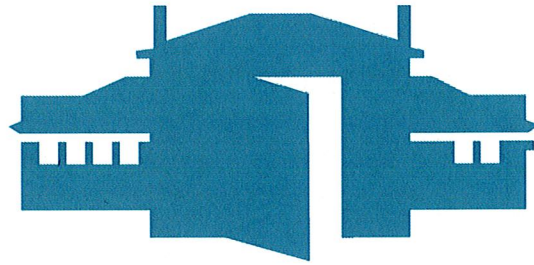


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



CHELSEA DISTRICT LIBRARY
BEST SMALL LIBRARY IN AMERICA

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

**June 21, 2016
6:45 pm**

**McKune Room at Chelsea District
Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, June 21, 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 –May 17, 2016
Approval & Acceptance of the Operational Checks & Financials
Director & Friends Report

7:10 Public Comment

7:15 Presentation – Randy Ross - CFSEM

7:35 Action Items

Donations L. Coryell

7:50 Discussion Items

2017 Budget Hearing Notice L. Coryell
2016 June Budget adjustment L. Coryell

8:00 Trustee Enrichment

United for Libraries – Resources for Trustees L. Coryell
Evaluating the Library Director

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, May 17, 2016 6:45 pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: Charlie Taylor, Elizabeth Sensoli, Jan Carr, Anne Merkel, Susan Lackey,

Trustees Absent: Jerry Wilczynski & TJ Helfferich – with notice

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

Guests: Lisa Carolin – Chelsea Update, Mary Budzinski – bookkeeper, Jamie Rabe & Barry Brannan – Andrews Hooper Pavlik, PLC.

Welcome and Call to Order

C. Taylor called the meeting to order at 6:45 p.m.

Agenda Review and Additions

MOTION made by E. Sensoli, SECONDED by J. Carr to approve the agenda as presented.
Discussion: None All Ayes: 5-0

Compulsory Segments:

Minutes and Approval of Checks & Financials

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the minutes of the April 19, 2016 Board Meeting. Discussion: None All Ayes: 5-0

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the General Fund Operational checks & accept the financial reports for April 2016. Discussion: None
All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- R. Andrews & M. Bell will have new job descriptions starting June 1st. This change will best address increasing need for technology initiatives and services at CDL.
- Chamber Business After Hours is this Thursday in the McKune room from 5-7 and we will showcase our business resource collection.
- The SASUG of TLN will be voting on putting together an RFP for a new shared system. The current system SirsiDynix hasn't kept up with what other companies are doing in the same field.
- Public computer usage has gone up. The assumption is that more people without internet access in their homes in our service area are coming to CDL for this service.
- J. Carr & L. Coryell attended the May Sylvan Township board meeting; the board was very interested in the hot spots the library will have for check out.
- The board enjoyed P. Roberts report on PLA.
- We are looking into purchasing the artwork that is currently displayed on the south library lawn with funds from the Capital line. This is the "Comic Book" and we feel it is a great fit for the library. The artwork will be installed next to the bike racks near the front door.
- Midwest Lit Walk was a hit with four different types of presentations.

Friends Report Update:

L. Ballard gave the Friends update:

- The Friends have decided to move their monthly meetings to Monday evenings.
- Gary Munce came back with some great ideas from the FOML workshop he attended.
- The Friends will be reviewing their bylaws and working on creating an operations manual for the board positions.
- They are also reviewing previous successful activities and events in order to identify the best use of future resources.
- The May book sale took in \$640.00
- The Friends attended the Farmers Market and want to have a regular presence there. They were able to sign up some new members.

Public Comment:

None

2015 Audit Presentation Jamie Rabe & Barry Brannan of Andrews Hooper Pavlik, PLC

C. Taylor introduced Jamie Rabe & Barry Brannan of Andrews Hooper Pavlik, PLC.

They presented our 2015 Audit which was a "clean" audit and took questions from the board.

Action Item #1: Approval of the April Donations

MOTION made by J. Carr, SECONDED by S. Lackey to approve/acknowledge the presented April donations. Discussion: None

All Ayes: 5-0

Action Item #1: Approval of the 2015 Chelsea District Library Audit

MOTION made by S. Lackey, SECONDED by A. Merkel to approve the 2015 Chelsea District Library audit. Discussion: None

All Ayes: 5-0

Trustee Enrichment

The board watched the United for Libraries' *Short Takes for Trustees* video on the topic of board meetings.

Committee Reports

Policy Committee – No Report

Finance Committee – Their next quarterly meeting will be June 7th time TBD. This is also the first presentation of the 2017 budget.

Fundraising Committee – No Report

Personnel Committee – No Report

Nominating Committee – No report

Public and Board Comment:

A. Merkel commented on how great the summer newsletter looked and the great programming.

C. Taylor wants to encourage the staff to report out on continuing education trips like PLA.

J. Carr thought that regular reporting out on the new strategic plan is a good idea.

Other Items:

None

Adjourn:

MOTION made by E. Sensoli, SECONDED by A. Merkel to adjourn the meeting at 7:58 p.m.

All Ayes: 5-0

FINANCE REPORTS

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

	TOTAL									
	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jan - May 16	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense										
Income										
402 · District Revenue	840,869	509,667	163,504	32,878	407	1,547,325	1,605,901	(58,576)	96%	
539.000 · State Grants	3,600	0	0	0	0	3,600	9,000	(5,400)	40%	
540.100 · State Aid	0	0	0	4,875	0	4,875	8,200	(3,325)	59%	
574.100 · Penal Fines	0	0	0	0	0	0	21,000	(21,000)	0%	
607.100 · Non-Resident Fees	873	241	268	375	294	2,051	5,000	(2,949)	41%	
645.100 · Copiers & Printers	111	649	931	569	511	2,771	7,800	(5,029)	36%	
655.100 · Circulation Fines	1,492	1,732	1,666	1,926	2,332	9,148	23,000	(13,852)	40%	
665.100 · Interest	18	17	30	27	23	115				
666.100 · Investment Earnings	0	17	4,250	39	17,898	22,204	41,000	(18,796)	54%	
666.500 · Investment Change in Value	17,958	7,023	1,239	(1,549)	(3,202)	21,469				
674 · Contribution & Donation-Public	335	9,600	0	6,080	765	16,780	38,615	(21,835)	43%	
675 · Donations Private	0	0	0	0	0	0	4,000	(4,000)	0%	
Total Income	865,256	528,946	171,888	45,220	19,028	1,630,338	1,763,516	(133,178)	92%	
Gross Profit	865,256	528,946	171,888	45,220	19,028	1,630,338	1,763,516	(133,178)	92%	
Expense										
701 · Personnel Expenses	51,523	72,913	76,799	107,376	75,681	384,292	1,014,996	(630,704)	38%	
727 · Supplies	2,236	546	1,569	1,343	2,121	7,815	19,200	(11,385)	41%	
801 · Professional Services	11,952	1,619	14,858	3,355	1,080	32,864	72,912	(40,048)	45%	
803 · Maintenance Service Contracts	2,580	7,432	12,038	11,229	7,499	40,778	112,510	(71,732)	36%	
850 · Telecommunications	0	(3,507)	2,331	1,002	699	525	22,350	(21,825)	2%	
880 · Promotional Materials	1,273	11,081	2,125	3,694	6,806	24,979	57,505	(32,526)	43%	
884 · Programming	2,241	1,479	11,453	8,075	5,890	29,138	91,922	(62,784)	32%	
885 · Volunteer	16	27	143	0	0	186	1,150	(964)	16%	
920 · Utilities	0	4,616	1,810	6,993	3,823	17,242	63,100	(45,858)	27%	
960 · Board Expense	70	159	307	230	970	1,736	3,650	(1,914)	48%	
965 · Automation Services	13,726	0	0	9,731	0	23,457	44,555	(21,098)	53%	
967 · Equipment	0	9,384	526	2,331	1,850	14,091	28,675	(14,584)	49%	
969 · Continuing Education Expenses	7,326	2,578	171	6,111	2,438	18,624	31,507	(12,883)	59%	
980 · Capital Expense	0	9,810	0	0	4,000	13,810	75,200	(61,390)	18%	
982 · Collection Expense	12,910	4,419	16,979	8,875	11,138	54,321	191,218	(136,897)	28%	
Total Expense	105,853	122,556	141,109	170,345	123,995	663,858	1,830,450	(1,166,592)	36%	
Net Ordinary Income	759,403	406,390	30,779	(125,125)	(104,967)	966,480	(66,934)	1,033,414		
Other Income/Expense										
Other Expense										
999.001 · Transfer to Capital Improvement	0	0	0	0	0	0	(51,000)	51,000	0%	
999.002 · Transfer to Capital Reserve Fun	0	0	0	0	0	0	800	(800)	0%	
999.025 · Carry from General Fund	0	0	0	0	0	0	(16,734)	16,734	0%	
Total Other Expense	0	0	0	0	0	0	(66,934)	66,934	0%	
Net Other Income	0	0	0	0	0	0	66,934	(66,934)	0%	
Net Income	759,403	406,390	30,779	(125,125)	(104,967)	966,480	0	966,480	100%	

Chelsea District Library

List of Checks for Board Approval

May 2016

Date	Numb	Name	Memo	Paid Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
05/12/2016	04252016PRST	Alerus Financial	05/13/16 Payroll	1,626.99
05/13/2016	PR05132016		RETIREMENT	-1,626.99
05/26/2016	05092016PRST	Alerus Financial	05/27/16 Payroll	1,626.99
05/27/2016	PR05272016		RETIREMENT	-1,626.99
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
05/13/2016	PR05132016		WAGES	32,911.15
05/27/2016	PR05272016		WAGES	33,846.48
Total 701.100 - Wages - Other				66,757.63
Total 701.100 - Wages				66,757.63
701.110 - Retirement-Contributions				
05/12/2016	04252016PRST	Alerus Financial	05/13/16 Payroll	1,377.33
05/13/2016	PR05132016		RETIREMENT PICK UP	-1,377.33
05/26/2016	05092016PRST	Alerus Financial	05/27/16 Payroll	1,377.33
05/27/2016	PR05272016		RETIREMENT PICK UP	-1,377.33
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
05/13/2016	PR05132016		401 A MATCHING	1,262.96
05/27/2016	PR05272016		401 A MATCHING	1,269.02
Total 701.115 - 401A Retirement Matching				2,531.98
701.200 - FICA				
05/13/2016	PR05132016		FICA EMPLOYER	2,517.74
05/27/2016	PR05272016		FICA EMPLOYER	2,589.33
Total 701.200 - FICA				5,107.07
701.300 - Flex Benefits				
05/13/2016	PR05132016		Dep Life (CA & DL & HI)	-10.83
05/26/2016	161340004739	Blue Care Network of Michigan	2016 Medical June	637.95
05/26/2016	05112016ST	Unum Life Insurance Co.	June 2016 Premium	667.74
05/27/2016	PR05272016		Dep Life (CA & DL & HI)	-10.83
Total 701.300 - Flex Benefits				1,284.03
Total 701 - Personnel Expenses				75,680.71
727 - Supplies				
727.200 - General Operations				
05/06/2016			Paypal Receipts - L/D	-4.25

Chelsea District Library

List of Checks for Board Approval

May 2016

Date	Num	Name	Memo	Paid Amount
05/12/2016	456162	Smart Office Solutions	Miscellaneous	53.86
05/26/2016	072016Renewal	Costco Membership	Annual Membership-2 cards	110.00
05/26/2016	456190	Smart Office Solutions	Miscellaneous	10.80
05/26/2016	456550	Smart Office Solutions	Miscellaneous	56.41
Total 727.200 · General Operations				226.82
727.300 · Material Processing				
727.320 · Matl Processing Cases				
05/26/2016	13964	Budget Library Supplies	Single DVD cases w/locks	615.00
Total 727.320 · Matl Processing Cases				615.00
727.330 · Matl Processing Other				
05/12/2016	5862412	Demco Inc.	Scotch Book Tape 19 Rolls	111.79
05/12/2016	5862412	Demco Inc.	Kapco Easy Cover	68.47
05/12/2016	5862412	Demco Inc.	White Gloss Round CD Labels 10 Rolls	315.32
05/12/2016	456162	Smart Office Solutions	Glue Stick	1.96
05/26/2016	5876588	Demco Inc.	Kapco Easy Covers	104.98
Total 727.330 · Matl Processing Other				602.52
727.340 · Repairs				
05/12/2016	230597452315	Amazon.com	USB Charger Replacement	31.02
05/12/2016	5862412	Demco Inc.	Scotch Book Tape 5 Rolls	29.45
Total 727.340 · Repairs				60.47
Total 727.300 · Material Processing				1,277.99
727.400 · Printer Consumables				
05/12/2016	456162	Smart Office Solutions	Toner	355.96
Total 727.400 · Printer Consumables				355.96
727.500 · Cleaning				
727.520 · Cleaning Supplies				
05/12/2016	300501227	Cintas Corporation-300	Soap	7.26
05/26/2016	05212016CostCo	Ballard, Linda P.	Wipes	32.07
05/26/2016	300510108	Cintas Corporation-300	Soap	7.26
Total 727.520 · Cleaning Supplies				46.59
727.530 · Cleaning Rugs				
05/12/2016	300501227	Cintas Corporation-300	Rugs 04/29/2016	54.07
05/26/2016	300510108	Cintas Corporation-300	Rugs 05/13/2016	54.07
Total 727.530 · Cleaning Rugs				108.14
Total 727.500 · Cleaning				154.73
727.600 · Printing				

Chelsea District Library

List of Checks for Board Approval

May 2016

Date	Num	Name	Memo	Paid Amount
05/12/2016	727.620 · Printing Forms 36356	Chelsea Print & Graphics	Withdrawn Slips - Purple Pads	69.00
	Total 727.620 · Printing Forms			69.00
	Total 727.600 · Printing			69.00
	727.700 · Postage			
05/04/2016	727.720 · Postage-Operating Postage			0.59
05/19/2016			Circ Receipts	0.57
	Total 727.720 · Postage-Operating Postage			1.16
	Total 727.700 · Postage			1.16
	727.800 · Maintenance			
	727.830 · Maintenance General			
05/26/2016	1486699	Chelsea Lumber Company	Wood Stain/Benches	32.95
05/26/2016	2594/154	Great Lakes Ace Hardware	Brick Wall Hooks	2.29
	Total 727.830 · Maintenance General			35.24
	Total 727.800 · Maintenance			35.24
	Total 727 · Supplies			2,120.90
	801 · Professional Services			
	801.040 · Bookkeeper			
05/12/2016	201609	Budzinski & Associates	1/2 May Billing	325.00
05/26/2016	201610	Budzinski & Associates	1/2 May Billing	325.00
	Total 801.040 · Bookkeeper			650.00
	801.041 · Payroll Services			
05/12/2016	17237834	Payroll 1	2016 April	219.71
	Total 801.041 · Payroll Services			219.71
	801.071 · Website Development			
05/26/2016	MAY2016A	Koepping, Luna Marie Elizabeth	Comedy Showcase Poster Design	120.00
	Total 801.071 · Website Development			120.00
	801.300 · Banking Fees			
	801.310 · Bank Fees			
05/31/2016			Service Charge	11.40
	Total 801.310 · Bank Fees			11.40
	801.350 · Credit Card Fee Circ			

Chelsea District Library

List of Checks for Board Approval

May 2016

Date	Num	Name	Memo	Paid Amount
05/06/2016	CCFee042016		April CC Fee	46.96
Total 801.350 · Credit Card Fee Circ				
05/06/2016	801.360 · Pay Pal Fees		Paypal Receipts	31.78
Total 801.360 · Pay Pal Fees				
Total 801.300 · Banking Fees				
Total 801 · Professional Services				
803 · Maintenance Service Contracts				
05/26/2016	803.010 · Maint Svc Contingency	Schindler Elevator Corp	Elevator - 5/09/2016	391.94
Total 803.010 · Maint Svc Contingency				
803.100 · Copier				
05/12/2016	64715486	Wells Fargo Bank, NA	Public Copier Lease April	161.00
05/12/2016	64715486A	Wells Fargo Bank, NA	Public Copier Lease May	161.00
05/12/2016	76172	J. McEldowney Inc..	Public Usage 2016 March & April	212.65
05/12/2016	64732537	Toshiba Financial Services	May 2016 Staff Copier Lease & Maintenance	614.59
Total 803.100 · Copier				
803.300 · Technology				
803.395 · Website Hosting & Service				
05/12/2016	05092016ST	Keybank	Midphase - Domain renewals MWLW	0.01
05/12/2016	05092016ST	Keybank	Midphase - Domain renewals MWLW	26.59
Total 803.395 · Website Hosting & Service				
Total 803.300 · Technology				
803.500 · Phone System				
05/12/2016	CWM20580	CTS Companies	Gold Maint Agreement 5/1/16-5/1/17	1,772.00
Total 803.500 · Phone System				
803.600 · Building Maintenance				
803.605 · Janitorial				
05/12/2016	10851	A Production Cleaning Company Inc.	Cleaning 04/24 - 05/07/2016	1,440.85
05/26/2016	10859	A Production Cleaning Company Inc.	Cleaning 05/08 - 05/21/2016	1,440.85
Total 803.605 · Janitorial				
803.610 · Lawn/Snow Service				
05/26/2016	803.611 · Lawn Service	Association Maintenance Corp	Spring Cleaning, 2 mows, trimming	397.50

Chelsea District Library

List of Checks for Board Approval

May 2016

Date	Num	Name	Memo	Paid Amount
	Total 803.611	· Lawn Service		397.50
	Total 803.610	· Lawn/Snow Service		397.50
05/26/2016	803.620 · Trash 17408	City of Chelsea	April Trash	40.00
	Total 803.620	· Trash		40.00
05/26/2016	803.640 · Doors SCI/00041633	ASSA ABLOY Entrance Systems	Annual PM - 2016-2017	490.00
	Total 803.640	· Doors		490.00
05/26/2016	803.760 · Fire Ext/Emerg Lights 0D26062209	Cintas Fire Protection	Ext/Emergency Lights Annual Inspection	350.35
	Total 803.760	· Fire Ext/Emerg Lights		350.35
	Total 803.600	· Building Maintenance		4,159.55
	Total 803	· Maintenance Service Contracts		7,499.33
	850 · Telecommunications			
	850.100 · Local & Long Distance Charges			
05/12/2016	850.121 · Director's Cell Phone 9764315155	Verizon Wireless	Cell Phone Charges - Apr 2016	50.62
	Total 850.121	· Director's Cell Phone		50.62
	Total 850.100	· Local & Long Distance Charges		50.62
	850.300 · TLN Internet Service			
05/26/2016	850.311 · WiFi Hotspots 261402854-017	Sprint	15 Hotspots Data Charges	648.08
	Total 850.311	· WiFi Hotspots		648.08
	Total 850.300	· TLN Internet Service		648.08
	Total 850	· Telecommunications		698.70
	880 · Promotional Materials			
	880.100 · Advertising			
05/26/2016	880.110 · Media Buy 67383	CRG Directories	2016-17 Phone Book / Yellow Pages w/Website	135.00
05/26/2016	04302016ST21...	The Sun Times	4 April Display Ads	200.00
	Total 880.110	· Media Buy		335.00
	880.140 · Sponsorships			

Chelsea District Library

List of Checks for Board Approval

May 2016

Date	Num	Name	Memo	Paid Amount
05/12/2016	05042016SRSLY	St Joseph Mercy Chelsea	SRSly Cinema 2016 Sponsor	150.00
Total 880.140 · Sponsorships				150.00
Total 880.100 · Advertising				485.00
880.200 · Publications				
880.230 · Newsletter Postage				650.00
05/26/2016	231772	Print-tech Inc.	Bulk Permit Postage Deposit	650.00
Total 880.230 · Newsletter Postage				
880.240 · Newsletter				3,997.43
05/26/2016	231772	Print-tech Inc.	Summer Newsletter & Mailing Service	3,997.43
Total 880.240 · Newsletter				4,647.43
Total 880.200 · Publications				
880.300 · Marketing Supplies				
880.320 · Misc Marketing Supplies				
05/26/2016	456190	Smart Office Solutions	Portfolios	30.28
Total 880.320 · Misc Marketing Supplies				30.28
880.340 · Printed Items / Stationary				41.12
05/12/2016	SI-1650214	Namify	2 Name Badges	41.12
Total 880.340 · Printed Items / Stationary				71.40
Total 880.300 · Marketing Supplies				
880.400 · Program Promotion				
880.410 · Adult Program Promotion				
880.411 · General Adult Promotion				96.76
05/26/2016	232065	Print-tech Inc.	Large Comedy Showcase Posters	96.76
Total 880.411 · General Adult Promotion				
880.412 · Midwest Literary Walk				
05/12/2016	0001813757	MLive Media Group	MLW 2 1/8 Page Ad - Ann Arbor News	350.55
05/12/2016	05092016ST	Keybank	Facebook Ads - MWLW	25.00
05/12/2016	05092016ST	Keybank	Facebook Ads - MWLW	0.01
05/12/2016	05092016ST	Keybank	Facebook Ads - MWLW	19.14
05/12/2016	05092016ST	Keybank	Facebook Ads - MWLW	0.01
Total 880.412 · Midwest Literary Walk				394.71
Total 880.410 · Adult Program Promotion				491.47
880.420 · Youth / Teen Promotion				
880.423 · Summer Reading Program				

Chelsea District Library

List of Checks for Board Approval

May 2016

Date	Num	Name	Memo	Paid Amount
05/12/2016	12720	Steve's Custom Signs, Inc	CDL Logo on SRP Volunteer Shirts	207.50
05/26/2016	231880	Print-tech Inc.	Summer Reading Ave Banner	310.16
05/26/2016	231880	Print-tech Inc.	SRP Ave Banner Posters	305.47
05/26/2016	456190	Smart Office Solutions	Labels	47.06
Total 880.423 · Summer Reading Program				870.19
Total 880.420 · Youth / Teen Promotion				870.19
880.430 · Library Program Promotion				
880.431 · General Library Prog Promotion				
05/26/2016	MAY2016A	Koepping, Luna Marie Elizabeth	10th Anniversary Logo Design	200.00
Total 880.431 · General Library Prog Promotion				200.00
Total 880.430 · Library Program Promotion				200.00
Total 880.400 · Program Promotion				1,561.66
880.500 · Purchased Services				
880.510 · General Purchased Services				
05/12/2016	05092016ST	Keybank	Uberflip - 05/2016	30.84
05/12/2016	05092016ST	Keybank	Uberflip - 05/2016	0.01
05/12/2016	05092016ST	Keybank	Adobe	0.00
05/12/2016	05092016ST	Keybank	Adobe	9.99
05/12/2016	05092016ST	Keybank	Adobe	-0.01
05/12/2016	05092016ST	Keybank	Adobe	-0.01
05/12/2016	05092016ST	Keybank	Adobe	-0.01
05/12/2016	05092016ST	Keybank	Adobe	-0.29
05/12/2016	05092016ST	Keybank	Adobe	-0.07
05/12/2016	05092016ST	Keybank	Adobe	-0.00
05/12/2016	05092016ST	Keybank	Adobe	-0.03
05/12/2016	05092016ST	Keybank	Adobe	-0.02
05/12/2016	05092016ST	Keybank	Adobe	-0.01
05/12/2016	05092016ST	Keybank	Adobe	-0.01
05/12/2016	05092016ST	Keybank	Adobe	-0.12
05/12/2016	05092016ST	Keybank	Adobe	-0.01
05/12/2016	05092016ST	Keybank	Adobe	-0.01
Total 880.510 · General Purchased Services				40.24
Total 880.500 · Purchased Services				40.24
Total 880 · Promotional Materials				6,805.73
884 · Programming				
884.110 · Adult Speakers				
884.111 · Midwest Literary Walk				
05/20/2016			Chelsea Depot - Program Refund	-150.00
05/26/2016	16179MercurySL	Fahle, Rich	MLW Pipe & Drape	160.00

Chelsea District Library

List of Checks for Board Approval

May 2016

Date	Num	Name	Memo	Paid Amount
Total 884.111 · Midwest Literary Walk				
05/26/2016	884.114 · Comedy Showcase 05252016INV	Ann Arbor Comedy Showcase	Comedy at Chelsea District Library	10.00
Total 884.114 · Comedy Showcase				
884.117 · Oral History Project				
05/26/2016	05242016Inv	Conrad, Sarah L	WWI Project Internship	256.25
05/26/2016	2016June	River Gallery texhibits	River Gallery June	1,000.00
Total 884.117 · Oral History Project				
884.119 · General Adult Events				
05/26/2016	05192015BAH	Sulecki, Keegan	Business After Hours Incentive	51.50
Total 884.119 · General Adult Events				
Total 884.110 · Adult Speakers				
884.120 · Adult Supplies				
884.121 · Refreshments				
05/12/2016	04302016MWLW	Meloche , Emily	Coffee for MWLW	30.65
05/12/2016	05042016SR	Sulecki, Keegan	Successful Retirement Refreshments 5/04	10.80
05/12/2016	05112016SR	Sulecki, Keegan	Successful Retirement Refreshments 5/11	11.10
05/26/2016	05182016CB	Sulecki, Keegan	Successful Retirement Refreshments 5/18	10.80
Total 884.121 · Refreshments				
884.125 · Midwest Literary Walk				
05/12/2016	04302016MWLW	Meloche , Emily	Book Giveaway	132.39
05/12/2016	04302016MLW	Sulecki, Keegan	MLW Tablecovers	33.89
Total 884.125 · Midwest Literary Walk				
Total 884.120 · Adult Supplies				
884.210 · Youth Speakers				
884.213 · Parenting Programs				
05/12/2016	04292016PNO	Johnston, Jennifer R	Parents Night Out 04/29	50.00
Total 884.213 · Parenting Programs				
884.215 · Early Literacy				
05/12/2016	05102016BT	Maveal, Jackie	05/10 BabyTime	50.00
Total 884.215 · Early Literacy				
Total 884.210 · Youth Speakers				
884.220 · Youth Supplies				
884.226 · Summer Reading				
Total 884.226 · Summer Reading				

Chelsea District Library

List of Checks for Board Approval

May 2016

Date	Num	Name	Memo	Paid Amount
05/26/2016	456190	Smart Office Solutions	Paper	132.86
05/26/2016	456550	Smart Office Solutions	Rubberbands	3.98
Total 884.226 · Summer Reading				136.84
Total 884.220 · Youth Supplies				136.84
884.260 · Teen Speakers				
884.265 · Teen Advisory Board (TAB)				
05/26/2016	05152016YSG	Persello, Karen	YSG Party	160.79
Total 884.265 · Teen Advisory Board (TAB)				160.79
Total 884.260 · Teen Speakers				160.79
884.270 · Teen Supplies				
884.272 · Teen General Programs				
05/26/2016	2032017683	Baker & Taylor Program Account	2032017683	117.60
Total 884.272 · Teen General Programs				117.60
884.274 · Teen Lock-in				
05/26/2016	05252016YSG	Donnell, Edith	YSG Party Supplies	20.52
Total 884.274 · Teen Lock-in				20.52
Total 884.270 · Teen Supplies				138.12
884.910 · Adult Programming Restricted				
884.911 · Adult Prog Rest Gifts Comedy Sh				
05/26/2016	05252016INV	Ann Arbor Comedy Showcase	Comedy at Chelsea District Library	1,500.00
Total 884.911 · Adult Prog Rest Gifts Comedy Sh				1,500.00
884.913 · Adult Prog Rest Gifts SRP				
05/26/2016	05232016FTB	Meloche , Emily	SRP Fair Trade Basket	58.02
Total 884.913 · Adult Prog Rest Gifts SRP				58.02
884.930 · Oral History Restrictred Gift				
884.932 · MHC - World War I Grant				
05/26/2016	05242016Inv	Conrad, Sarah L	WWI Project Internship	266.25
05/26/2016	201606INV	Promote Michigan	WWI Publicist - June 2016	250.00
Total 884.932 · MHC - World War I Grant				516.25
Total 884.930 · Oral History Restrictred Gift				516.25
Total 884.910 · Adult Programming Restricted				2,074.27
884.920 · Youth Programming Restricted				
884.921 · Youth Prog Rest Gifts Genl				

Chelsea District Library

List of Checks for Board Approval

May 2016

Date	Num	Name	Memo	Paid Amount
05/12/2016	2031939583	Baker & Taylor Program Account	2031939583	139.95
05/12/2016	05112016SW	Persello, Karen	05/04/16 Star Wars Day Supplies	153.18
Total 884.921 · Youth Prog Rest Gifts Genl				293.13
884.923 · Youth Prog Rest Gifts SRP				
05/26/2016	05152016YSG	Persello, Karen	SRP Prizes	89.29
Total 884.923 · Youth Prog Rest Gifts SRP				89.29
Total 884.920 · Youth Programming Restricted				382.42
Total 884 · Programming				6,039.82
920 · Utilities				
920.110 · City of Chelsea Water				
05/12/2016	05042016ST	City of Chelsea-Elect & Water	03-31-2016 to 04-29-2016	54.23
Total 920.110 · City of Chelsea Water				54.23
920.120 · City of Chelsea Sewer				
05/12/2016	05042016ST	City of Chelsea-Elect & Water	03-31-2016 to 04-29-2016	131.24
Total 920.120 · City of Chelsea Sewer				131.24
920.130 · City of Chelsea Electric				
05/12/2016	05042016ST	City of Chelsea-Elect & Water	03-31-2016 to 04-29-2016	2,810.77
Total 920.130 · City of Chelsea Electric				2,810.77
920.150 · City of Chelsea Sprinkler				
05/12/2016	05042016ST	City of Chelsea-Elect & Water	03-31-2016 to 04-29-2016	28.47
Total 920.150 · City of Chelsea Sprinkler				28.47
920.200 · McKune Gas				
05/26/2016	05112016ST	DTE Energy	2016 April	798.20
Total 920.200 · McKune Gas				798.20
Total 920 · Utilities				3,822.91
960 · Board Expense				
960.100 · Board Expenses				
05/12/2016	4473	Laura's Catering	Food for Director Meet & Greet	300.00
05/12/2016	05022016MLW	Zubik, Jessica	MLW Book Purchase	27.56
05/12/2016	05092016ST	Keybank	Literati - Signed Books from MWLW	337.81
05/12/2016	05092016ST	Keybank	Literati - Signed Books from MWLW	0.12
Total 960.100 · Board Expenses				665.49
960.200 · Director Expense				

Chelsea District Library

List of Checks for Board Approval

May 2016

06/14/16

Date	Num	Name	Memo	Paid Amount
05/12/2016	05092016ST	Keybank	Common Grill - Dinner Mtg w/Bridgeport	198.88
05/12/2016	05092016ST	Keybank	Common Grill - Dinner Mtg w/Bridgeport	0.07
05/12/2016	05092016ST	Keybank	Cleary's - Lunch w/River Gallery on WWI Project	67.00
05/12/2016	05092016ST	Keybank	Cleary's - Lunch w/River Gallery on WWI Project	0.02
05/12/2016	05092016ST	Keybank	Jet's Pizza - 2017 Budget Strategy Session	38.54
05/12/2016	05092016ST	Keybank	Jet's Pizza - 2017 Budget Strategy Session	0.01
Total 960.200 · Director Expense				304.52
Total 960 · Board Expense				970.01
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
05/12/2016	115836960247	Amazon.com	Cables for new computers, iPad Keyboard	242.87
05/12/2016	207625274318	Amazon.com	Furniture Power & Data Center Study Room	47.99
05/12/2016	30572	SenSource	New People Counter Support & Software	1,353.00
Total 967.120 · Computers				1,643.86
Total 967.100 · Equipment Hardware				1,643.86
967.200 · Equipment Software				
05/12/2016	05092016ST	Keybank	Apr 2016 Ninite Pro-Monthly non-Windows Updates	0.01
05/12/2016	05092016ST	Keybank	Apr 2016 Ninite Pro-Monthly non-Windows Updates	19.99
Total 967.200 · Equipment Software				20.00
967.300 · Equipment Furniture & Fixtures				
967.320 · Furniture				
05/26/2016	05212016CostCo	Ballard, Linda P.	Folding Tables	185.96
Total 967.320 · Furniture				185.96
Total 967.300 · Equipment Furniture & Fixtures				185.96
Total 967 · Equipment				1,849.82
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.110 · Director Travel				
05/12/2016	05092016ST	Keybank	3 Nights Lodging PLA	808.69
05/12/2016	05092016ST	Keybank	3 Nights Lodging PLA	0.29
05/12/2016	05092016ST	Keybank	Delta Baggage - Lori Coryell	0.01
05/12/2016	05092016ST	Keybank	Delta Baggage - Lori Coryell	24.99
05/13/2016	05092016ST	Keybank	Refund Reimbursement Error	-25.00
05/26/2016	05162016MLA	Coryell, Lori	MLA Leadership Academy	140.40
Total 969.110 · Director Travel				949.38

Chelsea District Library

List of Checks for Board Approval

May 2016

Date	Num	Name	Memo	Paid Amount
05/12/2016	969.121 · Youth & Teen Services Travel 04282016	Zubik, Jessica	Adaptive Umbrella Special Needs Workshop	68.69
	Total 969.121 · Youth & Teen Services Travel			68.69
	969.144 · Committee Meetings			
05/26/2016	05122016TLN	Lancaster, Terri	TLN Circ Meeting	62.64
05/26/2016	05132016TLN	Zubik, Jessica	TLN Youth & Teen Committee	81.11
	Total 969.144 · Committee Meetings			143.75
	Total 969.100 · Staff Travel			1,161.82
	Total 969.001 · Travel			1,161.82
	969.300 · Memberships			
05/03/2016	969.310 · Director Memberships		Refund MLA Membership - Paid in Error	-85.00
	Total 969.310 · Director Memberships			-85.00
	969.500 · Institutional Membership			
05/12/2016	969.530 · Institutional Member MML 36186-516	Michigan Municipal League	7/1/2016 -6/30/2017 Membership	175.00
	Total 969.530 · Institutional Member MML			175.00
	969.550 · Institutional Member MLA			
05/12/2016	2016050	Michigan Library Association	07/01/2016-06/30/2017 Institutional Membership	1,186.56
	Total 969.550 · Institutional Member MLA			1,186.56
	Total 969.500 · Institutional Membership			1,361.56
	Total 969.300 · Memberships			1,276.56
	Total 969 · Continuing Education Expenses			2,438.38
	980 · Capital Expense			
05/26/2016	975.100 · Building Improvement Additions 05102016Inv	River Gallery exhibits	The Spirit of Comics Sculpture	4,000.00
	Total 975.100 · Building Improvement Additions			4,000.00
	Total 980 · Capital Expense			4,000.00
	982 · Collection Expense			
	982.100 · Audio Books			
	982.120 · Adult Books on Disc			
05/12/2016	93844662	Midwest Tape	93844662 - Mar Audio Bks	19.98
05/12/2016	93868095	Midwest Tape	93868095 - Mar Audio Bks	214.95
05/12/2016	93888513	Midwest Tape	93888513 - Mar Audio Bks	319.93

06/14/16

Chelsea District Library

List of Checks for Board Approval

May 2016

Date	Num	Name	Memo	Paid Amount
05/12/2016	93908126	Midwest Tape	93908126 - Mar Audio Bks	164.96
05/26/2016	93917659	Midwest Tape	93917659 - Mar Audio Bks	34.99
05/26/2016	93932619	Midwest Tape	93932619 - Mar Audio Bks	172.95
05/26/2016	93947764	Midwest Tape	93947764 - Mar Audio Bks	44.99
05/26/2016	75330780	Recorded Books Inc.	Replacements	13.90
Total 982.120 · Adult Books on Disc				986.65
982.140 · Youth Books on Disc				
05/12/2016	1087256769	Penguin Random House LLC	1087256769	10.00
05/12/2016	1087273700	Penguin Random House LLC	1087273700	12.00
Total 982.140 · Youth Books on Disc				22.00
Total 982.100 · Audio Books				1,008.65
982.400 · Non Print				
982.410 · Electronic Products/Subs				
05/26/2016	55312	The Library Network	Biography in Context	653.46
Total 982.410 · Electronic Products/Subs				653.46
982.413 · Emags				
05/26/2016	55329	The Library Network	Zinnio Annual Access - 5/1/2016 to 4/30/2017	2,804.44
Total 982.413 · Emags				2,804.44
982.416 · eContent/Kindle				
05/12/2016	057456997793	Amazon.com	Kindle Content	318.67
Total 982.416 · eContent/Kindle				318.67
982.420 · Adult Music on CD				
05/12/2016	93884742	Midwest Tape	93884742 - Apr Music CDs	58.76
05/12/2016	93865627	Midwest Tape	93865627 - Apr Music CDs	37.57
05/26/2016	93969177	Midwest Tape	93969177 - Feb Music CDs	15.19
Total 982.420 · Adult Music on CD				111.52
982.460 · DVD Feature				
05/04/2016			Circ Receipts - L/D	-14.99
05/12/2016	93865625	Midwest Tape	93865625 - Apr Feat DVDs	183.50
05/12/2016	93865629	Midwest Tape	93865629 - Jan Feat DVDs	11.99
05/12/2016	93884699	Midwest Tape	93884699 - Apr Feat DVDs	238.91
05/12/2016	93909050	Midwest Tape	93909050 - Apr Feat DVDs	118.95
05/26/2016	93952705	Midwest Tape	93952705 - Apr Feat DVDs	38.98
05/26/2016	93969178	Midwest Tape	93969178 - Apr Feat DVDs	44.58
Total 982.460 · DVD Feature				621.92
982.461 · Lucky Day DVDs				

Chelsea District Library

List of Checks for Board Approval

May 2016

Date	Num	Name	Memo	Paid Amount
05/12/2016	93865626	Midwest Tape	93865626 - Apr LD DVDs	68.97
05/12/2016	93884741	Midwest Tape	93884741 - Apr LD DVDs	78.96
05/12/2016	93909052	Midwest Tape	93909052 - Apr LD DVDs	22.99
Total 982.461 · Lucky Day DVDs				170.92
982.470 · DVD Non-Fiction				
05/12/2016	93865628	Midwest Tape	93865628 - Apr NF DVDs	17.59
05/19/2016			Circ Receipts - L/D	-15.99
05/26/2016	93930430	Midwest Tape	93930430 - Apr NF DVDs	34.98
Total 982.470 · DVD Non-Fiction				36.58
Total 982.400 · Non Print				4,717.51
982.500 · Local History Preservation				
982.510 · Local History Preservation				
05/12/2016	05092016ST	Keybank	Josten's - Chelsea High School Yearbook	0.03
05/12/2016	05092016ST	Keybank	Josten's - Chelsea High School Yearbook	74.17
Total 982.510 · Local History Preservation				74.20
Total 982.500 · Local History Preservation				74.20
982.600 · Periodical & Newspapers				
982.630 · Magazines				
05/19/2016			Circ Receipts - YT/TN L/D	-5.00
Total 982.630 · Magazines				-5.00
Total 982.600 · Periodical & Newspapers				-5.00
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
05/12/2016	2031936601	Baker & Taylor-Enhance Adult	2031936601	50.24
05/26/2016	2031974497	Baker & Taylor-Enhance Adult	2031974497	82.58
05/26/2016	2031993328	Baker & Taylor-Enhance Adult	2031993328	200.27
Total 982.710 · Adult Large Print				333.09
982.720 · Adult Print General				
05/04/2016			Circ Receipts - L/D	-54.99
05/06/2016			Paypal Receipts - L/D	-26.00
05/12/2016	2031924325	Baker & Taylor-Adult	2031924325	540.00
05/12/2016	2031935800	Baker & Taylor-Adult	2031935800	496.25
05/12/2016	2031936053	Baker & Taylor Books-Automatically Yours	2031936053	144.00
05/12/2016	2031948362	Baker & Taylor-Adult	2031948362	522.95
05/12/2016	2031954305	Baker & Taylor Books-Automatically Yours	2031954305	188.64
05/12/2016	2031959652	Baker & Taylor Books-Automatically Yours	2031959652	61.79
05/19/2016			Circ Receipts - L/D	-16.95

Chelsea District Library

List of Checks for Board Approval

May 2016

Date	Num	Name	Memo	Paid Amount
05/25/2016	2031987207	Baker & Taylor-Adult	2031987207	2.54
05/25/2016	0002787957	Baker & Taylor-Adult	0002787957	-2.54
05/26/2016	2031978252	Baker & Taylor-Adult	2031978252	247.50
05/26/2016	2031987207	Baker & Taylor-Adult	2031987207	838.10
05/26/2016	2031999736	Baker & Taylor Books-Automatically Yours	2031999736	204.01
Total 982.720 · Adult Print General				3,145.30
982.740 · Multiple Book Copies				
05/26/2016	2032007878	Baker & Taylor Books Adult Multiples	2032007878	219.00
Total 982.740 · Multiple Book Copies				219.00
Total 982.705 · Adult Print				3,697.39
982.755 · Youth Print				
982.760 · Youth Print General				
05/04/2016			Circ Receipts - L/D	-66.93
05/06/2016			Paypal Receipts - L/D	-45.19
05/12/2016	2031944363	Baker & Taylor-Youth	2031944363	42.07
05/12/2016	2031930512	Baker & Taylor-Teen Fiction	2031930512	42.62
05/12/2016	2031945138	Baker & Taylor-Unlabeled	2031945138	262.83
05/12/2016	2031921037	Baker & Taylor-Auto Yours Cats	2031921037	36.59
05/12/2016	2031935079	Baker & Taylor-Auto Yours Cats	2031935079	50.72
05/12/2016	2031966761	Baker & Taylor-Auto Yours Cats	2031966761	156.46
05/19/2016			Circ Receipts - L/D	-33.93
05/26/2016	2031994924	Baker & Taylor-Youth	2031994924	266.88
05/26/2016	2031974658	Baker & Taylor-Unlabeled	2031974658	241.17
05/26/2016	2031981310	Baker & Taylor-Unlabeled	2031981310	302.54
05/26/2016	2031993047	Baker & Taylor-Unlabeled	2031993047	156.15
05/26/2016	2032000653	Baker & Taylor-Auto Yours Cats	2032000653	37.07
05/26/2016	2031967578	Baker & Taylor-Teen Fiction	2031967578	94.69
05/26/2016	2031999880	Baker & Taylor-Teen Fiction	2031999880	53.07
Total 982.760 · Youth Print General				1,596.81
Total 982.755 · Youth Print				1,596.81
Total 982.700 · Print				5,294.20
982.910 · Adult Collection Restricted				
05/12/2016	2031924274	Baker & Taylor-Adult Memorial	2031924274	48.00
Total 982.910 · Adult Collection Restricted				48.00
Total 982 · Collection Expense				11,137.56
TOTAL				124,143.72

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

Ordinary Income/Expense	Jan - May 16	Jan - May 15	\$ Change	% Change
Income				
402 · District Revenue	1,547,324.86	1,490,468.20	56,856.66	3.82%
539.000 · State Grants	3,600.00	0.00	3,600.00	100.0%
540.100 · State Aid	4,875.12	4,377.00	498.12	11.38%
607.100 · Non-Resident Fees	2,050.81	2,621.50	-570.69	-21.77%
645.100 · Copiers & Printers	2,771.37	3,210.99	-439.62	-13.69%
655.100 · Circulation Fines	9,147.87	9,079.74	68.13	0.75%
665.100 · Interest	116.09	170.57	-54.48	-31.94%
666.100 · Investment Earnings	22,203.68	19,136.63	3,067.05	16.03%
666.500 · Investment Change in Value	21,469.05	5,808.60	15,660.45	269.61%
674 · Contribution & Donation-Public	16,780.00	19,040.00	-2,260.00	-11.87%
Total Income	1,630,338.85	1,553,913.23	76,425.62	4.92%
Gross Profit	1,630,338.85	1,553,913.23	76,425.62	4.92%
Expense				
701 · Personnel Expenses	384,292.29	367,303.24	16,989.05	4.63%
727 · Supplies	7,815.26	8,521.16	-705.90	-8.28%
801 · Professional Services	32,864.62	33,770.57	-905.95	-2.68%
803 · Maintenance Service Contracts	40,777.68	42,385.65	-1,607.97	-3.79%
850 · Telecommunications	524.47	6,982.50	-6,458.03	-92.49%
880 · Promotional Materials	24,978.26	17,957.56	7,020.70	39.1%
884 · Programming	29,136.98	30,698.17	-1,561.19	-5.09%
885 · Volunteer	185.60	422.25	-236.65	-56.05%
920 · Utilities	17,241.27	20,517.99	-3,276.72	-15.97%
960 · Board Expense	1,736.47	1,304.50	431.97	33.11%
965 · Automation Services	23,457.44	22,688.32	769.12	3.39%
967 · Equipment	14,090.58	6,605.97	7,484.61	113.3%
969 · Continuing Education Expenses	18,624.47	5,807.30	12,817.17	220.71%
980 · Capital Expense	13,810.00	75,551.20	-61,741.20	-81.72%
982 · Collection Expense	54,319.56	61,703.56	-7,384.00	-11.97%
Total Expense	663,854.95	702,219.94	-38,364.99	-5.46%
Net Ordinary Income	966,483.90	851,693.29	114,790.61	13.48%
Net Income	966,483.90	851,693.29	114,790.61	13.48%

CHELSEA DISTRICT LIBRARY

Fund Balances

May-16

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank

Money Market Account/Chelsea State Bank

Cash on Hand

Beginning Balance	Net Change	Ending Balance
\$574,491.48	-\$138,870.31	\$435,621.17
\$2,474.95	\$0.10	\$2,475.05
<u>\$576,966.43</u>	<u>-\$138,870.21</u>	<u>\$438,096.22</u>

Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

Investment Partners Total

\$1,318,972.01	\$14,695.89	\$1,333,667.90
\$400,000.00	\$0.00	\$400,000.00
<u>\$1,718,972.01</u>	<u>\$14,695.89</u>	<u>\$1,733,667.90</u>

Total General Fund

<u>\$2,295,938.44</u>	<u>-\$124,174.32</u>	<u>\$2,171,764.12</u>
-----------------------	----------------------	-----------------------

Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$235,423.88</u>	<u>\$21,518.77</u>	<u>\$256,942.65</u>
---------------------	--------------------	---------------------

Chelsea District Library Investment Account
As of 05/31/2016

Original Investment

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

Investment Activity

Date	Value
5/31/2016	1,336,678
Invested	1,077,957
Increase 6/2009 – 12/31/2015	212,038
2016 Change (Current Year)	46,683
Withdrawal / Deposit	0

Investment Distribution

Fund	Value
Capital Reserve Fund	870,800
Capital Improvement Fund	67,000
General Fund from Investment	140,157
Investment Services Fund (Interest - Fees + Change in Value)	258,721
	1,336,678

Report for 05/31/2016

Note: 2016 Budget moves \$18,000 from Capital Improvement Fund to General Fund
 Note: \$50,000 2014 Withdrawal was put back on 01/20/2016
 Note: 2016 Budget moves \$25,000 from General Fund to Capital Reserve Fund
 Note: 2016 Budget moves \$24,200 from Capital Reserve Fund to General Fund
 Note: 04/2016 \$33,000 Transferred from Capital Improvement Fund to General Fund

[illegible]

Chelsea District Library Cash Flow 2016

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Budget
Opening cash on hand	\$297,042	\$734,223	\$1,141,827	\$1,150,758	\$941,302	\$818,688	\$758,088	\$647,581	\$547,401	\$433,934	\$249,332	\$107,528	\$297,042	
Total income	\$633,773	\$513,870	\$154,161	\$13,703	\$11,990	\$63,377	\$20,555	\$29,110	\$3,426	\$11,990	\$3,426	\$253,520	\$1,712,901	
Total expenditures	\$196,592	\$106,266	\$145,230	\$223,159	\$134,604	\$123,977	\$131,062	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,771,101	
Net cash flow	\$437,181	\$407,604	\$89,591	(\$209,456)	(\$122,614)	-\$60,600	(\$110,507)	(\$100,180)	(\$113,467)	(\$184,602)	(\$141,804)	\$131,314	(\$58,200)	
Ending balance	\$734,223	\$1,141,827	\$1,150,758	\$941,302	\$818,688	\$758,088	\$647,581	\$547,401	\$433,934	\$249,332	\$107,528	\$238,842	\$238,842	
Income														
Total income	\$591,460	\$512,949	\$167,017	\$47,077	\$7,131	\$65,240	\$20,555	\$29,110	\$3,426	\$11,990	\$3,426	\$253,520	\$1,712,901	
Other income														
Expenditures														
Total Expense	\$153,146	\$126,734	\$165,805	\$142,893	\$146,001	\$123,977	\$131,062	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,699,829	
Other	\$50,000												\$50,000	

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Actual / Budget
Opening cash on hand	\$297,042	\$285,356	\$671,571	\$672,783	\$576,967	\$438,097	\$379,360	\$268,853	\$268,673	\$255,206	\$170,604	\$128,800	\$297,042	
Total income	\$591,460	\$512,949	\$167,017	\$47,077	\$7,131	\$65,240	\$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	\$100,000	\$0	
Expenditures	\$203,146	\$126,734	\$165,805	\$142,893	\$146,001	\$123,977	\$131,062	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,749,829	
Net cash flow	(\$11,686)	\$386,215	\$1,212	(\$95,816)	(\$138,870)	(\$58,737)	(\$110,507)	(\$180)	(\$13,467)	(\$84,602)	(\$41,804)	\$131,314	(\$36,928)	
Ending balance	\$285,356	\$671,571	\$672,783	\$576,967	\$438,097	\$379,360	\$268,853	\$268,673	\$255,206	\$170,604	\$128,800	\$260,114	\$260,114	

\$ 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 May 2016

	Jan - May 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	250	185	65
674.101 · Designated Youth Collection	50	50	0
674.110 · Designated Adult Programming	5,100	6,600	(1,500)
674.111 · Designated Youth Programming	7,280	7,430	(150)
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	16,780	38,615	(21,835)
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	20,380	51,615	(31,235)
Gross Profit	20,380	51,615	(31,235)
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	1,500	1,500	0
884.913 · Adult Prog Rest Gifts SRP	58	830	(772)
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 Restrictd Gift			
884.932 · MHC - World War I Grant	1,750	9,000	(7,250)
Total 884.930 · Oral History Restrictd Gift	1,750	9,000	(7,250)
Total 884.910 · Adult Programming Restricted	6,308	15,330	(9,022)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	293	830	(537)
884.923 · Youth Prog Rest Gifts SRP	359	2,600	(2,241)
Total 884.920 · Youth Programming Restricted	652	3,430	(2,778)
Total 884 · Programming	10,389	27,260	(16,871)
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	183	185	(2)
982.920 · Youth Collection Restricted	0	50	(50)
Total 982 · Collection Expense	353	2,888	(2,535)
Total Expense	10,742	30,148	(19,406)
Net Ordinary Income	9,638	21,467	(11,829)
Net Income	9,638	21,467	(11,829)

DIRECTOR'S REPORT

Library Director's Report on May 2016
Respectfully submitted for June 2016 Board Meeting

Staff News

Congratulations to the following staffers who celebrated work anniversaries during the month of May:

- Head of Tech Services Ron Andrews celebrated his 14-year work anniversary on May 8th
- Adult Services Librarian Emily Meloche celebrated her six-year anniversary on May 18th
- Library Assistant Kathy Kahler celebrated her two-year anniversary on May 19th

Financial Information

Per a recommendation by Andrews Hooper Pavlik PLC (the firm that audited our 2015 financial statements) canceled checks from the May 2016 Chelsea State Bank statement were reviewed electronically for any unusual or improper items.

The CDL management team spent a good part of the month of May crafting a proposed 2017 budget. This process has been enlightening and affirming for me. I am so impressed with the collaborative nature of the process at this library and how respectful, thoughtful, and forward-thinking it is.

Director Training

I am finishing up completion of the Director Training Matrix. The expectation is that the training wheels will come off sometime this summer! I am grateful to the staff, board, and community of CDL for their patience and goodwill during this orientation process. Their generosity of spirit is astounding! I would like to particularly thank Linda Ballard who continues to shepherd me through my training with infinite wisdom, grace, and patience.

Strategic Planning

We are looking forward to July when our strategic planning process, led by Kerry Sheldon and staff from Bridgeport Consulting, begins. In anticipation of the process, staff has begun to collect data on Michigan peer libraries. A tentative schedule for the process will be included in next month's board packet.

Leadership Academy Update

Attended MLA's Leadership Academy May 16th at Kent District Library in Grand Rapids. Sessions included "Finance and Budgeting for Libraries" and "Moving Your Board to Become Efficient, Effective and Strategic." In August, I will be attending the Academy when it meets at the Grace A. Dow Memorial Library in Midland, MI. The day's emphasis will be on library legislation and advocacy and managing the library's media image. Looking forward to it!

Overtime Rule – FLSA Update

The Department of Labor announced on May 17th that it finalized a new rule that will extend overtime protection to millions of additional workers. Following this report are two articles that discuss the impact of this rule and provide detail and background on the rule, slated to go into effect on December 1st.

At CDL, we will make one adjustment (an additional \$173 per year) for a salaried employee to meet the income threshold of salaried employees. Reference librarians will now be considered "salaried non-exempt employees" because their salaries fall below the threshold. CDL will track their time worked to ensure that their hours do not exceed 40 hours a week or that they are awarded the overtime pay they have earned. This overtime pay will need to be determined based on calculating what the librarian's

salary translates to on an hourly basis for a 40-hour work week. Overtime will be used only in extreme situations and sparingly. Any overtime request must be approved by the librarian's supervisor before it is worked.

10th Anniversary Celebration Update

As you know, the tenth anniversary of the new CDL facility is this year (the building opened in November 2006). We plan to celebrate this momentous occasion on August 18th (the last day of Sounds & Sights). Youth Librarian Jessica Zubick has been working with local artist Cynthia Silveri to develop a coloring book to commemorate the anniversary. We will benefit from the music of Sounds & Sights at Katie's Korner. Trained docents will lead tours of the library, including the soon-to-be updated Media Area. Adult Services Librarian Emily Meloche will work with local residents who will share their memorabilia from the library's illustrious history in McKune. There will be a craft for kids, and we'll be serving cake and ice cream. Mark your calendars--it's going to be a wonderful celebration!

UMSI Public Library Brainstorming Session

I was asked to participate in a University of Michigan's School of Information's brainstorming session. Library directors from around the state joined with the dean of UMSI and other faculty to discuss a vision of the thriving public library of the future and the role of librarians in it. UMSI hopes to reshape how its students are trained for this future. It was a privilege and an honor represent CDL at the table. The day's agenda and a listing of attendees are attached to this report.

Cost Benefit Analyses

At the Board's request, I will complete a cost benefit analysis for CDL's signature programs. At the end of this report, please find analyses for 2016 Authors in Chelsea and the 2016 Midwest Literary Walk.

Out and About – May 2016

- Guest at Kiwanis Club of Chelsea – May 2nd
- Attended Rotary meetings – May 3rd and May 10th
- Guest at Lions Club of Chelsea – May 3rd
- Met with Faith in Action and Dexter District Library staff to discuss Summer Snack Program – May 9th
- Attended Sylvan Township meeting with Jan Carr – May 10th
- Participated in Leadership Academy Training – May 17th
- Attended Library's hosting of Chamber's Business After Hours – May 19th
- Met with Chelsea Chamber's Bob Pierce – May 20th
- Volunteered at Chelsea Heart & Sole Run/Walk/Bike to benefit Chelsea St. Joe's – May 21st
- Participated in UMSI Library Brainstorming Session – May 24th
- With Network Administrator Melanie Bell, visited with Lima Township Supervisor to discuss installation Wi-Fi hotspot – May 25th
- Attended SASUG meeting – May 26th

Looking Ahead to June 2016

- Summer Reading/Learning at CDL Kick-Off – June 15th
- Meeting with Nancy Graebner of Chelsea St. Joe's – June 16th
- Meeting with Howdy Homes of Jiffy Mix – June 17th
- Senior Center Ice Cream Social – June 20th

- Meeting with AADL Director Josie Parker – June 22nd
- SASUG meeting – June 23rd
- Rotary Inauguration – June 27th

SIGNATURE PROGRAMMING COST BENEFIT ANALYSIS

2016 Authors in Chelsea

EXPENSES		IMPACT - ATTENDANCE	
Authors' fees, travel, etc.	\$ 10,399	Fun Fair (3/5)	90
Promotion	1,724	Meet the Authors Night (3/30)	50
Supplies	1,752	Preview Class Visits (3/3 & 3/4)	1,089
TOTAL	\$ 13,875*	Author Events (3/30 & 3/31)	1,100
*\$2,429 of funding came from a donation from the Friends of Chelsea District Library; \$1,500 came from Chelsea Education Foundation grant.		Total attendance	2,329

Cost per person: \$5.95

IMPACT -- INTANGIBLE BENEFITS

The goal of *Authors in Chelsea* is to encourage children to explore the art and craft of writing in order to better read and appreciate literature and explore the power of writing. Through close personal contact with award-winning authors, students work to improve their creative writing and reading skills and be inspired to excellence.

Participant comments:

- "She was inspiring."
- "She made me feel I could really draw or write."
- "I'm making a drawing journal to use."
- "Our students have had the opportunity to... interact with and ask questions of these authors and that has been invaluable in helping us promote the desire to write."
- "Having an author come to a community and share their writing story with middle school students is like a young child learning how to write. They start to believe things they might have once thought impossible, possible!"
- "The most important part of the program is the thrill of actually meeting a REAL author!... My young writers think becoming an author is so farfetched; this brings it to life for them."
- "The students certainly benefited by learning that authors are regular people with regular lives who get their inspiration from everyday people and events."
- *Authors in Chelsea* "authenticates the work students do in writing all year to see and meet a published author do the same things they learn to do as writers."

SIGNATURE PROGRAMMING COST BENEFIT ANALYSIS
2016 Midwest Literary Walk

EXPENSES		IMPACT – ATTENDANCE	
Authors' fees, travel, etc.	\$ 4,470	Christopher Sorrentino	85
Promotion	2,725	Claire Vaye Watkins	95
Supplies	137	Robin Coste Lewis & Jamaal May	135
		Paula McLain	115
TOTAL	\$ 7,332*	Total attendance	430

*\$3,000 of funding came from a donation from the Friends of Chelsea District Library.

Cost per person: \$17.05

IMPACT -- INTANGIBLE BENEFITS

Midwest Literary Walk highlights the power of literature and poetry in everyday life. The intimate readings give attendees a chance to interact with authors.

The *Walk* enhances Chelsea's profile as a place for culture and enrichment as evidenced by Chelsea recently being named one of the "30 Great Small Towns for Book Lovers" because of this program.

The event promotes the merchants of Chelsea with coupons to be used at local shops and restaurants during the *Walk*. Of the 118 evaluations received after the *Walk*, 85 indicated they would visit a Chelsea business in the area.

34% of attendees were from Chelsea area; 27% from Ann Arbor area; 20% from Detroit area; 19% from other locales.

Selected Participant Comments:

- "Fabulous event that could not be dampened by the rain."
- "I love that there were writers of color. Please offer more writers of color next year."
- "I liked the variety and quality of authors. I enjoyed the question and answer time."
- "It was awesome! Loved the mix of poetry and fiction authors."
- "Loved the formats, Q&A and especially freeform. Wonderful to have a 'meeting' of readers and writers."
- "I am inspired."

CDL June 2016 Board Packet
Friends June 6, 2016 Meeting Notes
Submitted by Lori Coryell, Library Director

\$3,000 anonymous donation for CDL hotspots made to Friends. Funds transferred to CDL.

An Endowment payment in the amount of \$2,350 will be made this month (June 2016).

Discussion of communication with Friends board and members.

Vice President Stephen Eberle volunteered to be the Friends Book Sale Assistant Manager, filling in when Manager Jan Carr is unavailable. President Gary Munce asked that this responsibility be added to Board Vice President job description.

The Friends Board will not meet in July. Most likely will not meet in September.

Discussion of Thrivent mini grant. Board decided to pursue a \$250 grant to underwrite the purchase of a tree to be planted near the memorial benches on the Library grounds. Said tree planting will be incorporated into the CDL 10 Year Anniversary of the new building. Also authorized up to \$250 in additional funds for this project if needed.

Discussion of potential funding for a future "Yes to the Millage" campaign.

Volunteers needed to act as docents for the 10 Year Anniversary Celebration. Jan Carr volunteered. A call will go out to membership to solicit more volunteers.

Decision to have presence at Chelsea Farmers Market on August 13th to promote Book Sales and 10th Anniversary Celebration.

Board is working on an Operations Manual.

Friends will collaborate with Sylvan Township in a Little Free Library to be installed at the Sylvan Township Hall. Township will purchase Free Library. Friends will install and maintain a collection of books in it.

SUBSCRIBE

4 MINUTE READ | LEADERSHIP

Here's How The New Overtime Law Will Affect You

A new law dramatically expands overtime protection. Here's how it will affect millions of Americans.



[Photo: Official White House Photo by Pete Souza]



CALE GUTHRIE WEISSMAN | 05.18.16 | 3:15



PM

A new overtime rule is about to greatly impact the American middle class.

The Department of Labor (DOL) has announced an updated regulation that increases the salary threshold for paid overtime from less than \$455 per week to \$913 per week. Before, salaried workers were only entitled to paid overtime if they made less than an annual salary of \$23,660. Today, employees who earn yearly salaries of \$47,476 or less will be entitled to paid overtime if they work more than 40 hours a week.

WHAT THE NEW RULE MEANS

According to the DOL, these new rules will extend new overtime protections to 4.2 million workers in the United States. The Economic Policy Institute (EPI) has a much larger statistic, saying that these changes will impact 12.5 million Americans. This difference is a result of the DOL not including employees who were misclassified by their employers in its count.

This is because earlier rules exempt "high-level" workers from overtime, and based this on what was called a "duty test." Many employers seized on this opportunity to change job descriptions to

MUST READS

- Which Vice Presidential Pick Could Woo The Silicon Valley Vote?
- At Apple's New San Francisco Store, The Indoors Feels Like Outdoors
- Google's Latest Accessibility Feature Is So Good, Everyone Wants To Use It

make it seem as if lower-level employees were performing more expert tasks, thus exempting them from overtime. This new rule makes things much clearer: If a worker makes less than \$47,476, they are eligible for extra compensation if they work more than 40 hours a week, regardless of their job title or description. The EPI estimates that there are more than 8 million people who will now be more easily classified as eligible for the extra compensation, since they were considered exempt before due to their job descriptions.

Employers have a variety of ways to comply: They can raise these workers' salaries to make them exempt from the overtime threshold, pay the mandated time-and-a-half overtime for those who do work more, or simply make sure employees aren't working overtime.

The overtime rule has not been changed since 2004, meaning employee wages fell behind as the economy changed

These new rules will give workers in numerous demographics a significant pay boost. According to the DOL's numbers, 2.3 million women will be eligible for these new protections, compared to 1.9 million men. Additionally, a little less than 2 million workers who have not earned college degrees will also be affected. Non-white workers too will be

and the price of living rose.

impacted. For example, 28% of both Hispanic and black salaried employees who were previously exempt from paid overtime will now be eligible.

WHAT THE BUSINESS COMMUNITY THINKS

The change has not been well received well by some business communities. According to the *Washington Post*, many small businesses and other employers have said that they will be forced to switch some employees from salaried to hourly in order to comply with the changes. The National Retail Federation, in fact, released a post that deemed the rule a "career killer."

HUFFPOST POLITICS

Edition: US ▼

Like 7.1M

Follow

[FRONT PAGE](#)
[POLITICS](#)
[ENTERTAINMENT](#)
[WHAT'S WORKING](#)
[HEALTHY LIVING](#)
[WORLDPOST](#)
[HIGHLINE](#)
[HUFFPOST LIVE](#)
[ALL SECTIONS](#)

Obama Is Bringing Overtime Pay To Millions Of Workers

The reform is one of the most consequential of his whole tenure.

🕒 05/17/2016 08:00 pm ET

9.4 K



Dave Jamieson



Labor Reporter, The Huffington Post



BLOOMBERG VIA GETTY IMAGES

The administration of President Barack Obama finalized a new rule to extend overtime protections to more workers. The rule will be implemented by the Labor Department, under Secretary Tom Perez (right).

The Labor Department announced Tuesday that it completed one of the most ambitious economic reforms of the Obama era, finalizing a new rule that will extend overtime protections to millions of additional workers.

The administration will accomplish that by raising what's known as the overtime salary threshold. Nearly all workers earning salaries beneath that threshold are entitled to time-and-a-half pay whenever they work more than 40 hours in a week.

The current threshold is just \$23,660. The White House will be doubling that number, to \$47,476, guaranteeing overtime rights for salaried workers earning less than that. The Labor Department will now update the threshold every three years to make sure it keeps pace with inflation.

http://www.huffingtonpost.com/entry/obama-overtime-pay_us_5727b961e4b0bc9cb0442db9

FOLLOW HUFFPOST



HuffPost

Like 7.1M

Politics

Like 1.6M

HUFFPOST NEWSLETTERS

Get top stories and blog posts emailed to me each day. Newsletters may offer personalized content or advertisements. [Learn More](#)

Subscribe!

SUGGESTED FOR YOU

?

- 1. [The Sad Truth About Calvin Klein's Latest Outrage-Provoking Ad](#)



21 hours ago [huffingtonpost.com](#) [The Huffington Post](#) [Huffington Post](#) [International](#) [Jamie Feldman](#) [Jamie Feldman](#) [Calvin Klein](#)

- 2. [Why Yellowstone Euthanized A](#)

The White House estimates that the change will bring overtime rights to 4.2 million workers who are currently excluded. It will also clarify eligibility for another 8.9 million workers who may or may not have overtime protections under the current rules, officials said.

On a call with reporters Tuesday, Labor Secretary Tom Perez said the reform was meant to address "both underpay and overwork."

"The overtime rule is about making sure middle-class jobs pay middle-class wages," Perez said. "Some will see more money in their pockets ... Some will get more time with their family ... and everybody will receive clarity on where they stand, so that they can stand up for their rights."

With a minimum wage hike blocked on Capitol Hill, expanding overtime was the most aggressive way for the Obama administration to raise wages for private-sector workers. The White House is making the reforms through the executive rule-making process, under the Fair Labor Standards Act. It doesn't need congressional approval to do so, although Republicans may still try to block the reforms through the appropriations process. Obama first laid out his overtime plan in a blog post on The Huffington Post last year.

Passed during the Great Depression, America's overtime law was meant to protect workers from being worked too long and paid too little. The rules guarantee that workers get paid extra when they work extra. The rules also discourage employers from working employees long hours by making it more expensive to do so, through a time-and-a-half premium.

But under the current regulations, many working-class employees who earn above the low salary threshold are classified as "managers" and therefore don't have overtime rights. Employers have an incentive to pile work onto these employees, since their extra time essentially comes for free. As a result, in retail some store managers will clock 60, 70 or even 80 hours, but only take home a modest salary in the \$30,000 range.

The percentage of workers who are overtime-eligible has fallen dramatically in recent decades. In 1975, 62 percent of salaried workers had overtime rights; now, that share is a mere 7 percent, according to White House estimates.

"And you wonder why the middle class is struggling," Vice President Joe Biden said Tuesday. "If you work overtime you should actually get paid for working overtime."

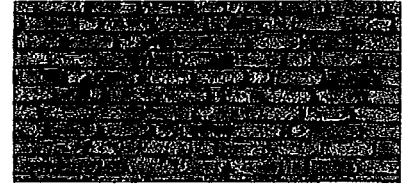
Left-leaning economists have been urging the White House to make the overtime rules more generous to workers. The rules are fairly complicated, and the last time they were adjusted was in 2004, during the George W. Bush administration. Whether workers are entitled to overtime depends not just on their salary but also on their job duties, and whether they qualify as a manager or a professional. According to the Economic Policy Institute, a left-leaning think tank, the changes during the Bush years made it more difficult for many workers to prove they qualify for overtime.

Baby Bison After Tourist 'Rescue'



13 hours ago [huffingtonpost.com](#) [The Huffington Post](#) [Wow.com](#) [Chris D'Angelo](#) [Chris D'Angelo](#) national parks

- 3. [The Brick Wall Illusion That's Messing With Everyone's Minds](#)



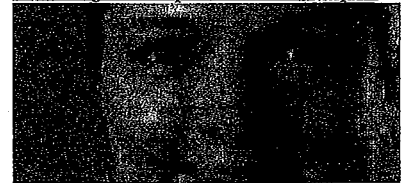
a day ago [huffingtonpost.com](#) [The Huffington Post](#) [HuffingtonPost.com](#) (AOL) [Lee Moran](#) Lee Moran brick wall

- 4. [Azealia Banks' Twitter Deactivated After Racist And Homophobic Tweets](#)



5 days ago [huffingtonpost.com](#) [The Huffington Post](#) [HuffingtonPost.com](#) (AOL) [Cavan Sieczkowski](#) Cavan Sieczkowski Azealia Banks

- 5. [Policewoman Flashed More Than Her Badge At Cop Conference: Report](#)



a day ago [huffingtonpost.com](#) [The Huffington Post](#) [TheOrbit.com](#) [Ron Dicker](#) Ron Dicker police misconduct

- 6. [What's Behind The GOP's Distaste For Unions?](#)



16 hours ago [huffingtonpost.com](#) [The Huffington Post](#) [Wow.com](#) [Rahel Gebreyes](#) [Rahel Gebreyes](#) hpvideo

- 7. [5 Bikers Showed Up For An Anti-Muslim Rally. 400 People Had Another Idea.](#)



While the new rules will vastly expand eligibility, they are not as aggressive as they first seemed. The White House first signaled it would raise the threshold to \$50,440. The final number is roughly \$3,000 less than that. (The White House's decision to scale back the proposal was first reported by Politico.) Perez said officials made that decision based on feedback during the rule's public comment period. They chose \$47,476 because it represents the earnings of the 40th percentile of salaried workers in the South, the lowest-income region.

Ross Eisenbrey, vice president of EPI, said the final rule does a "great job" of addressing two issues for the middle class: "the need for more time and the need for more money."

"Overworked and underpaid managers, postdoctoral researchers, social workers, insurance claims workers, and many others will have their lives improved one way or another by this rule," said Eisenbrey, who was one of the most vocal voices for the reform. "It's great to see the government doing something significant to help the struggling middle class."

EPI estimates that the effects could be greater than the White House anticipates. The group projects that 12.5 million workers will "directly benefit" from the new rules — slightly more than half of them women, and a disproportionate share of them African-American and Hispanic. The biggest effects will be felt in the South, where a larger share of workers are carved out of protections under the current rules.

Business groups lobbied hard against the new rules, claiming they would lead employers to cut back on hours, and force workers to start tracking their time as hourly employees. What the rules will undoubtedly do is give many employers a hard choice: Either limit workers' hours to 40 per week so they don't incur the time-and-a-half premium, or start paying workers more for the extra time they work.

In a statement Tuesday, the National Retail Federation, a trade group for retailers, called the reforms a "career killer." "With the stroke of a pen, the Labor Department is demoting millions of workers," the group said. "In the retail sector alone, hundreds of thousands of career professionals will lose their status as salaried employees and find themselves reclassified as hourly workers, depriving them of the workplace flexibility and other benefits they so highly-value."

The White House finalized the rule now so that Republicans in Congress can't bottle it up through the Congressional Review Act. Repub best shot now would be attaching a rider to spending legislation to block it, but it's unlikely Democrats or the White House would go along with that. The new rules are slated to go into effect on Dec. 1.

Also on HuffPost

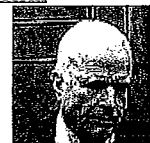
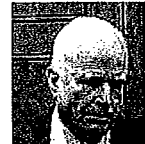
14 hours ago [huffingtonpost.com](#) [The Huffington Post](#) [NationalJournal.com](#) [Carol Kuruville](#) [Carol Kuruville muslim](#)

- 8. [Behold. The Most Trumpian Statement Of The Election Yet](#)



6 days ago [huffingtonpost.com](#) [The Huffington Post](#) [MobilePosse](#) [Igor Bobic](#) [Igor Bobic elections 2016](#)

- 9. [John McCain Has a Yuge Donald Problem](#)



a week ago [rollingstone.com](#) [HuffingtonPost.com](#) [\(AOL\)](#)

- 10. [What Happens to America If Trump](#)



UMSI Public Library Brainstorming Session: Participant Agenda
Tuesday, May 24, 2016, 9am - 1:30pm
Ehrlicher Room, 3rd floor, North Quad, and Slurping Turtle Restaurant

9:00 - 9:10am (10)	Welcome from Dean Tom Finholt
9:10 - 9:25am (15)	Introductions (name, role, organization, best thing checked out of a library recently)
9:25 - 9:40am (15)	Overview of Michigan public library classes, credentialing and state aid: Shannon White, Libraries of Michigan
9:40 - 10:00am (20)	What will a thriving library in 2025 look/feel/act like? What will librarians need to be and do?
10:00 - 10:05am (5)	Group photo
10:05 - 10:35 (30)	<p>Split into three groups:</p> <p>Group A: Facilitator: Kentaro Toyama Notetaker: Amber Lovett. Library reps: Josie Parker, Lori Coryell, Sheryl Mase, Amber Clement Faculty: Karen Markey, Tom Finholt</p> <p>Group B: Facilitator: John King Notetaker: Kamya Sarma Library reps: Eva Davis, Rhonda, Shannon White, Jennifer Dye Faculty: Soo Young Rieh, Beth Yakel</p> <p>Group C: Facilitator: Barry Fishman Notetaker: Quenton Oakes Library reps: Larry Neal, Kimberly Young, Deb Biggs, Kay Schwartz Faculty: Kristin Fontichiaro, Paul Resnick</p> <p>Discuss these two topics:</p> <ol style="list-style-type: none"> 1. Think back to your own formal or informal pathway to librarianship. What was valuable in the training, advice, and coursework you had for your first job as a librarian? What was not helpful? What was missing? 2. Think back to your first job as a manager or director. What was valuable in the coursework you had for succeeding in that position? What was not helpful? What was missing?
10:30 - 10:45am (15)	Break
10:45 - 11:05am (20)	Come back as a full group; Notetakers share out the big themes from the small group discussion; scribe on screen
11:05 - 11:25am (20)	When should we teach management/mini-MBA skills? At initial preparation? With a later certificate?
11:25am - 11:45am (20)	"Elephants in the room": Accreditation (we're doing it now for the next cycle!), Master's level coursework, face-to-face coursework
11:45am - 12pm (15)	Final thoughts
12:00pm - 1:30pm	Adjournment; walk to Slurping Turtle on Liberty

ATTENDEES

Library Representatives

Deb Biggs, Michigan eLibrary & Outreach Coordinator, Library of Michigan, BiggsD@michigan.gov
Amber Clement, Director, Presque Isle Public Library, director@pidl.org
Lori Coryell, Director, Chelsea District Library, lcoryell@chelseadistrictlibrary.org
Eva Davis, Director, Canton Public Library, davis@cantonpl.org
Jennifer Dye, Assistant Branch Manager, Detroit Public Library, jdye@detroitpubliclibrary.org
Rhonda Farrell-Butler, Children's & Teen Svcs. Coordinator, Saginaw Public Library,
rbutler@saginawlibrary.org
Sheryl Mase, Director, Mid-Michigan Library League, smase@mml.org
Larry Neal, Director, Clinton-Macomb Public Library, lneal@cmpl.org
Josie Parker, Director, Ann Arbor District Library, parkerj@aadl.org
Kay Schwartz, Director, Flint Public Library, kschwartz@fpl.info
Shannon White, Director of Statewide Library Services, Library of Michigan, whites29@michigan.gov

UMSI Faculty

Tom Finholt, finholt@umich.edu
Barry Fishman, fishman@umich.edu
Kristin Fontichiaro, font@umich.edu
John King, jlking@umich.edu
Karen Markey, ylime@umich.edu
Paul Resnick, presnick@umich.edu
Soo Young Rieh, rieh@umich.edu
Kentaro Toyama, toyama@umich.edu
Beth Yakel, yakel@umich.edu

UMSI Student/Recent Alumni Notetakers

Amber Lovett, alovett@umich.edu
Quenton Oakes, qeoakes@umich.edu
Kamya Sarma, kamya@umich.edu

Chelsea District Library
Assistant Director's Report, May 2016

Facility

Things are progressing well with the media/youth area remodel. We should be underway as you read this as install is set for the third week of June. We can't wait to see the finished results!

I am working with the painting contractor to find dates to paint McKune Room and porches. This time of year they try to schedule the inside work when the weather keeps them from doing outside work. They assure me we can still get it all done before the 10th Anniversary celebration on Aug. 18th.

The bad VAV box in the staff area should be replaced the third week of June and we are in the process of finding a solution for the study rooms. Part of the issue is how the ducting was laid so we are exploring work arounds for that, like averaging the top and bottom air flow and having the system balance them. I will keep you posted on that progress.

Hopefully you have noticed that the grounds got their annual spring cleaning- new mulch in many places, bushes trimmed, all areas weeded. The sprinklers are running two nights/week so the lawn should green up a bit soon.

Lori and I had a conference call with Hawks and Associates to discuss their proposal for the next phase of the LED lighting. At \$30,950 (before rebates of approximately \$2000) we want to explore other options, specifically getting fixtures with the LED ballasts already in place. We would still have to have an electrician disconnect the old ballasts but no retrofitting would be involved. In theory, we would pay more for fixtures but less in labor. I will do a cost analysis to see if that route is more affordable. Hawks estimates payback under 3 years but when we figure in money saved on bulbs and electrician time fixing our current can lights, it should be even better.

And finally, the newest sculptures for the 2016-17 Sculpture Walk were installed on their pads this month. They look great! The City also poured the new pad out by the bike rack for our new permanent sculpture and will work with Patti from River Gallery to install it once the pad cures properly. So exciting ☺

Staffing

Lori and I agree that we can wrap up her training soon. Once we get through the meetings with the finance committee for the 2017 budget, we will have completed the major items that we needed to cover. By July we project that the "training wheels can come off" as she put it ☺

By the time you read this, Debbie McBride will have worked her last day with us after almost 18 years. I hired her back in 1996 and it was one of the best hiring decisions I ever made. She was the epitome of a wonderful employee and will be missed greatly!

Volunteers

May was a slow month for non-book sale volunteers but the YSG is starting to pick up in preparation for our Summer Reading program. We logged 125.25 non-book sale volunteer hours this month and 211 book sale hours, for a total of 336.25. The May sale made \$640 with an additional \$460 from the lobby book carts and \$828 from online sales. Those online sales are amazing- wish we'd thought of that sooner!

Outreach

I attended Business After-Hours here at CDL this month. Turn-out was light but the program was very informative and those who did attend saw a very useful presentation. I talked with everyone in attendance and got to know a few people a bit better so that was very positive.

Respectfully, Linda Ballard
Assistant Director

Program Report: May

Date	Event	Attendance
5/3, 5/17	Smarty Pants Trivia Smackdown	50, 57
5/4, 5/11, 5/18, 5/25	Successful Retirement Series (with Senior Center)	18, 18, 22, 15
5/10, 5/24	Computer Training 1:1	8, 4
5/11	Place That Face	14
5/12	Resume Review 1:1	0
5/18	Grow Your Business 1:1	1
5/19	Books & Banter	5
5/31	Ancestry Aficionados	6
5/31	Reading Glasses: a book club	16
Outreach Programming		
5/5, 5/19	Computer Training 1:1 @ CRC Dancey & Glazier	5, 3
5/18, 5/19, 5/26	Book Clubs: Senior Center, Pines, Silver Maples	4, 9, 12
Total Programs: 19	Attendance Total:	267

Upcoming Programs

Adult Summer Reading will start June 15th and we are kicking-off with a program about Historic Railroad Stations at the Chelsea Depot. We will also be hosting special outreach events at Chelsea Retirement Community, Senior Center, and Silver Maples to make our Summer Reading Program more accessible.

Collections

We are in the final stages of our space reorganization on the second floor. Our Business Resources Collection has been relocated to where our paperbacks used to live. We will start moving the items in our collection that are considered “non-traditional” to the space behind reference and then begin to expand these offerings.

World War I Project

We are happy to announce that we have chosen the photos for our banners and will move forward with the final steps to get them printed. Program planning, finalizing our brochure, and invitations will be completed in June.

	May 2016	May 2015
2nd floor Ref Desk Interactions	1,358	1,285
Homebound Book Delivery	104	155
Inter-library Loan	9	9
Zinio Checkouts	213	201

From Keegan Sulecki, Head of Adult Services

May was a busy month doing final planning and prep for Summer Reading and finalizing details about our World War I project. We completed a Media Kit for WWI and will have a lot of upcoming PR opportunities. In addition, Ron and I worked together to discuss the details regarding his transition to Head of Technology. This includes how we will handle future tech programming, collection responsibilities, and also how we will continue to communicate and work together. I am happy for Ron as he makes this transition and know we will be able to make these changes go smoothly.

From Emily Meloche, Adult Services Librarian

May was a lighter month in my schedule, and it also marked the start of my 7th year at CDL. With the wrap-up of the Midwest Literary Walk, I was able to focus attention on preparing for our new database of Ralph Guenther Collection photographs. Using the Biblioboard Service, we'll be able to highlight the photos from this collection that have thus-far been mostly unseen. For the last 6-7 years, volunteers have been scanning this immense negative collection, and within the next few months, portions of it will be accessible for public viewing.

From Ron Andrews, Technology Librarian

May was spent in transition. I worked closely with Keegan to determine which collection pieces I would retain and which I needed to turn over to her. Also much of the month was spent with Melanie talking about duties and responsibilities I will be taking over.

I took over the 3D Printing program. We currently have about 5 volunteers who will be helping with this program and I look forward to working with them. We will be working to revamp the 1:1 program with the Glazier location. We will be training local staff to assist in user training and continue as backup for their training needs. At Silver Maples I concluded my time as support will continue to provide technical backup support and training.

I would like to thank my colleagues in the Adult department. It has been a couple of fun years, and I look forward to supporting you and working with you as Head of Technology Services.

Chelsea District Library
Monthly Youth Report—May 2016

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

Programs and Attendance (previous year)

Family:	3	(2)	programs	Attendance:	150	(260)
Youth:	17	(17)	programs	Attendance:	301	(227)
Outreach:	18	(6)	programs	Attendance:	477	(217)
Teen:	1	(8)	programs	Attendance:	9	(56)
Total:	39	(33)	programs	Attendance:	937	(760)

Date	Name of Program	Children	Teens	Adults	Total
Family/Parent					
5/4	Star Wars Family Night				70
5/7	Free Comic Book Day				60
5/14	AASO KinderConcert				20
Youth					
5/2	makerMonday	7			7
5/3, 10, 17, 24, 31	Babytime (5)	73		66	139
5/5, 12, 19, 26	ToddlerTime (4)	43		37	80
5/5, 12, 19, 26	Spring Storytime (4)	22		16	38
5/9	Minecraft Monday	19			19
5/17	Tween Book Club: Roller Girl	12			12
5/19	READ to the Library Dog	6			6
School & Community Outreach					
5/9, 12	4 class visits for McKune history tour-JZ				100
5/27	Visit to 7 7 th grade classes about SRP-ED				186
5/31	Visit to 7 8 th grade classes about SRP -ED				191
Teen					
5/15	YSG Bowling Party		9		9

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

Date	Total
May 2016	449 (522)
April 2016	444 (380)
March 2016	432 (445)
February 2016	398 (430)
January 2016	630 (546)
December 2015	337 (412)
November 2015	548 (571)
October 2015	453 (584)
September 2015	348 (538)
August 2015	550 (725)
July 2015	977 (1120)
June 2015	856 (1265)

May Highlights

From Karen

- May is a month for preparing for the Summer Reading/Summer Learning onslaught! I scheduled visits with 21 classes from South Meadows to visit the library in June to learn about Summer Reading and do some STEM activities; we prepared articles and press releases for Summer Reading; worked on getting our summer tutoring program up and running; ordered craft supplies for our popular Kickoff on June 15; and refined our new online Summer Reading registration process, thanks to Jessica and Mel.

- I also ordered 20 Playaway Launchpads for the first time. Launchpads are tablets pre-loaded with educational and fun apps for children. Stay tuned, you'll be hearing more about them in the near future!

Youth Department Volunteers: Youth Service Group— 46 hours

- Prepared for Youth Service Group Orientation sessions and set up Sign Up Genius sign-up system for summer events and summer reading desk shifts.
- Presented the YSG Volunteer of the Year Award to Jesse Martinez-Kratz at the YSG bowling party on May 15.

May Community Outreach & Meetings:

5/2 Presentation on Summer Reading/Summer Learning at Kiwanis Club of Chelsea District Library (KP)
 5/3, 10, 17, 24, 31 Weekly management meetings (KP)
 5/5 Summer tutor meeting (KP, JZ)
 5/10, 16 CEF monthly meeting; CEF Scholarship meeting (ED)
 5/11, 25 Biweekly meetings with Lori (KP)
 5/16 B&T rep meeting (KP)
 5/13 TLN Youth and Teen Committee meetings (JZ)
 5/23 Meeting with Proquest volunteer coordinator (KP)

Future Program Highlights:

6/6, 8 YSG Volunteer Orientation
 6/9 YSG Discovery Center Bootcamp
 6/15 SRP Kickoff; Animals Around the World
 6/16, 30 Young Writer's Workshop
 6/20 Movie Monday—Finding Nemo
 6/21, 24, 28 Summer Munch Bunch
 6/21, 28 Skynet Junior Scholars
 6/22 Musical Storytime; BFG Party
 6/27 Summer Lego Club
 6/29 Dance Along, Sing Along; Baffling Bill's Magic Show

From Edith, Youth and Teen Librarian

- I visited the middle 7th and 8th grade in late May to discuss summer reading and Youth Service Group as well as promoting new reads for the summer. Teachers shared my Powerpoints with students and parents.
- I also attended the CEF board meeting and the Scholarship meeting and helped select scholarship recipients from high school seniors and college students who applied.
- I watched a Webinar on Playaway Launchpads

From Jessica, Youth and Teen Librarian

May was a big planning and outreach month, with Summer Reading on the horizon

- Karen and I met with our summer tutors to finalize that program and the schedule, and began scheduling Chelsea students for tutoring time slots.
- I worked with Sarah, our summer intern, on the preschool Math and Science stations and supervised her as she took the lead on planning this year's activities for these stations.
- With Lori, I finalized the pictures for the 10th Anniversary coloring book and sent the list to Cynthia Silveri so that she can begin creating the pictures.
- I gave McKune tours to three 2nd grade classes as part of their Chelsea History walking tour.
- I officially booked Jennifer Jacobson, author of the *Andy Shane* beginner chapter book series, as the NCE author for the 2017 Authors in Chelsea.

Chelsea District Library

Report Period: May 2016

USAGE SUMMARY		
Total Usage (Homework Help, Skills Building, Writing Lab, Test Center Visits, and Database Usage)		19
Homework Help, Skills Building, Writing Lab, and Test Prep Sessions		19
Homework Help/ Skills Building Sessions		14
Average Length of Tutoring Session (minutes)		2
Test Center Visits		2
Writing Lab Submissions		3
DATABASE USAGE		
SESSIONS BY LOCATION		
Remote		14
AVERAGE NUMBER OF SESSIONS PER HOUR OF THE DAY (MILITARY TIME)		
15		0.06
16		0.26
18		0.13
Average:		0.15
AVERAGE NUMBER OF SESSIONS PER DAY OF THE WEEK		
Tuesday		2.5
Thursday		1
Average:		1.75
TUTORING SUBJECTS REQUESTED %		
Math Grade 7		57.14%
High School Writing		28.57%
Intermediate Writing		14.29%
TUTORING SERVICES BREAKDOWN		
Homework Help		82.35%
Writing Lab		17.65%
POST-SESSION SURVEY		
		Yes No
Are you glad your organization offers this service?		100% 0%
Would you recommend this service to a friend?		100% 0%

If you received homework help, did this service help you complete your homework assignment or learn something new?	100% 0%
For Students: Is this service helping you improve your grades?	100% 0%
For Students: Is HelpNow helping you be more confident about your school work?	100% 0%

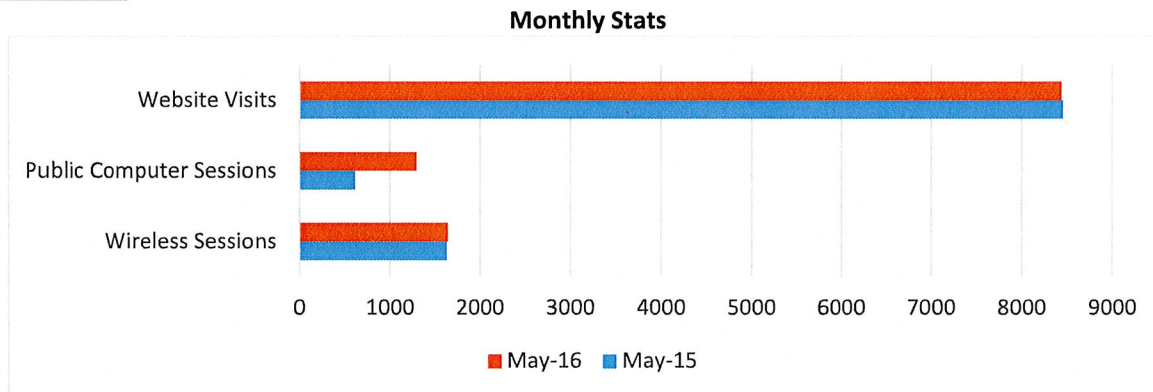
Network Administrator

Monthly Summary



TO: Lori Coryell
FROM: Melanie Bell
DATE: 06/15/2016
SUBJECT: Summary of May 2016

Statistics



- Wireless clients increased from **1,630** clients in May 2015 to **1,639** in May 2016.
- Public computer usage increased from **614** users in May 2015 to **1,295** users in May 2016.
- Website visits decreased from **8450** visits in May 2015 to **8434** visits in May 2016.

Technology

Server and Network Infrastructure:

- RAID controller on one of the newer servers died. It hosted virtual servers for both the public and staff. Moved the virtual servers and most resources were back up and running 2 hours after I started working on the issue.
- The server was still under warranty and so we replaced the RAID controller for free. It seems to be stable now.
- Working on reconfiguring the way the servers are setup so we have more redundancy.
- Installed people counter software on one of the servers and scheduled installation of the people counter for early June.

Public and Staff Computers:

- Ron and I had to make slight modification to all the public computers due to the server failure mentioned above.
- Finished imaging all the new staff machines and deployed four of them.
- Received the 15 hotspots at the end of the month. Will review their configuration and do some final processing and they should be available for the public to checkout in June.
- Put together documentation for the public hotspots
- Setup a computer for Adult Services with some Adobe software so they could work on files for the World War I Exhibit.
- Ordered a tween learning, literacy and game AWE computer.

- Configured four computers for volunteers to use for the online registration of the summer reading program.

Website

- Worked with Patty and our consultant Luna on further adjustments to the new website.
- Put together Summer Reading webpage for teen, youth and adult services.

Other

- Helped with setup for Minecraft class and purchased hosted Minecraft server.
- Contacted Lima, Sylvan& Dexter Townships about setting up a hotspot in their township halls. Lima was eager and Lori and I met with their Craig Maier (Lima Supervisor) and we were able to order a hotspot for them which we will deploy in June.
- Received a \$3000 donation for hotspots that will be used to pay for a hotspot in each township.
- Ron and I ran some 3D printer training for another group of 3D printing and scanning volunteers. We also worked on ironing out some of the details of how this program will work.
- Met with the Michigan Broadband Cooperative (MBC) Website Committee and discussed changes. Started work on a new test site for MBC.
- Chaired TLN Technology Committee where we discussed media storage solutions.
- Attended Merit Member Conference – learned a number of interesting things about security certificates and Wi-Fi broadband efforts.
- Ran a 3D printing and scanning presentation for the local IT Geeks and Nerds group.

Submitted – June 15, 2016

Melanie Bell

Network Administrator

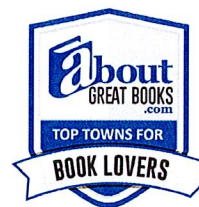
MARKETING BOARD REPORT

May 2016

Marketing Highlights

30 Great Small Towns for Book Lovers

Unexpectedly, the town of Chelsea was recognized by AboutGreatBooks.com as one the top 30 small U.S. towns who offer unique ways for book-lovers to experience literature first-hand. Chelsea's unique way was through its annual Midwest Literary Walk. When this program was created, one of the goals was to elevate awareness for the City of Chelsea through a literary program. It is very rewarding to see this goal met. Not only do our patrons benefit through our ability to attract nationally acclaimed authors and poets, but Chelsea businesses also benefit from the influx of visitors. Once the press release was issued, we received many acknowledgements from libraries across the state and also gained even more recognition when MLA picked up our story and promoted on their social media platforms.



Annual Report

We continue to work on creating an online version of our 2015 Annual Report. We will be working with LM Designs to create it in a Prezi presentation format. This year's theme will be "Opening The Door For: Exploration, Expression, Enlightenment, Enrichment, Engagement, Etc." Our aim is to tell the story of CDL through these various categories. The target date to launch online is July 31. There will also be a print version available to those without Internet resources.



10th Anniversary Celebration

The celebration for our 10th anniversary in the new building is rapidly approaching! We have created a new logo, which we will be using in our promotions and event giveaways. These include a cell phone wallet that you can adhere to your phone and are sized to carry your library card, and a specially designed coloring book with illustrations of select areas of the library. Although we are still working on all the details, we do know that there will be guided tours throughout the library including the new media area remodel, fun activities for all, and a historic photograph slideshow on our library monitors. Our event on Thursday, August 18 was included in our summer newsletter and also the Sounds & Sights on Thursday Nights' brochure. We hope you mark your calendars to join us at this memorable event!

Summer Newsletter

The summer newsletter mailed out to all patrons in mid-May as schedule – hopefully you have received yours and are as amazed as I am at the excellent programming that our departments continue to offer! In addition to postal mailings, we also dropped copies at high traffic businesses and organizations throughout Chelsea.

Website Restructure/Redesign Project

Melanie Bell and I continue to work with LM Designs to redesign our website. The past month brought great advances. A draft template was shown to the management team and their suggestions were evaluated and incorporated, continuing to improve the site. We are narrowing in on content, graphics and menu structure and the next step will be testing and training. We are targeting for a July launch.

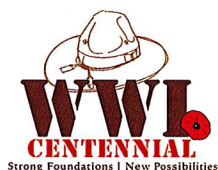
Miscellaneous Marketing

- Create summer quarter marketing promotion schedule for Enews, library monitors, website slideshow, calendar listings for local media, press releases, and promotional materials.
- Finalized 2017 marketing budget.
- Uploaded and added new PT librarian Shannon Powers to staff page on website.
- Created stickers to be used on outreach collections (CRC, Silver Maples) to remind patrons that the books belong to CDL, and care and timely returns are greatly appreciated.
- Continue to work on Library card quotes and design.
- Chamber After Hours – On May 19, CDL hosted the Chamber After Hours where our business resources were highlighted. Prior to the event, I created packets containing promotional materials for our business resources along with information about our digital collections and the ability for employees of Chelsea business to obtain library cards. I was able to help set up for the event but unfortunately could not attend due to a prior engagement.
- Created and submitted June ads to Chelsea Update and Sun Times.

MARKETING BOARD REPORT

May 2016

Promotional Highlights

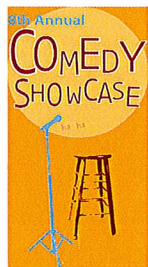
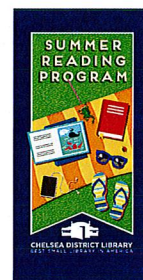


WWI Centennial Project: Strong Foundations, New Possibilities

This month I worked with the Adult department to select images for our 24 avenue banners that will be installed on lamppost starting at the south end of Main Street and continuing through to the north end. Choosing only 24 was a difficult task as there were so many great submissions from Chelsea residents. Once the images were selected, we created mockups to visualize the finished product. Once the collection was finalized, we then began the process of reformatting them to ensure that the images would translate onto the banners with sufficient resolution. Timelines were coordinated for creation of art files, submission to printer and receipt of the finished banners for installation in mid-July. This has been such a wonderful project to work on! I have really enjoyed learning the stories of some of our Chelsea residents and can't wait until all the banner installations have been completed! I hope you will join us at the ribbon cutting ceremony on July 30. To help promote the project, Keegan Sulecki will be appearing on the Lucy Ann Show with Bob Pierce on July 19 –mark your calendars so you can tune into the show. She will also be appearing on TV12 WJRT (Flint) to be aired in July.

Summer Reading/ Summer Learning Program

It was a busy month preparing for one of our largest programs – Summer Reading! Avenue banners were once again installed on main street with updated footers. Additionally a large fence banner was created for the Freer Rd/Old US 12 intersection to remind all that pass to sign up for this summer's program. Our FaceBook page cover photo was updated and 2 press releases were sent to the media detailing the Adult, Teen and Youth programs. Additional print material created for the Youth & Teen department included reading logs, bookplates for the books distributed to the children, CDL logo imprints on the YSG volunteer shirts and the coordination of our large sponsor banner, which hangs on the McKune porch throughout the summer. Adult print materials included program flyers, gift certificates, candy bag labels and postcards.

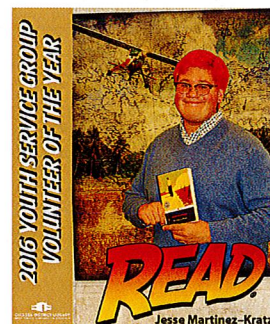


Comedy Showcase

Believe it or not but this is our 8th annual Comedy Showcase and it's still a favorite among the Sounds & Sights audience. A press release was submitted to local press, a large poster is on display in our front lobby and promos are running in our Enews and on our website slideshow and in-library monitors. Make sure to join us for a few laughs during the month of June.

YSG of the Year Award

This year's Youth Service Group's Volunteer winner was Jesse Martinez-Kratz. Jesse chose to have the "adventure" backdrop for his recognition poster. We had a lot of fun taking his photo with the green screen and as you can see Jesse changed his hair color especially for the shoot. He was given both digital and print versions of his poster along with bookmarks. Recognition for his award was promoted on our in-library monitors, website slideshow and Enews. Congratulations Jesse – job well done!



Summer Munch Bunch

Our new story/snack program begins June 21 and will run through August 5. To promote this program we issued a press release to all local media outlets including Chelsea Pediatrician and the Chelsea School District. The release was picked up by Michlib and we received numerous congratulations for offering such a unique program from libraries across the state.

Outreach

To help Lori continue to immerse herself in the community and get to know Community stakeholders, I arranged a meeting for her with Nancy Graebner, President and CEO, St. Joseph Mercy Chelsea Hospital

Respectfully submitted,
Patty Roberts
Marketing Coordinator



Chelsea a top 30 great small towns for book lovers

With the help of **Chelsea District Library**, Chelsea was named one of **AboutGreatBooks.com's** "30 Great Small Towns for Book Lovers".

The list includes towns from all over the US that offer unique ways for book-lovers to experience literature first-hand.

Chelsea was the only town from Michigan to be honored.

Towns were chosen for their ability "to make you feel — 'in some mysterious way' — a little closer to the words on the page," according to the AboutGreatBooks.com article.

Chelsea's mysterious way is through its annual **Midwest Literary Walk** (MLW) created and hosted by the Chelsea District Library.

The annual event is held the last Saturday in April and showcases nationally acclaimed authors and poets throughout downtown venues. The event grows each year, and the 8th annual MLW was no exception.

More than 200 literary fans "pilgrimaged" to Chelsea to hear this year's stellar lineup, which included Paula McLain, bestselling author of *The Paris Wife* and *Circling the Sun*.

"One of the delights of this event is that you can make a whole day of it. While the incredible lineups bring you to town, Chelsea's wonderful restaurants, shops and recreational areas will keep your attention throughout the day," says **Lori Coryell**, Chelsea District Library director.

The complete article "30 Great Small Towns for Book Lovers" can be found at www.aboutgreatbooks.com/features/small-towns-book-lovers.

For more information about next year's Midwest Literary Walk visit www.midwestliterarywalk.org.



Courtesy photo from a previous Midwest Library Walk.

June 15: On your mark, get set, read at the Chelsea District Library



Courtesy photo by Burrill Strong from a previous summer reading celebration.

(Chelsea Update would like to thank Karen Persello for the information in this story.)

The 2016 **Chelsea District Library Summer Reading/Summer Learning Program** will kick off on Wednesday, June 15 from noon to 2 p.m. with a huge party on the library lawn for all ages.

Many thanks go to this year's local sponsors and donors, including **Rick Taylor Real Estate** and the **Friends of the Chelsea District Library** at the Platinum level and Bronze sponsors **Chelsea Kiwanis** and **Chelsea Masons**.

Prize and cash donors include **Chelsea ATA, Chelsea Bakery, Chelsea Lanes, Chelsea Lions Club, Chelsea TreeHouse, Cottage Inn Pizza, Wendy's, and ZAP Zone**.

Children, teens and adults can sign up and earn prizes all summer just by reading or listening to books. New this year is our online registration, which is began May 15. Visit www.chelseadistrictlibrary.org/srp to register online.

Students at North Creek and South Meadows elementary schools will be given reading logs to take home from school in June. Youth and teen reading logs will also be available at the library starting on June 15.

This summer, children will once again explore science, technology, engineering, the arts and mathematics (or STEAM for short) at the library. The youth department will become a learning zone with different learning activities going on every week. Children will earn extra chances to win grand prizes by participating in age-appropriate math and science activities at the Discovery Center, while school-age students can take "Challenge Cards" from the Summer Reading Game table, full of take-home activities that will encourage reading, writing, crafting, building, designing, and more.

The library's newest program this summer is the **Summer Munch Bunch**, for children ages 3-17 years. The library will offer afternoon snacks and stories on Tuesdays and Fridays from 2-3 p.m. in the Reading Garden. This delectable program begins the week of June 20 and runs through the week of Aug. 1.

The sponsor for this program is **Faith in Action**. Both the Chelsea and Dexter libraries are partnering for this activity.

This summer's theme, "On Your Mark, Get Set, Read," encourages kids to take action and jump into new books, new physical activities and new ideas. School- age children can learn new skills at the Stop Motion Animation Workshop or build a server during Minecraft Week. Teens will be encouraged to "Exercise Your Mind" by taking the new Young Writer's Workshop with local writers Frances Kai-Wha Wang and Kelly Barson.

"Go Anywhere in a Book" with our Adult Summer Reading Program and earn prizes by reading and engaging with the Chelsea community. Participating in the summer reading program is a fun and easy – everyone has the opportunity to earn a completion prize (including local gift certificates, chocolates, or reduced library fines), and some lucky players will win larger grand prizes.

See what new adventures you can find by exploring Chelsea and your library.

Youth and teens can register online or in person at the library Kick-off on June 15. Adults can also register online or in person starting June 15 at the 2nd floor reference desk.

Summer Reading for everyone will finish at noon on Wednesday, July 27, just before our Summer Reading Finale: Summer Olympics begins.

The library has more than 130 youth, teen and adult programs happening in the months of June, July and August. A complete listing is available in our summer newsletter and on the library website calendar at www.chelseadistrictlibrary.org.

For questions about the Youth and Teen Summer Reading/Summer Learning Program contact **Karen Persello** at kpersello@chelseadistrictlibrary.org or call 475-8732 x212.

For more information about the Adult Summer Reading Program contact **Keegan Sulecki** at ksulecki@chelseadistrictlibrary.org or call 475-8732 x218.

POLICE BEAT

Chelsea City Police

5/10 ~ 10:37am, 1600 block of South Main Street, officers responded to a walk in complaint regarding a larceny of some tools from a pickup truck parked in the 1600 block of South Main Street. The victim stated that he had left his vehicle parked overnight in a parking lot in the 1600 block of South Main Street and when he returned to his vehicle the next morning, May 10, he noticed several tools were missing from the back cab of the vehicle. No suspect information was available at the time of the report.

~ 11:06am, 50 block of Chestnut Dr., officers responded to the report of a malicious destruction of property complaint. Upon arrival the officer made contact with the victim who stated that sometime overnight, unknown suspect(s) had broken a window out of his pickup truck. No suspect information was available at the time of the report.

5/14 ~ 1:11am, 400 block of West Middle Street, officers responded to the report of a domestic assault complaint between father and son. Upon arrival the officers met with both parties involved and separated them. The victim related that his son had become upset and struck him causing a laceration to his eye, the victim refused medical treatment. The suspect, a 19 year old Chelsea male, sportsmanship. For more information and a full schedule of 2016 matches, including the 2nd annual Ironclad Vintage Base Ball Festival at Chelsea High School on July 16, please visit www.chelseamonitors.com.



Stories & Snack Packs

At The Chelsea Library This Summer

From Patty Roberts

This summer Faith in Action, Chelsea District Library and Dexter District Library will launch a new summer reading and learning initiative called the Summer Munch Bunch: Stories & Snack Packs @ Your Local Library. The program will provide mid-day snacks for kids through age 17. This delectable program begins the week of June 20 and runs through the week of August 1.

Thanks to the generous support of Faith in Action, the Chelsea and Dexter District Libraries will feed hungry minds, imaginations, and tummies this summer by pairing nutritional snacks with stories for youth and teen library visitors throughout the summer.

Snacks will be offered at the Dexter District Library on Mondays and Thursdays from 11:30am to 12:30pm, following the Drop-in Story Time and Craft program. The Chelsea District Library will offer afternoon snacks and casual stories on Tuesdays and Fridays from 2 until 3 pm.

Libraries have always been in the business of nourishing the minds and souls of patrons, this summer, Chelsea and Dexter youth and teens will find another kind of sustenance at their public library.

Join the Summer Munch Bunch and drop by your local library for a story and a snack. All kids through age 17 are welcome.

For more information about the Munch Bunch program contact Karen Persello, Head of Youth and Teen Services, Chelsea Library (kpersello@chelseadistrictlibrary.org)



PUBLIC NOTICES



CITY OF SALINE NOTICE

Due to the Memorial Day Holiday, Saline Municipal Building will be closed on Monday, May 30, 2016, and will reopen for business on Tuesday, May 31, 2016 at 8:30 a.m.

REMINDER: Due to the holiday, trash collection will be delayed by one day.

THE CITY OF SALINE
Teri Royal, City Clerk

ADVERTISEMENT FOR BID

Sealed bid proposals will be received by the Washtenaw County Road Commission at the Administration Building Main Reception Desk, 555 North Zeeb Road, Ann Arbor, Michigan, until 1 p.m. Local Time, Wednesday, June 1, 2016 at which time they will be publicly opened and read for constructing the following:
Baker Heights, Solomeadows Commons, and Lone Oak Road Improvement Project
Baker Heights project is located in Section 7 of Scio Township, Washtenaw County. The project consists of HMA Crushing and Shaping, HMA paving, and installation of aggregate shoulders. The total distance of the project is 0.10 miles.
Solomeadows Commons project is located in Sections 22 of Scio Township, Washtenaw County. The project consists of HMA Crushing and Shaping, HMA paving, and installation of aggregate shoulders. The total distance of the project is 0.53 miles.
Lone Oak project is located in Section 5 of Lodi Township, Washtenaw County. The project consists of HMA Crushing and Shaping, HMA paving, and District No. 2, Resolution No. 2, and Set the Second Public Hearing on Wednesday, April 20, 2016, at 6:00 P.M. Meeting adjourned at 6:50 P.M.
Prepared by Office Assistant: Janet K. Gilkey
Approved by Supervisor: Marc E. Keezer
Linda Reilly, Township Clerk

Letter to the Editor

I Walk In Honor Of Veterans Join Me

I am writing this because in two weeks it is going to be a special holiday for our family and friends that we call veterans.

Here in Dexter we also have a Memorial Day parade to honor them in a very special way. For years I have walked with the American Legion Auxiliary and I have looked out at the people standing along the parade line to see so many veterans out there.

They should be the one walking in the front of the parade. To the veterans, Memorial Day means more to them, than a parade.

I walk in honor of my father and my brothers who served in different wars. So if you are a veteran, I would like to take this time and personally invite you to the Dexter Memorial parade. We at the Legion post would like you to be part of this parade, meet us at the Dexter America Legion (on Dexter-Chelsea).

Please come and join your brothers/sisters for the comradery and a day to remember those who were lost. Hope to see you at the Legion post on Dexter Chelsea Road Monday may 30 by 9am.

Beth Chamberlain

Dexter

To the members of Chelsea Chamber of Commerce

Thank you for your sixteen years of acting as the fiscal agent for the Chelsea Farmers Market. Under your leadership we were able to build a solid foundation, and grow into a fixture in the community. We are so appreciative of the care you put into fostering the farmers market by providing a home base for us.

With fiscal support, music, space, and advice, you have been integral to our development and we would not be where we are today without you. Every week, May through October, people in our community know they can find fresh healthy foods, and locally made crafts, right downtown. We have been able to attract new vendors and new customers every year. We owe much of our success to you, and are deeply grateful for the relationship we've had over the past years.

Now that the markets are consolidating under one roof we look forward to working with you in a different capacity, and continuing this positive relationship. We are excited to build on our shared history and strong partnership to keep Chelsea a great place to live.

Stephanie Willette
Market Manager
Chelsea Farmers Market and Bushel Basket Farmers Market

A NOTICE OF PUBLIC HEARING VILLAGE OF STOCKBRIDGE

Pursuant to Michigan Public Act 110 of 2006, as amended (the Michigan Zoning Enabling Act), notice is hereby given that the Village of Stockbridge Planning Commission will hold a public hearing at 7:00 p.m. on Thursday, June 9, 2016, for the purposes of considering a proposed text amendment to section 6-50 Penalties and Fines of the Zoning Ordinance. The public hearing will be held at the Village Offices, 305 W. Elizabeth St., Rm 112, Stockbridge, MI 49285. PUBLIC WELCOME! Please Any questions, call Debbie Nogle at the Village Office 517-961-7435
Debbie Nogle Village Clerk
Daryl Anderson, Planning Commission Chair

NOTICE OF PUBLIC HEARING LIMA TOWNSHIP BOARD OF TRUSTEES DRAIN TILE SYSTEMS ORDINANCE

Pursuant to Michigan Public Act 110 of 2006, as amended, notice is hereby given that the Lima Township Board of Trustees will hold a public hearing at 6:45 p.m., Monday, June 13, 2016 at the Lima Township Hall, 11452 Jackson Rd, Dexter, MI. The purpose of the hearing is to gather public comment regarding the proposed Drain Tile Systems Ordinance.

This ordinance will establish rules and regulations to protect and preserve drain tiles in Lima Township to insure the proper drainage of land in order to secure the public health, safety, and welfare of the residents and property owners of the

SQUARE FOOT HOME IN ANN ARBOR MICHIGAN. IF YOU ARE INTO FINE THINGS, THEN THIS IS A MUST ATTEND.

GO TO OUR WEBSITE... www.merkelauction.com
SALE ADDRESS LISTED AFTER 9AM
on THURSDAY 5-26-2016.

Terms and Conditions: SALE HOURS... FRIDAY 5-27
10AM-3PM & SATURDAY 10AM-4PM

** NO CHILDREN(DO NOT BRING), NO PURSES OR BAGS ALLOWED(LOCK IN YOUR CAR), NO EXCEPTIONS**

1) 50 people will be allowed in the house at one time. As one leaves, another may come inside with the next available number in hand.

2) Forms of Payment accepted are Cash, Check w/credit card information for back up and AMEX/MC/VISA.

3) All items are sold "As Is, Where Is"
ALL SALES ARE FINAL
there are no warranties nor any implied warranties.

4) We recommend, Men on the Move, a local moving company for large furniture items. It is your responsibility to schedule your own movers and coordinate with our staff should you not be able to remove the items you purchase, on sale day.

5) We WILL NOT respond to phone calls or Email requests regarding prices. You must attend the sale to see the prices for yourself. We do honor street numbers but you must be there when we get there to exchange them with our numbers. One number per person is given out. We will have our number cards on the front porch at 9AM on Friday.(Please take only 1 number per person).
Thank you.

6) Due to the many statues and large yard/garden decorative items, we will have a staff member outside to assist you with tagging your purchases as "Sold".

7) ALL ITEMS THAT YOU CANNOT CARRY TO CHECK OUT AREA, MUST BE MARKED SOLD BY ONE OF OUR STAFF WITH YOUR NUMBER. ALL PURCHASES MUST BE PAID IN FULL WITHIN 30 MINUTES

Joseph Merkel- Auctioneer
Appraiser & Realtor.

Book Your
Auction Today



Call Joseph
734.320.9828

Circulation Supervisor's Report May 2016

- Circulation – 23,647 or 1% lower than last May;
102,183 YTD or 3% lower than this time last year.
- Patron Count- N/A, for May;
N/A YTD or N/A% than this time last year .
- Circulation by township- for May
 - Dexter = 9% of total transactions- same as last month
 - Lima = 1% of transactions – higher than last month
 - Lyndon = 16% of transactions – lower than last month
 - Sylvan = 16% of transactions - higher than last month
 - Chelsea = 37% of transactions - lower than last month
- May Circulation: 78% were items from Chelsea and 22% were inter-loaned items.
- Automated phone renewals in May - 22; Self-check was 11% of items checked out in May;
Overdrive = 1464 in May; Zinio = 213 in May.
- Registrations for May – 62 new cards; 9711 total card holders
*Dexter = 1212 cards; Lima= 1107 cards; Lyndon= 1539 cards
*Sylvan= 1641 cards; Chelsea= 3577 cards; Nonresident= 635 cards
- Circulation by department- Adult-60%, Youth 36%, Teen 4% in May
- Items added = 751 in May; total items in May = 72,021

Circulation Activities:

- We received 3.5 to 10 tubs in the run each day M-F with a total of 126 in May.
- Library Assistant Debbie McBride has retired! Debbie started in August of 1998 and June 1st was her last day. She will be greatly missed!!
- I attended the TLN Circulation Meeting in Waterford.

Respectfully submitted,
Terri Lancaster
Circulation Supervisor

Chelsea District Library
2016

Average Daily Circulation							
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Jan.	762	804	820	769	807	807	513
Feb.	834	915	764	759	864	706	442
March	891	790	956	861	702	708	537
April	805	776	827	845	663	665	482
May	842	881	792	641	670	548	427
June							
July							
August							
Sept.							
Oct.							
Nov.							
Dec.							
Total							
1Mnth Avg							
Avg.% Inc.							

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

with OD & Zinio
okouts.

-3%

SlfChk/ Check-outs only				
2015	2016	Days	Per Day	%
Totals	2820	29	97	11%
1115	2608	27	97	10%
1395	3032	30	101	11%
2488	2941	30	98	12%
2151	2580	29	89	11%
1825				
3439				
3560				
3142				
2371				
2374				
2544				
2486				
28890				11%
This is based on actual checkouts, Overdrive & Zinio are done online.				

Overdrive Circ (downloadable e-books, audio books and music)				
2016	2015	2014	2013	2012
1752	1295	1295	957	674
1638	1418	1244	861	691
1552	1502	1366	960	764
1386	1278	1293	1066	698
1464	1425	1027	948	709
	1445	1343	900	813
	1570	1379	1013	847
	1516	1262	1095	776
	1448	1341	883	705
	1512	1498	1023	705
	1585	1340	889	707
	1547	1462	1030	803
7792	17541	15850	11625	8,892

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

14976

12839

16742

15476

15614

20571

20699

16985

N/A

N/A

N/A

N/A

133902

11,159

-100%

**Chelsea District Library
Monthly New Registration 2016**

Zinio Circ (downloadable e-magazines)				
	2016	2015	2014	
Jan	219	206		
Feb	297	413		
Mar	207	275		
April	254	245		
May	213	201		275
June		263		202
July		265		293
Aug		369		251
Sept		162		208
Oct		179		219
Nov		207		241
Dec		205		279
Total	1,190	2,990		1,968

District	NonRes	School	Other	Total Month	Grand Total
January	84	7	0	3	94
February	57	4	0	3	64
March	54	8	0	1	63
April	45	7	0	0	52
May	54	7	0	1	62
June					0
July					0
August					0
September					0
October					0
November					0
December					0
Totals					335

Registered Card Holders

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
District	5833	7671	8280	8708	9113	8898	9147	9002	9083	9109	9076
Dexter	867	1121	1198	1216	1258	1197	1222	1206	1211	1215	1212
Lima	800	1041	1086	1124	1176	1169	1174	1156	1133	1109	1107
Lyndon	955	1333	1477	1605	1673	1567	1579	1538	1539	1546	1539
Sylvan	1119	1473	1619	1743	1822	1800	1786	1693	1662	1667	1641
CityChel	2092	2703	2900	3020	3184	3165	3386	3409	3538	3572	3577
NonRes	518	803	933	977	960	902	744	640	649	655	635
Freedom	80	102	107	81	58	18	7	6	6	6	7
Sharon	67	115	151	153	150	149	141	118	122	118	112
Waterloo	250	359	391	421	423	411	365	336	348	352	340
GrassLk							15	26	29	28	30
Other	121	227	284	322	329	324	216	154	144	151	146
Totals	6351	8474	9213	9685	10073	9800	9891	9642	9732	9764	9711

Trans May-16	% Tot	Trans	SEMCOG Dec2010	% of Pop	Regist
19,274			14971		
1745	9%		1994	60%	1/3
2795	15%		2480	47%	3/4
3054	16%		2720	58%	
3031	16%		2833	64%	
7051	37%		4944	64%	
				58%	
246	1%				
477	2%				
771	4%				
104	1%				
				100%	

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

Item Circulation 2016

	All items circled at Chel inc: OD & Zinio	Chel items circled at Chel inc: OD & Zinio	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/ renewed anywhere in system	Chel items circled other libraries		
Jan.	26,455	20,830	79%	5,625	21%	20,894	2,035		
Feb.	25,063	19,645	78%	5,418	22%	19,676	1,966		
March	27,839	21,642	78%	6,197	22%	22,090	2,207		
April	25,179	19,942	79%	5,237	21%	20,251	1,949		
May	23,647	18,426	78%	5,221	22%	18,566	1,817		
June				0					
July				0					
August				0					
Sept.				0					
Oct.				0					
Nov.				0					
Dec.				0					
Totals	128,183	100,485	78%	27,698	22%	101,477	9,974		
Mnth Avg	25,637	20,097		5,540		20,295	1,995		

COMMUNICATIONS

Minutes
Board of Education
Chelsea School District
May 9, 2016

Present: Steve Olsen, Laurel McDevitt, Anne Mann, Greg Rhodes, Dana Emmert, Carly Critchfield, Nic Arons

Absent: Tammy Lehman, Laura Bush

Administrators: Dave Killips, Superintendent; Teresa Zigman, Executive Director of Business and Operations; Lisa Nickel, Special Education Director; Mike Kapolka, CHS Principal; Marcus Kaemming, North Creek Principal; Stacie Battaglia, South Meadows Principal; Luman Strong, High School Assistant Principal; Scott Wooster, Technology Director; Denis Taylor, Operations Director

Call to order/roll call/consent grouping/adoption of agenda – Meeting was called to order by President Olsen at 6:30 PM. Motion by Greg Rhodes, supported by Dana Emmert, to adopt the agenda.

ALL AYES, 5-0

Motion by Laurel McDevitt, supported by Greg Rhodes, to approve the regular and Closed Session minutes from the April 18, 2016, Board Meeting.

ALL AYES, 5-0

Motion by Steve Olsen, supported by Dana Emmert, to accept the 2015 December Finance Report and place it on file.

ALL AYES, 5-0

Communications - None

Special Presentations

- Eric Robinson, Marcus Kaemming and student Alex provided the board with a visual demonstration of the SEE SAW application used to enhance student learning through technology.
- Scott Wooster discussed the need for upgrades to the District's server, data storage, and phone system.

Discussion ensued.

* Staff Reports

- North Creek - Marcus Kaemming
- South Meadows - Stacie Battaglia
- Operations - Denis Taylor
- Technology - Scott Wooster
- Food Service - Carrie Hall
- Transportation - Chris Frayer
- Special Education - Lisa Nickel
- CHS - Mike Kapolka
- Beach Middle - Nick Angel
- Business and Operations - Teresa Zigman
- Athletics - Brad Bush

Board Member Reports - None

Minutes
Board of Education
Chelsea School District
May 9, 2016

Public Input - None

Superintendent/Board Discussion - None

Consent Action Items:

Motion by Anne Mann, supported by Dana Emmert, to approve the following recommendations:

- Action Item 66-15-16 : Superintendent Killips recommends the Board approve the contract with Chartwells to supply the District's Food Service Director for the 2016-2017 school year.

ALL AYES, 5-0

Individual Action Items:

Motion by Greg Rhodes, supported by Anne Mann, to approve the following recommendation:

- Action Item 67-15-16: Superintendent Killips recommends the Board approve the hiring of Alex J. Stacy as an English teacher at Beach Middle School.

ALL AYES, 5-0

Information and Discussion:

- WISD Budget
- Technology Upgrades
- 2016-17 Proposed Board Meeting Dates

Public Input - None

Superintendent Report - Superintendent Killips reported on the following:

- Congratulations to Tammy Lehman for completing her Level 1 Board Certification
- MASA/MASB Legislative Conference will be held May 31 beginning at 7:15 AM
- Wednesday, May 18 is the Cum Laude Banquet at 6:00 PM at the high school
- Summer school programming is being planned throughout the District
- Staffing: there are numerous openings due to retirements; additional staff will be hired thanks in part to the passage of the Special Ed millage
- Policies from NEOLA have been received; a Policy Committee Meeting should be scheduled soon
- Comments were made that the 2016 Prom was one of the best proms ever
- North Creek parking lot should be finished within the next few weeks
- Board Member Elections: the deadline for filing as a Board Candidate is July 26, all terms are now six-years in length
- The Community Center would like a letter of support from the Board
- The City of Chelsea would like to finalize an easement near North Creek; the Superintendent will work with the City
- South Meadows and North Creek will hold their annual Fruit and Veggie Challenge Olympics at South Meadows on Friday, May 13 at 1:15 PM
- Thank you to the staff and community for the supporting of the sinking fund renewal and the Special Education millage

President Olsen also thanked Rick Catherman and the CEA for the help in supporting the sinking fund renewal and the Special Education millage.

Minutes
Board of Education
Chelsea School District
May 9, 2016

Commendations/Thank-you

Action Item 68-15-16: Motion by Laurel McDevitt, supported by Dana Emmert to commend Katherine Altman, Theater Director, for reaching out to students and doubling the size of the Theater Guild over the past two years.

ALL AYES 5-0

Upcoming Events

- Monday, May 9 - 6:30 PM - Board Meeting - North Creek
- Monday, May 23 - 6:30 PM - Board Meeting - WSEC
- Monday, May 30 - No School; Memorial Day
- Sunday, June 5 - 2:00 PM - Graduation - High School
- Monday, June 13 - 6:30 PM - Board Meeting - WSEC
- Monday, June 27 - 6:30 - Board Meeting - WSEC

Motion by Anne Mann, supported by Greg Rhodes, to go into Closed Session, for the purpose of CEA Negotiations and the Superintendent Evaluation. (MCL 380.503)

ALL AYES, 5-0

The Board returned to Open Session at 8:04 PM

Other

- B2/B3 Schedule
- Letter of Recommendation for Rich Ramsey

Meeting was adjourned at 8:15 PM

Respectfully submitted,

Anne E. Mann
Board Secretary

**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 3rd, 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 WWI Project with Chelsea Library.

Adjournment – Motion by Lindauer, 2nd 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

June 21, 2016 Board Packet

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

Accept May donations and changes to the 2016 FY Budget.

		Income Line - Expense Line	
5/5/16	Lancaster/Lowry	Adult Collection	674.100 982.910 \$30.00
5/16/16	Frame/Spade	Adult Collection	674.100 982.910 \$25.00
5/18/16	Mason's Olive Lodge	Youth SRP	674.111 884.923 \$700.00
5/26/16	German/Guider	Adult Collection	674.100 982.910 \$10.00
			Total: \$765.00

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

Total General Donations: \$765.00

Total: \$00.00

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 21, 2016 Meeting

2017 Budget Hearing Notice

Background:

Every August the library must present a balanced budget for the next fiscal year to the board and have an open hearing for the public. This is the resolution that the board will approve in July for the publication of the Hearing Notice in the Sun Times and Chelsea Update prior to the August 16, 2016 hearing.

BOARD OF TRUSTEES OF THE
CHELSEA DISTRICT LIBRARY
RESOLUTION NO. 2016-07-19

RESOLUTION APPROVING BUDGET HEARING AND NOTIFICATION

Minutes of a regular meeting of the Board of Trustees of the Chelsea District Library, County of Washtenaw, State of Michigan, held in the McKune Meeting Room at the Library on the 19th day of July, 2016 at Six forty-five, p.m., prevailing Eastern Time.

PRESENT: Jerry Wilczynski, Charlie Taylor, Elizabeth Sensoli, Jan Carr, Susan Lackey, Anne Merkel & TJ Helfferich.

ABSENT:

The following preamble and resolution were offered by Trustee _____ and supported by Trustee _____ :

WHEREAS, in accordance with the Truth in Budgeting Act, there will be presented to the Board of Trustees of the Chelsea District Library (the "Library") on August 16, 2016 the proposed budget for fiscal year 2017; and

WHEREAS, the notice of hearing on the budget is to include the following statement printed in 11-point bold faced type:

The property tax millage rate proposed to be levied to support the proposed budget is the subject of this hearing.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library Board hereby directs its Library Director to schedule the 2017 Budget Hearing for Tuesday, August 16, 2016; and
2. The Library Board hereby directs its Library Director to arrange for publication of Notice of Hearing in the "*The Sun Times News*" & *Chelsea Update* for their July 27th publication

date.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Trustees: Jerry Wilczynski, Charlie Taylor, Elizabeth Sensoli, Jan Carr, Susan Lackey, Anne Merkel & TJ Helfferich.

NAYS: Trustees:

RESOLUTION DECLARED ADOPTED.

Janice L. Carr, Secretary, Board of Trustees
Chelsea District Library
County of Washtenaw
State of Michigan

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Chelsea District Library, County of Washtenaw, Michigan, at a regular meeting held on the 19th day of July, 2016, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Janice L. Carr, Secretary, Board of Trustees
Chelsea District Library
County of Washtenaw
State of Michigan

NOTICE OF PUBLIC HEARING

Chelsea District Library
2017 PROPOSED BUDGET

A PUBLIC HEARING WILL BE HELD ON August 16, 2016 at approximately 6:45 p.m. at the Chelsea District Library, 221 S. Main Street, Chelsea, Michigan on the following proposed 2017 budget:

Expense	Fiscal Year 2017 Budget
Personnel Expenses	1,066,156
Supplies	18,800
Professional Services	60,170
Maintenance Services Contracts	115,169
Telecommunications	26,750
Promotional Materials	50,725
Programming Expenses	70,890
Volunteer Services	2,250
Utilities	60,100
Board Expenses	3,350
Automation Services	46,212
Equipment	21,800
Continuing Education Exp	19,102
Capital Expenses	37,500
Collection Expenses	169,140
Capital Reserve Fund	20,000
TOTAL	1,788,114

The property tax millage rate proposed to be levied to support the proposed budget is the subject of this hearing.

<u>Operating</u>	Rate
Operating Total	1.9394
Bond Debt	0.7500
	<hr/> 2.6894

The proposed 2017 budget documents are available at the Chelsea District Library for public examination.

Lori Kunkel-Coryell, Library Director
Chelsea District Library

Individuals with disabilities requiring auxiliary aids or services should contact Lori Kunkel-Coryell Director, Chelsea District Library, 221 S. Main Street, Chelsea, MI 48118, (734) 475-8732 x 206

PUBLISHED: July 27, 2016

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 21, 2016 Meeting

June Budget Adjustments

Motion Requested:

That the Board approves the following budget adjustments to the 2016 budget:

Amount	From	To	Reason
\$2500.00	982.485 Collection	967.120 Equipment	AWE Tween Computer

Total: \$2,500.00

COMMITTEE

INFO &

MINUTES

**Chelsea District Library
221 S. Main Street, Chelsea, MI
734-475-8732**

2016 Board of Trustee Meetings

June 21, 2016	Tues.	6:45 PM	Board of Trustee
July 19, 2016	Tues.	6:45 PM	Board of Trustee
August 16, 2016	Tues.	6:45 PM	Budget Hearing & Board of Trustee

Finance committee – Quarterly meeting – Monday, June 20th .
Policy committee – Need to set meeting date?
Fundraising committee – Meeting date?

**Unless Otherwise Posted, All Meetings are held in the
McKune Meeting Room and are open to the public.**

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

Governance

Appendix #2

Approved: January 19, 2016

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

Janice L. Carr

Janice L. Carr, Board Secretary

1/19/16

Date