and/or get feedback from students in our schools.



William Durbin working with Beach Middle School Sixth Grade

Midwest Literary Walk – Efforts to promote this year's program continued in March. Postcards and posters were created and distributed around downtown, to media partners, and at the Ann Arbor Gothic Festival. Ad artwork was created for the April edition of the Ann Arbor Observer, which also ran a great review of the event (see attachments). It was exciting to get the event recognized outside of Chelsea in effort to draw new visitors to our community. ChelseaMich.com, a media partner for this event, created a front-page ad and major event page. A Facebook event was created and shared on the Friends, CDL, and Chelsea Alehouse pages. A press release was sent to local and regional media, and Michigan library lists resulting in the Michigan Library Association running an article in their April newsletter. New date footers were created for our avenue banners, which were installed on lampposts April 1. Beginning mid-March, we started running a series in our weekly Enews showcasing each author. We have also partnered with WDET, who will be interviewing each of our authors every Friday starting April 8. The brochure for this year was created and will be distributed in April and at the event. This year we have added a coaster as a promo piece that our partner Chelsea Alehouse will be distributing during business hours. Next year, we hope to get more

Chelsea restaurants to use the coaster prior to the event to help promote. A large poster was created for our front lobby and will go on display beginning April 1. This year's author line up is fantastic – we hope to see you at the event. For more information visit midwestliterarywalk.org.



Front of MLW coaster

WWI Centennial Project: Strong Foundations, New Possibilities



Pictured: Frank O'Connor, Private 1st Class Battery D 328 Field Artillery WWI. Photo provided by daughter-in-law, Erma O'Connor.

There is a lot going on behind the scenes of this project to make sure it is a great success! The adult department has been actively procuring WWI photographs and memorabilia from the Chelsea Community for this exciting exhibit. Quotes for banners have been requested, press releases have been issued, avenue banner applications have been submitted to the city, and we have been collaborating with our partner The River Gallery on logo creation. To the left is a small preview of what's to come...

National Library Week

This year we will once again celebrate National Library Week (April 10–16) with our #BookfaceOnFacebook campaign. We'll be promoting in our Enews, on Facebook and with in-library and website promo slides. I know for a fact that at least one of our Trustees join in on the fun!



Any idea who submitted this Bookface?

Outreach

Chelsea Chamber — On May 19th, the library will be hosting an Business After Hours event to promote our Business Resource Center, collections specifically geared toward managing a business, and of course all the other wonderful collections available to those who live and work in service area.

MARKETING BOARD REPORT

March 2016

Marketing Analytics

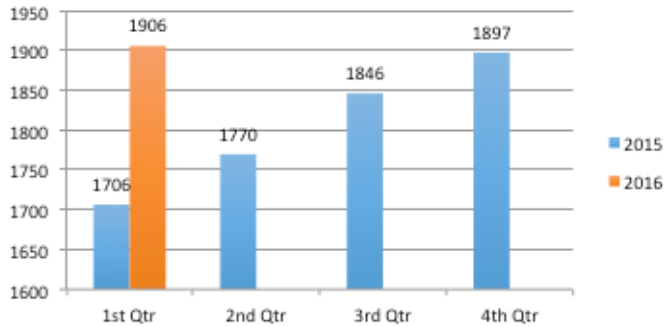
Website Referrals	Event Calendar Referrals																														
<div><p>Promotional Referrals to CDL Website</p><table><caption>Promotional Referrals to CDL Website</caption><thead><tr><th>Source of Referral</th><th>1st Qtr 2016</th><th>1st Qtr 2015</th></tr></thead><tbody><tr><td>E-news</td><td>103</td><td>85</td></tr><tr><td>Chelsea Update</td><td>83</td><td>52</td></tr><tr><td>Facebook</td><td>95</td><td>31</td></tr><tr><td>Chelsea Mich/ Festivals</td><td>46</td><td>7</td></tr><tr><td>other Local</td><td>51</td><td>32</td></tr></tbody></table></div>	Source of Referral	1st Qtr 2016	1st Qtr 2015	E-news	103	85	Chelsea Update	83	52	Facebook	95	31	Chelsea Mich/ Festivals	46	7	other Local	51	32	<div><p>Promotional Referrals to CDL Calendar</p><table><caption>Promotional Referrals to CDL Calendar</caption><thead><tr><th>Source of Referral</th><th>1st Qtr 2016</th><th>1st Qtr 2015</th></tr></thead><tbody><tr><td>E-news</td><td>82</td><td>36</td></tr><tr><td>Facebook</td><td>28</td><td>12</td></tr><tr><td>Website slideshow/ Event Feed</td><td>214</td><td>168</td></tr></tbody></table></div>	Source of Referral	1st Qtr 2016	1st Qtr 2015	E-news	82	36	Facebook	28	12	Website slideshow/ Event Feed	214	168
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<p>All major marketing channel referrals to our main website increased on average from 2015 to 2016.</p> <ul style="list-style-type: none">Enews referrals have grown in correlation with the increase of Enews subscribers (~8%).The increase of referrals from Chelsea Update could be the result of few factors: 1) Increased Chelsea Update subscribers, 2) Repositioning of CDL ad to top right page rather than floating on sidebars (began first of 2016), or 3) People recognizing Chelsea Update as a source for CDL news.Facebook referrals made the most significant gains, which is discussed under the Facebook section.The ChelseaMich.com increase is most likely due to a change in posting procedures and/or staffing since we have not changed how we distribute the information to them.The other category is comprised of other local organizations in the Chelsea community such as the City of Chelsea, Chelsea schools, and other local organizations that have calendars or issue periodic newsletters to which we submit information.	<p>Referrals to our event calendar are primarily for programs requiring registration, which is roughly 50% of our programs.</p> <ul style="list-style-type: none">Referrals from our Enews more than doubled and I would attribute it to creating more engaging articles.Facebook referrals are lower on average for 2016, but have more than doubled from 2015. Facebook is primarily a way to engage our patrons, encourage dialog, and share day-to-day CDL and non-CDL happenings. For this reason we use it sparingly for program promotion. Facebook best practice recommends using the 80/20 rule: 80% sharing of other page posts, educational information, and humorous posts, and 20% promotional posts.Referrals from our website slide show (and to a small degree the upcoming event links) on our home page continues to grow as we get better at honing the promotional message and choosing images that best reflect the intent of the program.																														

MARKETING BOARD REPORT

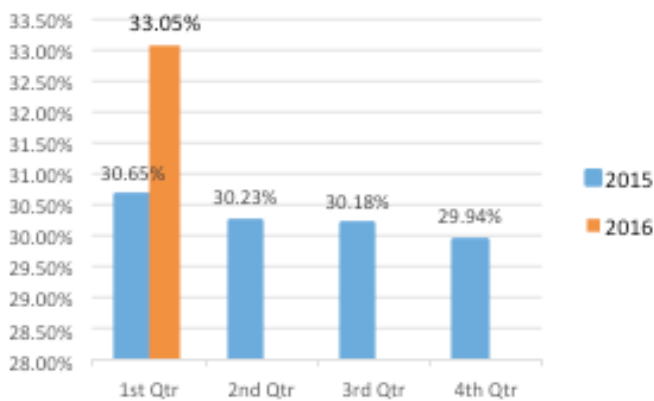
March 2016

Enews

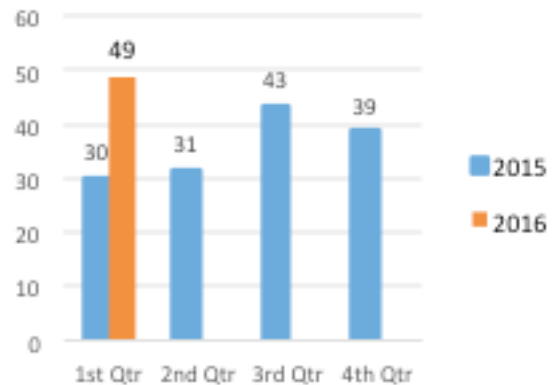
Year over Year Enews Subscriptions



Year over Year Open Rates



Year over Year Click Rates

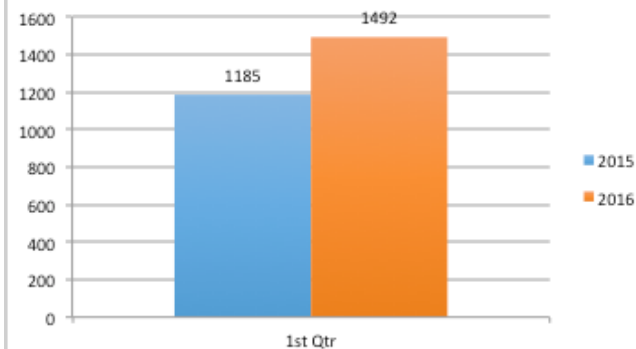


Enews Stats

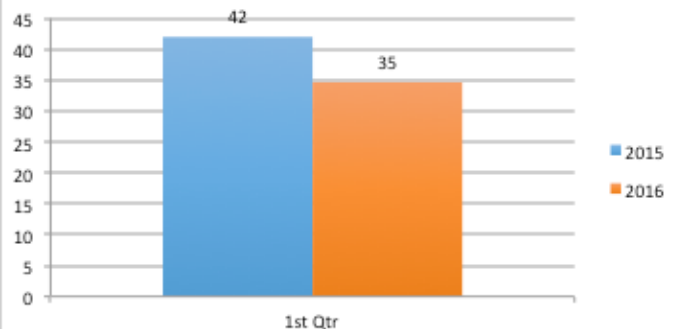
We continue to tweak the article content in our weekly Enews for variety and use of different media forms within the articles. We also recently went through a cleansing of the subscriber database removing contacts that were no longer valid or disengaged. Both of these factors have helped to grow our subscription base, increase our open rate, and most importantly increase our click rates, which shows that our patrons are more interested with our Enews content.

Facebook

Total Facebook Likes at each Quarter's End



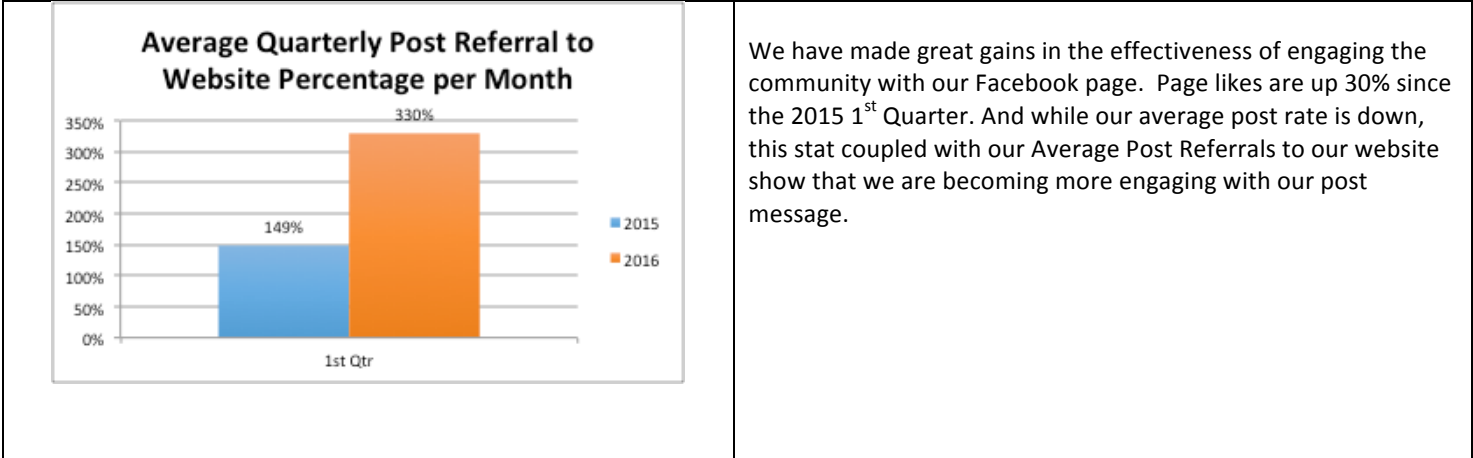
Average Quarterly Posts per Month



Facebook Stats

MARKETING BOARD REPORT

March 2016



Respectfully submitted,
Patty Roberts
Marketing Coordinator

Circulation Supervisor's Report March 2016

- Circulation – 27,839 or 5% lower than last March;
79,357 YTD or 4% lower than this time last year.
- Patron Count- N/A, for March;
N/A YTD or N/A% than this time last year .
- Circulation by township- for March
 - Dexter = 9% of total transactions- same as last month
 - Lima= 15% of transactions – same as last month
 - Lyndon= 17% of transactions- higher than last month
 - Sylvan= 14% of transactions- lower than last month
 - Chelsea= 36% of transactions- higher than last month
- March Circulation: 78% were items from Chelsea and 22% were inter-loaned items.
- Automated phone renewals in March - 23; Self-check was 11% of items checked out in March; Overdrive = 1552 in March; Zinio = 207 in March; Odilio numbers not available.
- Registrations for March – 63 new cards; 9758 total card holders
 - *Dexter = 1214 cards; Lima= 1114 cards; Lyndon= 1546 cards
 - *Sylvan= 1652 cards; Chelsea= 3593 cards; Nonresident= 639 cards
- Circulation by department- Adult-57%, Youth- 39%, Teen 4% in March
- Items added= 816 in March; total items in March 72,237

Circulation Activities:

- We received 3 to 11 tubs in the run each day M-F with a total of 151 in March. There was no delivery on Good Friday.
- We hosted the TLN Circulation Committee meeting on March 10th and had a very good turnout – about 20 libraries were represented.
- Welcome back Joanne! Aide Joanne Arnold broke her leg just before Christmas and had a long 3 month recovery. It's nice to see her smiling face back at the library.

Respectfully submitted,
Terri Lancaster
Circulation Supervisor

**Chelsea District Library
2016**

Average Daily Circulation										
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	2015	%Diff.
Jan.	762	804	820	769	807	807	513	26455	27858	-5%
Feb.	834	915	764	759	864	706	442	25063	25112	0%
March	891	790	956	861	702	708	537	27839	29427	-5%
April									25834	
May									23999	
June									29541	
July									31491	
August									28897	
Sept.									25248	
Oct.									27420	
Nov.									24842	
Dec.									24613	
Total								79357	324282	
Mnth Avg								26,452	27,024	
Avg.% Inc.								with OD & Zinio ckouts.		-4%
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	3032	30	101	11%
2151				
1825				
3439				
3560				
3142				
2371				
2374				
2544				
2486				
28890				11%
This is based on actual checkouts, Overdrive & Zinio are done online.				

Average Daily Patron Count 2016										
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	2015	% Diff
Jan.	Not Available								14976	-100%
Feb.	Not Available								12839	-100%
March	Not Available								16742	-100%
April									15476	-100%
May									15614	-100%
June									20571	-100%
July									20699	-100%
August									16985	-100%
Sept.									N/A	
Oct.									N/A	
Nov.									N/A	
Dec.									N/A	
Total								0	133902	
Monthly average								0	11,159	
Avg. % increase										-100%

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
1552	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
4942	17541	15850	11625	8,892	4,281

**Chelsea District Library
Monthly New Registration 2016**

	District	NonRes	School	Other	Total Month	Grand Total
January	84	7	0	3	94	9811
February	57	4	0	3	64	9788
March	54	8	0	1	63	9758
April					0	
May					0	
June					0	
July					0	
August					0	
September					0	
October					0	
November					0	
December					0	
Totals					221	

Zinio Circ (downloadable e-magazines)				
		2016	2015	2014
Jan		219	206	
Feb		297	413	
Mar		207	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		723	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	9119
Dexter	867	1121	1198	1216	1258	1197	1222	1206	1211	1215	1214
Lima	800	1041	1086	1124	1176	1169	1174	1156	1133	1109	1114
Lyndon	955	1333	1477	1605	1673	1567	1579	1538	1539	1546	1546
Sylvan	1119	1473	1619	1743	1822	1800	1786	1693	1662	1667	1652
CityChel	2092	2703	2900	3020	3184	3165	3386	3409	3538	3572	3593
NonRes	518	803	933	977	960	902	744	640	649	655	639
Freedom	80	102	107	81	58	18	7	6	6	6	7
Sharon	67	115	151	153	150	149	141	118	122	118	111
Waterloo	250	359	391	421	423	411	365	336	348	352	350
GrassLk							15	26	29	28	29
Other	121	227	284	322	329	324	216	154	144	151	142
Totals	6351	8474	9213	9685	10073	9800	9891	9642	9732	9764	9758

Trans Mar-16	% Tot Trans	SEMCOG Dec2010 Pop.	% of Pop Regist	
22,927		14971		
2110	9%	1994	60%	1/3
3485	15%	2480	47%	3/4
3807	17%	2720	58%	
3218	14%	2833	64%	
8316	36%	4944	64%	
			58%	
332	1%			
654	3%			
974	4%			
31	0%			
	100%			

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

Item Circulation 2016

	All items circled at Chel inc: OD & Zinio	Chel items circled at Chel inc: OD & Zinio	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/ renewed anywhere in system	Chel items circled other libraries
Jan.	26,455	20,830	79%	5,625	21%	20,894	2,035
Feb.	25,063	19,645	78%	5,418	22%	19,676	1,966
March	27,839	21,642	78%	6,197	22%	22,090	2,207
April				0			
May				0			
June				0			
July				0			
August				0			
Sept.				0			
Oct.				0			
Nov.				0			
Dec.				0			
Totals	79,357	62,117	78%	17,240	22%	62,660	6,208
Mnth Avg	26,452	20,706		5,747		20,887	2,069

COMMUNICATIONS

Minutes
Board of Education
Chelsea School District
February 22, 2016

Present: Steve Olsen, Laurel McDevitt (arrived at 6:36 p.m.), Anne Mann, Tammy Lehman, Laura Bush (arrived at 7:48 p.m.), Greg Rhodes, Dana Emmert, Carly Critchfield

Absent: Nic Arons

Administrators: Dave Killips, Superintendent; Julie Deppner, Assistant Superintendent; Lisa Nickel, Special Education Director; Mike Kapolka, CHS Principal; Nick Angel, Beach Middle School Principal; Marcus Kaemming, North Creek Principal; Stacie Battaglia, South Meadows Principal; Luman Strong, High School Assistant Principal; Scott Wooster, Technology Director

Call to order/roll call/consent grouping/adoption of agenda – Meeting was called to order by President Olsen at 6:33 PM. Motion by Tammy Lehman, supported by Anne Mann, to adopt the agenda with the addition of Individual Action Item 52-15-16.

ALL AYES, 5-0

Motion by Greg Rhodes, supported by Dana Emmert, to approve the regular and Closed Session minutes from the January 25, 2016, Board Meeting and the minutes of the February 1, 2016, Special Board Meeting.

ALL AYES, 6-0

Communications:

- President Olsen received a letter from Melissa Johnson regarding the community center.
- President Olsen received a campaign letter from Gregory Peoples for the MASB Board of Directors.

Special Presentations - None

Staff Reports:

- North Creek - Marcus Kaemming
- South Meadows - Stacie Battaglia
- Operations - Denis Taylor
- Technology - Scott Wooster
- Transportation - Jeff Knasiak
- Special Education - Lisa Nickel
- CHS - Mike Kapolka
- Beach Middle - Nick Angel
- Assistant Superintendent - Julie Deppner
- Business and Operations - Teresa Zigman
- Athletics - Brad Bush

Board Member Reports:

- Steve Olsen, Dave Killips and Rick Catherman attended a Special Education Millage presentation. President Olsen attended the WASB meeting regarding Washtenaw Promise; another meeting will be held Thursday, February 25, 2016. RSVPs are requested.

- Laurel McDevitt was present during Chelsea high school's student written One Act at Regionals; the students did not make it to State, but performed extremely well.

Public Input - None

Superintendent/Board Discussion – None

Consent Action Item:

Motion by Greg Rhodes, supported by Dana Emmert, to approve the following recommendations:

- Action Item 51-15-16. Superintendent Killips recommends the Board approve Board Policies: 6110 Grant Funds; 6111 Internal Controls; 6146 Post Issuance Compliance For Tax-Exempt and Tax-Advantaged Obligations; 6550 Travel Payment and Reimbursement; 6850 Public Disclosure and Reporting; 7510 Facility Use; 7510.01 Sunday Student Activities; 7510.02 Sunday Facility Use.

ALL AYES, 6-0

Individual Action Item:

Motion by Steve Olsen, supported by Laurel McDevitt, to approve the following recommendation:

- Action Item 52-15-16. Superintendent Killips recommends the Board approve Gregory Peoples as Chelsea School Districts candidate for MASB Board of Directors.

ALL AYES, 6-0

Information/Discussion:

- Girls Cross Country field trip request to Hillman, MI from August 10-12, 2016, for their annual training camp.
- Board Policies: Policy 1220 Employment of the Superintendent and Policy 9700.01 Advertising and Commercial Activities.
- Donation in excess of \$1,000 for a 3D printer at Beach Middle School.

Discussion ensued.

- Math Curriculum Recommendation
- Technology Curriculum Recommendation

Public Input - None

Superintendent Report - Superintendent Killips reported:

- Congratulated the National Merit Award winners: Nora Dobos and Joshua Cole for being recognized as Finalists; Gabriel Raines earned Semi-Finalist status; and Nicholas Arons and Karana Wickens obtained Letters of Commendation
- The Superintendent search has garnered 38 applicants encompassing nine different states.
- The Modern Teacher visioning sessions begins Thursday in Saline. Where does CSD want to go in the future with teaching and learning with technology? Technology is a tool to enhance what we do.
- The Sinking Fund Millage and the Special Education Millage election is May 3, 2016.

Minutes
Board of Education
Chelsea School District
February 22, 2016

Commendations/Thank You - None

Upcoming Events:

- Monday, February 29 - 6:30 PM - *Special Board Meeting* - Screen Applicants - WSEC
- Tuesday, March 8 - 5:00 PM - 6:00 PM - 7:00 PM - *Special Board Meeting* - Initial Interviews - WSEC
- Wednesday, March 9 - 5:00 PM - 6:00 PM - 7:00 PM - *Special Board Meeting* - Initial Interviews - WSEC
- Monday, March 14, 2016 - 6:30 PM - Board Meeting - WSEC
- Wednesday, March 16 - 5:00 PM - 6:00 PM - 7:00 PM - *Special Board Meeting* - Second Interviews - WSEC
- Monday, March 28 - 6:30 PM - Board Meeting - WSEC

Motion by Anne Mann, supported by Greg Rhodes, to go into Closed Session for the Superintendent's evaluation. (MCL 380.503)

ALL AYES, 6-0

The Board returned to Open Session at 7:06 PM

Other:

- Enrollment
- Retirements/Staffing
- Fund equity

Meeting was adjourned at 8:15 PM

Respectfully submitted,

Anne E. Mann
Board Secretary

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet April 19, 2016 Meeting

FY 2015 Budget Audit

Background:

The Chelsea District Library Board of Trustees must approve the previous year's audit. Our auditor's Andrews, Hooper & Pavlik PLC has prepared the audit for 2015 FY and delivered to the library copies for board review.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet April 19, 2016 Meeting

Review of 8 Library Policies

Background:

The Policy committee has reviewed & updated eight (8) policies which are now ready for review by the board.

Policy #160 Trustee Compensation
Policy #410 Child Safety
Policy #422 Display and Solicitation in the Library
Policy #440 Emergency Procedures
Policy #453 Social Media Policy
Policy #510 Investment Policy
Policy # 545 Request for Proposal and Competitive Bidding
Policy #551 Fixed Asset Capitalization

Chelsea District Library Policy and Procedure

Policy Section: **6. Board Policy**
Board Approval: March 15, 2005
Revised -

Subject: **160 Trustee Compensation**

Background

This policy is established in the interest of board autonomy and trustee parity. It stands as a statement against the acceptance of gifts or bribes, providing for just compensation to trustees for legitimate library related trustee expenses.

The District Library Establishment Act permits compensation to library trustees for attendance at meetings of the board and for necessary expenses related to their service on the board and requires these expenses to be included in the annual library budget. The law provides that compensation at meetings should be no more than \$30.00 per meeting and for no more than 52 meetings per year. [MCL 397.182(Section 2)]

Policy

If any trustee is to be paid for services to the library or expenses related to service to the library or attendance at board or committee meetings then that payment must come from the district library budget.

Library Trustees shall be compensated for attendance at meetings in the amount of \$30.00 for each regular or special meeting of the full board that they attend.

The library provides an additional provision in the annual budget for travel expenses related to library service and for membership in professional library organizations.

No trustee may accept gifts, bribes or any other payments in connection with their service to the library or as compensation for serving as a trustee on the Board of Trustees of the Chelsea District Library from any other organization or person.

~~This policy replaces the former Policy #160 Trustee Gifts or Honoraria, approved June 19, 2001.~~

Janice L. Carr, Board Secretary
Chelsea District Library Board of Trustees

Date

Chelsea District Library Policy and Procedure

Policy Section: **6: Facility and Equipment**
Board Approval Date: September 21, 1998
Revised: 11/18/08; **XX/XX/16**

Subject: **410 Child Safety**

Background:

As a public library, this facility and its services and collections are available to all the citizens of the area it serves. Accordingly, we do not discriminate against children. Issues relating to the behavior of library users of all ages are addressed in the Library Rules of Conduct. This policy relates to children in the library facility or on library property. The library is unable to assure the safety of unattended children at the library. Based on the library's concern that unattended children may experience dangerous situations, the library has adopted the following policy with regard to children at the library.

Policy:

Children five years old and under must be within the line of sight of their parent or caregiver. **Children** seven years old and under must have a parent or caregiver in the building. **Caregivers must be at least 12 years of age. Children ages 8 through 12 years old may be self-supervised subject to the Library Rules of Conduct Policy.**

Enforcement:

If it is discovered that a child seven and under does not have a parent or caregiver in the building, at any time the library is open, a library staff member will search the building with the child and then call the police to report a "child abandoned".

The library assumes no responsibility for children remaining on the library grounds after closing time. If a child requests or requires assistance from a staff member after closing time:

- Two adults on the library staff will stay with the child.
- Library staff will call the child's parents or caregiver. If parents or caregiver do not arrive in 1/2 hour, then library staff will call the police to take charge of the child. If staff are unable to determine parents or caregiver, staff will wait 15 minutes then the police will be called to take charge of the child.
- When calling the police, staff report a "child abandoned" and give the circumstances including history if the child is frequently left alone for long periods of time in the library.
- If when parents are called, they are not available by phone, staff will wait 15 minutes, then will call police to take charge of the child.

Documentation:

- Rules regarding child supervision are to be distributed to parents **upon request at registration** and are available at the **Circulation Check Out Desk**.
- Library staff will document activity with an incident report.

Personnel Responsible: Librarian at Youth Reference Desk

Chelsea District Library

Child Safety Incident Form

Date_____ Time_____

Child's Name_____ Age_____

Address_____

Phone_____

Parent's contacted? No (why)_____

Yes (response)_____

Action
taken_____

Staff Signature

Director's Signature

Date

Chelsea District Library Policy and Procedure

Policy Section: **4. Facility and Equipment**
Board Approval Date: October 19, 1998
Revision Date: 10/15/02, 01/20/04, X/X/16
Review Date: Dec. 2, 2003

Subject: 422 Display and Solicitation in the Library

Background:

The Chelsea District Library is a limited public forum, designed to support the cultural, educational and informational needs and interests of the community. Library display facilities are available to the public as a limited public forum within the guidelines set forth in this policy.

The Chelsea District Library uses its bulletin boards, display cases, and ~~giveaway brochure~~ racks to promote its programs, events, and services. When space permits, these limited areas are used to inform the public of events and programs outside of the library that may be of interest to the community.

Policy:

- ~~I~~1. Any person or organization wishing to display information must give the exact item to ~~Management Staff~~ the Marketing Coordinator beforehand. The final approval or denial for the request rests with the ~~Library Management~~ Marketing Coordinator. Any item(s) posted without prior approval will be immediately removed and discarded.
- ~~II~~2. Items that will be accepted for consideration must meet the following criteria:
 - a. Items must be submitted by a non-profit organization or library partner; no individual literature may be displayed, including but not limited to baby-sitting or daycare services, job offers or requests, or personal services.
 - b. Items will be removed after 60 days, and will not be returned unless other arrangements are made.
 - c. Literature must not advertise specific denominational religions, partisan politics, or commercial endeavors.
 - d. Any material that includes profanity, harassment, discrimination, or the disrespect of any person, group of people or organization is strictly prohibited.
 - e. Brochures cannot be larger than 8 ½ x 11 and posters cannot be larger than 16" x 24"
- ~~III~~3. The library does not endorse any materials distributed or posted by other organizations.
- ~~IV~~4. The library does not allow panhandling or the sale of goods or services by members of the public in the library building or on the grounds. The only merchandising activities permitted are Library or Friends of the Library sponsored sales or activities.
- ~~V~~5. Individuals or groups may not leave petitions or surveys in the library and may not gather signatures for petitions or distribute surveys on library grounds.

Chelsea District Library Policy and Procedure

Policy Section: **6. Facility and Equipment**
Board Approval Date:

Subject: **440 Emergency Procedures**

Background:

Emergencies are unforeseen circumstances that generally call for immediate action. In the event of an emergency, non-staff will look to staff for direction and assistance. When an emergency of any kind occurs anywhere in the Library, it is the primary responsibility of the library staff present to insure the safety of library patrons and the remainder of the staff. ~~The secondary responsibility of the library staff is to minimize the damaging effect of the emergency to property only if it poses no threat to anyone's personal safety.~~ The secondary responsibility of the library staff is to minimize the damaging effect of the emergency to property, but only if such actions pose no threat to anyone's personal safety.

Policy:

It is the intent of the Library to implement appropriate emergency policies for unexpected events. The Director, in consultation with appropriate public safety authorities, will establish Library Emergency Practices and Procedures to be followed in case of fire, health hazards, bomb threats, and other conditions that may directly affect public safety. The Director will ensure that staff is trained and drilled on a regular basis in these procedures including evacuating and securing the premises and summoning help as needed.

When emergency circumstances require that service to the public be interrupted, restoration of library service should occur as soon as the building can be safely occupied.

Janice L. Carr, Secretary
Chelsea District Library Board of Trustees

Date

Chelsea District Library Policy and Procedure

Policy Section: **4. Facility and Equipment**

Board Approval Date: **XXXX**

Subject: **453 Social Media Policy**

Background:

Chelsea District Library offers social media tools for educational, cultural, civic, and recreational purposes. Library social media is intended to create a welcoming and inviting online space where library users will find useful and entertaining information and can interact with library staff and users.

Purpose:

The Chelsea District Library is committed to engaging the community through social media. Social media includes web applications, web sites or web accounts created and/or maintained by the Library, to inform Library users about its programs, events, hours, employment opportunities, and materials. The Library has established social media sites to engage Library users and staff in dialogue and the exchange of information about these programs, events, hours, employment opportunities, and materials. The Library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but, **rather**, a limited forum for discussion of Library-related information.

Policy:

No Right to Privacy

Persons using the Library's social media should not expect privacy in any postings. By utilizing the Library's social media sites, consent is given to the Library to access, monitor or read any postings on the sites.

The Library's social media sites may be considered public records under applicable laws. If requested, the Library must disclose public records to third parties, unless certain exemptions apply. The Library, in its sole discretion, shall determine whether postings of its social media websites are public records and whether exemptions from disclosure apply.

Library Rights and Responsibilities

The Library is not responsible for enforcing restrictions which a parent or guardian may place on a minor's use of the Library's social media.

The Library is not responsible for or liable for the content of postings by third parties on any Library sponsored-social media site. Said third party postings do not reflect the opinions or positions of the Chelsea District Library, its Board of Trustees, or its employees.

Content which the Library, in its sole discretion, deems inappropriate under this policy may be removed in whole or part by the Library or its agents immediately upon discovery by the Library or its agents without prior notice.

The Library reserves the right to terminate accounts and/or ban or block users who have posted in violation of this policy on more than one occasion.

By posting on the Library's social media sites, users give the Library permission to use their name, profile picture, and the content of any posting without compensation to the user or liability on the part of the Library. This permission ends when the content is deleted.

Policy Violations

Any content inconsistent with the purpose of this policy as stated above, as determined by the Library in its sole discretion, may be removed by the Library or its agents. Examples of content not permitted include, but are not limited to:

- Advertisements or postings intended to promote personal gain
- Spam
- Content ~~which that~~ contains obscene matter
- Content ~~which that~~ contains disparaging, harassing, abusive, profane, or offensive remarks
- Content ~~which that~~ contains personal attacks, insults, or threatening language
- Content that is potentially libelous or defamatory
- Content that is religious or political in nature
- Content ~~which that~~ discriminates on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, creed, or ancestry **or any other characteristic protected under applicable law.**
- Content that contains confidential information about the Library, its partners, or its users
- Content that violates any federal, state, or local law, including, but not limited to, intellectual property and copyright laws

Janice L. Carr, Secretary
Chelsea District Library Board of Trustees

Date

Chelsea District Library Policy and Procedure

Policy Section: **5. Budget and Finance**

Board Approval Date: **July 20, 2004**

Revised: 9/15/09; **XXXXX**

Subject: **510 Investment Policy**

Background:

In compliance with the Investment of Surplus Funds Act 1943 PA 20 ("Act 20"), the Chelsea District Library, as a local unit of government, has developed this written Investment Policy which includes certification of banks and a quarterly investment report.

Purpose:

It is the policy of the Chelsea District Library to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Chelsea District Library and conforming to all state statutes and Library policies governing the investment of public funds.

Scope:

This investment policy applies to the financial assets of the Chelsea District Library except for (1) its employee pension funds and its employee deferred compensation funds which are organized and administered separately and (2) any financial asset or money that is otherwise subject to a public act or bond authorizing ordinance or resolution that permits investment in fewer than all the investment options listed in this Policy or imposes one or more conditions upon an investment listed in this policy. These funds are accounted for in the annual financial report and include but are not limited to the following:

- **General Fund**
- **Capital Improvement Fund**
- **Contingency Capital Reserve Fund**
- **Capital Campaign Fund**
- **Investment Services Fund**
- **Debt Service Fund**

Objectives:

Funds of the Chelsea District Library will be invested in accordance with Act 20, and in accordance with the following objectives in order of priority.

Safety:

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

Diversification:

The investments shall be diversified by specific maturity dates, individual financial institutions or a specific class of securities in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity:

The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated.

Return on Investment:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

Delegation of Authority:

The Treasurer has charge of the funds of the Chelsea District Library, and the Board can delegate to the Director the authority to manage investments and provide for their custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. Responsibility for the further development of the investment policy is hereby delegated to the Library Director, who shall establish written procedures and internal controls for the operation of the investment program consistent with the investment policy.

Authorized Instruments:

In accordance with Act 20, the surplus funds of the Chelsea District Library may be invested as follows:

- a. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- b. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States. In addition, the Library Board by resolution may authorize its investment officer to invest the funds of the Library in certificates of deposit in accordance with all of the following conditions:
 - 1) The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
 - 2) The financial institution arranges for the investment of the funds in certificates of deposit in 1 or more insured depository institutions, as defined in 12 USC 1813, or 1 or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
 - 3) The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.
 - 4) The financial institution acts as custodian for the public corporation with respect to each certificate of deposit.

- 5) At the same time that the funds of the public corporation are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the public corporation through the financial institution.
- c. Commercial paper rated at the time of purchase within the two (2) highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- d. Repurchase agreements consisting of instruments listed in subdivision (a) above. Repurchase agreements must be executed by the bank or dealer, and shall be negotiated only with dealers or financial institutions with whom the Chelsea District Library has negotiated a master repurchase agreement approved by the Library's legal counsel.
- e. Bankers' acceptances of United States Banks.
- f. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than (1) standard rating service.
- g. Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. The authorization to invest in mutual funds includes securities whose net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
 - 1) The purchase of securities on a when-issued or delayed delivery basis.
 - 2) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - 3) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- h. Obligations described in 5.a through 5.g above if purchased through an interlocal agreement under state law (Urban Cooperation Act of 1967) e.g. the MBIA Michigan CLASS program.

- i. Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121 and the Surplus Funds Investment Pool Act, 1982 PA 367.

Safekeeping and Custody:

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Chelsea District Library shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the Director and evidenced by safekeeping receipts. Certificates are held in a safe deposit box at the Chelsea State Bank.

The depository for Chelsea District Library funds shall be the Chelsea State Bank, as stated in Board Resolution 97-4, "The Board hereby designates Chelsea State Bank as the official depository for library funds."

Prudence:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Reports:

The Director may elect to have certificates and other evidence of investments held by a financial institution and sufficient documentation and acknowledgment of investments held on behalf of the Library, provided that such documentation is provided on a quarterly basis. The Director shall provide a quarterly report to the governing body concerning the investment of funds.

Conflict:

The Treasurer shall comply with all statutes related to public fund investments. Any provision of this Resolution in conflict with state law is void.

Effective Date:

This policy shall become effective following adoption by the Chelsea District Library Board of Trustees.

~~I affirm that this policy was approved by Board action on this date:~~

Janice L. Carr, Secretary
Chelsea District Library Board of Trustees

Date: _____

Certification

~~I hereby certify that I have received the Investment Policy of the Chelsea District Library, have personally read the Investment Policy, and agree to comply with the terms of the Investment Policy regarding the investment of the Chelsea District Library funds. Any investment not confirming with your investment policy will be disclosed promptly. We also pledge to exercise due diligence in informing you of all foreseeable risks associated with financial transactions conducted with our firm.~~

~~Chelsea State Bank~~

~~By: _____
_____ Personal Financial Consultant~~

~~Title: _____~~

~~Signature: _____
_____~~

~~Date: _____~~

**Chelsea District Library
Policy and Procedure**

Section 6: Finance
Approval: August 17, 2004
~~Reviewed: XX/XX/16~~
~~Reviewed: Feb???~~

Subject: 545 – Requests for Proposals and Competitive Bidding

Background

Throughout the year the library purchases goods and services. In order to ~~prudently~~ manage prudently the public funds entrusted to the library, it is necessary to develop a consistent process for deciding the source and cost of such goods and services. As part of that process the library will at times engage in competitive bidding by issuing requests for proposals (RFP).

General Policies

The library uses the Request for Proposals tool as a method for generating interest in providing goods or services to the library.

Purpose

- Provide a common set of responses that the library can use for fair and consistent comparison of bids
- Provide information about the project that is consistent among all bidders
- Generate bids from interested parties not known to the library

Guidelines

- The RFP is used in an approved budget context.
- The RFP is to be issued publicly.
- The lowest bid is not necessarily a deciding factor in selection of bids using this process.
- The RFP may be used for projects of any size in terms of cost or scope.
- The dollar value of the service to be provided will not necessarily dictate the use of an RFP for selecting vendors. For projects over \$20,000 the library will require an RFP; for projects under \$20,000 board may recommend an RFP at its discretion.
- An RFP is not used when there is a sole-source vendor or emergency situations.

~~I affirm that this policy was approved by Board action on this date:~~

~~Janice L. Carr, Secretary~~
Chelsea District Library Board of Trustees

Date: _____

**Chelsea District Library
Policy and Procedure**

Policy Section 5: **Budget & Finance**
Board Approval Date: February 15, 2005
Reviewed: XXXX

Subject: **551 Fixed Asset Capitalization**

Background: In compliance with the GASB 34 requirements for local governments and Michigan state law, the library must capitalize large expenditures for fixed assets so they can be depreciated. The Fixed Asset Capitalization policy defines the purchases that are to be capitalized, the capitalization threshold for types of capital purchases and the useful life for capitalized purchases.

1) Fixed Assets Defined

The Chelsea District Library defines fixed assets as capitalized when the following criteria are met:

- Assets purchased, built or leased have useful lives of one year or more.
- The cost of the asset, including installation, is \$1,000 or more.
- The cost of repair and renovation (Improvement) is \$5,000 or more and prolongs the life of the asset.

2) Capitalization and Useful Life Defined

The Chelsea District Library shall capitalize expenses of fixed assets according to the following definition and schedules for capitalization threshold and useful life:

<u>Purchase Type</u>	<u>Capitalization Threshold</u>	<u>Useful Life</u>
Building Improvements	\$5,000	30 Years
Land Improvements	\$5,000	15 Years
Equipment, including computers	\$1,000	3 Years
Furniture	\$1,000	15 Years
Book items	\$1,000	5 Years

3) Book Items Defined

Book Items are defined as single physical items. The individual parts of an encyclopedia are the items, for example, and would each need to cost over \$1,000 in order to qualify as a capitalized item to be depreciated. Book Items are defined as items in the library lending and reference collections, including all books, music and audio book compact discs, DVDs and videos and the parts of "kits".

4) Computer Software Defined

Computer software is defined as software for desktop, laptop or hand-held applications and is not capitalized under this policy.

5) Capitalized Improvement Cost Defined

Improvements to be capitalized are expenditures for additions, alterations and renovations that appreciably prolong the life of the asset, materially increase its value or adapt it to a different use.

Janice L. Carr, Secretary

Date

Chelsea District Library Board of Trustees

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