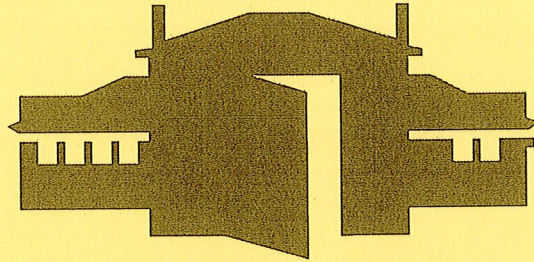


**Chelsea District Library  
Board of Trustees**

**Agenda and Information Packet**



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

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

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

**McKune Room at Chelsea District  
Library**



**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, July 19, 2016—6:45 p.m.**

**McKune Room**

**AGENDA**

**6:45 Board Meeting**

Welcome and Call to Order  
Agenda review and additions

**6:50 Compulsory Segments**

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

**7:05 Public Comment**

**7:10 Action Items**

Donations	L. Coryell
2017 Budget Hearing Notice	L. Coryell

**7:20 Discussion Items**

2016 Board & Staff Retreat	L. Coryell
2017 Draft Budget	L. Coryell
Audit RFP	L. Coryell

**7:35 Trustee Enrichment**

United for Libraries – Resources for Trustees	L. Coryell
Library Advocacy	

**7:50 Reports**

Policy Committee  
Finance Committee  
Fundraising Committee  
Personnel Committee  
Nominating Committee

**8:00 Public Comment**

**8:05 Other Items**

**8:10 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, June 21, 2016 6:45 pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** None

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

**Guests:** Lisa Carolin – Chelsea Update, Randy Ross – Community Foundation of Southeast Michigan.

**Welcome and Call to Order**

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

**Agenda Review and Additions**

1. Discussion Item #3 – Extension of L. Ballard Director training contract

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve the agenda as revised.  
Discussion: None All Ayes: 7-0

**Compulsory Segments:**

**Minutes and Approval of Checks & Financials**

MOTION made by A. Merkel, SECONDED by T. Helfferich to approve the minutes of the May 17, 2016 Board Meeting. Discussion: Request by the board for SASUG to be spelled out. It stands for Shared Automation System Users Group in the future. All Ayes: 7-0

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the General Fund Operational checks & accept the financial reports for May 2016. Discussion: Question on PayPal being used for purchases – this is from patrons paying for damaged items through the catalog. Hot spots are \$648.50 per month for the data plan; the Friends donation of \$3,000.00 is for the township hot spots (per confirmation with M. Bell). All 15 hot spots are checked out at this time with 15 holds. All Ayes: 7-0

**Director's Report Update:**

**L. Coryell update:**

- Our purchased sculpture has been installed by the front entrance.
- L. Coryell & L. Ballard will be meeting with Karry Sheldon to start planning the strategic plan on Monday, June 27<sup>th</sup>.
- Included in the board packet are the signature programming cost benefit analysis for the Midwest Lit Walk and Authors in Chelsea
- M. Bell met with Rod Branham from Sylvan Township regarding installation of their hot spot and M. Bell & L. Coryell met with Craig Maier from Lima Township about theirs.
- Board members asked if there are signs at the township halls letting people know these hot spots are provided by the Chelsea District Library and do we have a splash page?
- The board would also like to know the results of the University of Michigan's School of Information brainstorming session, they are preparing a document and Lori will pass this on.



- Everyone was happy to see that L. Coryell has been out and meeting community members.
- The Guenther collection will be available on a site called Bibloboard and the youth department had great outreach last month.

### **Friends Report Update:**

#### **L. Coryell gave the Friends update:**

- The Friends received a grant from Thrivent for \$250.00 and they will be purchasing a Redbud for the northwest corner of the library lawn in honor of our 10<sup>th</sup> anniversary of our new building.
- The Friends will be setting aside 10% of their profits toward the library endowment with CFSEM.
- The little libraries at Pierce Park and Timber town are supported by the Friends.

### **Public Comment:**

None

### **Presentation by Randy Ross from the Community Foundation of Southeast Michigan (CFSEM)**

Randy Ross gave the board some background on endowments and community foundations around the US as well the library endowment that was set up with them 20 years ago. The CFSEM is ranked 23<sup>rd</sup> in asset size in the country. Their next annual member meeting will be November 14<sup>th</sup> at the Federal Reserve. There are changes in the federal IRS rulings and people can now have their IRA required minimum distribution go to an endowment. The board thought it would be a good idea to have an annual end of year endowment letter and the fundraising committee will plan a meeting. Randy suggested that we check out Plymouth and Northville's information. Our endowment balance is \$40,264.15.

#### **Action Item #1: Approval of the May Donations**

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve and acknowledge the presented May donations. Discussion: None

All Ayes: 7-0

#### **Discussion Item #1: 2017 Budget Hearing Notice**

This will move to Action in July

#### **Discussion Item #2: 2016 June Budget Adjustment**

This adjustment is to move money from the youth collection account to equipment to purchase a youth AWE computer.

MOTION made by C. Taylor, SECONDED by T. Helfferich to move the presented June 2016 Budget Adjustment to Action. Discussion: None

All Ayes: 7-0

#### **Action Item #2: 2016 June Budget Adjustment**

MOTION made by T. Helfferich, SECONDED by C. Taylor to approve the presented June 2016 Budget Adjustment. Discussion: None

All Ayes: 7-0

#### **Discussion Item #3: Extension of L. Ballard contract for Director training**

The original contract between Linda Ballard and the board of trustees to cover her time as interim director and for training the new director was not to exceed 6 months after the director was hired.

L. Coryell has requested that the contract be extended through the end of July. The extra cost is approximately \$500.00.

MOTION made by A. Merkel, SECONDED by S. Lackey to move the contract extension for Director training by L. Ballard to Action. Discussion: None All Ayes: 7-0

**Action Item #3: Extension of L. Ballard contract for Director training**

MOTION made by A. Merkel, SECONDED by C. Taylor to approve extending the contract for Director training by L. Ballard through the month of July. Discussion: None All Ayes: 7-0

**Trustee Enrichment**

The board watched the United for Libraries' *Short Takes for Trustees* video on the topic of "Evaluating the Library Director". There was some discussion for and against 360 reviews.

**Committee Reports**

**Policy Committee** – No Report

**Finance Committee** –Met twice to review the 2017 Draft budget and do the 1<sup>st</sup> quarter payroll reconciliation. Their next quarterly meeting will in July time TBD.

**Fundraising Committee** – To plan a meeting.

**Personnel Committee** – No Report

**Nominating Committee** – No report

**Public and Board Comment:**

None

**Other Items:**

T. Helfferich brought to the board's attention that it was National Pollinators week and wondered if the library could be proactive with activities for special designations like this. The City of Chelsea is working on a bee keeping ordinance and J. Carr suggested a class on bee friendly plants.

**Adjourn:**

MOTION made by E. Sensoli, SECONDED J. Carr to adjourn the meeting at 8:16 p.m.  
All Ayes: 7-0

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

\_\_\_\_\_  
Date



# **FINANCE REPORTS**



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

	TOTAL										
	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jan - Jun 16	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense											
Income											
402 - District Revenue	840,869	509,667	163,504	32,878	407	82,359	1,629,684	1,605,901	23,783	101%	
539.000 - State Grants	3,600	0	0	0	0	0	3,600	9,000	(5,400)	40%	
540.100 - State Aid	0	0	0	4,875	0	0	4,875	8,200	(3,325)	59%	
574.100 - Penal Fines	0	0	0	0	0	0	0	21,000	(21,000)	0%	
607.100 - Non-Resident Fees	873	241	268	375	294	508	2,559	5,000	(2,441)	51%	
645.100 - Copiers & Printers	111	649	931	569	511	135	2,906	7,800	(4,894)	37%	
655.100 - Circulation Fines	1,492	1,732	1,666	1,926	2,332	1,940	11,088	23,000	(11,912)	48%	
665.100 - Interest	18	17	30	27	23	17	132				
666.100 - Investment Earnings	0	17	4,250	39	17,898	2,318	24,522	41,000	(16,478)	60%	
666.500 - Investment Change in Value	17,958	7,023	1,239	(1,549)	(3,202)	9,531	31,000				
674 - Contribution & Donation-Public	335	9,600	0	6,080	765	5,160	21,940	39,380	(17,440)	56%	
675 - Donations Private	0	0	0	0	0	0	0	4,000	(4,000)	0%	
Total Income	865,256	528,946	171,888	45,220	19,028	101,968	1,732,306	1,764,281	(31,975)	98%	
Gross Profit	865,256	528,946	171,888	45,220	19,028	101,968	1,732,306	1,764,281	(31,975)	98%	
Expense											
701 - Personnel Expenses	51,523	72,913	76,799	107,376	75,681	76,812	461,104	1,014,996	(553,892)	45%	
727 - Supplies	2,236	546	1,569	1,343	2,121	647	8,462	19,200	(10,738)	44%	
801 - Professional Services	11,952	1,619	14,858	3,355	1,080	923	33,787	72,912	(39,125)	46%	
803 - Maintenance Service Contracts	2,580	7,432	12,038	11,229	7,499	10,742	51,520	112,510	(60,990)	46%	
850 - Telecommunications	0	(3,507)	2,331	1,002	699	2,283	2,808	22,350	(19,542)	13%	
880 - Promotional Materials	1,273	11,081	2,125	3,694	7,171	2,171	27,515	57,505	(29,990)	48%	
884 - Programming	2,241	1,479	11,453	8,075	5,890	13,679	42,817	92,622	(49,805)	46%	
885 - Volunteer	16	27	143	0	0	0	186	1,150	(964)	16%	
920 - Utilities	0	4,616	1,810	6,993	3,823	3,352	20,594	63,100	(42,506)	33%	
960 - Board Expense	70	159	307	230	605	84	1,455	3,650	(2,195)	40%	
965 - Automation Services	13,726	0	0	9,731	0	0	23,457	44,555	(21,098)	53%	
967 - Equipment	0	9,384	526	2,331	1,850	6,454	20,545	31,175	(10,630)	66%	
969 - Continuing Education Expenses	7,326	2,578	171	6,111	2,438	251	18,875	31,507	(12,632)	60%	
980 - Capital Expense	0	9,810	0	0	4,000	0	13,810	75,200	(61,390)	18%	
982 - Collection Expense	12,910	4,419	16,979	8,875	11,138	15,307	69,628	188,783	(119,155)	37%	
Total Expense	105,853	122,556	141,109	170,345	123,995	132,705	796,563	1,831,215	(1,034,652)	43%	
Net Ordinary Income	759,403	406,390	30,779	(125,125)	(104,967)	(30,737)	935,743	(66,934)	1,002,677		
Other Income/Expense											
Other Expense											
999.001 - Transfer to Capital Improvement	0	0	0	0	0	0	0	(51,000)	51,000	0%	
999.002 - Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	800	(800)	0%	
999.025 - Carry from General Fund	0	0	0	0	0	0	0	(16,734)	16,734	0%	
Total Other Expense	0	0	0	0	0	0	0	(66,934)	66,934	0%	
Net Other Income	0	0	0	0	0	0	0	66,934	(66,934)	0%	
Net Income	759,403	406,390	30,779	(125,125)	(104,967)	(30,737)	935,743	0	935,743	100%	

# Chelsea District Library

## List of Checks for Board Approval

June 2016

Date	Num	Name	Memo	Paid Amount
<b>701 - Personnel Expenses</b>				
<b>701.100 - Wages</b>				
<b>701.120 - Retirement Pick up</b>				
06/09/2016	05232016PRST	Alerus Financial	06/10/16 Payroll	1,626.99
06/10/2016	PR06102016		RETIREMENT	-1,626.99
06/23/2016	06062016PRST	Alerus Financial	06/10/16 Payroll	1,626.99
06/24/2016	PR06242016		RETIREMENT	-1,626.99
Total 701.120 - Retirement Pick up				0.00
<b>701.100 - Wages - Other</b>				
06/10/2016	PR06102016		WAGES	35,065.64
06/24/2016	PR06242016		WAGES	32,776.09
Total 701.100 - Wages - Other				67,841.73
Total 701.100 - Wages				67,841.73
<b>701.110 - Retirement-Contributions</b>				
06/09/2016	05232016PRST	Alerus Financial	06/10/16 Payroll	1,378.41
06/10/2016	PR06102016		RETIREMENT PICK UP	-1,378.41
06/23/2016	06062016PRST	Alerus Financial	06/10/16 Payroll	1,352.49
06/24/2016	PR06242016		RETIREMENT PICK UP	-1,352.49
Total 701.110 - Retirement-Contributions				0.00
<b>701.115 - 401A Retirement Matching</b>				
06/10/2016	PR06102016		401 A MATCHING	1,270.10
06/24/2016	PR06242016		401 A MATCHING	1,244.18
Total 701.115 - 401A Retirement Matching				2,514.28
<b>701.200 - FICA</b>				
06/10/2016	PR06102016		FICA EMPLOYER	2,682.54
06/24/2016	PR06242016		FICA EMPLOYER	2,507.39
Total 701.200 - FICA				5,189.93
<b>701.300 - Flex Benefits</b>				
06/10/2016	PR06102016		Dep Life (CA & DL & HI)	-10.83
06/23/2016	161620004548	Blue Care Network of Michigan	2016 Medical July	637.95
06/23/2016	06112016ST	Unum Life Insurance Co.	July 2016 Premium	618.69
06/24/2016	PR06242016		Dep Life (CA & DL & HI)	-10.83
Total 701.300 - Flex Benefits				1,234.98
<b>701.400 - Unemployment</b>				
06/23/2016	06302016QTR	Michigan Municipal League-Unemp	2nd Quarter 2016	31.17
Total 701.400 - Unemployment				31.17

# Chelsea District Library

## List of Checks for Board Approval

June 2016

Date	Num	Name	Memo	Paid Amount
Total 701 · Personnel Expenses				
727 · Supplies				
727.200 · General Operations				
06/09/2016	06052016CC	Ballard, Linda P.	Copy Paper SRP Craft Supplies, Book, Desk Equipment Highlighters	109.96
06/09/2016	06082016SRP	Persello, Karen		76.11
06/09/2016	456617	Smart Office Solutions		3.92
Total 727.200 · General Operations				
727.300 · Material Processing				
727.320 · Matl Processing Cases				
06/09/2016	5888611	Demco Inc.	Playaway View Cases Circ Receipts	26.94
06/17/2016				-2.00
Total 727.320 · Matl Processing Cases				
727.330 · Matl Processing Other				
06/09/2016	94004783	Midwest Tape	Playaway View Locks Disc Sleeves, Letter sheets	39.98
06/23/2016	439549	BroDart Co. Library Supplies		30.55
Total 727.330 · Matl Processing Other				
727.340 · Repairs				
06/23/2016	439549	BroDart Co. Library Supplies	Cloth Tape	86.86
Total 727.340 · Repairs				
Total 727.300 · Material Processing				
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
06/09/2016	06052016CC	Ballard, Linda P.	Kleenex TriFold Towels	14.79
06/23/2016	31264	Trail Supply LLC		142.80
Total 727.510 · Cleaning Paper Products				
727.520 · Cleaning Supplies				
06/09/2016	300518981	Cintas Corporation-300	Soap Soap	7.26
06/23/2016	30528075	Cintas Corporation-300		7.26
Total 727.520 · Cleaning Supplies				
727.530 · Cleaning Rugs				
06/09/2016	300518981	Cintas Corporation-300	Rugs 05/27/2016 Rugs 06/10/2016	54.07
06/23/2016	30528075	Cintas Corporation-300		54.07
Total 727.530 · Cleaning Rugs				
Total 727.500 · Cleaning				
727.700 · Postage				
Total 727.700 · Postage				



# Chelsea District Library

## List of Checks for Board Approval

### June 2016

Date	Num	Name	Memo	Paid Amount
06/03/2016	727.720	Postage-Operating Postage		
			Circ Receipts	-5.22
	Total 727.720	Postage-Operating Postage		-5.22
	Total 727.700	Postage		-5.22
	Total 727	Supplies		647.35
	801	Professional Services		
	801.040	Bookkeeper		
06/09/2016	201611	Budzinski & Associates	1/2 June Billing	325.00
06/23/2016	201612	Budzinski & Associates	1/2 June Billing	325.00
	Total 801.040	Bookkeeper		650.00
	801.041	Payroll Services		
06/09/2016	17547832	Payroll 1	2016 May	186.35
	Total 801.041	Payroll Services		186.35
	801.300	Banking Fees		
	801.310	Bank Fees		
06/30/2016			Service Charge	20.20
	Total 801.310	Bank Fees		20.20
	801.320	Safe Deposit Box		
06/01/2016	SafetyDepBx		Annual Safety Deposit Box Fee	20.00
	Total 801.320	Safe Deposit Box		20.00
	801.350	Credit Card Fee Circ		
06/06/2016	CCFee052016		May Credit Card Fee	46.19
	Total 801.350	Credit Card Fee Circ		46.19
	Total 801.300	Banking Fees		86.39
	Total 801	Professional Services		922.74
	803	Maintenance Service Contracts		
	803.010	Maint Svc Contingency		
06/23/2016	SEI/01019779	ASSA ABLOY Entrance Systems	Replace Front Door Roller	110.98
06/23/2016	1-34651084032	Johnson Controls	VAV box - Staff Area	645.60
	Total 803.010	Maint Svc Contingency		756.58
	803.100	Copier		
06/09/2016	76553	J. McEldowney Inc..	Public Usage 2016 May	102.91
06/09/2016	64893507	Toshiba Financial Services	June 2016 Staff Copier Lease & Maintenance	561.56

# Chelsea District Library

## List of Checks for Board Approval

June 2016

07/09/16

Date	Nu	Name	Memo	Paid Amount
06/23/2016	65047526	Wells Fargo Bank, NA	Public Copier Lease June	161.00
	Total 803.100 · Copier			825.47
	<b>803.200 · HVAC</b>			
	<b>803.220 · HVAC Temp Controls</b>			
06/23/2016	1-34603629597	Johnson Controls	Annual Maintenance Agreement 6/1/16-5/31/17	2,174.53
	Total 803.220 · HVAC Temp Controls			2,174.53
	Total 803.200 · HVAC			2,174.53
	<b>803.300 · Technology</b>			
	<b>803.310 · Checkpoint</b>			
06/23/2016	S10014655-US	Bibliotheca, LLC	Annual Maintenance on RFID System	1,030.50
06/23/2016	S10014656-US	Bibliotheca, LLC	Annual Maintenance on RFID System	760.20
06/23/2016	S10014657-US	Bibliotheca, LLC	Annual Maintenance on RFID System	754.00
06/23/2016	S10014658-US	Bibliotheca, LLC	Annual Maintenance on RFID System	702.45
	Total 803.310 · Checkpoint			3,247.15
	Total 803.300 · Technology			3,247.15
	<b>803.600 · Building Maintenance</b>			
	<b>803.605 · Janitorial</b>			
06/09/2016	10870	A Production Cleaning Company Inc.	Cleaning 05/22 - 06/04/2016	1,440.85
06/23/2016	10881	A Production Cleaning Company Inc.	Cleaning 06/05 - 06/18/2016	1,440.85
	Total 803.605 · Janitorial			2,881.70
	<b>803.610 · Lawn/Snow Service</b>			
	<b>803.611 · Lawn Service</b>			
06/09/2016	10088	Association Maintenance Corp	Lawncare - 5/23/16 & 5/27/16	773.80
06/09/2016	05032016ST	Back to Nature Lawn Care	Additional Maintenance	33.20
	Total 803.611 · Lawn Service			807.00
	Total 803.610 · Lawn/Snow Service			807.00
	<b>803.620 · Trash</b>			
06/23/2016	17453	City of Chelsea	Trash May 2016	50.00
	Total 803.620 · Trash			50.00
	Total 803.600 · Building Maintenance			3,738.70
	Total 803 · Maintenance Service Contracts			10,742.43
	<b>850 · Telecommunications</b>			
	<b>850.100 · Local &amp; Long Distance Charges</b>			
	<b>850.120 · Telephone</b>			
06/22/2016	05252016ST	A T & T	04/26/16-05/25/16 Billing (May)	302.31

# Chelsea District Library

## List of Checks for Board Approval

June 2016

Date	Nu m	Name	Memo	Paid Amount
06/22/2016	05252016ST	A T & T	12/26/15-01/25/16 Billing (January)	288.77
06/22/2016	05252016ST	A T & T	01/26/16-02/25/16 Billing (February)	288.77
06/22/2016	05252016ST	A T & T	02/26/16-03/25/16 Billing (March)	288.77
06/22/2016	05252016ST	A T & T	03/26/16-04/25/16 Billing (April)	288.77
06/23/2016	05252016ST	A T & T	04/26/16-05/25/16 Billing (May)	18.04
06/23/2016	05252016ST	A T & T	12/26/15-01/25/16 Billing (January)	17.22
06/23/2016	05252016ST	A T & T	01/26/16-02/25/16 Billing (February)	17.22
06/23/2016	05252016ST	A T & T	02/26/16-03/25/16 Billing (March)	17.22
06/23/2016	05252016ST	A T & T	03/26/16-04/25/16 Billing (April)	17.22
Total 850.120 · Telephone				1,544.31
850.121 · Director's Cell Phone				
06/09/2016	9765962941	Verizon Wireless	Cell Phone Charges - May 2016	50.62
Total 850.121 · Director's Cell Phone				50.62
Total 850.100 · Local & Long Distance Charges				1,594.93
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
06/23/2016	261402854-018	Sprint	15 Hotspots Data Charges June	687.83
Total 850.311 · WiFi Hotspots				687.83
Total 850.300 · TLN Internet Service				687.83
Total 850 · Telecommunications				2,282.76
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
06/23/2016	16CHE30	Harbor House	1/8 Page Ad Chelsea Chamber Member Profile	305.00
Total 880.110 · Media Buy				305.00
Total 880.100 · Advertising				305.00
880.300 · Marketing Supplies				
880.310 · Displays				
06/23/2016	439549	BroDart Co. Library Supplies	Shelves & Clips	78.15
Total 880.310 · Displays				78.15
880.340 · Printed Items / Stationary				
880.340 · Printed Items / Stationary				
06/09/2016	149114011	Foresight Group	Business Cards - 4 sets	205.30
Total 880.340 · Printed Items / Stationary				205.30
Total 880.300 · Marketing Supplies				283.45
880.400 · Program Promotion				



# Chelsea District Library

## List of Checks for Board Approval

### June 2016

Date	Numb	Name	Memo	Paid Amount
<b>880.410 - Adult Program Promotion</b>				
06/23/2016	880.412 - Midwest Literary Walk	Keybank	Facebook Ads - MWLW - Responses	5.84
	Total 880.412 - Midwest Literary Walk			5.84
	Total 880.410 - Adult Program Promotion			5.84
<b>880.420 - Youth / Teen Promotion</b>				
<b>880.423 - Summer Reading Program</b>				
06/09/2016	232090	Print-tech Inc.	Banner Date Updates	94.25
06/09/2016	232156	Print-tech Inc.	Banners and Posters	196.06
06/09/2016	21-42333	Signs by Tomorrow	2016 SRP Sponsor Banner	252.00
06/23/2016	5878705	Upstart	YSG SRP T-Shirts	300.00
	Total 880.423 - Summer Reading Program			842.31
	Total 880.420 - Youth / Teen Promotion			842.31
<b>880.440 - Service / Resource Promotion</b>				
<b>880.443 - Digital Collection</b>				
06/09/2016	5888611	Demco Inc.	Clip on Labels & Holders	73.86
06/23/2016	250882955175	Amazon.com	Labels	19.65
	Total 880.443 - Digital Collection			93.51
	Total 880.440 - Service / Resource Promotion			93.51
	Total 880.400 - Program Promotion			941.66
<b>880.500 - Purchased Services</b>				
<b>880.510 - General Purchased Services</b>				
06/23/2016	06092016ST	Keybank	Uberflip - 06/2016	30.85
06/23/2016	06092016ST	Keybank	Adobe Stock Monthly - June	9.99
	Total 880.510 - General Purchased Services			40.84
<b>880.520 - Professional Services</b>				
<b>880.521 - Graphic Design Services</b>				
06/23/2016	0103	MC creative design & photography LLC	2016 SRP Promotional Pieces	600.00
	Total 880.521 - Graphic Design Services			600.00
	Total 880.520 - Professional Services			600.00
	Total 880.500 - Purchased Services			640.84
	Total 880 - Promotional Materials			2,170.95
<b>884 - Programming</b>				
<b>884.110 - Adult Speakers</b>				
<b>884.116 - Purple Rose Concert Readings</b>				

# Chelsea District Library

## List of Checks for Board Approval

June 2016

Date	Num	Name	Memo	Paid Amount
06/23/2016	06202016INV	Purple Rose Theatre Company Inc	2016-17 PR Library Readings	3,000.00
	Total 884.116 · Purple Rose Concert Readings			3,000.00
	<b>884.117 · Oral History Project</b>			
06/23/2016	06202016WW1	River Gallery texhibits	WWI July	1,000.00
06/23/2016	IN-1903753	Displays 2 Go	Portable Display Case	1,329.78
06/23/2016	06202016WWI	Promote Michigan	WWI Publicist - July 2016	100.00
	Total 884.117 · Oral History Project			2,429.78
	<b>884.119 · General Adult Events</b>			
06/23/2016	062016RR	Parr, Thomas A.	June Resume Review	100.00
06/23/2016	06142016GC	Sulecki, Keegan	Panelist Gift Cards	169.75
06/23/2016	06172016DC	Sulecki, Keegan	Display Casters	43.99
06/23/2016	06092016ST	Keybank	Business After Hours Refreshments	164.71
06/23/2016	06092016ST	Keybank	Business After Hours Refreshments	23.96
	Total 884.119 · General Adult Events			502.41
	Total 884.110 · Adult Speakers			5,932.19
	<b>884.120 · Adult Supplies</b>			
06/09/2016	05252016SR	Sulecki, Keegan	Successful Retirement	8.78
	Total 884.121 · Refreshments			8.78
	<b>884.125 · Midwest Literary Walk</b>			
06/09/2016	05282016WM	Sulecki, Keegan	Wrap Meeting	76.29
	Total 884.125 · Midwest Literary Walk			76.29
	<b>884.126 · General Adult Programs</b>			
06/23/2016	124226866529	Amazon.com	Label Outfitters	27.41
06/23/2016	06212016SRP	Meloche, Emily	SRP Food & Trivia Prizes	40.00
	Total 884.126 · General Adult Programs			67.41
	<b>884.127 · SRP Supplies</b>			
06/23/2016	06092016ST	Keybank	Ghirardelli SRP Prizes	215.95
	Total 884.127 · SRP Supplies			215.95
	Total 884.120 · Adult Supplies			368.43
	<b>884.210 · Youth Speakers</b>			
	<b>884.213 · Parenting Programs</b>			
06/23/2016	07062016P&C	Breathe Yoga LLC	07/06 Parent & Child Yoga	100.00
	Total 884.213 · Parenting Programs			100.00

# Chelsea District Library

## List of Checks for Board Approval

### June 2016

Date	Num	Name	Memo	Paid Amount
<b>884.215 · Early Literacy</b>				
06/09/2016	05262016ST	DeMea, Karla	05/26/2016 Story Time	50.00
06/09/2016	05312016BT	Maveal, Jackie	05/31 BabyTime	50.00
06/23/2016	06292016DASA	Batthey, Beth	06/29 DASA Program	90.00
Total 884.215 · Early Literacy				190.00
Total 884.210 · Youth Speakers				290.00
<b>884.220 · Youth Supplies</b>				
<b>884.222 · General Youth Programs</b>				
06/23/2016	06192016SRP	Persello, Karen	SRP Prizes, Kickoff Food, Supplies	29.90
Total 884.222 · General Youth Programs				29.90
<b>884.226 · Summer Reading</b>				
06/09/2016	06012016SRP	Global Marketplace	500 Fair Trade Items for SRP	375.00
06/09/2016	2816350516	Lakeshore	SRP Science/Math Station	74.99
06/09/2016	06082016SRP	Persello, Karen	SRP Craft Supplies, Book, Desk Equipment	20.04
06/09/2016	10023	Time to Play Rentals LLC	06/15/16 Bounce House/Snow Cone Rental	285.00
06/09/2016	06072016SRP	Zubik, Jessica	SRP Crafts & Prizes	400.82
06/23/2016	06202016FSRP	Donnell, Edith	SRP Food Kickoff & Programs	141.16
06/23/2016	06212016DCS..	Persello, Karen	Discovery Center Supplies SRP	71.41
06/23/2016	06192016SRP	Persello, Karen	SRP Prizes, Kickoff Food, Supplies	501.17
06/23/2016	5878705	Upstart	YSG SRP T-Shirts	157.88
06/23/2016	06132016SRP	Zubik, Jessica	SRP Crafts & Prizes Baby	90.40
06/23/2016	06212016BFG	Zubik, Jessica	BFG Party Supplies	84.17
Total 884.226 · Summer Reading				2,201.64
Total 884.220 · Youth Supplies				2,231.54
<b>884.260 · Teen Speakers</b>				
<b>884.261 · Teen Summer Reading</b>				
06/23/2016	06302016TWW	Barson, Kelly A	06/30/2016 Teen Writing Workshop	200.00
06/23/2016	07212016TWW	Barson, Kelly A	07/21/2016 Teen Writing Workshop	200.00
Total 884.261 · Teen Summer Reading				400.00
<b>884.263 · Teen College Bound</b>				
06/23/2016	06162016PRG	Wang, Frances Kai-Hwe	06/16/2016 Teen Writing Workshop	250.00
06/23/2016	08252016WW	Wang, Frances Kai-Hwe	08/25/2016 Teen Writing Workshop	250.00
Total 884.263 · Teen College Bound				500.00
Total 884.260 · Teen Speakers				900.00
<b>884.910 · Adult Programming Restricted</b>				
<b>884.913 · Adult Prog Rest Gifts SRP</b>				
06/09/2016	05282016PRG	Hodges, Michael Howard	Historic Train Depot Program	100.00
06/09/2016	205069101599	Amazon.com	Crayola 10 Count Expressions	14.94



# Chelsea District Library

## List of Checks for Board Approval

June 2016

Date	Num	Name	Memo	Paid Amount
06/23/2016	071325965856	Amazon.com	Bags	29.74
06/23/2016	06132016SRP	Meloche, Emily	SRP Completion Prizes	312.00
06/23/2016	06212016SRP	Meloche, Emily	SRP Food & Trivia Prizes	17.00
06/23/2016	06172016SSRP	Sulecki, Keegan	SRP Made in Michigan Basket	14.25
Total 884.913 · Adult Prog Rest Gifts SRP				487.93
<b>884.915 · Aud Prog. Rst. Gifts Purple Rose</b>				
06/23/2016	06202016INV	Purple Rose Theatre Company Inc	2016-17 PR Library Readings	1,000.00
Total 884.915 · Aud Prog. Rst. Gifts Purple Rose				1,000.00
<b>884.930 · Oral History Restrictred Gift</b>				
<b>884.932 · MHC - World War I Grant</b>				
06/23/2016	06202016WWI	Promote Michigan	WWI Publicist - July 2016	150.00
Total 884.932 · MHC - World War I Grant				150.00
<b>884.934 · CTAP - World War I Grant</b>				
06/23/2016	IN-1903753	Displays 2 Go	Portable Display Case	828.55
Total 884.934 · CTAP - World War I Grant				828.55
Total 884.930 · Oral History Restrictred Gift				978.55
Total 884.910 · Adult Programming Restrictred				2,466.48
<b>884.920 · Youth Programming Restrictred</b>				
<b>884.923 · Youth Prog Rest Gifts SRP</b>				
06/09/2016	6521	Dynamic School Assemblies, Inc.	Balance-6/15/16 Animals Around the World	225.00
06/23/2016	06292016BBMS	Absolutely Baffling Magic	SRP 06/29/16 Performance	350.00
06/23/2016	2032081679	Baker & Taylor Program Account	2032081679	182.17
06/23/2016	2032081785	Baker & Taylor Program Account	2032081785	733.32
Total 884.923 · Youth Prog Rest Gifts SRP				1,490.49
Total 884.920 · Youth Programming Restrictred				1,490.49
Total 884 · Programming				13,679.13
<b>920 · Utilities</b>				
<b>920.110 · City of Chelsea Water</b>				
06/09/2016	06032016ST	City of Chelsea-Elect & Water	04-29-2016 to 05-31-2016	67.11
Total 920.110 · City of Chelsea Water				67.11
<b>920.120 · City of Chelsea Sewer</b>				
06/09/2016	06032016ST	City of Chelsea-Elect & Water	04-29-2016 to 05-31-2016	146.12
06/09/2016	2016StormWater	City of Chelsea	2016 Storm Water Annual Charge	39.47
Total 920.120 · City of Chelsea Sewer				185.59

# Chelsea District Library

## List of Checks for Board Approval

### June 2016

07/09/16

Date	Num	Name	Memo	Paid Amount
06/09/2016	920.130 · City of Chelsea Electric 06032016ST	City of Chelsea-Elect & Water	04-29-2016 to 05-31-2016	2,844.00
	Total 920.130 · City of Chelsea Electric			2,844.00
06/09/2016	920.150 · City of Chelsea Sprinkler 06032016ST	City of Chelsea-Elect & Water	04-29-2016 to 05-31-2016	28.47
	Total 920.150 · City of Chelsea Sprinkler			28.47
06/23/2016	920.200 · McKune Gas 06092016ST	DTE Energy	2016 May	227.05
	Total 920.200 · McKune Gas			227.05
	Total 920 · Utilities			3,352.22
	960 · Board Expense			
	960.200 · Director Expense			
06/23/2016	06092016ST	Keybank	B52 - Lunch w/Lynn Fox	39.96
06/23/2016	06092016ST	Keybank	Common Grill - Lunch w/Jennifer Kundak	44.10
	Total 960.200 · Director Expense			84.06
	Total 960 · Board Expense			84.06
	967 · Equipment			
	967.100 · Equipment Hardware			
06/09/2016	967.110 · Tech Research R09354680101	PCM-G	Ipad Pro & 2 yr warranty	1,066.26
	Total 967.110 · Tech Research			1,066.26
	967.120 · Computers			
06/09/2016	R09354680101	PCM-G	Surface Pro & Docking Station/Cover	1,927.82
06/23/2016	CHEL 16001-1	AWE	Learning Computer for Ages 6-12	2,678.00
	Total 967.120 · Computers			4,605.82
	967.135 · WiFi Hotspots			
06/09/2016	10341241	Manage Mobility	Cases for HotSpot Devices	242.79
	Total 967.135 · WiFi Hotspots			242.79
	Total 967.100 · Equipment Hardware			5,914.87
	967.200 · Equipment Software			
06/23/2016	06092016ST	Keybank	May 2016 Ninite Pro-Monthly non-Windows Updates	20.00
06/23/2016	06092016ST	Keybank	BisectHost - Minecraft	9.34
	Total 967.200 · Equipment Software			29.34

# Chelsea District Library

## List of Checks for Board Approval

### June 2016

Date	Num	Name	Memo	Paid Amount
<b>967.300 · Equipment Furniture &amp; Fixtures</b>				
<b>967.320 · Furniture</b>				
06/09/2016	06072016PP	Waterloo Upholstery Shop	Youth Booth Reupholster	240.00
Total 967.320 · Furniture				240.00
<b>967.330 · Equipment - non-Computer</b>				
06/23/2016	243667	Oreck Floor Care Center	New Vacuum	269.99
Total 967.330 · Equipment - non-Computer				269.99
Total 967.300 · Equipment Furniture & Fixtures				509.99
Total 967 · Equipment				6,454.20
<b>969 · Continuing Education Expenses</b>				
<b>969.001 · Travel</b>				
<b>969.100 · Staff Travel</b>				
<b>969.121 · Youth &amp; Teen Services Travel</b>				
06/09/2016	04102016PLA2	Donnell, Edith	PLA Expense/PLA Book Shipment	104.20
06/23/2016	06132016MLA	Zubik, Jessica	Mitten Award Meeting	49.68
Total 969.121 · Youth & Teen Services Travel				153.88
<b>969.144 · Committee Meetings</b>				
06/23/2016	05262016SAS...	Coryell, Lori	SASUG Committee Meeting	42.12
Total 969.144 · Committee Meetings				42.12
<b>969.145 · Workshops</b>				
06/23/2016	06062016ASC	Meloche , Emily	06/06 ASC Meeting	54.54
Total 969.145 · Workshops				54.54
Total 969.100 · Staff Travel				250.54
Total 969.001 · Travel				250.54
Total 969 · Continuing Education Expenses				250.54
<b>982 · Collection Expense</b>				
<b>982.100 · Audio Books</b>				
<b>982.120 · Adult Books on Disc</b>				
06/03/2016			Circ Receipts - L/D	-60.00
06/09/2016	93993216	Midwest Tape	93993216 - June Replacements	9.99
06/09/2016	93998007	Midwest Tape	93998007 - May Audio Bks	154.96
06/09/2016	94014953	Midwest Tape	94014953 - June Replacements	9.99
06/09/2016	94015879	Midwest Tape	94015879 - May Audio Bks	474.88
06/09/2016	94015941	Midwest Tape	94015941 - June Replacements	39.98
06/17/2016			Circ Receipts - L/D	-29.99
06/23/2016	624088	MicroMarketing LLC	Adult Audio Books	88.98

# Chelsea District Library

## List of Checks for Board Approval

June 2016

07/09/16

Date	Numb	Name	Memo	Paid Amount
06/23/2016	624574	MicroMarketing LLC	Adult Audio Books	38.25
06/23/2016	624845	MicroMarketing LLC	Adult Audio Books	25.49
06/23/2016	94030645	Midwest Tape	94030645 - May Audio Bks	194.95
06/23/2016	94030647	Midwest Tape	94030647 - June Replacement Request	29.99
06/23/2016	75351406	Recorded Books Inc.	June Audio New & Replacements	39.99
Total 982.120 - Adult Books on Disc				1,017.46
<b>982.140 - Youth Books on Disc</b>				
06/23/2016	1087754209	Penguin Random House LLC	1087754209	168.00
06/23/2016	1087764113	Penguin Random House LLC	1087764113	37.50
06/23/2016	1087772849	Penguin Random House LLC	1087772849	30.00
06/23/2016	75353511	Recorded Books Inc.	75353511	14.99
Total 982.140 - Youth Books on Disc				250.49
Total 982.100 - Audio Books				1,267.95
<b>982.400 - Non Print</b>				
<b>982.410 - Electronic Products/Subs</b>				
06/23/2016	5122	Bibliolabs LLC	Biblioboard Creator Service 7/1/16 to 6/30/17	1,950.00
06/23/2016	2006369	Brainfuse Inc.	Annual HelpNow 8/1/2016 to 7/31/2017	5,000.00
06/23/2016	55453	The Library Network	Pronunciator Subscription 7/1/16 to 6/30/17	850.00
Total 982.410 - Electronic Products/Subs				7,800.00
<b>982.416 - eContent/Kindle</b>				
06/09/2016	037011804300	Amazon.com	Kindle Content	261.19
Total 982.416 - eContent/Kindle				261.19
<b>982.420 - Adult Music on CD</b>				
06/09/2016	93969192	Midwest Tape	93969192 - May Music CDs	31.58
06/09/2016	93993215	Midwest Tape	93993215 - May Music CDs	45.57
06/17/2016			Circ Receipts - L/D	-19.98
06/23/2016	94014952	Midwest Tape	94014952 - May Music CDs	13.59
06/23/2016	94035921	Midwest Tape	94035921 - May Music CDs	15.99
06/23/2016	94056166	Midwest Tape	94056166 - May Music CDs	15.19
Total 982.420 - Adult Music on CD				101.94
<b>982.450 - Youth Music CD</b>				
06/23/2016	06202016KSRP	Donnell, Edith	SRP Karaoke	31.77
Total 982.450 - Youth Music CD				31.77
<b>982.460 - DVD Feature</b>				
06/03/2016			Circ Receipts - L/D	-81.00
06/09/2016	93969190	Midwest Tape	93969190 - May Feat DVDs	330.86
06/09/2016	93993210	Midwest Tape	93993210 - April Feat DVDs	11.99
06/09/2016	93993213	Midwest Tape	93993213 - May Feat DVDs	123.74

# Chelsea District Library

## List of Checks for Board Approval

June 2016

Date	Nam	Name	Memo	Paid Amount
06/23/2016	94014950	Midwest Tape	94014950 - May Feat DVDs	217.67
06/23/2016	94035848	Midwest Tape	94035848 - May Feat DVDs	11.99
Total 982.460 · DVD Feature				615.25
<b>982.461 · Lucky Day DVDs</b>				
06/09/2016	93969179	Midwest Tape	93969179 - May LD DVDs	92.96
06/09/2016	93993212	Midwest Tape	93993212 - May LD DVDs	22.99
06/23/2016	94014937	Midwest Tape	94014937 - Apr LD DVDs	22.99
06/23/2016	94014939	Midwest Tape	94014939 - May LD DVDs	19.99
Total 982.461 · Lucky Day DVDs				158.93
<b>982.470 · DVD Non-Fiction</b>				
06/03/2016			Circ Receipts - L/D	-9.99
06/09/2016	93993214	Midwest Tape	93993214 - May NF DVDs	19.99
Total 982.470 · DVD Non-Fiction				10.00
<b>982.480 · Youth Video DVD</b>				
06/03/2016			Circ Receipts - L/D	-34.00
06/23/2016	94056167	Midwest Tape	94056167	211.86
06/23/2016	94076940	Midwest Tape	94076940	45.98
06/23/2016	94076944	Midwest Tape	94076944	165.07
Total 982.480 · Youth Video DVD				388.91
Total 982.400 · Non Print				9,367.99
<b>982.500 · Local History Preservation</b>				
<b>982.510 · Local History Preservation</b>				
06/09/2016	205069101599	Amazon.com	Cotton Gloves	30.90
Total 982.510 · Local History Preservation				30.90
Total 982.500 · Local History Preservation				30.90
<b>982.700 · Print</b>				
<b>982.705 · Adult Print</b>				
<b>982.710 · Adult Large Print</b>				
06/09/2016	2032029684	Baker & Taylor-Enhance Adult	2032029684	72.18
06/23/2016	2032048935	Baker & Taylor-Enhance Adult	2032048935	130.08
06/23/2016	2032073050	Baker & Taylor-Enhance Adult	2032073050	64.59
Total 982.710 · Adult Large Print				266.85
<b>982.720 · Adult Print General</b>				
06/03/2016			Circ Receipts - L/D	-44.00
06/09/2016	2032019013	Baker & Taylor-Adult	2032019013	176.26
06/09/2016	2032029139	Baker & Taylor Books-Automatically Yours	2032029139	79.46
06/09/2016	205067955480	Amazon.com	Book	11.05

# Chelsea District Library

## List of Checks for Board Approval

June 2016

Date	Nun	Name	Memo	Paid Amount
06/09/2016	2032029290	Baker & Taylor-Adult	2032029290	487.59
06/09/2016	2032032976	Baker & Taylor-Adult	2032032976	485.08
06/09/2016	2032037553	Baker & Taylor-Adult	2032037553	233.06
06/09/2016	2032041703	Baker & Taylor Books-Automatically Yours	2032041703	124.12
06/17/2016			Circ Receipts - L/D	-85.95
06/23/2016	250882955175	Amazon.com	The God Players	33.65
06/23/2016	2032047697	Baker & Taylor-Adult	2032047697	541.37
06/23/2016	2032054735	Baker & Taylor-Adult	2032054735	132.53
06/23/2016	2032067527	Baker & Taylor-Adult	2032067527	442.44
06/23/2016	2032071882	Baker & Taylor Books-Automatically Yours	2032071882	224.50
Total 982.720 · Adult Print General				2,841.16
<b>982.740 · Multiple Book Copies</b>				
06/09/2016	2032032653	Baker & Taylor Books Adult Multiples	2032032653	140.69
06/23/2016	2032057581	Baker & Taylor Books Adult Multiples	2032057581	31.97
06/23/2016	2032067228	Baker & Taylor Books Adult Multiples	2032067228	108.16
Total 982.740 · Multiple Book Copies				280.82
Total 982.705 · Adult Print				3,388.83
<b>982.755 · Youth Print</b>				
<b>982.760 · Youth Print General</b>				
06/03/2016			Circ Receipts - L/D	-129.90
06/09/2016	2032022947	Baker & Taylor-Youth	2032022947	11.98
06/09/2016	2032029182	Baker & Taylor-Teen Fiction	2032029182	50.81
06/09/2016	2032041788	Baker & Taylor-Teen Fiction	2032041788	243.74
06/09/2016	2032019844	Baker & Taylor-Unlabeled	2032019844	59.14
06/09/2016	2032022395	Baker & Taylor-Auto Yours Cats	2032022395	36.78
06/09/2016	06072016REF	Gorby, Douglas	Refund L/D Payment J. Graphic	20.00
06/09/2016	06082016SRP	Persello, Karen	SRP Craft Supplies, Book, Desk Equipment	7.07
06/17/2016			Circ Receipts - L/D	-105.52
06/23/2016	2032072309	Baker & Taylor-Youth	2032072309	310.88
06/23/2016	2032052320	Baker & Taylor-Auto Yours Cats	2032052320	70.18
06/23/2016	2032071865	Baker & Taylor-Teen Fiction	2032071865	84.40
06/23/2016	2032044182	Baker & Taylor-Unlabeled	2032044182	320.22
06/23/2016	2032069496	Baker & Taylor-Unlabeled	2032069496	184.74
Total 982.760 · Youth Print General				1,164.52
Total 982.755 · Youth Print				1,164.52
Total 982.700 · Print				4,553.35
<b>982.910 · Adult Collection Restricted</b>				
06/09/2016	2032032629	Baker & Taylor-Adult Memorial	2032032629	52.50
Total 982.910 · Adult Collection Restricted				52.50
<b>982.920 · Youth Collection Restricted</b>				



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

07/09/16

Date	Num	Name	Memo	Paid Amount
06/09/2016	2032014367	Baker & Taylor-Youth Memorial	2032014367	34.31
Total 982.920 · Youth Collection Restricted				34.31
Total 982 · Collection Expense				15,307.00
<b>TOTAL</b>				<b>132,705.47</b>

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

Ordinary Income/Expense	Jan - Jun 16	Jan - Jun 15	\$ Change	% Change
<b>Income</b>				
402 · District Revenue	1,629,684.35	1,546,524.39	83,159.96	5.38%
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	2,559.06	3,022.75	-463.69	-15.34%
645.100 · Copiers & Printers	2,906.57	3,831.79	-925.22	-24.15%
655.100 · Circulation Fines	11,088.22	10,818.94	269.28	2.49%
665.100 · Interest	133.37	203.57	-70.20	-34.48%
666.100 · Investment Earnings	24,521.79	21,414.93	3,106.86	14.51%
666.500 · Investment Change in Value	30,999.75	-7,312.85	38,312.60	523.91%
674 · Contribution & Donation-Public	21,940.00	19,580.00	2,360.00	12.05%
675 · Donations Private	0.00	5,000.00	-5,000.00	-100.0%
<b>Total Income</b>	<b>1,732,308.23</b>	<b>1,607,460.52</b>	<b>124,847.71</b>	<b>7.77%</b>
<b>Gross Profit</b>	<b>1,732,308.23</b>	<b>1,607,460.52</b>	<b>124,847.71</b>	<b>7.77%</b>
<b>Expense</b>				
701 · Personnel Expenses	461,104.38	439,989.53	21,114.85	4.8%
727 · Supplies	8,462.61	9,622.18	-1,159.57	-12.05%
801 · Professional Services	33,787.36	37,986.38	-4,199.02	-11.05%
803 · Maintenance Service Contracts	51,520.11	51,829.27	-309.16	-0.6%
850 · Telecommunications	2,807.23	7,484.89	-4,677.66	-62.5%
880 · Promotional Materials	27,514.70	19,185.91	8,328.79	43.41%
884 · Programming	42,816.11	35,886.80	6,929.31	19.31%
885 · Volunteer	185.60	453.83	-268.23	-59.1%
920 · Utilities	20,593.49	24,665.29	-4,071.80	-16.51%
960 · Board Expense	1,455.04	1,364.02	91.02	6.67%
965 · Automation Services	23,457.44	22,688.32	769.12	3.39%
967 · Equipment	20,544.78	6,665.95	13,878.83	208.21%
969 · Continuing Education Expenses	18,875.01	7,648.19	11,226.82	146.79%
980 · Capital Expense	13,810.00	75,949.85	-62,139.85	-81.82%
982 · Collection Expense	69,626.56	69,222.06	404.50	0.58%
<b>Total Expense</b>	<b>796,560.42</b>	<b>810,642.47</b>	<b>-14,082.05</b>	<b>-1.74%</b>
<b>Net Ordinary Income</b>	<b>935,747.81</b>	<b>796,818.05</b>	<b>138,929.76</b>	<b>17.44%</b>
<b>Net Income</b>	<b>935,747.81</b>	<b>796,818.05</b>	<b>138,929.76</b>	<b>17.44%</b>

**CHELSEA DISTRICT LIBRARY**

Fund Balances

June-16

	Beginning Balance	Net Change	Ending Balance
<b>General Fund</b>			
<b>LOCAL BANKS BALANCES</b>			
Checking Account/ Chelsea State Bank	\$435,621.17	-\$43,257.71	\$392,363.46
Money Market Account/Chelsea State Bank	\$2,475.05	\$0.10	\$2,475.15
Cash on Hand	\$438,096.22	-\$43,257.61	\$394,838.61
<b>Investment Partners Account</b>			
IPA Fixed Income Fund	\$1,333,667.90	\$11,848.81	\$1,345,516.71
IPA Money Market Fund	\$400,000.00	\$0.00	\$400,000.00
<b>Investment Partners Total</b>	<b>\$1,733,667.90</b>	<b>\$11,848.81</b>	<b>\$1,745,516.71</b>
<b>Total General Fund</b>	<b>\$2,171,764.12</b>	<b>-\$31,408.80</b>	<b>\$2,140,355.32</b>
<b>Debt Service Fund</b>			
Bond Debt Retirement Fund Checking	\$256,942.65	\$3,707.11	\$260,649.76





**Chelsea District Library Investment Account**  
As of 06/30/2016

**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
	<b>Total Investment</b>	<b>1,077,957</b>

**Investment Activity**

Date	Value
<b>6/30/2016</b>	<b>1,345,517</b>
Invested	1,077,957
Increase 6/2009 – 12/31/2015	212,038
<b>2016 Change (Current Year)</b>	<b>55,522</b>
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	267,560
(Interest - Fees + Change in Value)	
	<b>1,345,517</b>

**Report for 06/30/2016**

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



# Chelsea District Library Cash Flow 2016

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	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	\$99,931	(\$209,456)	(\$122,614)	(\$60,600)	(\$110,507)	(\$100,180)	(\$113,467)	(\$184,602)	(\$141,804)	\$131,314	(\$58,200)	
Ending balance	\$734,223	\$1,141,827	\$1,150,758	\$941,302	\$818,688	\$758,088	\$647,581	\$547,401	\$433,934	\$249,332	\$107,528	\$238,842	\$238,842	
<b>Income</b>	<b>\$591,460</b>	<b>\$512,949</b>	<b>\$167,017</b>	<b>\$47,077</b>	<b>\$7,131</b>	<b>\$90,728</b>	<b>\$555</b>	<b>\$23,622</b>	<b>\$3,426</b>	<b>\$11,990</b>	<b>\$3,426</b>	<b>\$253,520</b>	<b>\$1,712,901</b>	
Total income														
Other income														
<b>Expenditures</b>														
Total Expense	\$153,146	\$126,734	\$165,805	\$142,893	\$146,001	\$133,986	\$131,062	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,709,838	
Other	\$50,000												\$50,000	

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Actual / Budget
Operating cash on hand	\$297,042	\$285,356	\$671,571	\$672,783	\$576,967	\$438,097	\$394,839	\$264,332	\$258,664	\$245,197	\$160,595	\$118,791	\$297,042	
Total income	\$591,460	\$512,949	\$167,017	\$47,077	\$7,131	\$90,728	\$555	\$23,622	\$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	\$133,986	\$131,062	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,759,838	
Net cash flow	(\$11,686)	\$386,215	\$1,212	(\$95,816)	(\$138,870)	(\$43,258)	(\$130,507)	(\$5,668)	(\$13,467)	(\$84,602)	(\$41,804)	\$131,314	(\$46,937)	
Ending balance	\$285,356	\$671,571	\$672,783	\$576,967	\$438,097	\$394,839	\$264,332	\$258,664	\$245,197	\$160,595	\$118,791	\$250,105	\$250,105	

\$ 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 June 2016

	Jan - Jun 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	260	250	10
674.101 · Designated Youth Collection	50	50	0
674.110 · Designated Adult Programming	7,250	6,600	650
674.111 · Designated Youth Programming	7,280	8,130	(850)
674.120 · Undesignated Donation	0	7,250	(7,250)
674.121 · Annual Giving	0	10,000	(10,000)
674.141 · Designated Technology	7,100	4,100	3,000
674.200 · Friends of the Library Donation	0	3,000	(3,000)
Total 674 · Contribution & Donation-Public	21,940	39,380	(17,440)
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	25,540	52,380	(26,840)
Gross Profit	25,540	52,380	(26,840)
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	546	830	(284)
884.914 · Adult Prog Rest Gifts MWest LW	3,000	3,000	0
884.915 · Aud Prg. Rst. Gifts Purple Rose	1,000	1,000	0
884.930 · Oral History Restrcted Gift			
884.932 · MHC - World War I Grant	1,900	9,000	(7,100)
Total 884.930 · Oral History Restrcted Gift	1,900	9,000	(7,100)
Total 884.910 · Adult Programming Restricted	7,946	15,330	(7,384)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	293	830	(537)
884.923 · Youth Prog Rest Gifts SRP	1,850	3,300	(1,450)
Total 884.920 · Youth Programming Restricted	2,143	4,130	(1,987)
Total 884 · Programming	13,518	27,960	(14,442)
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	236	250	(14)
982.920 · Youth Collection Restricted	34	50	(16)
Total 982 · Collection Expense	440	2,953	(2,513)
Total Expense	13,958	30,913	(16,955)
Net Ordinary Income	11,582	21,467	(9,885)
Net Income	11,582	21,467	(9,885)



# **DIRECTOR'S REPORT**



## **Library Director's Report on June 2016**

### **Respectfully submitted for July 2016 Board Meeting**

#### **Staff News**

In June we bid a fond and heartfelt farewell to Debbie McBride – Library Assistant Extraordinaire! Her good nature, humor, and excellent customer service skills will be missed, but we wish her the best in her retirement.

Congratulations to Substitute Librarian Molly Moeller who celebrated her one-year anniversary on June 8<sup>th</sup>!

#### **Financial Matters**

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

#### **2017 Operating Budget Planning**

After two meetings with the Finance Committee, the 2017 draft budget will be delivered at this meeting. Please submit any questions you have to me by August 5<sup>th</sup> in anticipation of the budget hearing at the August 16<sup>th</sup> Board meeting.

The budget hearing for the public is scheduled for Tuesday, August 16<sup>th</sup>, and final approval of the 2017 operating budget is scheduled for the September 20<sup>th</sup> meeting of the Board of Trustees.

#### **Strategic Planning Update – Things Are Happening!**

Kerry Sheldon and Griffin Reames of Bridgeport Consulting have scheduled interviews with all trustees throughout the month of July. Additionally, they will meet CDL staff at the all staff meeting on July 22<sup>nd</sup> to discuss the overall strategic planning process and solicit ideas and suggestions for topics to explore. The team has also scheduled monthly meetings with the Library's management team throughout the planning process. The first such meeting will take place on August 2<sup>nd</sup>. Assistant Director Linda Ballard and I will conference with Kerry and Griffin biweekly throughout the process.

Kerry and Griffin will prepare a draft stakeholder engagement plan by August 10<sup>th</sup>. This completed plan will be introduced to the Board at their August 16<sup>th</sup> monthly meeting. During this meeting, Kerry and Griffin will also review themes from the trustee interviews.

We are proposing a combined Board and Staff retreat on Friday, October 21<sup>st</sup>, to explore potential initiatives and strategies. The day will also serve as our annual staff in-service. The Library will be closed that day, pending Board approval.

#### **Audit RFP**

In this packet you will find a draft RFP for auditing services for 2017, 2018, and 2019. The plan is to send this RFP out on July 20<sup>th</sup> with a provider selected for approval at the September 20<sup>th</sup> meeting. The RFP will go out to 17 area firms as well as be submitted to the Michigan Municipal League's RFP Sharing Service.

## **For Your Information**

- **EveryLibrary**  
Trustees maybe receiving emails form EveryLibrary. Attached to this report is an information sheet on this Political Action Committee that focuses exclusively on supporting local library ballot committees and PACs as they conduct voter outreach and get out the vote efforts.
- **SASUG**  
SASUG is the acronym for the Shared Automated System Users Group. SASUG is responsible for the operation and governance of The Library Network (TLN) Shared Automated System. The Shared Automated System is an online catalog of materials owned by 41 libraries (of which Chelsea is one) in 55 locations throughout Southeast Michigan in Wayne, Oakland, Washtenaw, and Livingston Counties.
- **ALA Code of Ethics**  
Attached to this report is a copy of the Code of Ethics of the American Library Association, which are the ethical principles that “guide the work of librarians, other professionals providing information services, library trustees and library staff.”

## **Out and About -- June 2016**

- Attended Friends of CDL meeting on June 6<sup>th</sup> (reported on at June Board meeting). No meeting in July.
- Attended Summer Reading/Learning at CDL Kick-Off – June 15<sup>th</sup> (worked the sno-cone machine!)
- Met with Nancy Graebner of Chelsea St. Joe’s – June 16<sup>th</sup>
- Met with Howdy Homes of Jiffy Mix – June 17<sup>th</sup>
- Attended Senior Center Ice Cream Social – June 20<sup>th</sup>
- Met with AADL Director Josie Parker – June 22<sup>nd</sup>
- Attended SASUG meeting – June 23<sup>rd</sup>
- With Linda Ballard, met with Kerry Sheldon and Griffin Reames of Bridgeport Consulting to discuss strategic planning at CDL – June 27<sup>th</sup>
- Met with Gerri Greenspan of Purple Rose Theatre to discuss collaboration on *Willow Run* musical – June 29<sup>th</sup>

## **Looking Ahead to July 2016**

- Meet with Chelsea State Bank Investment Services Financial Advisor Michael Voorheis to review investment portfolio – July 7<sup>th</sup>
- Meet with TLN Annual Membership Meeting – July 15<sup>th</sup>
- Vacation – July 20<sup>th</sup> – 29<sup>th</sup>

## Chelsea District Library Performance Dashboard June 2016

	June-15	June-16	%change from last June	2015 to date	2016 to date
<b>Circulation</b>					
Items	27833	25619	-8%	151805	144820
E-books/E-audio	1445	1344	-7%	8363	9136
E-magazines	263	291	11%	1603	1481
<b>TOTAL</b>	<b>29541</b>	<b>27254</b>	<b>-8%</b>	<b>161771</b>	<b>155437</b>
<b>Self-Check Items</b>					
<b>TOTAL</b>	<b>3439</b>	<b>2901</b>	<b>-16%</b>	<b>12413</b>	<b>16882</b>
<b>New Cards</b>					
<b>TOTAL</b>	<b>119</b>	<b>107</b>	<b>-10%</b>	<b>446</b>	<b>442</b>
<b>Annual Registered Borrowers</b>					
<b>TOTAL</b>					
<b>Reference</b>	<b>2058</b>	<b>1928</b>			
<b>TOTAL</b>	<b>1930</b>	<b>1928</b>	<b>0%</b>	<b>10823</b>	<b>10923</b>
<b>Program Attendance</b>					
Youth	390	331	-15%	1308	1695
Adult	201	245	22%	1327	1457
Teen	100	90	-10%	434	281
General	1201	699	-42%	2591	1987
Outreach -- Youth	0	1360	#DIV/0!	5816	5220
Outreach -- Teen	0	490	#DIV/0!	165	1837
Outreach -- Adult	88	81	-8%	263	470
<b>TOTAL</b>	<b>1980</b>	<b>3296</b>	<b>66%</b>	<b>11886</b>	<b>11676</b>
<b>Programs/Visits Offered</b>					
Youth	14	13	-7%	90	95
Adult	15	12	-20%	91	61
Teen	9	7	-22%	49	36
General	9	4	-56%	21	23
Outreach -- Youth	14	43	207%	115	128
Outreach -- Teen	9	17	89%	22	59
Outreach -- Adult	10	6	-40%	32	44
<b>TOTAL</b>	<b>80</b>	<b>102</b>	<b>28%</b>	<b>420</b>	<b>446</b>
<b>Door Count</b>					
<b>TOTAL</b>	<b>20571</b>	<b>0</b>	<b>-100%</b>	<b>96218</b>	<b>0</b>
<b>WiFi Data Usage (GB)</b>					
<b>TOTAL</b>	<b>858</b>	<b>622</b>	<b>-28%</b>	<b>4489</b>	<b>3753.7</b>
<b>Computer Usage - Sessions</b>					
Workstations	3531	1398	-60%	15936	8461
Wireless	9058	9040	0%	45691	46048
<b>TOTAL</b>	<b>12589</b>	<b>10438</b>	<b>-17%</b>	<b>61627</b>	<b>54509</b>
<b>OCLC Loans</b>					
<b>TOTAL</b>	<b>7</b>	<b>5</b>	<b>-29%</b>	<b>50</b>	<b>47</b>

<b>Annual Items in Collection</b>					
<b>TOTAL</b>					
<b>Unique Website Visits</b>					
<b>TOTAL</b>	11057	9121	-18%	55223	55787
<b>Homebound &amp; Deposit Collection Items</b>					
<b>TOTAL</b>	125	101	-19%	792	632



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## What We Do

*Any library ballot initiative anywhere matters to every library everywhere*

EveryLibrary is the first and only national organization dedicated to building voter support for libraries. We are chartered "to promote public, school, and college libraries, including by advocating in support of public funding for libraries and building public awareness of public funding initiatives". Our primary work is to support local public libraries when they have a referendum or measure on the ballot. We do this in three ways: by training library staff, trustees, and volunteers to plan and run effective Information Only campaigns; by assisting local Vote Yes committees on planning and executing Get Out the Vote work for their library's measure; and by speaking directly to the public about the value and relevance of libraries and librarians. Our focus on activating voters on Election Day is unique in the library advocacy ecosystem. This is reflected in the training and coaching we do for campaigns.

In each election cycle, tens of millions of dollars are at stake for libraries. From bonding for new or remodeled building projects to changing millages, levies, or taxes that impact staffing, collections, programs, and services, libraries are on the ballot. EveryLibrary helps libraries:

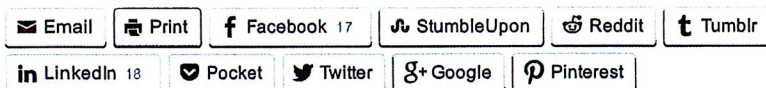
- Assist libraries in both the pre-filing and campaign stages of an initiative.
- Provide strategic consulting services, voter segmentation advice, and assistance in developing ballot language.
- Conduct feasibility studies and assist in setting up a local committee or PAC.
- Develop a fundraising strategy for your local committee or PAC.
- Train volunteers in voter education and get-out-the-vote techniques.

**During the run of a campaign, EveryLibrary:**

- Continue technical and capacity-building consultancy.
- Provide direct financial support to the local committee or PAC in seed-stage or sustaining levels of support.
- Conduct direct voter education and get-out-the-vote efforts.

In each campaign, EveryLibrary will engage with the local library community to determine our best level and type of involvement. We work best for you when we work with you. Help make sure every type of library is supported at the ballot box.

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Calculate!

You Helped  
Libraries Win:



## Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

The previous version of this file has long held the **incorrect amendment date of June 28, 1997**; the [Office for Intellectual Freedom](#) regrets and apologizes for the error.

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

**Facility**

Hopefully you have all seen the great progress we have made on the media area remodel- "stonehedge" gone, new shelving in its place, youth reference desk reduced by 2/3, lockers reduced to ten, new literature display next to lockers, 2 of the 4 bench seats at the youth booths replaced with new colorful chairs, and the remaining double-sided bench re-upholstered. And what about all of that natural light pouring in? Isn't it fantastic?!

I hope by the time you read this I have set dates for painting McKune Room and porches with the painting contractor. I am still shooting to get it all done before the 10<sup>th</sup> Anniversary celebration on Aug. 18<sup>th</sup>.

After many hours working with our tech from Johnson Controls, we have made good progress on the heating/cooling issues that we have had since we moved in. Fuller Heating told us they had done all they could but Johnson has really been giving it the time it needs (as part of our maintenance contract so no extra cost to us!) to try to solve the two main issues- the staff lounge and the study rooms. One more visits and I think we will have great improvement.

Paul Conahan from Michigan Reserve Associates was out this month to do a site visit to help in updating out capital maintenance plan. It has been almost five years since we did the original study and time to look at how components are holding up and how our funding plan is progressing. We will have the updated study after Johnson Controls next maintenance visit as they want to update the components they maintain for us now.

Gary Munce painted the bike rack by the front entrance this month. After ten years, it really needed it! He and his wife Joann also hung the fabric sails over the pergola, which really helps with the Munch Bunch summer program every Tuesday and Friday. I think I forgot to mention last month that he stained the wood bench under the south portico – he's the best!

Lori, Charlie and I met with Joe Giese, a local acoustics expert, to get his input on what options we may have to improve the acoustics in the McKune Room. He was very helpful and I have contacted his father, Dieter Giese of GK Audio, to do some testing and give us a formal recommendation. Joe felt some large acoustic panels on the east wall would probably give us the results we were looking for but we will know more after our meeting with Dieter.

The new sculpture we purchased was placed on the pad out by the front entrance and looks really great, especially through those large front windows that are now visible in the youth area ☺

**Volunteers**

June is Summer Reading kick-off so our stats pick up quite a bit. We logged 510.5 non-book sale volunteer hours this month, 353.5 for the YSG alone! Book sale hours were 251, for a total of 761.5. The June sale made \$878 with an additional \$393 from the lobby book carts and \$398 from online sales. Sounds & Sights Fest means two sales in July!

**Outreach**

Jessica, Mel and I attended a meeting with Doug Worthington this month to discuss our thoughts/hopes for the makerspace at the proposed new community center. I have been attending those committee meetings but felt Jessica and Mel would have much better input as to what the library would like to see included in a makerspace. The meeting was very productive and Doug was very encouraged by what we proposed.

**Strategic Plan**

Lori and I met with Kerry and Griffin from Bridgeport Consulting to kick-off our strategic plan planning. We set regular meetings, a visit to our all staff meeting, and reviewed questions for the individual board meetings. It was a very productive meeting and they are very excited to be working with us on this project.

**Budget-** After two meetings with the finance committee, we have completed the draft 2017 budget and are ready to present it to the board in August. It was a smooth, positive process with lots of good questions from the committee. Lori really immersed herself into the process and did a great job understanding and presenting it to the committee.

Respectfully, Linda Ballard, Assistant Director



### Program Report: June

Date	Event	Attendance
6/7, 6/21	Smarty Pants Trivia Smackdown	69, 41
6/8	Place That Face	14
6/9	Resume Review	4
6/9, 6/16, 6/23, 6/30	Comedy Showcase	139, 125, 235, 200
6/15	Grow Your Business	1
6/15	Michigan Historic Railroad Stations & Adult SRP Kick-off	16
6/25	Purple Rose Theatre Concert Reading	53
6/27	Sustainable Table: Eating Local	14
6/28	Reading Glasses: a book club	17
<b>Technology Programs</b>		
6/14, 6/28	Computer Training 1:1	5, 4
6/28	Ancestry Aficionados	7
<b>Outreach Programming</b>		
5/5, 5/19	Computer Training 1:1 @ CRC Dancey & Glazier	5, 3
6/16	SRP Kick-off Outreach: CRC, Silver Maples, Senior Center	16, 16, 23
6/15, 6/16	Book Clubs: Senior Center, Pines	5, 6
6/30	SRP Follow-up: Dancy	7
<b>Total Programs: 22</b>	<b>Attendance Total:</b>	<b>1025</b>

### Upcoming Programs

In July we have a continuation of our outreach programming related to Summer Reading at Silver Maples, Chelsea Senior Center, and CRC. We are getting a lot more traffic this year and appreciation that we are making this program more accessible to our patrons with limited mobility. We will also have a presence at the Ironclad Vintage Base Ball Festival and look forward to being a part of this event for the second year. At the end of June, we finalized programming for our Fall lineup and have completed planning programs that complement our WWI project.

### Collections

In June, collection work mainly involved maintenance and planning for upcoming months. We are working on weeding in the Fiction collection, addressing the demand for more paperback romance, and more westerns in our collection. In addition, we are still planning for releasing our nontraditional collection this fall as well as developing an "Adult Reader" collection to support adults trying to improve their literacy skills. Adult Reference Librarian, Shannon is heading up the development of this collection.

### **World War Centennial: Strong Foundations, New Possibilities**

WWI is on still going strong! All banner images have been selected, scanned, and sent to the printer. Invitations and the brochure are also in the works. Our display cases for the lobby have arrived and look great! In addition, we have several upcoming Media spots in July, including radio and TV where we can really get the word out regarding this great exhibit!

	<b>June 2016</b>	<b>June 2015</b>
<b>2<sup>nd</sup> floor Ref Desk Interactions</b>	1,149	1,074
<b>Homebound Book Delivery</b>	101	125
<b>Inter-library Loan</b>	5	7
<b>Zinio Checkouts</b>	291	263

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

June was an exciting month as we kicked off our Adult Summer Reading program with great success. This is the first year that we had a special Adult Kick-off and I think it was a great opportunity to get the word out that we have offering for adults during Summer Reading as well. At the end of June, our registration numbers were already higher than our final number of participants for 2015. June also meant we geared up our planning for the WWI project as we get closer to our launch. I look forward to seeing the project become a reality in July.

### **From Emily Meloche, Adult Services Librarian**

With switching to summer hours and launching and promoting summer reading, June was a fast month! In addition to my regular monthly programs, I reprised my presentation on the Cape Town Exchange to tie in with our travel summer reading theme at Silver Maples. Additionally, time has been spent improving the photo quality of selections of the Ralph Guenther Collection, and experimenting with photo editing programs to make sure that the photos remain high quality. FastStone image viewer, a program we have been using to scan negatives, proves to be the best photo editor for maintaining high fidelity and will be used for all local history photo editing in the future.



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

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

**Programs and Attendance (previous year)**

Family:	3	(5)	programs	Attendance:	1055	(846)
Youth:	13	(14)	programs	Attendance:	331	(390)
Outreach:	60	(0)	programs	Attendance:	1850	(0)
Teen:	7	(9)	programs	Attendance:	90	(100)
<b>Total:</b>	<b>83</b>	<b>(28)</b>	<b>programs</b>	<b>Attendance:</b>	<b>3326</b>	<b>(1336)</b>

Date	Name of Program	Children	Teens	Adults	Total
<b>Family/Parent</b>					
6/15	Summer Reading/Summer Learning Kickoff				<b>800</b>
6/15	Animals Around the World				<b>120</b>
6/29	Wild Wednesday: Baffling Bill's Magic Show				<b>135</b>
<b>Youth</b>					
6/7, 14, 21, 28	Babytime (4)	68		58	<b>126</b>
6/17	READ to the Library Dog				<b>5</b>
6/20	Movie Monday-Finding Nemo				<b>60</b>
6/21, 24, 28	Summer Munch Bunch (3)	29		16	<b>45</b>
6/22, 29	Musical Storytime; Dance Along Sing Along (2)	30		10	<b>40</b>
6/22	Wild Wednesday: BFG Party	32			<b>32</b>
6/27	Summer Lego Club	15		8	<b>23</b>
<b>School &amp; Community Outreach</b>					
6/1, 2, 6, 7, 8, 9, 14	Class visits to CDL about SRP, STEM activities (21)-KP, ED, JZ				<b>560</b>
6/2	Visit to 9-11 <sup>th</sup> grade classes about SRP(10)-ED				<b>300</b>
6/3	Visit to 6 <sup>th</sup> grade classes about SRP(7) -ED				<b>190</b>
6/3	Visit to North Creek classes about SRP(21)-JZ				<b>500</b>
6/3	PTO Ice Cream Social-Book Walk booth-KP, JZ				<b>300</b>
<b>Teen</b>					
6/6, 8	YSG Volunteer Orientation Training (2)		42		<b>42</b>
6/9	YSG Discovery Center Bootcamp		16		<b>16</b>
6/16, 20	Young Writer's Workshop (2)		14		<b>14</b>
6/21, 28	Skynet Junior Scholars (2)		18		<b>18</b>

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

Date	Total
June 2016	<b>654 (856)</b>
May 2016	<b>449 (522)</b>
April 2016	<b>444 (380)</b>
March 2016	<b>432 (445)</b>
February 2016	<b>398 (430)</b>
January 2016	<b>630 (546)</b>
December 2015	<b>337 (412)</b>
November 2015	<b>548 (571)</b>
October 2015	<b>453 (584)</b>
September 2015	<b>348 (538)</b>
August 2015	<b>550 (725)</b>
July 2015	<b>977 (1120)</b>

## **June Highlights**

### **From Karen**

- All 21 South Meadows Elementary classes visited the library early in the month to learn about Summer Reading and the Discovery Center STEAM (Science, Technology, Engineering, Art, and Mathematics) activities. This preparation paid off, and the Discovery Center has been a very popular activity this summer. Many thanks to Jessica and Edith, for helping me with the visits of more than 500 students!
- The Summer Reading/Summer Learning Kickoff on June 15 was attended by nearly 800 people, a new record for us! With 18 separate activities, including Karaoke, a Bounce House, and free snow cones, I think a good time was had by all!
- And of course, many signed up for Summer Reading on that day. As of 6/30/16, there were 1,072 kids and teens signed up for Summer Reading.

### **Youth Department Volunteers: Youth Service Group—351.5 hours**

- There are currently 80 Youth Service Group Members who have active SignUp Genius Accounts, which is the way they sign up to volunteer for events at the library.
- We have over 50 YSG signed up to help this summer.

### **June Community Outreach & Meetings:**

6/3	PTO Ice Cream Social (KP, JZ)
6/7, 21, 28	Weekly management meetings (KP)
6/8, 22	Biweekly meetings with Lori (KP)
6/21	UMSI student interview about youth services (JZ)
6/23	Fall program planning meeting (KP, ED, JZ)
6/24	Monthly staff meeting (KP, ED, JZ)
6/28	Community makerspace meeting (JZ)

### **Future Program Highlights:**

7/1, 5, 8, 12, 15, 19, 22, 26, 29	Summer Munch Bunch
7/5, 19, 26	Skynet Junior Scholars
7/6	Parent & Child Yoga
7/11	Movie Monday-Inside Out
7/11-15	SRSly Minecraft Server Camp
7/18	Summer Lego Club
7/20	Stop-motion Animation Workshop
7/24, 31	SAT Workshop; SAT Practice Test
7/27	Summer Reading/Summer Learning Finale; Miniature Demo Derby Slot Car Racing
7/28	Teen Summer Reading Finale

### **From Edith, Youth and Teen Librarian**

- Visited 14 Language Arts classes at CHS to promote summer reading and volunteering for YSG
- Visited all 6th graders at BMS to promote summer reading and volunteering for YSG
- Presented two YSG volunteer orientation sessions with Karen and Jessica
- Helped provide assistance to YSG and staff during our intense and more-popular-than-ever SRP kickoff!
- Attended a mini-conference on comics and education at University of Michigan, participated in two discussions on the intersection of comics and education in library environments
- Attended the second annual A2 Tech Trek, saw over 20 different companies at the SPARK headquarters in downtown Ann Arbor, made some connections with local companies regarding resources for teens and supporting teens as they prepare for college and careers in technology.
- Volunteered at the 7th annual Kids Read Comics Convention, now called A2CAF(Ann Arbor Comic Arts Festival)

### **From Jessica, Youth and Teen Librarian**

June was all about the start of Summer Reading/Summer Learning, plus preparing for fall programming!

- I developed an online registration form for SRP (with a little help from Melanie) that has been very successful. Kids (or their parents) can sign up from home, and then pick up a paper reading log at the library. Our YSG teen helpers look up registered kids in a spreadsheet to record when they pick up prizes.
- For fall programming, I'm excited to lead a 3-week workshop using Lego WeDo mini robotics kits. We tested these kits during the Super Saturday outreach programs we did with the school district in March, and they were a big hit.

## Chelsea District Library

Report Period: June 2016

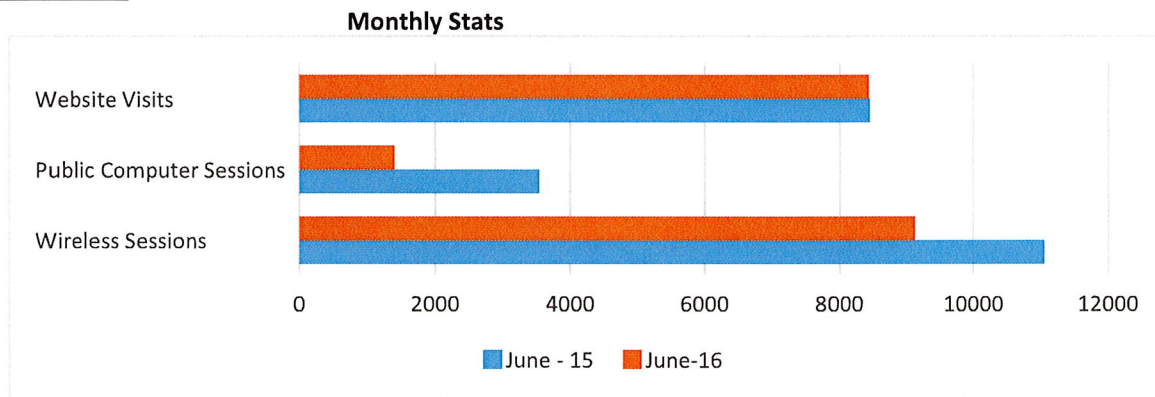
USAGE SUMMARY	
<b>Total Usage (Homework Help, Skills Building, Writing Lab, Test Center Visits, and Database Usage)</b>	<b>15</b>
<b>Database Usage</b>	<b>15</b>
Homework Help/ Skills Building Sessions	0
Test Center Visits	0
Writing Lab Submissions	0
Unique Visits	5

# Technology

## Summary of June 2016



### Statistics



- Wireless clients increased from **9,058** clients in June 2015 to **9,040** in June 2016.
- Public computer usage decreased from **3,531** users in June 2015 to **1,398** users in June 2016.
- Website visits decreased from **11,057** visits in June 2015 to **9,121** visits in June 2016.

### From: Ron Andrews – Head of Technology

June was a great month for new beginnings. I was promoted back to Head of Technology services which meant transition and a new learning curve. Having been in this role before I was ready and somewhat informed of what needed doing. I applaud Administration for seeing the need and the logic for this change.

I spent much of the month learning where projects were, what was happening with the budget and re-ordering my files to be able to manage it all. Needless to say I have spent much time with Melanie during the month and continue to marvel and applaud her skill and professionalism.

**Budget** - we split the technology budget into services, maintenance and equipment. I have taken over much of the service and maintenance lines while Melanie is still responsible for the equipment lines.

**Collections** - Since taking back the responsibility for the online databases there have been several changes. The management team with my recommendation dropped RefUSA, Mango Languages and Novelist because of high cost and low usage. I was able to find a replacement for Mango called "Pronunciator". Reference staff and I agreed that it is a better language database and easier to use. Brainfuse our educational database for Youth/Teen has grown in popularity so we were able to continue with this popular service. Lastly the Adult department has added a new service called, Biblioboard which will allow our extensive collection of images to be more easily accessible by the public.

In the Media area that has now in the process of being renovated I am still collecting for the Feature, TV and Lucky Day Feature DVDs along with Classical, Easy Listening, Folk, Musicals, Religious, Soundtracks and World music CDs.

**Programming** – our on-going programs continue to go well. Computer Training 1:1 is still popular and so is our outreach program Computer Training 1:1 at the CRC – Dancey House. With the

popularity and uncertainty of Windows 10 we offered an experiential workshop in June which was very successful and well attended – we will be offering it again in August. Lastly I completed planning for our fall programming. In looking for a way to make our donated 3D Printer available, Melanie and I have created a volunteer team to help us in making the 3D printer and scanner available for our users beginning in September. Finally, in keeping with always looking to make things more flexible we are working on plans to re-envision the Learning Lab to make it more accommodating for not only computer workshops, but for makerspace programs as well.

**Technology** - I am now working more closely with Melanie and loving it. Right out of the gate in June I managed the Symphony changeover – an upgrade to the library circulation management system. I have also been training with Melanie on the 3D printer and scanner and several of the other makerspace gadgets. We both managed a week of support for the OverDrive system for the consortium. I look forward to continuing assisting and planning for technology at the library with Melanie.

## **From: Melanie Bell – Network Administrator**

June saw us transition to having a technology department again. Ron Andrews has graciously agreed to be the Head of Technology and help to share out some of the work load that comes with maintaining our technology. I have passed over several budget lines to him and have been training him to be my backup on the different technology systems. We've also been working together to transition all of the volunteer programming to him. His skills and assistance have been wonderful in planning our technology for the future and making sure our current assets are being efficiently managed.

### **Server and Network Infrastructure:**

- Installed the People Counter hardware. Ran into problems with the actual hardware. Opened ticket and working on resolving the issue.

### **Public and Staff Computers:**

- Setup Tween Learning computer.
- Moved the youth public computers around to accommodate the media area redesign.
- Tested out the hotspots for the public. Wrote up instructions and an FAQ for the hotspots.
- Made the hotspots available for checkout to the public.
- Ron, Terri and I are working on a system for deactivating the hotspots if they are more than 10 days overdue.
- With help from volunteer Patrick Dailey I prepped the mobile lab for the Minecraft camp in July and loaded 30 USB 3.0 thumb drives with the necessary files.

### **Website:**

- Worked with Patty and our consultant Luna on further adjustments to the new website. Ran into some problems with the test site and our current host so moved the test site to a new host.
- Arranged some staff training on the new web site. Will be doing more training in August.

### **Other:**

- Lima Twp Hotspot deployment delayed due to issues with shipping the equipment. Will be working to have it deployed in July.



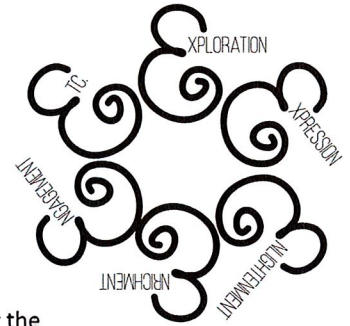
# MARKETING BOARD REPORT

June 2016

## Marketing Highlights

### Annual Report

There has been a slight change in the theme for this year's annual report. We have decided to use "Opening the Door" for the 2016 annual report to coincide with our 10<sup>th</sup> anniversary. This year's theme will be "Growing at CDL" and will still contain the elements: Exploration, Expression, Enlightenment, Enrichment, Engagement, Etc. I have created an outline for the report and we are currently in the data-gathering phase. I continue to work with LM Designs on the creative design portion and we are still on schedule for a July 31 completion date. We are considering creating a "flower" out of the "E" elements for the opening image. From there we would zoom in on each "E" petal for more information. Stay tuned...



### Library Card Sign Up Month Campaign (LCSUM) "What's Cooler Than Being Cool?"



"Having a Library Card!" This year we will be using ALA's LCSUM campaign to promote library membership during the month of September. We will be creating a special library card (2 versions) using ALA's honorary chair "Snoopy" and offering it to the first 200 NEW patrons who apply for a library card. We will also be offering an additional 200 at the cost of \$2 for anyone who would like to replace their current card with a Snoopy one. In addition, we are working on redesigning our current general membership card, which will roll out in September as well.

### Summer Newsletter

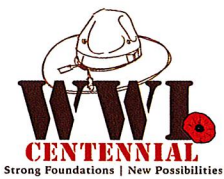
Deadlines for department and Friends article submissions for the summer newsletter was June 30. Over the next month, we will be working on the layout of the newsletter. The finished newsletter is scheduled to hit mailboxes the weekend of August 19. This quarter's front cover will be highlighting our Snoopy Library Card Sign Up Month campaign.

### Website Restructure/Redesign Project

Mel and I did extensive work on the new website to prepare it for the testing phase scheduled for July. My responsibilities included:

- Finalizing the page template and menu structure
- Finalizing the color palette
- Finalizing the homepage content
- Creating required artwork for core programs and misc. sub pages
- Choosing photos for slideshows, formatting, and uploading into appropriate folders
- Working with Mel to create testing questionnaire
- Updating individual page content
- Testing contact links

At the end of the month we were trained on how to update the website by LM Designs. Testing and tweaking will take place during July with a new launch date of August 1.



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

I continued to work on formatting the photos for the 24 avenue banners. Having never been through this process before, I learned it is pretty complex and requires significant time! I also worked with MC Creative on the design of the footer and final banner template. I think you will be very happy with the finished banners scheduled for mid-July installation. The River Gallery was responsible for the design of the large building banners, sponsor banner, invitations and brochures and I collaborated when necessary. The sponsor banner required hi-res artwork of our sponsors and partners. Unfortunately the city did not have an adequate logo file available so I assisted them in creating a hi-res logo (ChelseaMich logo with the City's name on it) with approval of John Hanifan and Bob Pierce.

### StoriesOfChelsea.org (SOC) and Historic Newspaper Project Branding



As part of the website redesign project, we will be bringing the StoriesOfChelsea.org website under the main website domain. In addition, we have been working on rebranding the collection to make it more apparent that this is a CDL collection. Two new logos have been designed and will be used going forward on the WWI project, promotional materials, and website pages. We will also be creating 9 new avenue banners for the SOC collection to be installed around the library to coincide with the WWI project.



# MARKETING BOARD REPORT

June 2016

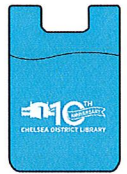
## Miscellaneous Marketing

- Training for Ron Andrews regarding department head marketing responsibilities
- Brainstorm title for potential 2017 song festival program
- Review low vision computer software for sight impaired patrons
- Discussed the possibility of online renewal of library cards with Circulation department
- Send press release to local media and MLA about new wi-fi hotspot lending program
- Brainstorm annual giving ideas with Lori and evaluate quotes
- Brainstorm titles for job seeker program
- Research and order risers for display cabinets and shelf displays
- Schedule Facebook posts to promote MAP and Zoo passes

## Promotional Highlights

### 10<sup>th</sup> Anniversary Celebration

This month I worked on tweaking our 10<sup>th</sup> anniversary logo to fit on our cell phone wallet giveaways and ordered the wallets. They came out great and I think they will be a big hit! I have continued to help with the coordination of the coloring book printing with Jesscia Zubik. Promotional slides were created for normal marketing channels.



### Summer Reading/Summer Learning Program (SRP/SLP)

The first two weeks of June, I continued to support both the Adult and Youth/Teen departments in preparation of the SRP/SLP program. A sponsor banner was created, printed and hung on the front porch of McKune. In addition, digital copies were sent to those who participated in the shoot to help promote through social media. Our Facebook cover image was updated. Adult promotional materials (pamphlet, postcard, registration forms and prize certificates) were created and printed. Ad artwork was created and ads were placed on the Chelsea Update Website and the weekly Sun Times News for the months of June and July. Burrill Strong was onsite Kickoff day (6/15) to photograph the festivities. This is always such a fun day for the library – so many happy faces!

## Outreach

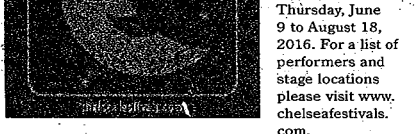
Coordinated an introduction meeting between Lori and Howdy Holmes, CEO Chelsea Milling.

Respectfully submitted,  
Patty Roberts  
Marketing Coordinator



# Chelsea's Sounds & Sights

Views Off Thursday Nights



runs every Thursday, June 9 to August 18, 2016. For a list of performers and stage locations please visit [www.chelseafestivals.com](http://www.chelseafestivals.com).

**Meadow View Assisted Living**  
*Quality Is Our Family Tradition*  
 24 Hour Care - State Licensed  
**734-475-8555**  
 NOW ACCEPTING MEDICAID  
 Long term / Short term  
 Located across from Chelsea Hospital

Tree service equipment chippers, crane truck, bulldozer, saw mills, tools  
 ONLINE BIDDING ENDS AT 3PM  
 Animal mounts, antlers, pelts ONLINE BIDDING ENDS AT 2PM  
 Furniture & Household Items ONLINE BIDDING ENDS AT 1PM  
**ONLINE ONLY AUCTION**  
**Wednesday, June 8**  
 3347 Perrine Rd, Rives Junction, MI 49277  
 Inspection Dates: May 24 & June 7 (11am-1pm)  
 Load Out: June 9 (10am-2pm)  
  
**SHERIDAN REALTY & AUCTION CO.**  
**(517) 676-9800**  
[SheridanAuctionService.com](http://SheridanAuctionService.com)

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 Available in any combination of the following colors

# Waterloo Township Campground

Continued on Page 4  
 Continued from Page 3  
 (SAESA) General Manager John Beck is the lack of sufficient

## All-star lineup

### At Chelsea District Library's Annual Comedy

The 8th Annual Comedy Showcase kicks off Thursday, June 9 at 6:30pm in Katie's Korner on the library lawn. This four-week family-friendly series takes place on Thursdays June 9, 16, 23, and 30 as part of Chelsea Sounds and Sights on Thursday Nights.

Through a partnership with the Ann Arbor Comedy Showcase and sponsored by the Friends of Chelsea District Library, the library is able to offer first-rate comedians who vary in style but never in their top-notch delivery.

"We're excited to be able to offer a unique element to the Sounds & Sights programming each year. Where else can you pull up a chair on a beautiful summer evening and have a good laugh?" asked Patty Roberts, CDL Marketing Coordinator.

While performances are scheduled to be at Katie's Korner on the library lawn, in the case of inclement weather the show will move into the library's McKune Room. Comedy Showcase is open to the public and does not require registration.

The schedule is: June 9: David Dyer - his energy, writing, and physicality make him an exciting performer who's in increasingly high demand. He's worked with some of the best performers in the industry including Drew Carey, Lewis Black, and Kathleen Madigan, just to name a few. David's interesting and sometimes twisted take on life's quirky little situations offers comedy that is quirky.

June 16: Mike Green - Natural likeability, original jokes and the knowledge to make it all look made up every time...this is what comedian Mike Green brings to the table. With a strong improvisational background, he takes the audience on a trip. While working with such luminaries as Tim Allen, Jerry Seinfeld, Chris Titus and Ellen Degeneres, Mike created a polished act that he has performed in 48 states.

June 23: Luke Ashlocke - This Glasgow, Scotland native arrived in the United States on a mission. From the minute he stepped onto the comedy scene he has been making waves. In 2011, the Los Angeles Comedy Awards voted Luke break out artist of the year. In addition, Luke plays over 15 instruments, and has an amazing crowd interaction show.

June 30: Andy Beningo - Beningo has been hailed for his clean style of comedy, resulting in being named Best Comedian by the Detroit Metro Times. His rare ability to find humor in subjects like growing up the middle child, his short-lived career as a middle school teacher and our society's obsession with technology has made him a crowd favorite with audiences nationwide.

For more information, call (734) 475-8732 or visit [chelseadistrictlibrary.org](http://chelseadistrictlibrary.org).

## CHelsea AREA FESTIVALS & EVENTS

## Real Estate One



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 231-742-2426  
[jacobs85@hotmail.com](mailto:jacobs85@hotmail.com)



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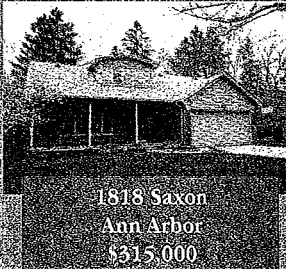
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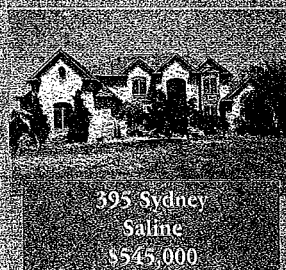
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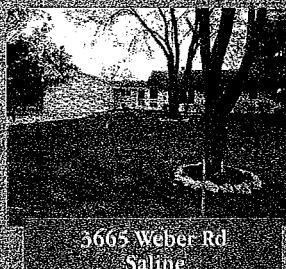
9088 Austin Rd  
Saline  
\$169,000



1818 Saxon  
Ann Arbor  
\$315,000



395 Sydney  
Saline  
\$545,000

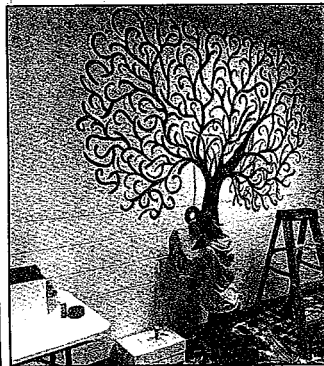


3665 Weber Rd  
Saline  
\$259,000

## Little Hands Making A Big Impression

From Nichole Whitt

Smith Elementary in Stockbridge has been a bit transformed this spring. A high school student, Faith Whitt, was given a project by her government teacher to do something in the community that would make an impact. Some students raised money for different charities. Others



Stockbridge High Schooler Faith Whitt creates a foundation to make an impact.

raised awareness of environmental issues by making posters. Faith wanted younger students to get excited about art by being a part of something BIG. She had the idea of making a school mural that would have ALL 400 plus students leaving their mark!

After getting the project approved by the principal and then the school board, she set out to organize the project by asking parents to donate paint. After the overwhelming support and donations from the parents and teachers, she began bringing the students down a few at a time to add their

handprint to the tree she had painted just off of the lobby.

This night at the Dexter School Board Meeting was one of celebration. Each student received pins based on the hours of service they had accomplished this year. The students receive pins for 25, 50, 75, 100, 150 hours. There was one young lady that accomplished 300 hours. The kids were awarded pins from both the Dexter School District and the President of the United States as well.

Finally, the Lions Club of Dexter rewarded four outstanding students with the appreciation award. The Lions Club of Dexter partnered this year with the Community Service and Leadership class. The Lions were able to help the students with different volunteer opportunities and were happy to give these students the opportunity to gain a compassionate heart for service work in their community.

## Chelsea District Library To Lend Wi-Fi Hotspots

From Patty Roberts

Beginning June 13, 2016, the Chelsea District Library will be providing 15 Wi-Fi hotspots for cardholders to checkout.

This new program is in keeping with its mission to provide equal access to quality resources that serve the lifelong cultural, educational and informational needs and interests of all people.

Chelsea District Library is actively engaged in adapting services to expand access to online resources. This service initiative was started due to the lack of broadband access in the rural areas of the Library district.

Access to information empowers the community to learn new skills, enrich lives, explore new ideas, find employment, discover new business opportunities, and contribute to the community. These hotspots will allow users to access the internet in areas without broadband, do homework on their devices, and allow access to the Library's online resources.

The new Wi-Fi hotspots will be located on the library's second floor and are available for a non-renewable three week checkout period. They offer unlimited data over the Sprint 4G and 3G network; can support up to 10 devices at once, and will cover a 30-40ft range. They have very basic filtering, however they are not encrypted or secured.

For more information about the Wi-Fi Hotspot program, ask a librarian or checkout staff. Or email Melanie Bell at [mbell@chelseadistrictlibrary.org](mailto:mbell@chelseadistrictlibrary.org) or read the complete FAQ sheet at [chelseadistrictlibrary.org/hotspot](http://chelseadistrictlibrary.org/hotspot).

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**ANTIQUES & COLLECTIBLES:** \*Sears Toboggan\* Decorative Plates\* Collectable Liquor Bottles\* Lucky Strike Tin\* Man on the Moon/Apollo glasses\* Life Magazines\* Collectable dolls\* Foreign Coins\* Oak Rocker\* English Pine Trunk\* Noritake China\* Waterfall Hi-boy, headboard and side table\* Brass bed\* Bentwood Rocker\* Marble top table\* Glass Decanters\* Records\*

**FURNITURE:** Bedroom set/w chest & mirror & highboy nite table\* Samsung TV\*Entertainment Center\*Upholstered wing back chair\*Blue stripe wingback chair & matching love seat\* Flowered sofa\*metal & wood library shelves\*Writing desk\*Wooden desk & office chair\*Recliner couch\*Side tables\*Cherry entertainment center\*Dining Room Set/w 6 Chairs, leaves & pads\* Wing Back Chair\* Leather Recliner\* Stiffel table lamps\* Floor Lamps\* assortment of table lamps\* Chest/w mirror\* Cherry wood chest\* Bar Stools\* Wooden Side Table\* Oak Bench\* Round Oak drop side table/w chairs\* Pottery Barn Corner Desk & File Cabinet\* Sewing Machine & Cabinet\* Child Gates\* Card Tables\* 8x10 sisal rug\* Rolling cooler\* TV tables\*Cloissione table lamp\* Library bookcase\* Sofa & love seat\* Twin beds\* Glass 7 verde metal coffee table & side table\* Brass & metal lamps\*

**DÉCOR:** Artist signed Paintings\* Large and small Paintings and prints\* Large Silk Fig Tree\* Large Glazed Pots\*Christmas & Holiday Décor\*

**OUTDOOR + LAWN & GARDEN:** \*Heated Bird Bath\* Wrought iron table & 4 chairs\* Outdoor furniture\*Lawn mowers\*Plants & Stands\* Fertilizer Spreader\*Garden Trailer\*

**TOOLS:** Assortment of Hand & Power tools\* Saw horses\* Band Saw\* Tool Boxes\* Machinist Tools\* Aluminum & Wood Ladders\*



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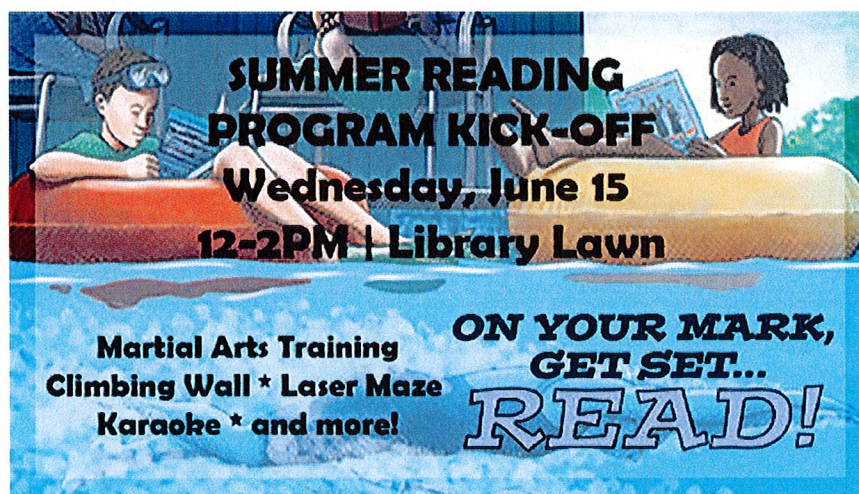
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## June 15: Summer reading program kick-off at the library

 [chelseaupdate.com/june-15-summer-reading-program-kick-off-library/](http://chelseaupdate.com/june-15-summer-reading-program-kick-off-library/)



On June 15, “On Your Mark, Get Set ... Read!” begins with the official summer reading/summer learning kick-off from noon to 2 p.m. on the **Chelsea District Library** lawn.

Children will have fun trying out fitness activities like martial arts from Chelsea ATA, and making their way through a “laser” maze. Games, crafts, a bounce house, karaoke, snow cones, and more will all be available at the library.

Following the kickoff will be a program in the McKune Room from Dynamic School Assemblies, called “Animals Around the World.” Meet all kinds of small animals like lizards, frogs, snakes, and even a skink, and learn about animal behaviors in different environments from 2-3 p.m. in the McKune Room.

Also, at the kickoff, the Chelsea Masons will be providing free child identification packages through their Michigan Child ID Program, which provides parents and guardians with a completed Child ID Package containing all the information necessary to expedite law enforcement efforts to locate a missing child. This program also helps to educate families about abduction prevention and safety. Come to KidSpot between noon and 2 p.m. to pick up your kit.

New this year, the library is introducing online registration for Summer Reading/Summer Learning. Everyone can visit [www.chelseadistrictlibrary.org/srp](http://www.chelseadistrictlibrary.org/srp) and follow the prompts to register. Then, come to the kickoff (or visit the library any time after June 15) to pick up your reading log and start reading. Those who need help with registration are welcome to stop by the library any time after May 15.

The library is partnering with the Chelsea School District to make Summer Reading/Summer Learning a part of every Chelsea elementary school student's summer activities.

Librarian **Karen Persello**, head of Youth and Teen Services, said that summer reading can make a big difference in preventing the “summer slide.”

“We send summer reading registration instructions and reading logs home with over 1000 students in order to raise awareness about how important it is for kids to keep reading and learning over the summer,” she said. According to a report from the National Summer Learning Association, many teachers spend time each fall re-teaching things their students forget over the summer.





The summer slide doesn't just affect student reading skills, so the summer reading/summer learning program will again include a weekly Discovery Center featuring science projects, and take-home Challenge Cards that involve family participation and problem solving. The Science and Math Stations will also be back for younger children to take part in.

The library is also partnering with the Dexter District Library for a new program called **Summer Munch Bunch**, sponsored by **Faith in Action**. From June 20 – Aug. 5, kids and teens ages 3-17 can drop in for stories and nutritious snacks on Tuesdays and Fridays from 2-3 p.m. in the library's Reading Garden.

The Summer Reading Program couldn't happen without help from the many teen volunteers who take part in the "Youth Service Group" at the library. **Edith Donnell**, youth and teen librarian and coordinator of the youth service group, said that she loves the opportunities the teens get over the summer.

"Between running the Discovery Center and helping us with Summer Reading/Summer Learning events, our teen volunteers are learning leadership skills and giving back to their community in a meaningful way," she said. "Last year we had over 80 teen volunteers and they were all eager to help out, so this year they'll also assist with the Munch Bunch program," Donnell added.

Many thanks go to **Rick Taylor** of Charles Reinhart Company and the **Friends of the Chelsea District Library** for being major sponsors of the program.

For more information, [www.chelseadistrictlibrary.org/srp](http://www.chelseadistrictlibrary.org/srp) or call the Youth Information desk at 475-8732, ext. 4.

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

- Circulation – 27,254 or 8% lower than last June;  
155,437 YTD or 4% lower than this time last year.
- Patron Count- N/A, for June;  
N/A YTD or N/A% than this time last year.
- Circulation by township- for June
  - Dexter = 10% of total transactions- higher than last month
  - Lima = 15% of transactions – same as last month
  - Lyndon = 14% of transactions – lower than last month
  - Sylvan = 16% of transactions - same as last month
  - Chelsea = 36% of transactions - lower than last month
- June Circulation: 79% were items from Chelsea and 21% were inter-loaned items.
- Automated phone renewals in June - 19; Self-check was 11% of items checked out in June;  
Overdrive = 1344 in June; Zinio = 291 in June.
- Registrations for June – 107 new cards; 9757 total card holders  
\*Dexter = 1229 cards; Lima= 1103 cards; Lyndon= 1540 cards  
\*Sylvan= 1639 cards; Chelsea= 3603 cards; Nonresident= 643 cards
- Circulation by department- Adult-52%, Youth 43%, Teen 5% in June
- Items added = 738 in June; total items in June = 72,501

### **Circulation Activities:**

- We received 3.5 to 10 tubs in the run each day M-F with a total of 147.5 in June.
- Circulation has been busy with summer reading check outs and vacations.

Respectfully submitted,  
Terri Lancaster  
Circulation Supervisor

**Chelsea District Library  
Monthly New Registration 2016**

District	NonRes	School	Other	Total Month	Grand Total
January	84	7	0	94	9811
February	57	4	0	64	9788
March	54	8	0	63	9758
April	45	7	0	52	9729
May	54	7	0	62	9711
June	90	15	2	107	9757
July			0	0	
August			0	0	
September			0	0	
October			0	0	
November			0	0	
December			0	0	
<b>Totals</b>				<b>442</b>	

<b>Zinio Circ (downloadable e-magazines)</b>				
	2016	2015	2014	
Jan	219	206		
Feb	297	413		
Mar	207	275		
April	254	245		
May	213	201		275
June	291	263		202
July		265		293
Aug		369		251
Sept		162		208
Oct		179		219
Nov		207		241
Dec		205		279
<b>Total</b>	<b>1,481</b>	<b>2,990</b>		<b>1,968</b>

**Registered Card Holders**

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
<b>District</b>	<b>5833</b>	<b>7671</b>	<b>8280</b>	<b>8708</b>	<b>9113</b>	<b>8898</b>	<b>9147</b>	<b>9002</b>	<b>9083</b>	<b>9109</b>	<b>9114</b>
Dexter	867	1121	1198	1216	1258	1197	1222	1206	1211	1215	1229
Lima	800	1041	1086	1124	1176	1169	1174	1156	1133	1109	1103
Lyndon	955	1333	1477	1605	1673	1567	1579	1538	1539	1546	1540
Sylvan	1119	1473	1619	1743	1822	1800	1786	1693	1662	1667	1639
CityChel	2092	2703	2900	3020	3184	3165	3386	3409	3538	3572	3603
<b>NonRes</b>	<b>518</b>	<b>803</b>	<b>933</b>	<b>977</b>	<b>960</b>	<b>902</b>	<b>744</b>	<b>640</b>	<b>649</b>	<b>655</b>	<b>643</b>
Freedom	80	102	107	81	58	18	7	6	6	6	7
Sharon	67	115	151	153	150	149	141	118	122	118	116
Waterloo	250	359	391	421	423	411	365	336	348	352	347
GrassLk							15	26	29	28	28
Other	121	227	284	322	329	324	216	154	144	151	145
<b>Totals</b>	<b>6351</b>	<b>8474</b>	<b>9213</b>	<b>9685</b>	<b>10073</b>	<b>9800</b>	<b>9891</b>	<b>9642</b>	<b>9732</b>	<b>9764</b>	<b>9757</b>

<b>SEMCOG % of</b>			
<b>Trans</b>	<b>% Tot</b>	<b>Trans</b>	<b>Pop. Regist</b>
<b>Jun-16</b>	<b>22,805</b>	<b>10%</b>	<b>14971</b>
2329	10%	1994	60%
3342	15%	2480	47%
3297	14%	2720	58%
3542	16%	2833	64%
8233	36%	4944	64%
			58%
419	2%		
612	3%		
942	4%		
89	0%		
			100%

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

Chelsea District Library  
2016

Average Daily Circulation							
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
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	992	970	1059	820	608	523	475
July							
August							
Sept.							
Oct.							
Nov.							
Dec.							
<b>Total</b>							
<b>Minth Avg</b>							
<b>Avg.% Inc.</b>							

with OD & Zinio  
-4%

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

Average Daily Patron Count 2016							
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Jan.			Not Available				
Feb.			Not Available				
March			Not Available				
April			Not Available				
May			Not Available				
June							
July							
August							
Sept.							
Oct.							
Nov.							
Dec.							
<b>Total</b>							
<b>Monthly average</b>							
<b>Avg. % increase</b>							

-100%

SifChk/ Check-outs only				
2015	2016	Days	Per Day	%
Totals	Total		ChkOuts	
1115	2820	29	97	11%
1395	2608	27	97	10%
2488	3032	30	101	11%
2151	2941	30	98	12%
1825	2580	29	89	11%
3439	2901	30	97	11%
3560				
3142				
2371				
2374				
2544				
2486				
<b>28890</b>				<b>11%</b>

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
1344	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
<b>9136</b>	<b>17541</b>	<b>15850</b>	<b>11625</b>	<b>8,892</b>

**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	27,254	21,657	79%	5,597	21%	21,956	1,934					
July				0								
August				0								
Sept.				0								
Oct.				0								
Nov.				0								
Dec.				0								
Totals	155,437	122,142	79%	33,295	21%	123,433	11,908					
Mnth Avg	25,906	20,357		5,549		20,572	1,985					



# COMMUNICATIONS



Minutes  
Board of Education  
Chelsea School District  
June 13, 2016

Present: Steve Olsen, Laurel McDevitt, Anne Mann, Laura Bush, Greg Rhodes,  
Dana Emmert

Absent: Tammy Lehman, Nic Arons, Carly Critchfield

Administrators: Dave Killips, Superintendent; Teresa Zigman, Executive Director of Business and Operations; Mike Kapolka, CHS Principal; Nick Angel, Beach Middle Principal; Marcus Kaemming, North Creek Principal; Stacie Battaglia, South Meadows Principal; Brad Bush, Athletic Director/High School Assistant 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 Laura Bush, supported Laurel McDevitt, to adopt the agenda.

ALL AYES, 6-0

Motion by Anne Mann, supported by Dana Emmert, to approve the minutes from the May 23, 2016, Board Meeting.

ALL AYES, 6-0

Motion by Steve Olsen, supported by Greg Rhodes, to accept the 2016 February and March Finance Reports and place them on file.

ALL AYES, 6-0

Communications - None

Special Presentations

- Tonya Gietzen, President and Jennifer Smith, Vice President of the Chelsea Education Foundation (CEF) provided the Board with an overview of the CEF's mission and purpose. Scholarships, grants and fundraising were discussed.

*Discussion ensued.*

\* Staff Reports

- North Creek - Marcus Kaemming
- South Meadows - Stacie Battaglia
- Operations - Denis Taylor
- Technology - Scott Wooster
- Food Service - Carrie Hall
- Transportation - Jeff Knasiak
- Special Education - Lisa Nickel

Board Member Reports - None

Public Input - None

Superintendent/Board Discussion - None

Consent Action Items:

Motion by Dana Emmert, supported by Laura Bush, to approve the following recommendations:

- Action Item 79-15-16: Superintendent Killips recommends the Board approve the 2016-2017 North Creek and South Meadows Handbook.
- Action Item 80-15-16: Superintendent Killips recommends the Board approve the 2016-2017 Beach Middle School Handbook.
- Action Item 81-15-16: Superintendent Killips recommends the Board approve the 2016-2017 Chelsea High School Handbook.

ALL AYES, 6-0

Individual Action Items:

Motion by Dana Emmert, supported by Laura Bush, to approve the following recommendation:

- Action Item 82-15-16: Superintendent Killips recommends the Board approve the hiring of Matthew D. Ceo as an Assistant Principal at Beach Middle School and be placed on Step 1 of the administrator pay schedule.

ALL AYES, 6-0

Motion by Laurel McDevitt, supported by Dana Emmert, to approve the following recommendation:

- Action Item 83-15-16: Superintendent Killips recommends the Board approve the hiring of Federik van Reesema as a Social Worker at Beach Middle School and be placed on BA Step 0 of the CEA Master Agreement pay schedule.

ALL AYES, 6-0

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

- Action Item 84-15-16: Superintendent Killips recommends the Board approve the hiring of Andrea Ryba as a Speech and Language Pathologist for the District and be placed on MA Step 0 of the CEA Master Agreement pay schedule.

ALL AYES, 6-0

Motion by Laura Bush, supported by Greg Rhodes, to approve the following recommendation:

- Action Item 85-15-16: Superintendent Killips recommends the Board approve the hiring of James Schilt as an English teacher at Chelsea High School and be placed on MA Step 0 of the CEA Master Agreement pay schedule.

ALL AYES, 6-0

Minutes  
Board of Education  
Chelsea School District  
June 13, 2016

Motion by Laurel McDevitt, supported by Anne Mann, to approve the following recommendation:

Action Item 86-15-16: Superintendent Killips recommends the Board approve the hiring of Stacy Rehman as a Kindergarten teacher at North Creek and be placed on MA Step 3 of the CEA Master Agreement.

ALL AYES, 6-0

Motion by Anne Mann, supported by Laura Bush, to approve the following recommendation:

Action Item 87-15-16: Superintendent Killips recommends the Board approve the hiring of Marie Larson as a 2nd Grade teacher at North Creek and be placed on BA Step 1 of the CEA Master Agreement.

ALL AYES, 6-0

Motion by Greg Rhodes, supported by Laura Bush, to approve the following recommendation:

Action Item 88-15-16: Superintendent Killips recommends the Board approve the hiring of Jaime Schramm as a 3rd Grade teacher at South Meadows and be placed on BA Step 1 of the CEA Master Agreement.

ALL AYES, 6-0

Information and Discussion:

- Administrator Contracts
- A donation from St. Joseph Mercy Health System in excess of \$1,000 to Chelsea High School for the support of SRSly.
- New and Revised Board Policies

Public Input - None

Superintendent Report - Superintendent Killips reported on the following:

- The North Creek parking lot is almost finished; a couple of painting and tree issues remain.
- Staffing: hiring is almost complete with a few more positions to be filled
- Schools are winding down toward a, hopefully, smooth closing on Wednesday. Summer cleaning begins immediately.
- On June 27 the Budget Hearing will begin at 6:30 PM, with the Board Meeting immediately following.

*Laurel McDevitt thanked staff members for all their help during the interview process.*

Commendations/Thank-you - None

Minutes  
Board of Education  
Chelsea School District  
June 13, 2016

#### Upcoming Events

- Monday June 27 - 6:30 PM - Budget Hearing - WSEC
- Monday, June 27 - 6:30 - Board Meeting - WSEC
- Monday, July 11 - 6:30 PM - Board Meeting
- Thursday, July 14 - 5:30 PM - *Board Retreat* - WSEC
- Monday, August 8 - 6:30 Pm - Board Meeting - WSEC
- Monday, August 22 - 6:30 PM- Broad Meeting - WSEC

Motion by Dana Emmert, supported by Laura Bush, to go into Closed Session, for the purpose of the Superintendent's Evaluation. (MCL 380.503)

ALL AYES, 6-0

The Board returned to Open Session at 7:23 PM

Other:

- Personnel Discussion
- Board Liaison

Meeting was adjourned at 8:12 PM

Respectfully submitted,

Anne E. Mann  
Board Secretary

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

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

**Absent:** Lindauer

**Others Present:** City Council Members Albertson & Pacheco; Lisa Allmendinger  
ChelseaUpdate.com, Jan Bernath, Joe Ziolkowski, Bill O'Reilly CAHS, Hank Muir, David Steinhauer, & 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 - none
5. **Motion by Finger second by Schwarz to approve the regular agenda. All Ayes.**
6. **Motion by Sanville second by Fairfield to approve the minutes of the March 17, 2016 Board of Directors meeting. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board – Ziolkowski LOI, Cavanaugh Investments REU Application.
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 the additional environmental assessment work (Phase 1 is almost done, Phase 2 sampling occurred 1 week ago). This development project is expected to be a \$1.25M project, with private and public funds (reference Letter of Intent April 21, 2016). After discussion of the DDA requested incentive, Joe Ziolkowski indicated he is very comfortable with the budget numbers and has no plan to request any tax abatements from the City.  
**Motion by Sanville, second by Patrias to approve the Letter of Intent from Ronlon LLC dated April 21, 2016 for renovation work of the Mack Building in order to seek incentives through the MEDC; this includes up to \$200,000 over 5-years of funds or incentives from the Chelsea DDA. All Ayes.**
  - City Manager Hanifan provided an update that the \$100K projected loss in the 2016-2017 DDA Budget due to the Personal Property Tax changes will now be made up by the new Local Community Stabilization Share Program of approximately \$110K. Funds will not come in until October 2016, and Hanifan's recommendation was to hold off allocating these funds until they are in hand. With this stabilization plan the 2016-2017 DDA budget is estimated to have appositve cash flow of \$67,538.00.  
**Motion by Heydlauff, second by Fairfield to approve the Draft 2016-2017 Budget for the Chelsea City Council workshops in May 2016. All Ayes.**

It was noted that there remains a small amount of money in the last Bond for a few of the projects on the project list.

- A DDA Work Session was set to discuss the Palmer Lot Project 2 weeks from today (May 5<sup>th</sup> at 7:30 a.m.). Review program elements, look at what other cities have done, and review work previously done (Hanifan to have previous plan for this public work session).

#### **11. New Business**

- Hanifan presented an overview of the REU Application from Cavanaugh Investments asking for approval of \$30,215.25 to expand the Zou Zou's commercial space and add a liquor license; he recommends funding over 10-years. An REU is a 'Residential Equivalent Unit' assigned to a structure based on estimated water/sewer usage put in place 12 years ago. The fee covers the equity buy-in to the Chelsea water infrastructure, calculated on use (or change in use) and square footage. The Chelsea REU fee structure has not changed since 2002, and this is the 2<sup>nd</sup> application under the DDA REU Assistance Program. Smokehouse 52 was the 1<sup>st</sup> application, which is a successful project; DDA paid its fees all up front in 2012.

**Motion by Sanville, 2<sup>nd</sup> by Schwarz to approved the REU Application/Agreement for Cavanaugh Investments LLC for the ZouZou's expansion, \$30,215.35 in total, which is to be paid over 10-years as recommended by City Staff. All ayes; except Finger who abstained.**

#### **12. 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).

#### **13. Announcements**

- Bob Pierce, Chamber of Commerce – reported on the upcoming Chamber activities: 5/28 Business Breakfast at Plaid Melon, Tourism Action Grant, WW1 Library Project, Sounds & Sights Festival, Purple Rose 25<sup>th</sup> anniversary event, Big 400 Open House 5/11/16. He also stated his disappointment in the 2016-17 Budget which appears to take the Chelseamich funding to \$0; Heydlauff indicated there is \$12,500 in budget (to be reviewed at a later date).

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

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Approved at the May 19, 2016 DDA Board of Director's Meeting



**CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
7:30 A.M., THURSDAY, May 19, 2016**

**DRAFT**

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

**Absent:** Patrais, Weiser

**Others Present:** City Council Members Albertson, Pacheco & White; Lisa Allmendinger ChelseaUpdate.com, Joe Ziolkowski, Hank Muir, David Steinhauer, & 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 - none
5. **Motion by Lindauer second by Schwarz to approve the regular agenda. All Ayes.**
6. **Motion by Sanville second by Lindauer to approve the minutes of the April 21, 2016 Board of Directors meeting. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board – none
9. **Reports from Officers and City Manager**
  - City Manager Hanifan & Joe Ziolkowski of Ronlon LLC reported MDEC federal grant money is approved for up to 50% of the project (MDEC \$500K, Developer \$500K, and DDA \$200K); in planning phase now and are targeting a construction start of 9/1/16 as soon as MDEC funds are received.
  - Hanifan provided a review of the original study concept for the Palmer Lot; after discussion recommended a next step to be some site visits (i.e. Riley Park in Farmington, Royal Oak, Birmingham ...). [Visits for 3-4 sites were later scheduled for June 8<sup>th</sup>.]
10. **New Business**
  - Hanifan presented a handout and overview of the current Wayfinding signage (consider color schemes); he will get some samples for the next meeting so we can target this as a 2016-17 Project. Kiosks will also need to be replaced/updated.
11. **Unfinished Business**
  - Projects under consideration: Railroad barrier project, finishing 2 stamped cross walks (\$18K/crosswalk +/-), repair/repaint existing crosswalks, 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. Announcements**

- Bob Pierce, Chamber of Commerce – offered assistance on Wayfinding project (helped with initial project). Reported on start of festival season (6/9/16) for next 11 weeks; have placed several new historic plaques and will be scheduling a ribbon cutting ceremony; will be reprinting the Historical Walking Tour brochure; and working on the upcoming WWI Library Project (targeted ribbon cutting July 30<sup>th</sup>).
- Bob also extended a thank you for funding to the DDA for support of Chelseamich.com; will be reconvening the steering committee to plot strategy for market the City.
- First Big 400 Open House was very successful (over 50 attended); first 400 Members = \$4 membership; second Big 400 Open House & Tour will be June 24<sup>th</sup> (Western area).

**Adjournment – Motion by Lindauer, 2<sup>nd</sup> by Finger to adjourn the meeting at 7:50 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

July 19, 2016 Board Packet

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

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

		<u>Income Line - Expense Line</u>	
6/8/16	Friends of CDL	674.141	850.910 \$3,000.00
6/24/16	German/Steere	674.100	982.910 \$10.00

Total: \$3,010.00

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

6/8/16	Friends of CDL	674.110	884.911 \$1,500.00
6/8/16	Friends of CDL	674.110	884.913 \$650.00

Total: \$2,150.00

Total General Donations: \$5,160.00

Janice L. Carr, Board Secretary

Date

## **Action Item #2**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** July 19, 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.

**Action:**

The library board approve the presented 2017 Budget Hearing Notice resolution.

---

Janice L. Carr, Board Secretary

---

Date

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:

<b>Expense</b>	<b>Fiscal Year 2017 Budget</b>
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
<b>TOTAL</b>	<b>1,788,114</b>

**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



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

RESOLUTION APPROVING BUDGET HEARING AND NOTIFICATION

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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, Elizabeth Sensoli, Jan Carr, Susan Lackey, Anne Merkel & TJ Helfferich.

ABSENT: Charlie Taylor

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*" for their July 27<sup>th</sup> 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, 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 19<sup>th</sup> 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



# DISCUSSION ITEMS



# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

## **Library Board Fact Sheet** July 19, 2016 Meeting

### **2016 Board & Staff Retreat**

#### **Background:**

Every year the library board attends a retreat to discuss the libraries strategic plan, learn about advocacy or other items that the board wishes to learn about and the staff has a yearly in-service to review policies, update procedures, or do training. These dates had not been planned when our library calendar was approved.

We are proposing a joint board & staff retreat this year to work on the 2017-2019 strategic plan with Bridgeport Consulting. The date would be Friday, October 21<sup>st</sup> and the library would be closed the whole day.

The board will need to approve the library closure for this day.

## **Discussion Item #2**

Chelsea District Library  
Board of Trustees

**Library Board Fact Sheet**  
July 19, 2016 Meeting

2017 Budget Draft

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.

The hearing for the 2017 Budget is Tuesday, August 16<sup>th</sup>.

# **Discussion Item #3**

Chelsea District Library  
Board of Trustees

## **Library Board Fact Sheet** July 19, 2016 Meeting

### **Auditor Request for Proposal**

#### **Background:**

The Request for Proposal is complete and will be sent out to 17 auditing firms as well as to the Michigan Municipal League for distribution to firms they have on file.



**REQUEST FOR PROPOSAL**  
for Audit Services  
for the Chelsea District Library

Proposals Due: August 12, 2016 by 4 p.m.  
At Chelsea District Library  
Attention: Lori Coryell, Library Director  
221 South Main Street  
Chelsea, MI 48118  
734.475.8732

*The mission of the Chelsea District Library is to provide quality resources that serve the lifelong cultural, educational, and informational needs and interest of all people.*

## **PURPOSE AND INTENT**

The Chelsea District Library is requesting proposals from qualified certified public accounting firms for services related to the preparation of an annual independent financial and compliance audit of the Library for three years, 2016-2018, in accordance with the requirements of the laws and/or requirements of the State of Michigan.

## **LIBRARY BACKGROUND**

The Chelsea District Library is a nonprofit organization whose mission is to provide equal access to quality resources that serve the lifelong cultural, educational and informational needs and interests of all people. The Library's state-of-the-art facility is an access point for information including: books, periodicals, DVDs, CDs, audiobooks, downloadable e-books, subscription databases as well as access to the Internet. In addition to providing dynamic services to complement and support local schools and other important community needs, the Chelsea District Library strives to present timely, interesting and high-quality programs and events to engage and enrich the Chelsea community. Learn more on the Chelsea District Library website ([chelseadistrictlibrary.org](http://chelseadistrictlibrary.org)).

## **JURISDICTION AND FUNDING**

Chelsea District Library became a district library in 1997. The district comprises the City of Chelsea, Lyndon and Sylvan Townships, and portions of Lima and Dexter Townships and serves a population of 15,010. The Library employs 31 staff members.

The Library is funded primarily by a 1.95 operating mill property tax which expires in December 2019 and an unlimited debt service millage through May 2024 in support of the building of the facility. Its fiscal year runs from January through December. The 2016 fiscal year operating budget is \$1,796,101. Prior year audit reports are available upon request to the Library Director.

The Chelsea District Library is governed by a seven-member appointed Board of Trustees. The Board is responsible for approving the annual library budget and policies governing the Library, as well as hiring and evaluating the Library Director.

## **SERVICES REQUIRED**

### ***Annual Audit of Financial Statements***

The annual audit of the Chelsea District Library will be a financial and compliance audit and will be conducted in accordance with generally accepted audit standards adopted by the American Institute of Certified Public Accountants, and the standards adopted by the Comptroller of the Treasury of the United States and those prescribed by the State of Michigan. The audit must include the fixed asset reporting requirements as stipulated in GASB 34. An opinion on the financial condition of the organization based on the audit will be issued.

### ***Report on Internal Controls***

The audit firm shall communicate in writing such matters related to control deficiencies or material weaknesses, including matters that were communicated in previous audits and have not yet been resolved. The audit firm shall also communicate significant matters related to the audit that are relevant in overseeing the financial process. A letter indicating no material weaknesses or areas for improvement will be required if no findings exist.

### ***Auditor's Reports***

At the end of the annual audit, the audit firm shall issue the following separate reports:

- Basic Financial Statements
- Required Management Letter
- Report on Internal Controls

Twenty-five (25) copies of the report will be furnished to the Chelsea District Library Board of Trustees. The auditor shall also furnish the requested number of copies to each federal and state agency as applicable. Independent audit reports of the Chelsea District Library are considered public records to be published or distributed upon request.

### ***General Requirements***

Each year's audit shall begin prior to February 28<sup>th</sup>, and the reports shall be submitted prior to March 31<sup>st</sup>, but in no case later than three (3) months after the fiscal year end.

The auditor will be available to present the final audit report to the Board of Trustees at their May meeting.

Pertinent data from the working papers shall be available for three (3) years for reference, if requested by the Library.

In the event that circumstances arise during the audit that require work to be performed above original estimates, such costs will be negotiated prior to commencement of the work.

An audit exit conference with the Library Director and Board Finance Committee will be conducted by the auditor in charge. At this time, the findings and recommendations regarding compliance and internal control shall be discussed. The Library Director shall have the opportunity to respond, orally or in writing, on the findings. Any such written responses shall be included in the audit report.

The records of the Chelsea District Library will not be removed from its offices except with the expressed written permission of the Library Director.

The auditor should have an understanding of the issues facing district libraries in Michigan as well as an understanding of district library law. Additionally, previous experience preparing audits for a minimum of two (2) district libraries in the State of Michigan is preferred.

## **GENERAL INFORMATION**

The Library shall have closed and balanced all accounts and shall have prepared financial statements for all funds to be examined by the auditor.

The Library's general ledger system is maintained using QuickBooks software (subject to change), and the payroll service is provided by Payroll One. All other records are maintained manually. Library staff will be available during the audit to assist the firm by providing information, documentation, and explanations.

The Library will provide the auditor with reasonable work space.

## **CONTRACT DURATION**

The Library intends to enter into a three (3) year contract beginning with the fiscal year ending December 31, 2016, through fiscal years ending December 31, 2017 and December 31, 2018. Providing that both parties agree, this agreement shall be renewable for two (2) additional one (1) year periods, under the same terms and conditions. Said renewals shall be upon written letter agreement signed by the Contractor and the Chelsea District Library Director or designee.

It is anticipated that audit team experience with the Chelsea District Library will potentially result in decreasing fees in successive contract years, reflecting familiarity with accounting systems and procedures employed by the Chelsea District Library.

## **SUBMITTING PROJECT PROPOSAL**

This RFP seeks the submission of proposals to provide services from any and all interested and qualified proposers. Proposers must be able to show that they are capable of performing the services requested. Such evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services of a similar scope and type.

By submitting a proposal, each proposer certifies that its submission is not the result of collusion or any other activity which would tend to directly or indirectly influence the selection process. The proposal will be used to determine the proposer's capability of rendering the services to be provided. The failure of a proposer to comply fully with the instructions in this RFP may eliminate its proposal from further evaluation as determined at the sole discretion of the Library. The Library reserves the sole right to evaluate the contents of proposals submitted in response to this RFP and to select a contractor, if any.

If changes to the RFP are warranted, they will be made in writing, clearly marked as addenda to the RFP and posted to the website ([chelseasdistrctlibrary.org](http://chelseasdistrctlibrary.org)). It is the responsibility of each proposer to check the website ([chelseadisrictlibrary.org](http://chelseadisrictlibrary.org)) for changes and/or clarification to the RFP prior to submitting a response. A proposer's failure to do so will not provide a ground for protest.

Costs for developing proposals are entirely the responsibility of the proposer and shall not be charged to the Library or otherwise reimbursed by the Library. The RFP and all materials submitted in response to this RFP will become the property of the Library.

For the convenience of the Library, please submit four (4) printed copies of the proposal, enclosed in a sealed envelope to:

Lori Coryell, Director  
Chelsea District Library  
221 S. Main Street  
Chelsea, MI 48118

by 4:00 p.m. Local Time, on August 12, 2016.

### **PROPOSAL SUBMISSION REQUIREMENTS**

The proposal shall be styled at the discretion of the submitter. However, at a minimum, it must address the following areas:

- Breadth and depth of the firm's governmental auditing experience, including experience with district libraries in Michigan
- An explanation of the firm's audit approach
- Organization size and structure of the firm
- Qualifications of the staff to be assigned to the work, including education, position in the firm, and years and type of experience
- Availability of the auditor to the Library for specialized consultation and support assistance on sensitive or highly specialized issues, including response time to inquiries
- Type and level of training provided to the firm's staff
- A list of references from other local government clients, including district libraries in Michigan, if applicable
- Any current violations or claims against the firm and those having occurred in the past five (5) years, especially those resulting in claims or legal action against the firm
- The audit fee must be quoted either as a fixed amount per year or rate per hour, with total estimated hours per year. If the latter method is used, a maximum amount must be stated for budgetary purposes. Estimated incidental expenses, such as travel and supplies, will be included.

### **SELECTION/EVALUATION CRITERIA**

All proposals will be evaluated by the Library in accordance with the criteria and procedures identified herein. The Library reserves the right to its sole discretion to select a provider based directly on the proposals or to negotiate further with one or more respondents without limiting any of its rights described in any section of this RFP. The Library reserves the right to reject any and all proposals for any reason at any time, including but not limited to false or incomplete statements in connection with a proposal.

The selected proposal will be chosen on the basis of its apparent ability to best meet the overall expectations of the Library. The following criteria will assist in assessing the merits of each proposal:

### ***Mandatory Criteria***

Proposers will not be considered unless they meet each of the following criteria:

- Must be a certified public accountant properly licensed in the State of Michigan
- Must meet the independence standards of the GAO Standards for Audit of Governmental Organization, Program, Activities and Function (1981 Revision)

### ***Technical Criteria***

Those proposers who have met each of the above criteria will be evaluated using the following criteria:

- Prior auditing experience of district libraries of Class IV or higher
- Organization size and structure of firm
- A list of key personnel associated with the proposal. For each person listed, the following information should be provided:
  - Current job title, employment with the respondent, and the relationship the individual will have with the proposed agreement
  - The individual's educational background and other relevant training and background experience
- Statement of the knowledge and understanding of the needs of the Library and the project objectives and scope. The work plan should contain, at a minimum, a breakdown into logical tasks, subtasks, and timeframes for all work to be performed.
- Example of a completed project
- The names, postal addresses, telephone numbers, and email addresses of three (3) references (clients)
- Proposed fee structure relative to the services provided

### **SCHEDULE OF EVENTS**

The Chelsea District Library will attempt to follow this timetable, which will result in the implementation of audit services no later than October 1, 2016.

Issue RFP	July 20, 2016
Deadline for submittal of proposals	August 12, 2016
Board of Trustees approval	September 20, 2016
Chosen firm notified	September 21, 2016
Effective date of new contract	January 1, 2017



**COMMITTEE**

**INFO &**

**MINUTES**



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

Governance

Appendix #2

Approved: January 19, 2016

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

Janice L. Carr

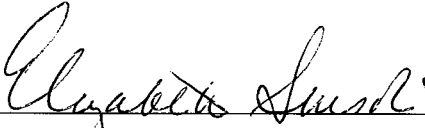
1/19/16


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

\_\_\_\_\_  
Date

**Chelsea District Library Finance Committee**  
**Monday, April 11, 2016**  
**MINUTES**

1. Call to Order: The meeting was called to order at 10:30 AM. In attendance were finance committee members Elizabeth Sensoli and Jerry Wilczynski; director Lori Coryell, Linda Ballard and Mary Budzinski; also Jamie Rabe and Barry Brannen of Andrews Hooper Pavlick PLC. Absent: Charlie Taylor with notice.
2. 2015 Audit Closing Conference: Jamie and Barry presented the 2015 Audit with management report and findings. The Audit was unanimously accepted by the Finance Committee, to be presented at the next regularly scheduled Chelsea District Library Board of Trustees Meeting.
3. Adjournment: The meeting was adjourned at approximately 11:30 AM.

  
\_\_\_\_\_  
Elizabeth Sensoli, Finance Committee Chair

  
\_\_\_\_\_  
Date

**Chelsea District Library Finance Committee**  
**Monday, June 7, 2016**  
**MINUTES**

1. Call to Order: The meeting was called to order at 9:05. In attendance were finance committee members Elizabeth Sensoli, Jerry Wilczynski and Charlie Taylor; director Lori Coryell, Linda Ballard and Terri Lancaster. Absent: Mary Budzinski, with notice.
2. Approval of Agenda: Moved by Charlie Taylor, seconded by Jerry Wilczynski to approve the agenda, amended by deleting approval of meeting minutes and approval of the First Quarter 2016 Reconciliation Report as Chair Sensoli did not bring those documents. They will be included at the next finance committee meeting.
3. 2016 Audit Contract/RFP was discussed. Director Coryell will research RFPs and possible candidates for presentation to the finance committee for their approval. It was agreed that candidates should have experience auditing district libraries, and that the process needs to move forward quickly.
4. 2017 Budget Preview: Director Coryell presented the 2016 draft budget and answered questions from the committee members.
5. Next Meeting: Tentatively next Tuesday, June 14. Date and time to be finalized via email.
6. Adjournment: Moved by Charlie Taylor, seconded by Jerry Wilczynski to adjourn. Meeting adjourned at 10:17.

  
\_\_\_\_\_  
Elizabeth Sensoli, Finance Committee Chair

6-20-16  
Date



