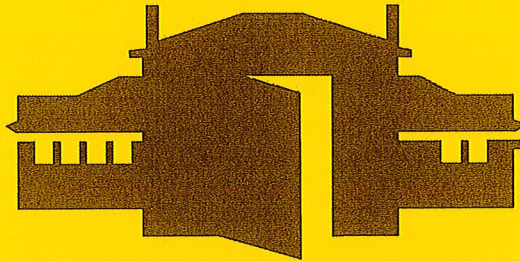


**Chelsea District Library  
Board of Trustees**

**Agenda and Information Packet**



**CHELSEA DISTRICT LIBRARY**  
BEST SMALL LIBRARY IN AMERICA

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

**May 17, 2016  
6:45 pm**

**McKune Room at Chelsea District  
Library**

**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, May 17, 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 –April 19, 2016  
Approval of the Operational Checks & Acceptance of Financial Reports  
Director & Friends Report

**7:10 Public Comment**

**7:30 Presentation** – 2015 Audit – Jamie Rabe and Barry Brannan from Andrews Hooper  
Pavlik, PLC

**7:50 Action Items**

Donations	L. Coryell
2015 Audit Approval	J. Wilczynski

**7:50 Discussion Items**

None

**7:15 Trustee Enrichment**

United for Libraries – Resources for Trustees	L. Coryell
Board Meetings	

**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, April 19, 2016 6:45 pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** None

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

**Guests:** Lisa Carolin – Chelsea Update, Kerry Sheldon and Griffin Reames of Bridgeport Consulting, Jennifer Kundak, Gary Munce – Friends President, Mary Budzinski.

**Welcome and Call to Order**

J. Wilczynski called the meeting to order at 6:46 p.m.

**Agenda Review and Additions**

1. Media Remodel

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the agenda as revised.

Discussion: None

All Ayes: 7-0

**Compulsory Segments:**

**Minutes and Approval of Checks & Financials**

MOTION made by S. Lackey, SECONDED by C. Taylor to approve the minutes of the March 17, 2016 Board Meeting. Discussion: Two corrections were made. All Ayes: 7-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the General Fund Operational checks & accept the financial reports for March 2016. Discussion: None

All Ayes: 7-0

**Director's Report Update:**

**L. Coryell update:**

- The summary of the 2011-2015 Strategic Plan is in the board packet.
- The library will host the Chamber Business after Hours on Thursday, May 19<sup>th</sup> from 5:00 to 7:00 pm with staff highlighting our Business Resource collection.
- Our 2016 Authors in Chelsea was fabulous and we're looking forward to the Midwest Lit Walk on Saturday, April 30<sup>th</sup>.
- The meet & greet for Lori was well attended and everyone enjoyed it. The answers to the questions about Lori will be available from P. Roberts soon.
- The library will be joining other libraries in Washtenaw County for a county wide read in January of 2017 in place of the fall community read. L. Coryell will be attending a meeting with the other directors to get it started and K. Sulecki will be on the book selection committee. C. Taylor acknowledged that L. Coryell has taken the read to the next level.



### **Friends Report Update:**

#### **Friends President Gary Munce gave the update:**

- Gary attended the evening program for Authors in Chelsea and spoke with the featured authors who were thrilled that the Friends of CDL helped sponsor the program.
- The Friends are looking for other ways to support the library for example: being docents for the WWI project & the 10<sup>th</sup> Anniversary and helping with the Munch Bunch summer snack program.
- The Friends are also working on a website redesign.
- The book sale volunteers will have their annual meeting Wednesday night, April 20<sup>th</sup>.
- They are also looking at having a revolving board meeting schedule to accommodate members with children's activities who can't make Saturday morning's. The next Friends board meeting is scheduled for Monday, May 2 at 7PM.
- Gary and Jennifer Kundak attended the Friends of Michigan Libraries (FOML) spring workshop in Saginaw. Jennifer was a key presenter. Gary learned some facts about how the Friends can support a millage campaign. If the support is for fact based materials there is no dollar limit, but if it is a "Yes" campaign then they are limited to 5% of what they earn in a year.
- The Endowment fund was started with \$10,000.00 seed money from the Friends and they would also like to see this grow to a size that would earn income to fund a part of the library budget.
- Jennifer Kundak reported that the FOML spring workshop had 60 attendees and that she sat on a panel with 2 others who discussed how they did projects in their communities.
- The next FOML workshop will be October 13<sup>th</sup> & 14<sup>th</sup> in Kalamazoo.

### **Public Comment:**

None

### **Trustee Enrichment**

The board watched the United for Libraries – Strategic Planning short take which talked about the EDGE initiative.

### **Presentation**

L. Coryell gave a brief introduction of Kerry Sheldon and Griffin Reames of Bridgeport Consulting who will be helping us develop our next 3 year strategic plan. The handout gave a breakdown of how this will be accomplished in the next 6 to 9 months. Trustee S. Lackey has worked with Kerry before and highly recommends her. The board asked questions about plan development and will it include open meetings or meeting with community members one on one and visioning sessions. The new strategic plan will end just as we are getting ready for the millage renewal. C. Taylor attended a Michigan Library Association (MLA) session that had trustees review other library's strategic plans and they looked at many bad ones. L. Coryell will email Ypsilanti's plan to the board.

### **Discussion Item #1: FY 2015 Audit**

The board received draft copies of the 2015 Audit. Representatives from Andrews Hooper Pavlik will attend the May board meeting to present their findings. This will move to action in May.

### **Discussion Item #2: Review of Eight (8) Library Policies**

L. Coryell led the board in review of the eight library policies that the Policy committee discussed at their March 17<sup>th</sup> meeting. The board asked that the following language be added to policy #545 in the last bullet: "in such cases notice of the fact will be given to the board"

MOTION made by E. Sensoli, SECONDED by T.J. Helfferich to move all eight policies to Action.  
Discussion: None All Ayes: 7-0

### **Action Item #1: Approval of Eight Library Policies**

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve all eight library policies with the addition made to #545 – Requests for Proposals and Competitive Bidding. Discussion: None  
All Ayes: 7-0

### **Discussion Item #3: Media Center Remodel**

L. Ballard walked the board through the plan for the media center remodel. Our goal is to get some of it done by the start of SRP and finished by the 10<sup>th</sup> anniversary party on August 18<sup>th</sup>.

MOTION made by S. Lackey, SECONDED by C. Taylor to move the Media Center remodel to Action. Discussion: None All Ayes: 7-0

### **Action Item #1: Media Center Remodel**

MOTION made by C. Taylor, SECONDED by T.J. Helfferich to approve the media center remodel project and move \$33,000.00 from the Capital Improvement fund to the 2016 budget.  
Discussion: None All Ayes: 7-0

### **Committee Reports**

**Policy Committee** – Met on Thursday, March 17<sup>th</sup> – Discussion Item #2.

**Finance Committee** – Will plan their next quarterly meeting.

**Personnel Committee** – Chair J. Carr has consulted with management staff & the board and L. Coryell has completed her probationary period.

**Nominating Committee** – No report

**Fundraising Committee** – Set meeting date.

### **Public and Board Comment:**

Jennifer Kundak commented about our upcoming strategic plan and that the board very much consider reaching out as we have never before especially to those who have disabilities or other differences.

### **Other Items:**

None

### **Adjourn:**

MOTION made by E. Sensoli, SECONDED by A. Merkel to adjourn the meeting at 8:24 p.m.  
All Ayes: 7-0

# **FINANCE REPORTS**

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

	TOTAL							
	Jan 16	Feb 16	Mar 16	Apr 16	Jan - Apr 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
402 · District Revenue	840,869	509,667	163,504	32,878	1,546,918	1,605,901	(58,983)	96%
539.000 · State Grants	3,600	0	0	0	3,600	9,000	(5,400)	40%
540.100 · State Aid	0	0	0	4,875	4,875	8,200	(3,325)	59%
574.100 · Penal Fines	0	0	0	0	0	21,000	(21,000)	0%
607.100 · Non-Resident Fees	873	241	268	375	1,757	5,000	(3,243)	35%
645.100 · Copiers & Printers	111	649	931	569	2,260	7,800	(5,540)	29%
655.100 · Circulation Fines	1,492	1,732	1,666	1,926	6,816	23,000	(16,184)	30%
665.100 · Interest	18	17	30	27	92			
666.100 · Investment Earnings	0	17	4,250	39	4,306	41,000	(36,694)	11%
666.500 · Investment Change in Value	17,958	7,023	1,239	(1,549)	24,671			
674 · Contribution & Donation-Public	335	9,600	0	6,080	16,015	38,335	(22,320)	42%
675 · Donations Private	0	0	0	0	0	4,000	(4,000)	0%
<b>Total Income</b>	<b>865,256</b>	<b>528,946</b>	<b>171,888</b>	<b>45,220</b>	<b>1,611,310</b>	<b>1,763,236</b>	<b>(151,926)</b>	<b>91%</b>
<b>Gross Profit</b>	<b>865,256</b>	<b>528,946</b>	<b>171,888</b>	<b>45,220</b>	<b>1,611,310</b>	<b>1,763,236</b>	<b>(151,926)</b>	<b>91%</b>
<b>Expense</b>								
701 · Personnel Expenses	51,523	72,913	76,799	107,376	308,611	1,014,996	(706,385)	30%
727 · Supplies	2,236	546	1,569	1,343	5,694	19,200	(13,506)	30%
801 · Professional Services	11,952	1,619	14,858	3,355	31,784	72,912	(41,128)	44%
803 · Maintenance Service Contracts	2,580	7,432	12,038	11,229	33,279	112,510	(79,231)	30%
850 · Telecommunications	0	(3,507)	2,331	1,002	(174)	22,350	(22,524)	(1%)
880 · Promotional Materials	1,273	11,081	2,125	3,694	18,173	57,505	(39,332)	32%
884 · Programming	2,241	1,479	11,453	8,075	23,248	91,742	(68,494)	25%
885 · Volunteer	16	27	143	0	186	1,150	(964)	16%
920 · Utilities	0	4,616	1,810	6,993	13,419	63,100	(49,681)	21%
960 · Board Expense	70	159	307	230	766	3,650	(2,884)	21%
965 · Automation Services	13,726	0	0	9,731	23,457	44,555	(21,098)	53%
967 · Equipment	0	9,384	526	2,331	12,241	28,675	(16,434)	43%
969 · Continuing Education Expenses	7,326	2,578	171	6,111	16,186	31,507	(15,321)	51%
980 · Capital Expense	0	9,810	0	0	9,810	75,200	(65,390)	13%
982 · Collection Expense	12,910	4,419	16,979	8,875	43,183	191,118	(147,935)	23%
<b>Total Expense</b>	<b>105,853</b>	<b>122,556</b>	<b>141,109</b>	<b>170,345</b>	<b>539,863</b>	<b>1,830,170</b>	<b>(1,290,307)</b>	<b>29%</b>
<b>Net Ordinary Income</b>	<b>759,403</b>	<b>406,390</b>	<b>30,779</b>	<b>(125,125)</b>	<b>1,071,447</b>	<b>(66,934)</b>	<b>1,138,381</b>	
<b>Other Income/Expense</b>								
<b>Other Expense</b>								
999.001 · Transfer to Capital Improvement	0	0	0	0	0	(51,000)	51,000	0%
999.002 · Transfer to Capital Reserve Fun	0	0	0	0	0	800	(800)	0%
999.025 · Carry from General Fund	0	0	0	0	0	(16,734)	16,734	0%
<b>Total Other Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(66,934)</b>	<b>66,934</b>	<b>0%</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>66,934</b>	<b>(66,934)</b>	<b>0%</b>
<b>Net Income</b>	<b>759,403</b>	<b>406,390</b>	<b>30,779</b>	<b>(125,125)</b>	<b>1,071,447</b>	<b>0</b>	<b>1,071,447</b>	<b>100%</b>



**Chelsea District Library**  
**List of Checks for Board Approval**  
**April 2016**

Date	Num	Name	Memo	Paid Amount
<b>701 · Personnel Expenses</b>				
<b>701.100 · Wages</b>				
<b>701.120 · Retirement Pick up</b>				
04/01/2016	PR04012016		RETIREMENT	-1,445.79
04/14/2016	03282016PRST	Alerus Financial	04/15/16 Payroll	1,626.99
04/15/2016	PR04152016		RETIREMENT	-1,626.99
04/28/2016	04112016PRST	Alerus Financial	04/29/16 Payroll	1,626.99
04/29/2016	PR04292016		RETIREMENT	-1,626.99
Total 701.120 · Retirement Pick up				-1,445.79
<b>701.100 · Wages - Other</b>				
04/01/2016	PR04012016		WAGES	32,483.83
04/15/2016	PR04152016		WAGES	32,257.10
04/29/2016	PR04292016		WAGES	33,016.57
Total 701.100 · Wages - Other				97,757.50
Total 701.100 · Wages				96,311.71
<b>701.110 · Retirement-Contributions</b>				
04/01/2016	PR04012016		RETIREMENT PICK UP	-1,377.33
04/14/2016	03282016PRST	Alerus Financial	04/15/16 Payroll	1,377.33
04/15/2016	PR04152016		RETIREMENT PICK UP	-1,377.33
04/28/2016	04112016PRST	Alerus Financial	04/29/16 Payroll	1,377.33
04/29/2016	PR04292016		RETIREMENT PICK UP	-1,377.33
Total 701.110 · Retirement-Contributions				-1,377.33
<b>701.115 · 401A Retirement Matching</b>				
04/01/2016	PR04012016		401 A MATCHING	1,261.86
04/15/2016	PR04152016		401 A MATCHING	1,261.86
04/29/2016	PR04292016		401 A MATCHING	1,263.86
Total 701.115 · 401A Retirement Matching				3,787.58
<b>701.200 · FICA</b>				
04/01/2016	PR04012016		FICA EMPLOYER	2,485.06
04/15/2016	PR04152016		FICA EMPLOYER	2,467.71
04/29/2016	PR04292016		FICA EMPLOYER	2,525.83
Total 701.200 · FICA				7,478.60
<b>701.300 · Flex Benefits</b>				
04/01/2016	PR04012016		Dep Life (CA & DL & HI)	-10.83
04/15/2016	PR04152016		Dep Life (CA & DL & HI)	-10.83
04/28/2016	04122016ST	Unum Life Insurance Co.	May 2016 Premium	569.64
04/28/2016	160990004756	Blue Care Network of Michigan	2016 Medical May	637.95
04/29/2016	PR04292016		Dep Life (CA & DL & HI)	-10.83

**Chelsea District Library**  
**List of Checks for Board Approval**  
**April 2016**

Date	Num	Name	Memo	Paid Amount
Total 701.300 · Flex Benefits				1,175.10
Total 701 · Personnel Expenses				107,375.66
<b>727 · Supplies</b>				
<b>727.200 · General Operations</b>				
04/06/2016			Circ Receipts	-8.50
04/13/2016	455325	Smart Office Solutions	Miscellaneous Supplies	25.88
04/13/2016	455558	Smart Office Solutions	Binders & Labels	-28.32
04/14/2016	03252016CC	Ballard, Linda P.	Batteries	31.98
04/14/2016	455325	Smart Office Solutions	Miscellaneous Supplies	176.82
04/14/2016	455548	Smart Office Solutions	Replacement Binders	29.66
04/14/2016	455549	Smart Office Solutions	Labels & Post It Notes	50.00
04/14/2016	04092016ST	Keybank	MI Chamber E-Handbook Employment Law	149.00
04/28/2016	04152016CC	Ballard, Linda P.	Hand sanitizer	10.99
04/28/2016	04152016CC	Ballard, Linda P.	Copy Paper	111.16
Total 727.200 · General Operations				548.67
<b>727.500 · Cleaning</b>				
<b>727.510 · Cleaning Paper Products</b>				
04/14/2016	30434	Trail Supply LLC	Toilet Paper & TriFold Towels	388.80
04/28/2016	04152016CC	Ballard, Linda P.	Kleenex	26.18
Total 727.510 · Cleaning Paper Products				414.98
<b>727.520 · Cleaning Supplies</b>				
04/13/2016	455325	Smart Office Solutions	Cleaning Supplies	2.44
04/14/2016	03252016CC	Ballard, Linda P.	Lint Rollers	7.99
04/14/2016	300482750	Cintas Corporation-300	Soap	7.26
04/14/2016	455325	Smart Office Solutions	Cleaning Supplies	16.64
Total 727.520 · Cleaning Supplies				34.33
<b>727.530 · Cleaning Rugs</b>				
04/14/2016	300482750	Cintas Corporation-300	Rugs 04/01/2016	36.07
04/14/2016	300487370	Cintas Corporation-300	Rugs 04/08/2016	36.07
04/28/2016	300492002	Cintas Corporation-300	Rugs 04/15/2016	38.30
Total 727.530 · Cleaning Rugs				110.44
Total 727.500 · Cleaning				559.75
<b>727.700 · Postage</b>				
<b>727.710 · Postage- Circulation Notices</b>				
04/28/2016	55161	The Library Network	External & Internal Datamailers 1/1/2016 - 3/31/2016	72.54
Total 727.710 · Postage- Circulation Notices				72.54
<b>727.720 · Postage-Operating Postage</b>				

# Chelsea District Library

## List of Checks for Board Approval

### April 2016

Date	Num	Name	Memo	Paid Amount
04/20/2016			Circ Receipts	3.07
		Total 727.720 · Postage-Operating Postage		3.07
		Total 727.700 · Postage		75.61
		<b>727.800 · Maintenance</b>		
		<b>727.810 · Maintenance Light Bulbs</b>		
04/14/2016	S2760880.001	Gross Electric Inc.	4' Tubes & Recycle	99.29
04/14/2016	S2760908.001	Gross Electric Inc.	4' Tubes & Recycle	59.98
		Total 727.810 · Maintenance Light Bulbs		159.27
		Total 727.800 · Maintenance		159.27
		Total 727 · Supplies		1,343.30
		<b>801 · Professional Services</b>		
		<b>801.010 · Attorney</b>		
04/28/2016	689432	Foster Swift Collins & Smith	Policy Review - City NonDiscrimination Ordinance	247.00
04/28/2016	690034	Foster Swift Collins & Smith	Policy Review Volunteers - City NonDiscrimination	95.00
		Total 801.010 · Attorney		342.00
		<b>801.040 · Bookkeeper</b>		
04/14/2016	201607	Budzinski & Associates	1/2 April Billing	325.00
04/28/2016	201608	Budzinski & Associates	1/2 April Billing	325.00
		Total 801.040 · Bookkeeper		650.00
		<b>801.041 · Payroll Services</b>		
04/14/2016	16937771	Payroll 1	2016 March	254.30
		Total 801.041 · Payroll Services		254.30
		<b>801.071 · Website Development</b>		
04/28/2016	APR2016A	Tiongson, Luna Marie Elizabeth	Website Redevelopment Project	2,000.00
		Total 801.071 · Website Development		2,000.00
		<b>801.300 · Banking Fees</b>		
		<b>801.310 · Bank Fees</b>		
04/30/2016			Service Charge	9.80
		Total 801.310 · Bank Fees		9.80
		<b>801.350 · Credit Card Fee Circ</b>		
04/06/2016	CCFee32016		March 2016 CC Fee	98.94
		Total 801.350 · Credit Card Fee Circ		98.94

**Chelsea District Library**  
**List of Checks for Board Approval**  
**April 2016**

Date	Num	Name	Memo	Paid Amount
Total 801.300 · Banking Fees				108.74
Total 801 · Professional Services				3,355.04
<b>803 · Maintenance Service Contracts</b>				
<b>803.010 · Maint Svc Contingency</b>				
04/14/2016	26411	HI-Tech Safe and Lock Co. Inc	McKune Basement Lock Repair	160.00
Total 803.010 · Maint Svc Contingency				160.00
<b>803.100 · Copier</b>				
04/14/2016	64386393	GE Capital	Property Tax Old Staff Copier	108.03
04/14/2016	64527109	GE Capital	Public Copier Lease March & 2015 Property Tax	250.86
04/14/2016	64583616	Toshiba Financial Services	April 2016 Staff Copier Lease & Maintenance	577.17
Total 803.100 · Copier				936.06
<b>803.200 · HVAC</b>				
<b>803.210 · HVAC MA</b>				
04/14/2016	1-32279759612	Johnson Controls	Annual Maintenance Agreement	5,356.00
Total 803.210 · HVAC MA				5,356.00
Total 803.200 · HVAC				5,356.00
<b>803.300 · Technology</b>				
<b>803.395 · Website Hosting &amp; Service</b>				
04/14/2016	04092016ST	Keybank	Midphase - Annual Hosting chelseadistrictlibrary.org	83.40
04/28/2016	54854	The Library Network	Domain Name Hosting chelsea.lib.mi.us	30.00
Total 803.395 · Website Hosting & Service				113.40
Total 803.300 · Technology				113.40
<b>803.600 · Building Maintenance</b>				
<b>803.605 · Janitorial</b>				
04/14/2016	10837	A Production Cleaning Company Inc.	Cleaning 03/27 - 04/09/2016	1,440.85
04/28/2016	10843	A Production Cleaning Company Inc.	Windows	1,300.00
04/28/2016	10844	A Production Cleaning Company Inc.	Cleaning 04/10 - 04/23/2016	1,440.85
Total 803.605 · Janitorial				4,181.70
<b>803.610 · Lawn/Snow Service</b>				
<b>803.611 · Lawn Service</b>				
04/28/2016	04202016PP	Back to Nature Lawn Care	2016 Annual Shrub/Plant Care	431.55
Total 803.611 · Lawn Service				431.55
Total 803.610 · Lawn/Snow Service				431.55
<b>803.620 · Trash</b>				



**Chelsea District Library**  
**List of Checks for Board Approval**  
**April 2016**

Date	Num	Name	Memo	Paid Amount
04/14/2016	17364	City of Chelsea	March Trash	50.00
Total 803.620 · Trash				50.00
Total 803.600 · Building Maintenance				4,663.25
Total 803 · Maintenance Service Contracts				11,228.71
<b>850 · Telecommunications</b>				
<b>850.100 · Local &amp; Long Distance Charges</b>				
<b>850.121 · Director's Cell Phone</b>				
04/28/2016	9762674762	Verizon Wireless	Cell Phone Charges - Mar 2016	50.55
Total 850.121 · Director's Cell Phone				50.55
Total 850.100 · Local & Long Distance Charges				50.55
<b>850.300 · TLN Internet Service</b>				
<b>850.310 · Internet</b>				
04/27/2016	12152015CR	The Library Network	USF Deposit to MAF for Chelsea	-3,754.79
Total 850.310 · Internet				-3,754.79
<b>850.311 · WiFi Hotspots</b>				
04/28/2016	261402854-016	Sprint	15 Hotspots & Lyndon Twp wifi data plan	951.16
Total 850.311 · WiFi Hotspots				951.16
Total 850.300 · TLN Internet Service				-2,803.63
Total 850 · Telecommunications				-2,753.08
<b>880 · Promotional Materials</b>				
<b>880.100 · Advertising</b>				
<b>880.110 · Media Buy</b>				
04/14/2016	04112016INV	Chelsea Update	April/May/June Ads	225.00
04/28/2016	03312016ST	The Sun Times	5 Display Ads	250.00
Total 880.110 · Media Buy				475.00
Total 880.100 · Advertising				475.00
<b>880.200 · Publications</b>				
<b>880.230 · Newsletter Postage</b>				
04/28/2016	04202016SNL	Postmaster	Postage for Summer Newsletter	1,000.00
Total 880.230 · Newsletter Postage				1,000.00
Total 880.200 · Publications				1,000.00
<b>880.400 · Program Promotion</b>				
<b>880.410 · Adult Program Promotion</b>				

**Chelsea District Library**  
**List of Checks for Board Approval**  
**April 2016**

Date	Num	Name	Memo	Paid Amount
<b>880.412 · Midwest Literary Walk</b>				
04/14/2016	231378	Print-tech Inc.	Large Posters	96.76
04/14/2016	231279	Print-tech Inc.	Brochures	436.60
04/14/2016	1043050SC	iPromoteu.com Inc	MWLW Coasters	279.40
04/28/2016	231626	Print-tech Inc.	Postcard Reorder	154.78
Total 880.412 · Midwest Literary Walk				967.54
Total 880.410 · Adult Program Promotion				967.54
<b>880.420 · Youth / Teen Promotion</b>				
<b>880.421 · General Youth/Teen Promotion</b>				
04/28/2016	0096	MC creative design & photography LLC	Munch Bunch Logo Creation	60.00
Total 880.421 · General Youth/Teen Promotion				60.00
Total 880.420 · Youth / Teen Promotion				60.00
Total 880.400 · Program Promotion				1,027.54
<b>880.500 · Purchased Services</b>				
<b>880.510 · General Purchased Services</b>				
04/14/2016	04092016ST	Keybank	Uberflip - 04/2016	30.85
04/14/2016	04092016ST	Keybank	Apr - Adobe Photo Stock 9 Month Subscription	10.59
Total 880.510 · General Purchased Services				41.44
<b>880.520 · Professional Services</b>				
<b>880.521 · Graphic Design Services</b>				
04/28/2016	0096	MC creative design & photography LLC	Graphic Design Summer Newsletter	1,150.00
Total 880.521 · Graphic Design Services				1,150.00
Total 880.520 · Professional Services				1,150.00
Total 880.500 · Purchased Services				1,191.44
Total 880 · Promotional Materials				3,693.98
<b>884 · Programming</b>				
<b>884.110 · Adult Speakers</b>				
<b>884.111 · Midwest Literary Walk</b>				
04/14/2016	04302016MWLW	McLain, Paula J	Paula McLain Honorarium	750.00
04/14/2016	AR490798	A-1 Rental	MLW Chairs, Platform, & Stairs	520.00
Total 884.111 · Midwest Literary Walk				1,270.00
<b>884.117 · Oral History Project</b>				
04/28/2016	0096	MC creative design & photography LLC	WWI Logo conversion	60.00
04/28/2016	04272016ST	River Gallery texhibits	River Gallery May	1,000.00

**Chelsea District Library**  
**List of Checks for Board Approval**  
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Date	Num	Name	Memo	Paid Amount
Total 884.117 · Oral History Project				1,060.00
<b>884.119 · General Adult Events</b>				
04/28/2016	04252016RR	Parr, Thomas A.	April Resume Review	75.00
Total 884.119 · General Adult Events				75.00
Total 884.110 · Adult Speakers				2,405.00
<b>884.120 · Adult Supplies</b>				
<b>884.127 · SRP Supplies</b>				
04/14/2016	002729475719	Amazon.com	002729475719	45.60
Total 884.127 · SRP Supplies				45.60
Total 884.120 · Adult Supplies				45.60
<b>884.210 · Youth Speakers</b>				
<b>884.211 · Authors in Chelsea</b>				
<b>884.922 · Youth Prog Rest Gifts Authors</b>				
04/14/2016	03312016AIC	Persello, Karen	Dinner & Lunches for AIC Authors	503.73
Total 884.922 · Youth Prog Rest Gifts Authors				503.73
<b>884.211 · Authors in Chelsea - Other</b>				
04/14/2016	03312016AIC	Donnell, Edith	AinC Lunches 3/30 & 3/31	64.55
04/14/2016	03312016AIC2	Persello, Karen	Ground Transportation AIC Authors	468.40
04/14/2016	03292016CF	Yaccarino, Dan	Yaccarino Cab Fare	88.19
04/14/2016	03312016AIC	Zubik, Jessica	AinC Yaccarino Meals	81.03
Total 884.211 · Authors in Chelsea - Other				702.17
Total 884.211 · Authors in Chelsea				1,205.90
<b>884.213 · Parenting Programs</b>				
04/28/2016	04292016PNO	Ashley, Michelle	Parents Night Out 04/29	50.00
04/28/2016	04292016PNO	McArthur, Judy	Parents Night Out 04/29	50.00
Total 884.213 · Parenting Programs				100.00
<b>884.215 · Early Literacy</b>				
04/14/2016	04272016DASA	Batthey, Beth	04/27 DASA Program	90.00
04/14/2016	03312016TT	DeMea, Karla	ToddlerTime 03/31/2016	50.00
04/14/2016	04052016BTBS	Maveal, Jackie	03/29, 03/31, 04/05 BabyTimes/Storytime	150.00
04/28/2016	04122016BT	Maveal, Jackie	04/12 BabyTime	50.00
Total 884.215 · Early Literacy				340.00
Total 884.210 · Youth Speakers				1,645.90
<b>884.220 · Youth Supplies</b>				
<b>884.240 · Storytime Collection</b>				

**Chelsea District Library**  
**List of Checks for Board Approval**  
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Date	Num	Name	Memo	Paid Amount
04/14/2016	04072016INV	Winters , Allison	Felt Stories	173.38
04/28/2016	04272016AMAZ	Persello, Karen	The Foggy Foggy Forest	6.99
Total 884.240 · Storytime Collection				180.37
Total 884.220 · Youth Supplies				180.37
<b>884.260 · Teen Speakers</b>				
<b>884.264 · Teen General Programs</b>				
04/14/2016	04132016DD	Tesin, Allessandro	Mar 2016 D & D	30.00
Total 884.264 · Teen General Programs				30.00
Total 884.260 · Teen Speakers				30.00
<b>884.270 · Teen Supplies</b>				
<b>884.276 · Teen Refreshments</b>				
04/14/2016	04112016TP	Donnell, Edith	Food for Teen Programming	34.80
Total 884.276 · Teen Refreshments				34.80
Total 884.270 · Teen Supplies				34.80
<b>884.910 · Adult Programming Restricted</b>				
<b>884.914 · Adult Prog Rest Gifts MWest LW</b>				
04/14/2016	159619033-2	Penguin Random House LLC	Balance of Speakers Fee-Robin Coste Lewis	1,250.00
04/14/2016	04302016MWLW	McLain, Paula J	Paula McLain Honorarium	1,250.00
04/14/2016	04302016MWLW	Blue Flower Arts, LLC	Jamaal May MLW Honorarium	500.00
Total 884.914 · Adult Prog Rest Gifts MWest LW				3,000.00
<b>884.930 · Oral History Restricted Gift</b>				
<b>884.932 · MHC - World War I Grant</b>				
04/14/2016	04012016INV	Promote Michigan	WWI Publicist - April 2016	250.00
04/28/2016	04222016ST	Conrad, Sarah L	WWI Project Internship-21.25 Hrs	233.75
04/28/2016	04222016ST	Promote Michigan	WWI Publicist - May 2016	250.00
Total 884.932 · MHC - World War I Grant				733.75
Total 884.930 · Oral History Restricted Gift				733.75
Total 884.910 · Adult Programming Restricted				3,733.75
Total 884 · Programming				8,075.42
<b>920 · Utilities</b>				
<b>920.110 · City of Chelsea Water</b>				
04/14/2016	03042016ST-5...	City of Chelsea-Elect & Water	01-29-2016 to 02-29-2016	67.11
04/14/2016	04052016ST-5...	City of Chelsea-Elect & Water	02-29-2016 to 03-31-2016	73.55
Total 920.110 · City of Chelsea Water				140.66



# Chelsea District Library List of Checks for Board Approval April 2016

Date	Num	Name	Memo	Paid Amount
<b>920.120 · City of Chelsea Sewer</b>				
04/14/2016	03042016ST-5...	City of Chelsea-Elect & Water	01-29-2016 to 02-29-2016	146.12
04/14/2016	04052016ST-5...	City of Chelsea-Elect & Water	02-29-2016 to 03-31-2016	153.56
Total 920.120 · City of Chelsea Sewer				299.68
<b>920.130 · City of Chelsea Electric</b>				
04/14/2016	03042016ST-5...	City of Chelsea-Elect & Water	01-29-2016 to 02-29-2016	2,805.68
04/14/2016	04052016ST-5...	City of Chelsea-Elect & Water	02-29-2016 to 03-31-2016	2,691.44
Total 920.130 · City of Chelsea Electric				5,497.12
<b>920.150 · City of Chelsea Sprinkler</b>				
04/14/2016	03042016ST-5...	City of Chelsea-Elect & Water	01-29-2016 to 02-29-2016	28.47
04/14/2016	04052016ST-5...	City of Chelsea-Elect & Water	02-29-2016 to 03-31-2016	28.47
Total 920.150 · City of Chelsea Sprinkler				56.94
<b>920.200 · McKune Gas</b>				
04/14/2016	04082016ST	DTE Energy	2016 March	998.85
Total 920.200 · McKune Gas				998.85
Total 920 · Utilities				6,993.25
<b>960 · Board Expense</b>				
<b>960.200 · Director Expense</b>				
04/14/2016	04092016ST	Keybank	Chamber of Comm - Family Fun Nite	75.00
04/14/2016	04092016ST	Keybank	Chamber of Comm - Family Fun Nite	25.00
04/14/2016	04092016ST	Keybank	Common Grill - Celia Morse & Library Tech Staff	130.12
Total 960.200 · Director Expense				230.12
Total 960 · Board Expense				230.12
<b>965 · Automation Services</b>				
<b>965.100 · Bibliographic Database</b>				
04/27/2016	55111	The Library Network	BDBS Qtrly 4/1/2016-6/30/2016	878.62
04/28/2016	55111	The Library Network	BDBS Qtrly 4/1/2016-6/30/2016	1,398.49
Total 965.100 · Bibliographic Database				2,277.11
<b>965.200 · Shared Automation System</b>				
<b>965.210 · Online Catalog/Circulation</b>				
04/27/2016	55111	The Library Network	SAS Qtrly 4/1/2016-6/30/2016	2,876.17
04/28/2016	55111	The Library Network	SAS Qtrly 4/1/2016-6/30/2016	4,577.94
Total 965.210 · Online Catalog/Circulation				7,454.11
Total 965.200 · Shared Automation System				7,454.11

**Chelsea District Library**  
**List of Checks for Board Approval**  
**April 2016**

Date	Num	Name	Memo	Paid Amount
Total 965 · Automation Services				9,731.22
<b>967 · Equipment</b>				
<b>967.100 · Equipment Hardware</b>				
<b>967.120 · Computers</b>				
04/28/2016	200862083456	Amazon.com	Cablelora Display Port	47.58
04/28/2016	200863786741	Amazon.com	Acer G226HQL 21.5 inch Screen	177.60
04/28/2016	200866088836	Amazon.com	Multiple wireless devices	349.61
04/28/2016	204190182677	Amazon.com	Device Case	17.11
04/28/2016	129754247036	Amazon.com	Redpepper Kindle Paperwhite	47.98
04/28/2016	116674763484	Amazon.com	Blackberry Folding Blade Micro	4.16
04/28/2016	286044372386	Amazon.com	Newest Microsoft Surface	569.99
Total 967.120 · Computers				1,214.03
Total 967.100 · Equipment Hardware				1,214.03
<b>967.200 · Equipment Software</b>				
04/14/2016	04092016ST	Keybank	Mar 2016 Ninite Pro-Monthly non-Windows Updates	20.00
04/14/2016	04092016ST	Keybank	Sprint Signage - Annual Subscript Digital Signage	64.13
Total 967.200 · Equipment Software				84.13
<b>967.300 · Equipment Furniture &amp; Fixtures</b>				
<b>967.310 · Makerspace Furnishings</b>				
04/28/2016	098827921394	Amazon.com	Mobile Lab AC Power Adapters	47.25
04/28/2016	098825452063	Amazon.com	Mobile Lab Batteries	33.26
04/28/2016	098821295664	Amazon.com	Mobile Lab Chargers & Batteries	256.26
04/28/2016	098825249001	Amazon.com	Mobile Lab Chargers & Batteries	346.59
Total 967.310 · Makerspace Furnishings				683.36
<b>967.320 · Furniture</b>				
04/28/2016	04152016CC	Ballard, Linda P.	Folding Tables	199.96
Total 967.320 · Furniture				199.96
<b>967.330 · Equipment - non-Computer</b>				
04/14/2016	04112016ORD	Howell Library	6 used Book Carts	150.00
Total 967.330 · Equipment - non-Computer				150.00
Total 967.300 · Equipment Furniture & Fixtures				1,033.32
Total 967 · Equipment				2,331.48
<b>969 · Continuing Education Expenses</b>				
<b>969.001 · Travel</b>				
<b>969.100 · Staff Travel</b>				
<b>969.110 · Director Travel</b>				

**Chelsea District Library**  
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Date	Num	Name	Memo	Paid Amount
04/14/2016	04092016PLA	Coryell, Lori	PLA Expenses Meals/Travel	244.14
Total 969.110 · Director Travel				244.14
<b>969.111 · Asst Director</b>				
04/14/2016	04102016PLA	Ballard, Linda P.	Balance of PLA Expenses	770.89
04/14/2016	04102016PLA	Roberts, Patty	PLA Conf Hotel & Expenses	38.50
Total 969.111 · Asst Director				809.39
<b>969.121 · Youth &amp; Teen Services Travel</b>				
04/14/2016	04102016PLA	Persello, Karen	PLA Expenses Hotel, Travel, Meals	832.65
04/14/2016	04102016PLA	Donnell, Edith	PLA Expenses Meals/Travel	180.86
04/28/2016	04152016MLA	Zubik, Jessica	MLA Spring Institute 4/14-4/15/2016	112.34
04/28/2016	04152015MLA	Persello, Karen	MLA Spring Institute 4/15/2016	70.20
Total 969.121 · Youth & Teen Services Travel				1,196.05
<b>969.122 · Adult Services Travel</b>				
04/14/2016	04102016PLA	Roberts, Patty	PLA Conf Hotel & Expenses	55.00
04/14/2016	04102016PLA	Meloche, Emily	PLA Expenses - Hotel, Travel, Meals	1,290.66
04/14/2016	04092016ST	Keybank	PLA Registration - Keegan Sulecki	450.00
04/28/2016	04102016PLA	Sulecki, Keegan	PLA Expenses	294.58
Total 969.122 · Adult Services Travel				2,090.24
<b>969.124 · Technology Services Travel</b>				
04/14/2016	04092016ST	Keybank	Hilton Washington - Conf Melanie Bell	616.02
Total 969.124 · Technology Services Travel				616.02
<b>969.143 · Other Staff Travel</b>				
04/14/2016	04102016PLA	Roberts, Patty	PLA Conf Hotel & Expenses	756.89
Total 969.143 · Other Staff Travel				756.89
<b>969.144 · Committee Meetings</b>				
04/14/2016	03242016TLN	Coryell, Lori	TLN SASUG Mtg-Nov	39.96
Total 969.144 · Committee Meetings				39.96
Total 969.100 · Staff Travel				5,752.69
Total 969.001 · Travel				5,752.69
<b>969.300 · Memberships</b>				
<b>969.500 · Institutional Membership</b>				
<b>969.510 · Institutional Member Rotary</b>				
04/28/2016	1516-8C	Rotary Club of Chelsea	Rotary 3rd Quarter-Membership & Fees	233.00
Total 969.510 · Institutional Member Rotary				233.00

# Chelsea District Library

## List of Checks for Board Approval

### April 2016

Date	Num	Name	Memo	Paid Amount
<b>969.520 · Institutional MCLS</b>				
04/14/2016	04122016Renew	Midwest Collaborative for Library Service	07/01/2016 to 06/30/2017 Membership	125.00
Total 969.520 · Institutional MCLS				125.00
Total 969.500 · Institutional Membership				358.00
Total 969.300 · Memberships				358.00
Total 969 · Continuing Education Expenses				6,110.69
<b>982 · Collection Expense</b>				
<b>982.100 · Audio Books</b>				
<b>982.120 · Adult Books on Disc</b>				
04/14/2016	93780190	Midwest Tape	93780190 - Feb Audio Bks	34.99
Total 982.120 · Adult Books on Disc				34.99
Total 982.100 · Audio Books				34.99
<b>982.400 · Non Print</b>				
<b>982.420 · Adult Music on CD</b>				
04/14/2016	93821817	Midwest Tape	93821817 Mar Music CDs	22.39
04/28/2016	93844664	Midwest Tape	93844664 - Apr Music CDs	13.59
Total 982.420 · Adult Music on CD				35.98
<b>982.450 · Youth Music CD</b>				
04/28/2016	B13102180	Baker & Taylor-Entertainment	B13102180	8.67
Total 982.450 · Youth Music CD				8.67
<b>982.460 · DVD Feature</b>				
04/14/2016	93788906	Midwest Tape	93788906 Mar Feat DVDs	22.99
04/14/2016	93802833	Midwest Tape	93802833 Mar Feat DVDs	84.96
04/14/2016	93802834	Midwest Tape	93802834 Star Wars Special Order	114.95
04/14/2016	93821816	Midwest Tape	93821816 Mar Feat DVDs	113.94
04/28/2016	93839269	Midwest Tape	93839269 - Feb Feat DVDs	15.99
04/28/2016	93844663	Midwest Tape	93844663 - Apr Feat DVDs	300.27
Total 982.460 · DVD Feature				653.10
<b>982.461 · Lucky Day DVDs</b>				
04/14/2016	93788904	Midwest Tape	93788904 Mar LD DVDs	22.99
04/14/2016	93802830	Midwest Tape	93802830 Mar LD DVDs	136.94
04/14/2016	93821815	Midwest Tape	93821815 Mar LD DVDs	17.99
04/28/2016	93842590	Midwest Tape	93842590 - Apr LD DVDs	259.88
Total 982.461 · Lucky Day DVDs				437.80
<b>982.470 · DVD Non-Fiction</b>				
04/14/2016	93802832	Midwest Tape	93802832 Mar NF DVDs	19.99



**Chelsea District Library**  
**List of Checks for Board Approval**  
**April 2016**

Date	Num	Name	Memo	Paid Amount
04/28/2016	93842591	Midwest Tape	93842591 - Apr NF DVDs	51.97
Total 982.470 · DVD Non-Fiction				71.96
<b>982.480 · Youth Video DVD</b>				
04/14/2016	93844660	Midwest Tape	93844660	26.38
04/20/2016			Circ Receipts - L/D	-14.99
04/28/2016	93821813	Midwest Tape	93821813	21.59
04/28/2016	93865623	Midwest Tape	93865623	11.99
04/28/2016	93884698	Midwest Tape	93884698	39.19
04/28/2016	04272016AMAZ	Persello, Karen	The Yogi Bear Show	20.34
Total 982.480 · Youth Video DVD				104.50
<b>982.490 · Videogames</b>				
04/14/2016	04042016GS	Donnell, Edith	GameStop Video Games	980.68
Total 982.490 · Videogames				980.68
Total 982.400 · Non Print				2,292.69
<b>982.600 · Periodical &amp; Newspapers</b>				
<b>982.620 · Daily Newspapers</b>				
04/14/2016	04092016ST	Keybank	Ann Arbor News Annual Renewal	161.20
04/14/2016	04092016ST	Keybank	Jackson Citizen Patriot Annual Renewal	239.20
Total 982.620 · Daily Newspapers				400.40
Total 982.600 · Periodical & Newspapers				400.40
<b>982.700 · Print</b>				
<b>982.705 · Adult Print</b>				
<b>982.710 · Adult Large Print</b>				
04/28/2016	2031856749	Baker & Taylor-Enhance Adult	2031856749	57.69
04/28/2016	2031897743	Baker & Taylor-Enhance Adult	2031897743	128.92
04/28/2016	2031900179	Baker & Taylor-Enhance Adult	2031900179	103.89
Total 982.710 · Adult Large Print				290.50
<b>982.720 · Adult Print General</b>				
04/06/2016			Circ Receipts - L/D	-63.99
04/14/2016	002721666192	Amazon.com	002721666192	74.08
04/20/2016			Circ Receipts - L/D	-69.94
04/28/2016	2031832132	Baker & Taylor-Adult	2031832132	518.09
04/28/2016	2031850591	Baker & Taylor-Adult	2031850591	421.05
04/28/2016	2031884294	Baker & Taylor-Adult	2031884294	135.18
04/28/2016	2031896918	Baker & Taylor-Adult	2031896918	527.36
04/28/2016	2031850445	Baker & Taylor Books-Automatically Yours	2031850445	274.83
04/28/2016	2031884265	Baker & Taylor Books-Automatically Yours	2031884265	155.08
04/28/2016	2031920076	Baker & Taylor Books-Automatically Yours	2031920076	170.44

**Chelsea District Library**  
**List of Checks for Board Approval**  
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Date	Num	Name	Memo	Paid Amount
Total 982.720 · Adult Print General				2,142.18
<b>982.740 · Multiple Book Copies</b>				
04/28/2016	2031854080	Baker & Taylor Books Adult Multiples	2031854080	93.28
Total 982.740 · Multiple Book Copies				93.28
Total 982.705 · Adult Print				2,525.96
<b>982.755 · Youth Print</b>				
<b>982.760 · Youth Print General</b>				
04/06/2016			Circ Receipts - L/D	-26.94
04/14/2016	2031838105	Baker & Taylor-Youth	2031838105	147.41
04/14/2016	2031872959	Baker & Taylor-Youth	2031872959	29.31
04/14/2016	2031846664	Baker & Taylor-Teen Fiction	2031846664	417.63
04/14/2016	2031841345	Baker & Taylor-Unlabeled	2031841345	342.07
04/14/2016	2031834290	Baker & Taylor-Auto Yours Cats	2031834290	62.92
04/20/2016			Circ Receipts - L/D	-89.08
04/28/2016	2031907033	Baker & Taylor-Youth	2031907033	31.61
04/28/2016	2031875289	Baker & Taylor-Unlabeled	2031875289	214.81
04/28/2016	2031891131	Baker & Taylor-Unlabeled	2031891131	129.87
04/28/2016	2031905155	Baker & Taylor-Unlabeled	2031905155	311.48
04/28/2016	2031905923	Baker & Taylor-Unlabeled	2031905923	229.32
04/28/2016	2031884218	Baker & Taylor-Teen Fiction	2031884218	31.27
04/28/2016	2031873676	Baker & Taylor-Auto Yours Cats	2031873676	118.38
04/28/2016	2031907919	Baker & Taylor-Auto Yours Cats	2031907919	109.51
04/28/2016	92736153	Ingram Library Services	92736153	5.70
04/28/2016	ERG6152	The Book Farm Inc	Books for Collection	547.54
04/28/2016	ERG6153	The Book Farm Inc	Books for Collection	1,007.95
Total 982.760 · Youth Print General				3,620.76
Total 982.755 · Youth Print				3,620.76
Total 982.700 · Print				6,146.72
Total 982 · Collection Expense				8,874.80
<b>TOTAL</b>				<b>166,590.59</b>

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

	Jan - Apr 16	Jan - Apr 15	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402 - District Revenue	1,546,918.22	1,490,191.62	56,726.60	3.81%
539.000 - State Grants	3,600.00	0.00	3,600.00	100.0%
540.100 - State Aid	4,875.12	0.00	4,875.12	100.0%
607.100 - Non-Resident Fees	1,756.56	2,193.50	-436.94	-19.92%
645.100 - Copiers & Printers	2,260.27	2,563.94	-303.67	-11.84%
655.100 - Circulation Fines	6,815.67	7,974.29	-1,158.62	-14.53%
665.100 - Interest	92.90	133.91	-41.01	-30.63%
666.100 - Investment Earnings	4,305.69	4,214.65	91.04	2.16%
666.500 - Investment Change in Value	24,671.15	10,426.65	14,244.50	136.62%
674 - Contribution & Donation-Public	16,015.00	14,140.00	1,875.00	13.26%
<b>Total Income</b>	<b>1,611,310.58</b>	<b>1,531,838.56</b>	<b>79,472.02</b>	<b>5.19%</b>
<b>Gross Profit</b>	<b>1,611,310.58</b>	<b>1,531,838.56</b>	<b>79,472.02</b>	<b>5.19%</b>
<b>Expense</b>				
701 - Personnel Expenses	308,611.58	259,846.43	48,765.15	18.77%
727 - Supplies	5,694.36	6,847.07	-1,152.71	-16.84%
801 - Professional Services	31,784.77	32,517.63	-732.86	-2.25%
803 - Maintenance Service Contracts	33,278.35	34,932.21	-1,653.86	-4.73%
850 - Telecommunications	-174.23	6,602.45	-6,776.68	-102.64%
880 - Promotional Materials	18,172.53	12,413.89	5,758.64	46.39%
884 - Programming	23,247.16	25,632.41	-2,385.25	-9.31%
885 - Volunteer	185.60	198.55	-12.95	-6.52%
920 - Utilities	13,418.36	16,334.21	-2,915.85	-17.85%
960 - Board Expense	766.46	1,213.63	-447.17	-36.85%
965 - Automation Services	23,457.44	22,688.32	769.12	3.39%
967 - Equipment	12,240.76	6,142.40	6,098.36	99.28%
969 - Continuing Education Expenses	16,186.09	4,494.89	11,691.20	260.1%
980 - Capital Expense	9,810.00	71,567.20	-61,757.20	-86.29%
982 - Collection Expense	43,182.00	52,437.82	-9,255.82	-17.65%
<b>Total Expense</b>	<b>539,861.23</b>	<b>553,869.11</b>	<b>-14,007.88</b>	<b>-2.53%</b>
<b>Net Ordinary Income</b>	<b>1,071,449.35</b>	<b>977,969.45</b>	<b>93,479.90</b>	<b>9.56%</b>
<b>Net Income</b>	<b>1,071,449.35</b>	<b>977,969.45</b>	<b>93,479.90</b>	<b>9.56%</b>

## CHELSEA DISTRICT LIBRARY

### Fund Balances

April-16

	Beginning Balance	Net Change	Ending Balance
<b>General Fund</b>			
<b>LOCAL BANKS BALANCES</b>			
Checking Account/ Chelsea State Bank	\$670,307.54	-\$95,816.06	\$574,491.48
Money Market Account/Chelsea State Bank	<u>\$2,474.85</u>	<u>\$0.10</u>	<u>\$2,474.95</u>
Cash on Hand	<u><u>\$672,782.39</u></u>	<u><u>-\$95,815.96</u></u>	<u><u>\$576,966.43</u></u>
 <b>Investment Partners Account</b>			
IPA Fixed Income Fund	\$1,320,482.19	-\$1,510.18	\$1,318,972.01
IPA Money Market Fund	<u>\$400,000.00</u>	<u>\$0.00</u>	<u>\$400,000.00</u>
<b>Investment Partners Total</b>	<u><u>\$1,720,482.19</u></u>	<u><u>-\$1,510.18</u></u>	<u><u>\$1,718,972.01</u></u>
 <b>Total General Fund</b>	<u><u>\$2,393,264.58</u></u>	<u><u>-\$97,326.14</u></u>	<u><u>\$2,295,938.44</u></u>
 <b>Debt Service Fund</b>			
Bond Debt Retirement Fund Checking	<u>\$758,046.61</u>	<u><u>-\$522,622.73</u></u>	<u><u>\$235,423.88</u></u>

<b>Investment Professionals</b>							
<b>Account no. NKM-039542</b>							
GL 017.004							
	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawal	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		39.12		0.00	-1,549.30	1,318,972.01
May-16	1,318,972.01		0.00		0.00	0.00	1,318,972.01
Jun-16	1,318,972.01		0.00			0.00	1,318,972.01
Jul-16	1,318,972.01		0.00			0.00	1,318,972.01
Aug-16	1,318,972.01		0.00			0.00	1,318,972.01
Sep-16	1,318,972.01		0.00			0.00	1,318,972.01
Oct-16	1,318,972.01		0.00			0.00	1,318,972.01
Nov-16	1,318,972.01		0.00			0.00	1,318,972.01
Dec-16	1,318,972.01		0.00			0.00	1,318,972.01
Balance	1,239,995.17	50,000.00	4,305.69	0.00	0.00	24,671.15	1,318,972.01
GL							1,318,972.01

<b>Investment Professionals</b>							
<b>Account no. NKM-039542</b>	<b>Money Market</b>						
GL 017.003							
	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawal	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

**Chelsea District Library Investment Account**  
**As of 04/30/2016**

**Original Investment**

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

**Investment Activity**

<b>Date</b>	<b>Value</b>
<b>4/30/2016</b>	<b>1,318,972</b>
Invested	1,077,957
Increase 6/2009 – 12/31/2015	212,038
<b>2016 Change (Current Year)</b>	<b>28,977</b>
<b>Withdrawal / Deposit</b>	<b>0</b>

**Investment Distribution**

<b>Fund</b>	<b>Value</b>
<b>Capital Reserve Fund</b>	<b>870,800</b>
<b>Capital Improvement Fund</b>	<b>67,000</b>
<b>General Fund from Investment</b>	<b>140,157</b>
<b>Investment Services Fund</b> (Interest - Fees + Change in Value)	<b>241,015</b>
	<b>1,318,972</b>

**Report for 04/30/2016**

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

Note: 04/2016 \$33,000 Transferred from Capital Improvement 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
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)	\$131,314	(\$58,200)
Ending balance	\$734,223	\$1,141,827	\$1,150,758	\$941,302	\$818,688	\$758,088	\$647,581	\$547,401	\$433,934	\$249,332	\$107,528	\$238,842	\$238,842

Budget

Income	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Total Income	\$591,460	\$512,949	\$167,017	\$47,077	\$8,994	\$63,377	\$20,555	\$29,110	\$3,426	\$11,990	\$3,426	\$253,520	\$1,712,901
Other income													

Expenditures	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Total Expense	\$153,146	\$126,734	\$165,805	\$142,893	\$134,604	\$123,977	\$131,062	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,688,432
Other	\$50,000												\$50,000

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$297,042	\$285,356	\$671,571	\$672,783	\$576,967	\$451,357	\$390,757	\$280,250	\$280,070	\$266,603	\$182,001	\$140,197	\$297,042
Total Income	\$591,460	\$512,949	\$167,017	\$47,077	\$8,994	\$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	\$142,893	\$134,604	\$123,977	\$131,062	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,738,432
Net cash flow	(\$11,686)	\$386,215	\$1,212	(\$95,816)	(\$125,610)	(\$60,600)	(\$110,507)	(\$180)	(\$13,467)	(\$84,602)	(\$41,804)	\$131,314	(\$25,531)
Ending balance	\$285,356	\$671,571	\$672,783	\$576,967	\$451,357	\$390,757	\$280,250	\$280,070	\$266,603	\$182,001	\$140,197	\$271,511	\$271,511

Actual / Budget

\$ 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
\$33,000	Capital Improvement - add when transferred 04/2016	Investment Account



Chelsea District Library  
Donation and Restricted  
January through April 2016

	Jan - Apr 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	185	135	50
674.101 · Designated Youth Collection	50		
674.110 · Designated Adult Programming	5,100	6,600	(1,500)
674.111 · Designated Youth Programming	6,580	7,250	(670)
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	16,015	38,335	(22,320)
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	19,615	51,335	(31,720)
Gross Profit	19,615	51,335	(31,720)
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	2,429	2,500	(71)
884.953 · Youth Prog Rest Chelsea Ed Foun	0	1,000	(1,000)
Total 884.211 · Authors in Chelsea	2,429	3,500	(1,071)
Total 884.210 · Youth Speakers	2,429	3,500	(1,071)
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	3,000	3,000	0
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
884.930 · Oral History Restricted Gift			
884.932 · MHC - World War I Grant	1,234	9,000	(7,766)
Total 884.930 · Oral History Restricted Gift	1,234	9,000	(7,766)
Total 884.910 · Adult Programming Restricted	4,234	15,330	(11,096)
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	7,933	27,080	(19,147)
967 · Equipment			
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	8,238	29,868	(21,630)
Net Ordinary Income	11,377	21,467	(10,090)
Net Income	11,377	21,467	(10,090)

# **DIRECTOR'S REPORT**

**Library Director's Report for Month of April**  
**May 17, 2016**  
**Respectfully submitted by Lori Coryell**

**Staff News**

Congratulations to Library Assistant Beth Easterwood, who celebrated her twelve-year work anniversary on April 26<sup>th</sup>, and Substitute Librarian Laura Fawcett, who celebrated her five-year anniversary on April 6<sup>th</sup>. So glad they are part of the CDL team!

Effective June 1<sup>st</sup>, Ron Andrews will assume the duties of the head of Technology Services. Melanie Bell will continue in her role as Network Administrator with some adjustments to her job description. Both Ron and Melanie will report to me. I have attached both job descriptions for your information. These personnel changes are the result of increasing demands for technology resources, programs, and initiatives at CDL and in our service area. I am excited at the potential for positive growth these changes will create for staff and patrons!

**Financials**

- A bond payment of \$536,150 was made on April 18<sup>th</sup>.
- We received the first State Aid payment in the amount of \$4,875.12 this month.
- Unfortunately, our 2017 budget will be impacted by the Headlee Amendment. I have attached a one-pager on Headlee for your information. The bottom line is that the Library will not realize the full authorized millage rate this year to the tune of approximately \$10,567.

**Shared Automation System Update**

The Library Network's Shared Automation System libraries are considering migrating from SirsiDynix (our shared system vendor for the past twelve years) to a new vendor. SAS libraries are currently weighing the pros and cons of migration. A decision to continue with SirsiDynix or issue an RFP will be made this summer.

**PA 269/SB 571 News**

On April 28<sup>th</sup>, a permanent injunction was signed by a federal judge in U.S. District Court. This means the section of PA 269/SB 571 prohibiting voter education is not enforceable.

**TIFA Update – SB 579 & SB619-624**

Over the past eight months there has been an intensive campaign to introduce legislation that would enable libraries to choose participation in tax captures. Because of TIFA, the Chelsea DDA "captures" more than \$30,000 of CDL millage revenue. The Michigan Senate and Senate leadership recognized the importance of supporting the funding structure for Michigan libraries and voted 36-2 to pass a seven-bill package allowing libraries to protect dedicated millages. The bills, SB 579 and SB 619-624, are now awaiting introduction in the House Tax Policy Committee. More information when it's available.

**Overtime Rule**

The U.S. Department of Labor's new overtime rule – barring any changes before its finalized this year – would require businesses to pay overtime wages to employees making \$50,440 or less per year. In March, the Department of Labor sent the rule to the Office of Management and Budget for a final review. Administration officials say the final rule could come as early as next month.

The overtime rule's effect on CDL would result in wage increases for current salaried employees who do not meet the minimum \$50,440 salary.

### **Washtenaw County Reads**

I am very happy to report that several libraries have officially joined together to participate in a countywide community read called Washtenaw County Reads. The participating libraries are Chelsea District Library, Ann Arbor District Library, Dexter District Library, Northville District Library, Saline District Library, and Milan Public Library. The Read will take place January through February of 2017. The theme is "A Very Good Read." I will represent CDL on the Reads Steering Committee. Adult Services Head Keegan Sulecki will spend her summer reading and discussing countless books as our representative on the Screening Committee which is tasked with narrowing the a prospective field of books down to two titles to send to the Selection Committee in the fall. The Ann Arbor District Library's graphic designer will create a logo for the Read and produce its marketing pieces as well as fund the author/speaker for the culminating event.

### **Out and About – April 2016**

- Interview subject for *Around Town with Linda*
- Attended Friends board meeting
- Met with Ann Arbor District Library Director Josie Parker and Dexter District Library Director Paul McCann to discuss countywide expansion of community read program
- Attended Rotary meeting
- Guest at CDL *Meet the Library Director* event
- Attended Chelsea Spring Expo
- Attended Friends Book Sale Volunteers Annual Meeting
- With Linda Ballard, met with Deb Greer and Patti Schwarz to discuss public art initiatives
- Attended Steering Committee meeting of Washtenaw County Reads with representatives from WISD and other participating libraries
- Attended Midwest Literary Walk
- Attended the monthly Shared Automated System Users Group (SASUG) meeting
- Met with Chelsea Chamber's Bob Pierce

### **Looking Ahead to May**

- Guest at Kiwanis Club of Chelsea – May 2<sup>nd</sup>
- Guest at Chelsea Lions Club – May 3<sup>rd</sup>
- Attend Sylvan Township Board Meeting – May 10<sup>th</sup>
- MLA Leadership Academy workshop – May 16<sup>th</sup>
- Participating in the University of Michigan's School of Information's conversation on librarian training – May 24<sup>th</sup>

## Chelsea District Library Performance Dashboard April 2016

	Apr-15	Apr-16	%change from last Apr	2015 to date	2016 to date
<b>Circulation</b>					
Items	25834	25179	-3%	108231	104536
E-books/E-audio	1278	1386	8%	5493	6328
E-magazines	245	254	4%	1139	977
<b>TOTAL</b>	<b>27357</b>	<b>26819</b>	<b>-2%</b>	<b>114863</b>	<b>111841</b>
<b>Self-Check Items</b>					
<b>TOTAL</b>	<b>2151</b>	<b>2941</b>	<b>37%</b>	<b>7149</b>	<b>11401</b>
<b>New Cards</b>					
<b>TOTAL</b>	<b>67</b>	<b>52</b>	<b>-22%</b>	<b>278</b>	<b>273</b>
<b>Annual Registered Borrowers</b>					
<b>TOTAL</b>					
<b>Reference</b>					
<b>TOTAL</b>	<b>1458</b>	<b>1645</b>	<b>13%</b>	<b>7209</b>	<b>7030</b>
<b>Program Attendance</b>					
Youth	207	203	-2%	761	1063
Adult	181	195	8%	915	978
Teen	102	83	-19%	290	182
General	545	508	-7%	1285	1138
Outreach -- Youth	335	176	-47%	4463	3574
Outreach -- Teen	0	200	#DIV/0!	165	1156
Outreach -- Adult	25	18	-28%	169	356
<b>TOTAL</b>	<b>1395</b>	<b>1383</b>	<b>-1%</b>	<b>7989</b>	<b>7176</b>
<b>Programs/Visits Offered</b>					
Youth	17	11	-35%	59	65
Adult	14	13	-7%	62	35
Teen	11	6	-45%	40	28
General	2	3	50%	10	16
Outreach -- Youth	6	7	17%	95	68
Outreach -- Teen	0	4	#DIV/0!	5	41
Outreach -- Adult	4	4	0%	13	33
<b>TOTAL</b>	<b>54</b>	<b>48</b>	<b>-11%</b>	<b>284</b>	<b>286</b>
<b>Door Count</b>					
<b>TOTAL</b>	<b>15476</b>		<b>-100%</b>	<b>60033</b>	<b>0</b>
<b>WiFi Data Usage (GB)</b>					
<b>TOTAL</b>	<b>700</b>	<b>565</b>	<b>-19%</b>	<b>2985</b>	<b>2548.7</b>
<b>Computer Usage - Sessions</b>					
Workstations	692	1416	105%	2767	5768
Wireless	1664	1887	13%	6475	7021
<b>TOTAL</b>	<b>2356</b>	<b>3303</b>	<b>40%</b>	<b>9242</b>	<b>12789</b>
<b>OCLC Loans</b>					
<b>TOTAL</b>	<b>12</b>		<b>-100%</b>	<b>34</b>	<b>33</b>
<b>Annual Items in Collection</b>					
<b>TOTAL</b>					
<b>Unique Website Visits</b>					
<b>TOTAL</b>	<b>12445</b>	<b>9075</b>	<b>-27%</b>	<b>48402</b>	<b>28761</b>
<b>Homebound &amp; Deposit Collection Items</b>					
<b>TOTAL</b>	<b>106</b>	<b>93</b>	<b>-12%</b>	<b>512</b>	<b>427</b>

## Introduction

The term "Headlee roll back" became part of municipal finance lexicon in 1978 with the passage of the Headlee Amendment to the Constitution of the State of Michigan of 1963. In a nutshell, Headlee requires a local unit of government to reduce its millage when annual growth on existing property is greater than the rate of inflation. As a consequence, the local unit's millage rate is "rolled back" so that the resulting growth in property tax revenue, community-wide, is no more than the rate of inflation. A "Headlee override" is a vote by the electors to return the millage to the amount originally authorized via charter, state statute or a vote of the people and is necessary to counteract the effects of the "Headlee Rollback."

## Impact of Headlee Amendment

Since the passage of the Headlee Amendment, units of government are required to annually calculate a Headlee roll back factor. The annual factor is then added to Headlee roll back factors determined in prior years resulting in a cumulative Headlee roll back factor sometimes referred to as the "millage reduction fraction." This *total* "millage reduction fraction" is then applied to the millage originally authorized by charter, state statute or a vote of the people. In summary, the actual mills available to be levied by a unit of local government is the product of the authorized millage rate times the total millage reduction fraction. This is known as the "Headlee maximum allowable millage."

## Impact of Proposal A

Prior to Proposal A legislation passed in 1994, local governments were allowed to "roll up" their millage rates when growth on existing property was *less* than inflation. "Roll ups" were a self-correcting mechanism that allowed local governments to naturally recapture taxing authority lost due to Headlee roll backs in prior years. A local government could only "roll up" its millage rate to the amount originally authorized by charter, state statute or a vote of the people.

Additions to taxable value (such as newly constructed property) are typically excluded (or exempt) from the Headlee roll back calculation. The 1994 General Property Tax Act changes did not specifically define "uncapped values" (increases resulting primarily from property transfers) as exempt.

## Result

Although it might appear that a community with an annual increase in uncapped property values would benefit monetarily, uncapped values are treated as growth on existing property and trigger Headlee roll backs. For local governments levying at their Headlee maximum authorized millage, rolling back the maximum authorized millage rate reduces the revenue that would have been generated from these increased property values. The increase in the taxable value of property not transferred is capped at the lesser of inflation or 5 percent. Even though the taxable value of a particular piece of property increases at the rate of inflation, the millage rate for the entire community is "rolled back" as a result of the increase in the total taxable value of the community. The net result – a less than inflationary increase in the actual dollars received from property taxes. Consequently, the 1994 change to the General Property Tax Act has prevented local governments from being able to share the benefits of any substantial market growth in existing property values.

Based on *System Failure: Michigan's Broken Municipal Finance Model*. Prepared for the Michigan Municipal League by Frank W. Audia, Partner and Denise A. Buckley, Associate, Plante and Moran, PLLC, March, 2004

**Chelsea District Library**  
**Assistant Director's Report, April 2016**

**Facility**

After approval from the board last month, we have engaged Library Design Associates (LDA) for the remodel of the media/reference desk area. We are working through final plans with them and hope to start in May.

We have a contractor lined up to do the painting of the McKune porches and McKune Room. They will also clean and seal the brick wall around the pergola, Katie's Korner, and the McKune front porch. All of the limestone capstones were not sealed properly so that will be done, too. They will also pressure wash the Reading Garden area. All before our 10<sup>th</sup> Anniversary party!

The changes that the Johnson Controls tech made to our controls systems last month are working well. The staff lounge and bath are finally warm when they are supposed to be! We still have one control box to replace and need to trouble shoot the study rooms but things are definitely improving.

Cintas was out to do the annual fire extinguisher/exit sign check and replaced two sign batteries. I also walked the grounds with the lawn maintenance man and reviewed our plan for this year. They will be back in early May to do the spring clean-up, including trimming of the arborvitae along Merkels and our service drive. And last but not least, three of our five outside hose bibs were leaking at the end of last season so Ken Cook's Plumbing was out to replace the "innards" and all are ready for spring!

**Staffing**

Lori and I are still meeting regularly to discuss strategic planning, staffing, and the upcoming 2017 budget process. We are making good progress on the budget and expect to have it whipped into shape by the first finance committee meeting on June 7<sup>th</sup>.

Beth Easterwood celebrated her 12<sup>th</sup> year at CDL on April 26th. Beth started with CDL as a volunteer working on the obituary file digitization project, then as a part time circulation assistant, before becoming one of only two full time circulation assistants when we moved into the new facility. This year she decided to slow down a bit and now works part time but we are so glad to still have her at the Check Out desk!

**Programming**

April is one of my favorite programming months due to our Midwest Lit Walk, and it was another great one. We had several national award winners who gave fantastic presentations. The poets and author Paula McClean in the final two sessions were especially powerful! Rich and Karen Fahle have been an invaluable addition also.

**Volunteers**

April is National Volunteer Month and I enjoyed handing out small appreciation gifts to our adult volunteers- they are a great group of people to know! We logged 258 non-book sale volunteer hours this month and 221 book sale hours, for a total of 479. The March sale made \$615 with an additional \$429 from the lobby book carts and \$351 from online sales. I also oriented two new volunteers this month.

**Outreach**

I attended the Chamber Business After- Hours at the Chelsea House Inn this month and met the new owners Andy Koha and Nancy Book. I expressed our sincere appreciation for their care and feeding of our AIC authors last month and told them we look forward to many more successful partnerships.

**Continuing Education**

The highlight of the month had to be attending the national Public Library Association conference in Denver. I attended several interesting and informative sessions but feel I got the most insights from the keynote speakers (including Anderson Cooper, Arianna Huffington, Sherm Alexie, Sherry Turkle, Anand Giridharadas, and comedienne/author Tig Notaro) as well as getting to know my CDL colleagues better. It was an amazing conference and well worth our time and money!

Respectfully, Linda Ballard, Assistant Director

## Chelsea District Library Volunteer Hours- April 2017

[illegible]



### Program Report: April

Date	Event	Attendance
4/5, 4/19	Smarty Pants Trivia Smackdown	61, 48
4/11	Tablet & Smart Phone User Group	4
4/12, 4/26	Computer Training 1:1	6, 5
4/13	Place That Face	20
4/13	Smart Plates: Lunchbox Inspiration	16
4/14	Resume Review 1:1	3
4/20	Grow Your Business 1:1	0
4/21	Books & Banter	3
4/26	Ancestry Aficionados	6
4/26	Reading Glasses: a book club	12
4/27	Allocating Your 401K for Retirement	11
4/30	Midwest Literary Walk	430
<b>Outreach Programming</b>		
4/7, 4/21	Computer Training 1:1 @ CRC Dancey & Glazier	3, 3
4/20, 4/21	Book Clubs: Senior Center, Pines	4, 8
<b>Total Programs: 18</b>	<b>Attendance Total:</b>	<b>643</b>

### Upcoming Programs

In collaboration with Chelsea Senior Center, we have a great program series in May called *Successful Retirement*. This series will provide a look at the many aspects of retirement important to individuals looking to retire or who have already entered retirement. In addition, we are also planning for Summer Reading and will be including online registration this year in hopes of making it easier for participants to get started.

### Collections

In April we took the opportunity at the Chelsea Spring Expo to begin asking residents what types of nontraditional items they might like to see in our collection. This is a great start and we hope to keep asking for feedback in the following month. We hope to have a soft release of our nontraditional collection this summer.

### World War I Project

This project is in full swing and Chelsea residents can get a preview of what this project has to offer at [storiesofchelsea.org](http://storiesofchelsea.org). We are in the process of selecting images for our banners, finalizing our program lineup, and organizing our artifact exhibit. We are also working with our publicist, Dianna Stampfler, to promote this project throughout Michigan. An article regarding this project will be in *Chronicle*, the membership publication for the Historical Society of Michigan.

	April 2016	April 2015
<b>2<sup>nd</sup> floor Ref Desk Interactions</b>	1,201	1,078
<b>Homebound Book Delivery</b>	93	106
<b>Inter-library Loan</b>	3	12
<b>Zinio Checkouts</b>	254	245

**From Keegan Sulecki, Head of Adult Services**

April began with the Public Library Association Conference where I was able to participate in workshops on new and innovative ideas in libraries. I am excited to see how we will be able to use some of these ideas to serve the Chelsea community. This month we also continued to collect photos for our WWI Centennial: Strong Foundations, New Possibilities. While we are at the point of choosing photos for banners, we will continue to collect photos, stories, and artifacts for [storiesofchelsea.org](http://storiesofchelsea.org). Midwest Literary Walk ended our busy month and it was a wonderful success. Each of our authors this year seemed to have unique followings and the variety of their different perspectives and presentations ensured our day stayed engaging. Of those who participated, we received 108 comment cards that we will use to continue to improve this event next year.

**From Emily Meloche, Adult Services Librarian**

In early April, I attended the PLA Conference in Denver where I had the opportunity to present "Connect, Crowdsourcing, and Kick Start: Making Dream Projects a Reality." The presentation, which gave concrete steps on how to tackle big projects and crowd-source funds, used CDL's Local History projects as examples. In the weeks since PLA, I've been contacted by a handful of libraries looking to take-on similar tasks, and solicited by Libraries Unlimited to write a book on the subject. April closed with the 8th Annual Midwest Literary Walk, an event the planning committee has been working on since the fall. The MLW was a success, bringing five authors to give brief presentations, with 430 attendees for all four events.

**From Ron Andrews, Technology Librarian**

In April I was able to weed the Feature, NonFiction and TV adult DVD section along with several of the music CD genres to make room for new titles. We have a new computer volunteer who I trained during this month's Computer Training 1:1 sessions. I assisted Melanie with trying to set up the new images for the staff computer replacements, and the deployment will be in May. Melanie and I also had OverDrive support duty for a week in April. Lastly I was happy to train our newest part-time Librarian, Shannon Powers in ordering Books on CD, and Reference desk procedures as well as AV setup in the McKune Room.

**Chelsea District Library**  
**Monthly Youth Report—April 2016**

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

**Programs and Attendance (previous year)**

Family:	2	(1)	programs	Attendance:	78	(45)
Youth:	11	(17)	programs	Attendance:	203	(207)
Outreach:	11	(6)	programs	Attendance:	376	(335)
Teen:	6	(11)	programs	Attendance:	83	(102)
<b>Total:</b>	<b>30</b>	<b>(35)</b>	<b>programs</b>	<b>Attendance:</b>	<b>740</b>	<b>(689)</b>

Date	Name of Program	Children	Teens	Adults	Total
<b>Family/Parent</b>					
4/14	Midsummer Night's Dream Ballet Storytime				<b>55</b>
4/29	Parents' Night Out				<b>23</b>
<b>Youth</b>					
4/4	makerMonday	30			<b>30</b>
4/5, 4/12, 19, 26	Babytime (4)	48		42	<b>90</b>
4/7	ToddlerTime	11		9	<b>20</b>
4/7	Spring Storytime	6		3	<b>9</b>
4/11	Minecraft Monday	20			<b>20</b>
4/15	READ to the Library Dog	5			<b>5</b>
4/26	Money Evening Storytime	6		5	<b>11</b>
4/27	Dance Along, Sing Along	9		9	<b>18</b>
<b>School &amp; Community Outreach</b>					
4/12	CHS seniors visit-4 presentations on library resources and college prep (ED)		200		<b>200</b>
4/16	Chelsea Spring Expo—KidZone				<b>80</b>
4/18-19	Chelsea Community Preschool-4 storytimes	61			<b>61</b>
4/27	Author Writing Workshops (2) for 6 <sup>th</sup> graders	35			<b>35</b>
<b>Teen</b>					
4/1, 15, 22, 29	SkyNet Scholars (4)		40		<b>40</b>
4/1	SAT Test Review		8		<b>8</b>
4/24	Summer Job Fair and Employment Workshop		35		<b>35</b>

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

Date	Total
April 2016	<b>444 (380)</b>
March 2016	<b>432 (445)</b>
February 2016	<b>398 (430)</b>
January 2016	<b>630 (546)</b>
December 2015	<b>337 (412)</b>
November 2015	<b>548 (571)</b>
October 2015	<b>453 (584)</b>
September 2015	<b>348 (538)</b>
August 2015	<b>550 (725)</b>
July 2015	<b>977 (1120)</b>
June 2015	<b>856 (1265)</b>
May 2015	<b>522 (578)</b>

## April Highlights

### From Karen

- April was a busy month for professional development: Edith and I attended the Public Library Association Conference in Denver and attended sessions on *52 Weeks of STEM Programming*, *What's New in Children's Publishing*, *Middle Childhood Services*, *Library Leadership for Family Engagement*, *Alternatives to your Summer Reading Program*, *Teen Authors*, *Creating Pop-up Libraries*, and *Cultural Connections: Celebrating Diversity with Picture Books*.
- The youth staff also attended *The Adaptive Umbrella: Serving Kids with Different Needs* at the Bloomfield Township Public Library, a day-long workshop on programming, collections, and services for young special needs patrons. We came away with many ideas on how to improve services for this population, starting with Sensory Storytimes in the fall.
- April also saw the youth staff give several outside presentations: Edith attended four Senior Seminars at the high school, and presented on the topics of library resources and college prep to more than 200 seniors. Steve Hinz, vocal music director for the CSD emailed Edith with this message, "I thought your presentation to our seniors yesterday was outstanding. Thanks for sharing your wisdom and perspective! We appreciate the gift of your time and talent!!"
- Karen and Jessica presented at MLA's Spring Institute in East Lansing on "Making without a Space," a well-attended session on how to participate in the makerspace movement even if you don't have any extra space to devote to it. Jessica also presented at the Institute's Cool Libraries session, showing off our unique Leveled Reader collection.

### Youth Department Volunteers: Youth Service Group— 36.5 hours

- YSG provided support for many programs including Parent's Night Out, Read to the Library Dog, Maker Monday and Minecraft Monday, and Skynet Junior Scholars.

### April Community Outreach & Meetings:

4/5, 12, 26	Weekly management meetings (KP)
4/11	CEF meeting (ED)
4/14, 27	Meetings with director (KP)
4/22	CEF Gala (ED)
4/27	Proquest Summer of Service meeting (KP)
4/28	Adaptive Umbrella Workshop (KP, ED, JZ)

### Future Program Highlights:

5/4	Star Wars Family Night
5/6	Skynet Junior Scholars Party at Eddy Discovery Center
5/7	Free Comic Book Day
5/14	KinderConcert from the Ann Arbor Symphony
5/15	YSG Bowling Party
5/17	Tween Book Club: Roller Girl

### From Edith, Youth and Teen Librarian

- Presented four 40-minute presentations on college preparation and library resources to all CHS seniors
- Presented our first ever Job Fair Workshop, which included three local businesses, Michigan Works and Washtenaw Community College, who instructed teens on job searching, resume writing, interviewing, and gave mock job interviews on the spot.
- Oversaw 2 writing workshops with an author with local connections at BMS.
- Created a plan for YSG volunteering over the summer using SignUpGenius

### From Jessica, Youth and Teen Librarian

April was a hodgepodge of activity, including presenting at MLA's Spring Institute conference in East Lansing. Highlights include:

- Confirmed that Jennifer Jacobson, author of the Andy Shane beginning chapter book series, is available and interested in participating in the 2017 Authors in Chelsea. There are some details to work out, but she will likely be our North Creek author for grades 1-2.
- Presenting with Karen at Spring Institute on "Making without a Space," creating youth makerspace programming without room in the building to have a makerspace up and running all the time. We had a full house of more than 70 people attending our session. Besides sharing what we've developed over the past year and half, we also brought lots of makerspace equipment for attendees to try out.
- Continuing to prepare for SRP, including working out details about online registration with Patty and Melanie.
- Met with Lori and Cynthia Silveri to discuss details on the 10th anniversary coloring book. Cynthia will be creating eight coloring images based on scenes from the library, past and present.

## Chelsea District Library

Report Period: April 2016

### USAGE SUMMARY

<b>Total Usage (Homework Help, Skills Building, Writing Lab, Test Center Visits, and Database Usage)</b>	<b>90</b>
<b>Database Usage</b>	<b>42</b>
<b>Homework Help, Skills Building, Writing Lab, and Test Prep Sessions</b>	<b>48</b>
Homework Help/ Skills Building Sessions	42
Remote Homework Help/ Skills Building Sessions	42
In-Library Homework Help/ Skills Building Sessions	0
Average Length of Tutoring Session (minutes)	17
Test Center Visits	0
Writing Lab Submissions	6
Unique Visits	27

### DATABASE USAGE

### SESSIONS BY LOCATION

Remote	42
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### AVERAGE NUMBER OF SESSIONS PER HOUR OF THE DAY (MILITARY TIME)

14	0.4
15	0.03
16	0.33
17	0.23
18	0.13
20	0.1
21	0.1
22	0.07
<b>Average:</b>	<b>0.17</b>

### AVERAGE NUMBER OF SESSIONS PER DAY OF THE WEEK

Sunday	0.2
Monday	2.6
Tuesday	2
Wednesday	2.2
Friday	1.4
<b>Average:</b>	<b>1.68</b>

### TUTORING SUBJECTS REQUESTED %

Intermediate Writing	26.19%
High School Writing	23.81%
Math Grade 5	9.52%
Math Grade 6	9.52%
Algebra 1	7.14%
Reading Grade 6	7.14%
Math Grade 9	4.76%
Trigonometry	4.76%
Physics	2.38%
Math Grade 3	2.38%
Math Grade 7	2.38%

### TUTORING SERVICES BREAKDOWN

Homework Help	87.5%
Writing Lab	12.5%

### POST-SESSION SURVEY

	Yes	No
Are you glad your organization offers this service?	100%	0%
Would you recommend this service to a friend?	86%	14%
If you received homework help, did this service help you complete your homework assignment or learn something new?	86%	14%
For Students: Is this service helping you improve your grades?	86%	14%
For Students: Is HelpNow helping you be more confident about your school work?	86%	14%

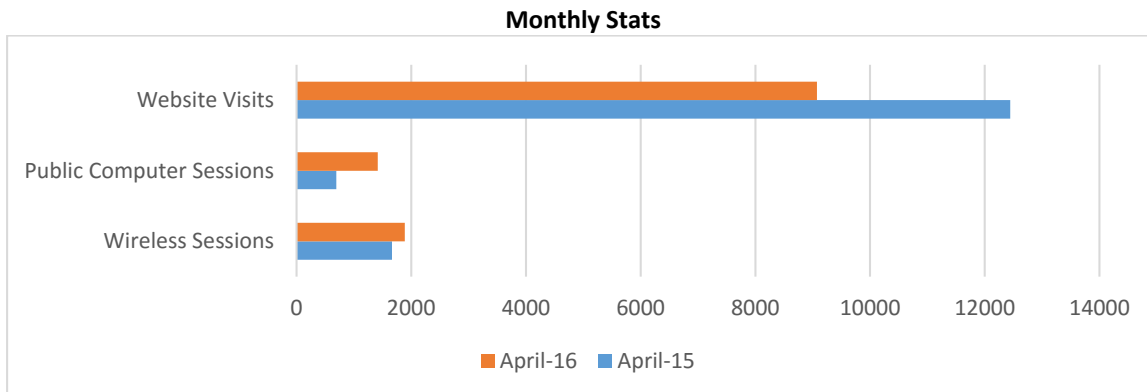
# Network Administrator

## Monthly Summary



**TO:** Lori Coryell  
**FROM:** Melanie Bell  
**DATE:** 05/13/2016  
**SUBJECT:** Summary of April 2016

### Statistics



- Wireless clients increased from **1,664** clients in April 2015 to **1,887** in April 2016.
- Public computer usage increased from **692** users in April 2015 to **1,416** users in April 2016.
- Website visits decreased from **12,445** visits in April 2015 to **9,075** visits in April 2016.

### Technology

#### Server and Network Infrastructure:

- Ran updates on servers and checked backups had further issues with Symantec Backup Exec. Moved to using the built in Windows Server backup and that has been working smoothly.

#### Public and Staff Computers:

- Fixed the imaging issues we were having with Windows 10 and managed to configure 7 of the new staff machines. Should be able to finish deployment of 15 new Windows 10 machines for staff in May.
- 15 hotspots for checkout to the public were ordered. Worked with Sprint and Manage Mobility to determine how the devices would be configured. Manage Mobility will be doing the actual configuring and initial testing of the devices. We should receive the devices in May to perform our own testing before making them available to the public.
- 

### Website

- Worked with Patty and our consultant Luna on our second and third drafts of the new website. Presented third draft to management team and provided feedback to our consultant. We hope to have the new site ready for testing soon.

## **Other**

- Worked on putting together budget number for the 2017 budget and getting quotes from a number of vendors.
- Worked on some flyers and a banner for the Spring Expo to inform Lyndon Twp residents of the broadband efforts.
- Attended Michigan Broadband Cooperative meeting. Michigan Broadband Cooperative helped Lyndon Township select a vendor to conduct the feasibility study. Pulse Broadband was the vendor selected.
- Met with Washtenaw Broadband Initiative. I will be stepping down as chair of that group after June 10<sup>th</sup> as I currently have too many projects on my plate. Good news is that Dexter and Webster Townships approved feasibility studies for building out broadband in specific areas of their townships.
- Helped with AV for the Midwest Lit Walk.
- Ron and I ran a tablet class
- Helped with setup for Minecraft class and did research in Minecraft server hosting services for special Minecraft programs in the summer.

Submitted – May 13, 2016

## **Melanie Bell**

Network Administrator



# MARKETING BOARD REPORT

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April 2016

## Marketing Highlights



### 2016 PLA Conference

This year I had the opportunity to attend my first PLA Conference in Denver, CO. I was amazed at not only the volume of information offered but the quality as well. Below are highlights to some of the sessions I attended.

**The Power of Performance: The PLA Performance Measures Initiative** – PLA has partnered with Impact Survey to provide libraries with a measurement tool that can help them understand their communities' needs and thereby improve their programming, better plan their services, and enhance connections with their patrons. It allows the staff to identify user perceptions rather than staff perceptions, and capture specific outcomes as a result of the patron's use of the library. With this information, the library can then better tell the story of how it makes a difference within the community, and continually align patron outcomes with the library's strategic plan. I would like to evaluate this tool further to see if it is a better option for us than our current means of evaluation, and how it can help CDL tell its story about out we affect the lives of our community.

**Creative Merchandising Strategies for Libraries** – This session discussed how the use of creative merchandising can both enhance the patron's experience within the library and increase circulation. Displays can be used to spark curiosity, anticipate needs, and develop brand loyalty. I would like to explore opportunities within the library where we can create these type displays and encourage our patrons to dream.

**The Studio Experience: Creating Makerspace for Ages 0-108** - This session explored program ideas, tips and tools for creating scalable, sustainable programming, and how to expand beyond technology and tinkering. Following are some shared tips for success at the different age levels. *Toddlers*: create a program where toddlers learn to solve problems through experimentation and process such as "Little Chefs". *Teens*: empower teens to think about the engineering of a project by using "problems" or "roadblocks" as a learning tool – encourage them to create a work-around rather than simply quitting. *Adults*: create programs where adults are allowed to take a break and just play. Projects should take less than one hour and have playful subjects or themes. *Seniors*: All-age programs can be very successful in allowing people to mingle, often developing soft skills and mentoring across generations. For many seniors who are lonely, this can give them the feeling of "family time."

**Lights, Camera, Advocacy: Digital Storytelling for Your Library** – This session was very inspiring! Not only did they share tips for how to capture your library's story through video, they gave a multitude of examples of what type stories you can tell and how to achieve it on any size budget.

**Design Thinking at Your Library: Try Try Again** – This session had an immediate take away, which was that being positive and encouraging will result in more innovative problem solving and creation of great ideas! Through an interactive exercise we learned how to apply the steps of Design Thinking to everyday work.

Throughout the conference, I was continually inspired by the challenge to engage our patrons, find out how our library impacts their lives, and identify what's important to our community. One of the biggest inspirations I walked away with was from a newsletter published by Anythink Libraries called *Spark*. By using a magazine model, their articles connect "readers with people, places, ideas and inspiration meant to educate and illuminate." They make room in their patrons' mind to dream and then connect them with the tools to help them achieve their dream.

### Website Restructure/Redesign Project

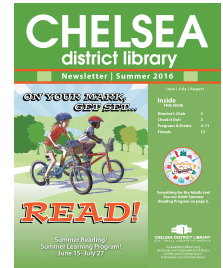
We made quite a bit of headway this past month in finalizing our website template and refining the navigation within the website. A draft was shown to the management team and their suggestions were taken back to LM Design for further tweaking. Overall, the team liked what they saw. We are still slating for a June launch but that will be dependent on the testing phase, in which we hope to include select patrons.

# MARKETING BOARD REPORT

April 2016

## Summer Newsletter

Our summer newsletter rolls off the press this Thursday, May 12 and into the mailboxes of our patrons over the weekend. It is once again filled with great programming including our Summer Reading/Learning Program for our youth, an Adult Summer Reading program, our upcoming 10<sup>th</sup> anniversary celebration, the *WWI Centennial: Strong Foundations, New Possibilities*, the 8<sup>th</sup> Annual Comedy Showcase and so much more. We hope you will join us all summer long, especially for our Summer Reading Programs.



## Miscellaneous Marketing

- **New Library Card Policy** — We continue to communicate the new library card policy changes to our patrons so that they are prepared for the changes that take effect June 1. Although we have had some patrons question the changes, after our circulation staff explains the reasons for the changes, most understand the benefits.



- **Lori's Meet and Greet** — was a great success! Quite a few patrons showed up to welcome Lori to the community, including the Executive Director of MLA, Gail Madziar. We played a game featuring little known facts about Lori, which we later shared in our weekly Enews. I received numerous compliments on the format of the event, which was casual, fun and gave everyone a chance to interact with our new director.

- **Library Card** — I am currently researching a new vendor for our library cards to address the poor quality of our current key ring tag, which is de-laminating after use. Additionally, we need to update our logo and website address which have both changed since our last order. To be flexible to changes, we are looking at ordering less frequently (1/year). We would also like to offer a special card during the month of September, which is Nation Library Card Sign-up month. One possibility for the special card artwork is to use the ALA National campaign, which features Snoopy.
- **2017 Budget** — This past month was spent working on the 2017 marketing draft budget, which required working with Lori and the departments to identify their promotion needs for next year. Some new ideas that required vendor and cost research include:
  - Expanding the Home Delivery program, rebranding it and purchasing highly visible delivery totes
  - Creating a pocket folder that can be used to promote CDL services, collections and programming. The folder would be consistent but different inserts would be added depending on the target audience.
  - Library Wallet giveaways for tween-aged students to incentivize them to continue using their library card.
  - Shelf talkers and removable stickers to promote our digital collections.
- **2015 Annual Report** — This year we would like to create an Annual Report with an online format, possibly containing multimedia, to help tell our story better. There will also be an option for a printable version to accommodate our rural areas without high-speed Internet.



## Promotional Highlights



**Midwest Literary Walk** — This year's Midwest Literary Walk was a great success! Along with high attendance, all the presentations were both engaging and thought provoking. The decision to shorten the timeframe of the event from all day to an afternoon resulted in maintaining a consistent attendance rate throughout the event. The weather held out until the last author Paula McClain, but might have impacted the attendance for her performance.

Once again, we requested our guests to fill out an evaluation card to help us understand the reach of our marketing, whether downtown businesses benefited from our event, and most importantly to give an opportunity to comment about the event and give suggestions for improvement. While the attendance for the four sessions averaged 108, it was impossible to tally unique guest attendance, as the number of sessions people attended varied. We did however receive 108 evaluation cards, which represented a good sampling of our audience. The majority of the audience was from the Chelsea area and 80% of the respondents checked "yes" to whether they would visit other Chelsea businesses or restaurants while in town for the event.

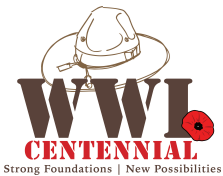
# MARKETING BOARD REPORT

April 2016

Our reach continues to expand, with the majority of the visitors from Southeast Michigan and some from as far away as Kingsville, Ont, Lansing, and Toledo. We used multiple channels for marketing and all contributed to attendance particularly “Word of Mouth Marketing” and our Media Partners: Literati Bookstore, WDET, and Detroit Public TV. I believe that by using our social media platforms to continue the conversation with past attendees, they in turn help us spread the message about the event and their positive experience at the event.

Here are just a few of the comments we received:

- “Interesting to hear not only the 'how' but the 'why' people write what they do.” ~ Chelsea guest
- “It was awesome! Exceeded my expectations. Loved the speakers, format, and venue.” ~ Ann Arbor guest
- “I'm moved emotionally by the depth of these authors.” ~ Chelsea guest
- “Fabulous event that could not be dampened by the rain. Also, not from the area, live in saline, met such great folks here.” ~ Saline guest



## **WWI Centennial Project: Strong Foundations, New Possibilities**

We continue to collaborate with our partners The River Gallery to ensure the success of this program. On the right, you will see the final logo that will be used to promote the program. In addition to the large banner installation that will go up on downtown businesses, we will also be creating avenue banners from photos contributed by Chelsea residents. The banners will be placed in the south end on all the banner poles and also on select poles throughout downtown. To complement the WWI Centennial Project, we will also be installing Stories of Chelsea (SOC) banners on the poles around the library at the same time. The SOC banners will also be created from photographs from our SOC collection. The idea of using the banners was to create a connection to the South End of town, create a walkable exhibit, and allow us to share as many residents' stories as possible.

## **Summer Reading/ Summer Learning Program**

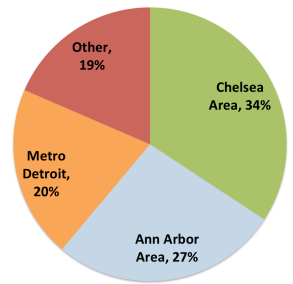
On June 15, we will be kicking off our Adult, Teen and Youth Summer Reading/Summer Learning Programs. With the addition of STEAM (science, technology, engineering, art, and math) programing, we have added “Summer Learning” to the tile of the program. Look for avenue banners to show on the streets in Mid-May along with a large banner to be installed on the Freer Rd/Old US 12 intersection. The youth theme this year is “On Your Mark, Get Set...Read” which appears on the cover of our summer newsletter. The teen theme is “Exercise Your Mind” and the adult theme is “Go Anywhere in a Book!” If you weren't able to join in last year – we hope you will find time this summer! We can't wait to see all the families on our front lawn for the kickoff and we want to especailly thank all our sponsors and prize donors for their support of the this very important program; particularly our Platinum Sponsors Rick Taylor of Charles Reinhart Company and the Friends of Chelsea District Library.



## **Comedy Showcase**

Back by popular demand! This year marks the eighth year for this fun-filled program. Join us on the library lawn at Katie's Korner during Sounds & Sights during the month of June. Beginning June 9, we will be hosting a different comedian for four consecutive weeks. To see who will be providing this year's laughs, visit our library calendar found on our website: [chelseadistrictlibrary.org](http://chelseadistrictlibrary.org).

2016 Midwest Literary Walk  
Attendance by Locale



Respectfully submitted,  
Patty Roberts  
Marketing Coordinator

## **Circulation Supervisor's Report April 2016**

- Circulation – 25,179 or 3% lower than last April;  
104,536 YTD or 3% lower than this time last year.
- Patron Count- N/A, for April;  
N/A YTD or N/A% than this time last year .
- Circulation by township- for April
  - Dexter = 9% of total transactions- same as last month
  - Lima = 14% of transactions – lower than last month
  - Lyndon = 17% of transactions - same as last month
  - Sylvan = 15% of transactions - higher than last month
  - Chelsea = 38% of transactions - higher than last month
- April Circulation: 79% were items from Chelsea and 21% were inter-loaned items.
- Automated phone renewals in April - 11; Self-check was 12% of items checked out in April;  
Overdrive = 1386 in April; Zinio = 254 in April.
- Registrations for April – 52 new cards; 9729 total card holders  
\*Dexter = 1210 cards; Lima= 1113 cards; Lyndon= 1543 cards  
\*Sylvan= 1641 cards; Chelsea= 3582 cards; Nonresident= 640 cards
- Circulation by department- Adult-58%, Youth 37%, Teen 5% in April
- Items added = 623 in April; total items in April = 71,966

### **Circulation Activities:**

- We received 5 to 9 tubs in the run each day M-F with a total of 137 in April.
- Library Assistant Beth Easterwood celebrated her 12<sup>th</sup> anniversary at CDL on April 26<sup>th</sup>.
- I attended the April 28<sup>th</sup> SASUG meeting with Lori at Dexter District Library. At this meeting there was discussion on TLN going out for proposals for a new shared system. This will be a 2 year process that will be a big change for circulation staff if a change is made, but we could get a more user friendly system for both patrons & staff or force our current provider to upgrade in a timelier manner. Hopefully a win-win whatever is decided in the end.

Respectfully submitted,  
Terri Lancaster  
Circulation Supervisor

# Item Circulation 2016

	<b>All items circled at Chel inc: OD &amp; Zinio</b>	<b>Chel items circled at Chel inc: OD &amp; Zinio</b>	<b>% of Chel items circled at Chel</b>	<b>Other items circled at Chel</b>	<b>% other items circled at Chel</b>	<b>Chel items charged/ renewed anywhere in system</b>	<b>Chel items circled other libraries</b>
<b>Jan.</b>	26,455	20,830	79%	5,625	21%	20,894	2,035
<b>Feb.</b>	25,063	19,645	78%	5,418	22%	19,676	1,966
<b>March</b>	27,839	21,642	78%	6,197	22%	22,090	2,207
<b>April</b>	25,179	19,942	79%	5,237	21%	20,251	1,949
<b>May</b>				0			
<b>June</b>				0			
<b>July</b>				0			
<b>August</b>				0			
<b>Sept.</b>				0			
<b>Oct.</b>				0			
<b>Nov.</b>				0			
<b>Dec.</b>				0			
<b>Totals</b>	<b>104,536</b>	<b>82,059</b>	<b>79%</b>	<b>22,477</b>	<b>21%</b>	<b>82,911</b>	<b>8,157</b>
<b>Mnth Avg</b>	26,134	20,515		5,619		20,728	2,039

**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	805	776	827	845	663	665	482	25179	25834	-3%
May									23999	
June									29541	
July									31491	
August									28897	
Sept.									25248	
Oct.									27420	
Nov.									24842	
Dec.									24613	
Total								104536	324282	
Mnth Avg								26,134	27,024	
Avg.% Inc.								with OD & Zinio ckouts.		-3%
These figures represent all materials charged, renewed, or routed out, not just ours & include Overdrive & Zinio										

SlfChk/ Check-outs only				
2015 Totals	2016 Total	Days	Per Day	% ChkOuts
1115	2820	29	97	11%
1395	2608	27	97	10%
2488	3032	30	101	11%
2151	2941	30	98	12%
1825				
3439				
3560				
3142				
2371				
2374				
2544				
2486				
<b>28890</b>				<b>11%</b>
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	Not Available								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
1386	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
<b>6328</b>	<b>17541</b>	<b>15850</b>	<b>11625</b>	<b>8,892</b>	<b>4,281</b>

**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	45	7	0	0	52	9729
May					0	
June					0	
July					0	
August					0	
September					0	
October					0	
November					0	
December					0	
<b>Totals</b>					<b>273</b>	

<b>Zinio Circ (downloadable e-magazines)</b>				
		<b>2016</b>	<b>2015</b>	<b>2014</b>
Jan		219	206	
Feb		297	413	
Mar		207	275	
April		254	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
<b>Total</b>		<b>977</b>	<b>2,990</b>	<b>1,968</b>

<b>Registered Card Holders</b>											
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
<b>District</b>	<b>5833</b>	<b>7671</b>	<b>8280</b>	<b>8708</b>	<b>9113</b>	<b>8898</b>	<b>9147</b>	<b>9002</b>	<b>9083</b>	<b>9109</b>	<b>9089</b>
<b>Dexter</b>	867	1121	1198	1216	1258	1197	1222	1206	1211	1215	1210
<b>Lima</b>	800	1041	1086	1124	1176	1169	1174	1156	1133	1109	1113
<b>Lyndon</b>	955	1333	1477	1605	1673	1567	1579	1538	1539	1546	1543
<b>Sylvan</b>	1119	1473	1619	1743	1822	1800	1786	1693	1662	1667	1641
<b>CityChel</b>	2092	2703	2900	3020	3184	3165	3386	3409	3538	3572	3582
<b>NonRes</b>	<b>518</b>	<b>803</b>	<b>933</b>	<b>977</b>	<b>960</b>	<b>902</b>	<b>744</b>	<b>640</b>	<b>649</b>	<b>655</b>	<b>640</b>
<b>Freedom</b>	80	102	107	81	58	18	7	6	6	6	7
<b>Sharon</b>	67	115	151	153	150	149	141	118	122	118	112
<b>Waterloo</b>	250	359	391	421	423	411	365	336	348	352	344
<b>GrassLk</b>							15	26	29	28	30
<b>Other</b>	121	227	284	322	329	324	216	154	144	151	147
<b>Totals</b>	<b>6351</b>	<b>8474</b>	<b>9213</b>	<b>9685</b>	<b>10073</b>	<b>9800</b>	<b>9891</b>	<b>9642</b>	<b>9732</b>	<b>9764</b>	<b>9729</b>

<b>Trans Apr-16</b>	<b>% Tot Trans</b>	<b>SEMCOG Dec2010 Pop.</b>	<b>% of Pop Regist</b>	
<b>20,685</b>		<b>14971</b>		
1818	9%	1994	60%	1/3
2847	14%	2480	47%	3/4
3462	17%	2720	58%	
3099	15%	2833	64%	
7791	38%	4944	64%	
			58%	
376	2%			
499	2%			
736	4%			
57	0%			
	100%			

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

**COMMUNICATIONS**



**CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
7:30 A.M., THURSDAY, March 17, 2016**

**DRAFT**

**Present:** Executive Director & City Staff Liaison Hanifan, Fairfield, Finger, Heydlauff, Lindauer, Merkel, Patrais

**Absent:** Sanville, Schwarz, Weiser

**Others Present:** City Council Members Albertson & Pacheco; Lisa Allmendinger  
ChelseaUpdate.com, Jan Bernath, Joe Ziolkowski & Bob Pierce Chamber of Commerce

1. Executive Director John Hanifan opened the meeting at 7:30 a.m. noting a quorum was present.
2. Public hearings on matters under consideration – none
3. Approval of the consent agenda – none
4. Public Comment
  - Jan Bernath clarified Hanifan is acting Chair of DDA as Executive Director.
  - Lori Coryell, the new Library Director, introduced herself.
5. **Motion by Lindauer second by Heydlauff to approve the regular agenda. All Ayes.**
6. **Motion by Merkel second by Fairfield to approve the minutes of the March 3<sup>rd</sup>, 2016 Board of Directors meeting. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board:
  - Received a letter from the Chelsea Historical Society to update way finding signs for the Historical museum and the Depot. Take under advisement.
9. Reports from Board Committees – none
10. **Reports from Officers and City Manager**
  - City Manager Hanifan continues to work with Joe Ziolkowski of Ronlon LLC on moving forward with the additional environmental assessment work, being completed this week, and drafting a Development Agreement. Targeting May 2016 for a closing.
  - City Manager Hanifan commented on the 2016-17 DDA Draft Budget: the City projects DDA may lose \$100K from the tax incremental funding due to 2016 Tax Reforms and the loss of Personal Property tax on many small businesses, but government may make these monies up. Will discuss budget at next meeting.
  - Discussed Palmer Lot and proposed timeline.
11. **Unfinished Business**
  - Projects under consideration: Railroad barrier project, finishing 2 stamped cross walks (\$18K/crosswalk +/-), repair/repaint existing crosswalks, wayfinding signage updated (new color scheme), coordinate signage for parks and other areas of town to be consistent. Historic building lighting in the past mentioned the court house, depot and parking new parking lot behind the Church (plan for and add to budget cycles).

**12. New Business**

**13. Announcements**

- Bob Pierce, Chamber of Commerce – reported that the Chamber is pursuing a 2016 grant to help cover the walking tour maps, agri-tourism (farmers markets), the WW1 Project with Chelsea Library.

**Adjournment – Motion by Lindauer, 2<sup>nd</sup> by Finger to adjourn the meeting at 8:00 am. All Ayes.**

Minutes respectfully submitted,  
Kathy Dunn Finger, Secretary

# **ACTION ITEMS**

# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet May 17, 2016 Board Packet

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

### Accept April donations and changes to the 2016 FY Budget.

			<u>Income Line</u>	<u>-</u>	<u>Expense Line</u>	
4/4/16	Crooked Lake Assoc.	Adult Collection	674.100		982.910	\$50.00
4/4/16	Crooked Lake Assoc.	Youth Collection	674.101		982.920	\$50.00
4/6/16	Chelsea School District	Youth Programming	674.111		884.921	\$80.00

**Total: \$180.00**

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

4/4/16	Friends of CDL	Midwest Lit Walk	674.110		884.914	\$2,500.00
4/4/16	Friends of CDL	Youth SRP	674.111		884.923	\$2,500.00
4/4/16	Friends of CDL	Youth Star Wars Day	674.111		884.921	\$300.00
4/28/16	Chelsea Lions Club	Youth SRP	674.111		884.923	\$100.00

**Total: \$5,400.00**

**Total General Donations: \$5,580.00**

\_\_\_\_\_  
Janice L. Carr, Board Secretary

\_\_\_\_\_  
Date

## **Action Item #2**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** May 17, 2016 Meeting

#### **2015 Audit Approval**

Action:

The Chelsea District Library Board of Trustees approves the presented 2015 Audit performed by Andrews, Hooper & Pavlik, PLC.

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Janice L. Carr, Board Secretary

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Date

**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
<b>TJ Helfferich</b>	X			X	
<b>Anne Merkel</b>	Chair	X			X
<b>Jerry Wilczynski</b>		X	X		
<b>Elizabeth Sensoli</b>			Chair		X
<b>Charlie Taylor</b>			X		Chair
<b>Susan Lackey</b>	X			Chair	
<b>Jan Carr</b>		Chair		X	

Janice L. Carr

\_\_\_\_\_  
Janice L. Carr, Board Secretary

1/19/16

\_\_\_\_\_  
Date