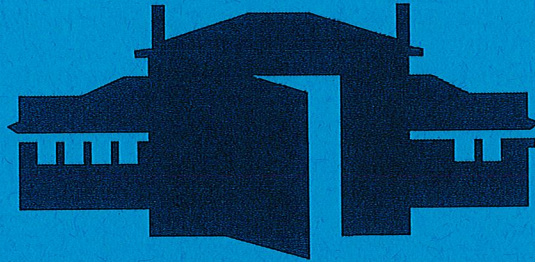


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



CHELSEA DISTRICT LIBRARY
BEST SMALL LIBRARY IN AMERICA

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

**August 16, 2016
6:45 pm**

**McKune Room at Chelsea District
Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, August 16th, 2016—6:45 p.m.

McKune Room

AGENDA

6:45 Budget Hearing

Welcome and Call to Order

Board Review of the 2017 Budget

E. Sensoli, L. Coryell & Dept. Heads

Public comment

Adjourn

7:15 Board Meeting

Welcome and Call to Order

Agenda review and additions

7:20 Compulsory Segments

Minutes Approval – July 19, 2016

Approval of the July Operational Checks

Director & Friends Report

7:30 Strategic Plan Update

Kerry Sheldon –Bridgeport Consulting

8:00 Public Comment

8:05 Action Items

Donations

L. Coryell

8:10 Discussion Items

8:15 Reports

Policy Committee

Finance Committee

Personnel Committee

Fundraising Committee

Nominating Committee

8:20 Public Comment

8:25 Other Items

8:30 Adjourn

Public Participation

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

Public Participation at Open Meetings

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

There are two ways to participate in a Board meeting:

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

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

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

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

Tuesday, July 19, 2016 6:45 pm
Meeting Location: McKune Meeting Room

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

Trustees Absent: Charlie Taylor,

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

Guests: Lisa Carolin – Chelsea Update,

Welcome and Call to Order

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

Agenda Review and Additions

MOTION made by S. Lackey, SECONDED by T. Helfferich to approve the agenda as revised.
Discussion: None All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks & Financials

MOTION made by E. Sensoli, SECONDED by T. Helfferich to approve the minutes of the June 21, 2016 Board Meeting. Discussion: There are 2 minor corrections in the Randy Ross presentation.
All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the General Fund Operational checks & accept the financial reports for June 2016. Discussion: Question on the district revenue – taxes are collected until February 15th at the townships/city and then the county makes the final payout in June. There is no news on the penal fines for libraries. The 2 safety deposit boxes contain our deed, the original McKune Will, as well as other important documents and on a bi-weekly basis a backup of our financials are put in one the of the boxes. All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- The storm that came through Sunday night took down our AC. There are two drive boxes that run the air in & out fans and these were damaged and will need to be replaced. L. Ballard is looking at backup units for both with an approximate cost of \$5,000.00.
- The people counter is up and running.
- The board pointed out that the notes on the graph of the Technology report appear to be reversed.
- Do we know of any libraries that use "Every Library"? We do not, but can find out if any TLN libraries do.
- T. Helfferich commented on how beautiful the WWI banners are.
- E. Sensoli commented that Gary Munce is doing a great job.
- The Thrivent grant that the Friends received was due to Jennifer Kundak applying for the grant. The Friends will be purchasing a tree for the library lawn.

- Question on what items will be in the Non-Traditional collection: Some of the tech/makerspace items we already have, as well as items like knitting needles, special cake pans, die cut machines for paper. The items we have are being processed, but it takes time to have them linked in the system.
- How is the Munch Bunch doing? We have had anywhere from 3 – 12 youth attending.

Friends Report Update:

L. Coryell gave the Friends update:

The Friends did not have a meeting this month.

Public Comment:

None

Action Item #1: Approval of the June Donations

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve and acknowledge the presented June donations. Discussion: None All Ayes: 6-0

Action Item #2: 2017 Budget Hearing Notice

MOTION made by A. Merkel at 7:11 pm, SECONDED by T. Helfferich to approve and acknowledge the presented 2017 Budget Hearing notice. Discussion: None
Roll call: Susan Lackey, Aye; TJ Helfferich, Aye; Charlie Taylor, Absent; Anne Merkel, Aye; Elizabeth Sensoli, Aye; Jerry Wilczynski, Aye; Jan Carr, Aye All Ayes: 6-0

Discussion Item #1: 2016 Board & Staff Retreat

The board did not set a date for the board retreat or the staff in service when the 2016 calendar was voted on in December of 2015 due to not having a plan in place for the strategic plan. It is recommended by L. Coryell that Friday, October 21st be a combined board & staff retreat for working on the 2017-2019 strategic plan.

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the 2016 board & staff retreat for Friday, October 21, 2016 and close the library for this day. Discussion: None All Ayes: 6-0

Action Item #3: 2016 Board & Staff Retreat

MOTION made by T. Helfferich, SECONDED by S. Lackey to approve the library being closed on October 21, 2016 for the board & staff retreat for Strategic planning. Discussion: None
All Ayes: 6-0

Discussion Item #2: 2017 Draft Budget

The board members received their copy of the draft budget and the hearing notice will be in the July 27th Sun Times and Chelsea Update. The budget will be reviewed at the August 16, 2016 Budget Hearing and approved at the September 20, 2016 board meeting.

Discussion Item #3: Auditor RFP

The Request for Proposal for a new auditor will be mailed out this week.

Trustee Enrichment

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

Committee Reports

Policy Committee – To plan their next meeting

Finance Committee –Will plan the next meeting for the reconciliation of the 2nd quarter payroll reports.

Fundraising Committee – To plan a meeting.

Personnel Committee – No Report

Nominating Committee – No report

Public and Board Comment:

None

Other Items:

T. Helfferich will be absent from the August meeting.

Adjourn:

MOTION made by E. Sensoli, SECONDED A. Merkel to adjourn the meeting at 7:40 p.m.
All Ayes: 6-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

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

	TOTAL										
	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Jan - Jul 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense											
Income											
402 · District Revenue	840,869	509,667	163,504	32,878	407	82,359	(22,298)	1,607,386	1,605,901	1,485	100%
539.000 · State Grants	3,600	0	0	0	0	0	0	3,600	9,000	(5,400)	40%
540.100 · State Aid	0	0	0	4,875	0	0	0	4,875	8,200	(3,325)	59%
574.100 · Penal Fines	0	0	0	0	0	0	0	0	21,000	(21,000)	0%
607.100 · Non-Resident Fees	873	241	268	375	294	508	241	2,800	5,000	(2,200)	56%
645.100 · Copiers & Printers	111	649	931	569	511	135	708	3,614	7,800	(4,186)	46%
655.100 · Circulation Fines	1,492	1,732	1,666	1,926	2,332	1,940	2,177	13,265	23,000	(9,735)	58%
665.100 · Interest	18	17	30	27	23	17	14	146			
666.100 · Investment Earnings	0	17	4,250	39	17,898	2,318	41	24,563	41,000	(16,437)	60%
666.500 · Investment Change in Value	17,958	7,023	1,239	(1,549)	(3,202)	9,531	1,262	32,262			
674 · Contribution & Donation-Public	335	9,600	0	6,080	765	5,160	3,100	25,040	42,390	(17,350)	59%
675 · Donations Private	0	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	(14,755)	1,717,551	1,767,291	(49,740)	97%
Gross Profit	865,256	528,946	171,888	45,220	19,028	101,968	(14,755)	1,717,551	1,767,291	(49,740)	97%
Expense											
701 · Personnel Expenses	51,523	72,913	76,799	107,376	75,681	76,812	75,733	536,837	1,014,996	(478,159)	53%
727 · Supplies	2,236	546	1,569	1,343	2,121	647	1,451	9,913	19,200	(9,287)	52%
801 · Professional Services	11,952	1,619	14,858	3,355	1,080	923	7,764	41,551	72,912	(31,361)	57%
803 · Maintenance Service Contracts	2,580	7,432	12,038	11,229	7,499	10,742	6,167	57,687	112,510	(54,823)	51%
850 · Telecommunications	0	(3,507)	2,331	1,002	699	2,283	3,289	6,097	25,350	(19,253)	24%
880 · Promotional Materials	1,273	11,081	2,125	3,694	7,171	2,171	1,760	29,275	57,505	(28,230)	51%
884 · Programming	2,241	1,479	11,453	8,075	5,890	13,679	15,638	58,455	92,622	(34,167)	63%
885 · Volunteer	16	27	143	0	0	0	0	186	1,150	(964)	16%
920 · Utilities	0	4,616	1,810	6,993	3,823	3,352	4,288	24,882	63,100	(38,218)	39%
960 · Board Expense	70	159	307	230	605	84	258	1,713	3,650	(1,937)	47%
965 · Automation Services	13,726	0	0	9,731	0	0	9,731	33,188	44,555	(11,367)	74%
967 · Equipment	0	9,384	526	2,331	1,850	6,454	685	21,230	31,175	(9,945)	68%
969 · Continuing Education Expenses	7,326	2,578	171	6,111	2,438	251	104	18,979	31,507	(12,528)	60%
980 · Capital Expense	0	9,810	0	0	4,000	0	9,303	23,113	75,200	(52,087)	31%
982 · Collection Expense	12,910	4,419	16,979	8,875	11,138	15,307	9,676	79,304	188,793	(109,489)	42%
Total Expense	105,863	122,556	141,109	170,345	123,995	132,705	145,847	942,410	1,834,225	(891,815)	51%
Net Ordinary Income	759,403	406,390	30,779	(125,125)	(104,967)	(30,737)	(160,602)	775,141	(66,934)	842,075	
Other Income/Expense											
Other Expense											
999.001 · Transfer to Capital Improvement	0	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	0	800	(800)	0%
999.025 · Carry from General Fund	0	0	0	0	0	0	0	0	(16,734)	16,734	0%
Total Other Expense	0	0	0	0	0	0	0	0	(66,934)	66,934	0%
Net Other Income	0	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)	(160,602)	775,141	0	775,141	100%

Chelsea District Library

List of Checks for Board Approval

July 2016

Date	Num	Name	Memo	Paid Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up				
07/08/2016	PR07082016	Alerus Financial	RETIREMENT	-1,626.99
07/08/2016	06202016PRST	Alerus Financial	07/08/16 Payroll	1,626.99
07/22/2016	PR07222016	Alerus Financial	RETIREMENT	-1,626.99
07/22/2016	07042016PRST	Alerus Financial	07/22/16 Payroll	1,626.99
Total 701.120 · Retirement Pick up				0.00
701.100 · Wages - Other				
07/08/2016	PR07082016		WAGES	33,147.04
07/22/2016	PR07222016		WAGES	33,769.32
Total 701.100 · Wages - Other				66,916.36
Total 701.100 · Wages				66,916.36
701.110 · Retirement-Contributions				
07/08/2016	PR07082016	Alerus Financial	RETIREMENT PICK UP	-1,352.49
07/08/2016	06202016PRST	Alerus Financial	07/08/16 Payroll	1,352.49
07/22/2016	PR07222016	Alerus Financial	RETIREMENT PICK UP	-1,354.15
07/22/2016	07042016PRST	Alerus Financial	07/22/16 Payroll	1,354.15
Total 701.110 · Retirement-Contributions				0.00
701.115 · 401A Retirement Matching				
07/08/2016	PR07082016		401 A MATCHING	1,244.18
07/22/2016	PR07222016		401 A MATCHING	1,249.07
Total 701.115 · 401A Retirement Matching				2,493.25
701.200 · FICA				
07/08/2016	PR07082016		FICA EMPLOYER	2,535.79
07/22/2016	PR07222016		FICA EMPLOYER	2,583.37
Total 701.200 · FICA				5,119.16
701.300 · Flex Benefits				
07/08/2016	PR07082016	Blue Care Network of Michigan	Dep Life (CA & DL & HI)	-10.83
07/22/2016	161900004696	Unum Life Insurance Co.	2016 Medical August	637.95
07/22/2016	07122016ST		Aug 2016 Premium	588.27
07/22/2016	PR07222016		Dep Life (CA & DL & HI)	-10.83
Total 701.300 · Flex Benefits				1,204.56
Total 701 · Personnel Expenses				75,733.33
727 · Supplies				
727.200 · General Operations				
07/07/2016	457195	Smart Office Solutions	Various Supplies	63.47

Chelsea District Library

List of Checks for Board Approval

July 2016

Date	Num	Name	Memo	Paid Amount
07/22/2016	457534	Smart Office Solutions	Various Supplies	136.31
07/22/2016	457735	Smart Office Solutions	Paper & Markers	32.62
07/22/2016	07222016ST	Zoran, Amy	Cards	36.00
Total 727.200 · General Operations				268.40
727.300 · Material Processing				
727.320 · Matl Processing Cases			Circ Receipts - L/D	-5.25
07/20/2016				-5.25
Total 727.320 · Matl Processing Cases				
727.330 · Matl Processing Other				
07/22/2016	203637	Hawk Labeling Systems	Tapes for Label Maker & New Machine	508.89
Total 727.330 · Matl Processing Other				
Total 727.300 · Material Processing				508.89
Total 727.300 · Material Processing				503.64
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
07/22/2016	457762	Smart Office Solutions	Facial Tissue	27.18
Total 727.510 · Cleaning Paper Products				27.18
727.520 · Cleaning Supplies				
07/07/2016	300537251	Cintas Corporation-300	Soap	7.26
07/22/2016	300546112	Cintas Corporation-300	Soap	7.26
07/22/2016	31704	Trail Supply LLC	Trash Bags	142.02
Total 727.520 · Cleaning Supplies				156.54
727.530 · Cleaning Rugs				
07/07/2016	300537251	Cintas Corporation-300	Rugs 06/24/2016	54.07
07/22/2016	300546112	Cintas Corporation-300	Rugs 07/08/2016	54.07
Total 727.530 · Cleaning Rugs				108.14
Total 727.500 · Cleaning				291.86
727.700 · Postage				
727.710 · Postage- Circulation Notices				
07/22/2016	55576	The Library Network	Circ Notices April - June 2016	100.90
Total 727.710 · Postage- Circulation Notices				100.90
727.720 · Postage-Operating Postage				
07/07/2016	06202016REN...	Postmaster	2016-2017 Permit Renewal	215.00
07/22/2016	1001087194	Pitney Bowes	Rental Fee - 07/16 - 10/15/2016	71.25
Total 727.720 · Postage-Operating Postage				286.25

Chelsea District Library

List of Checks for Board Approval

July 2016

Date	Num	Name	Memo	Paid Amount
Total 727.700 · Postage				387.15
Total 727 · Supplies				1,451.05
801 · Professional Services				
801.020 · Auditor				
07/22/2016	52380	Andrews Hooper Pavlik PLC	Final Billing 2015 Audit	3,325.00
Total 801.020 · Auditor				3,325.00
801.040 · Bookkeeper				
07/07/2016	201613	Budzinski & Associates	1/2 July Billing	325.00
07/22/2016	201614	Budzinski & Associates	1/2 July Billing	325.00
Total 801.040 · Bookkeeper				650.00
801.041 · Payroll Services				
07/07/2016	17844889	Payroll 1	2016 June	172.97
Total 801.041 · Payroll Services				172.97
801.070 · Computer Specialist				
07/22/2016	2795	Huron Valley Telecommunications, Inc	Hardware Installation of People Counter	335.08
Total 801.070 · Computer Specialist				335.08
801.071 · Website Development				
07/07/2016	JULY2016A	Koepping, Luna Marie Elizabeth	Web Design Final Installment Payment	1,500.00
07/07/2016	JULY2016A	Koepping, Luna Marie Elizabeth	Rebranding Logos - Stories of Chelsea / Newspapers	280.00
Total 801.071 · Website Development				1,780.00
801.079 · Library Survey				
07/07/2016	1225 (June 2016)	Bridgeport Consulting, LLC	Strategic Planning June 2016	1,424.39
Total 801.079 · Library Survey				1,424.39
801.300 · Banking Fees				
801.310 · Bank Fees				
07/31/2016			Service Charge	14.40
Total 801.310 · Bank Fees				14.40
801.350 · Credit Card Fee Circ				
07/06/2016	CCFee072016		June Credit Card Fee	61.91
Total 801.350 · Credit Card Fee Circ				61.91
Total 801.300 · Banking Fees				76.31
Total 801 · Professional Services				7,763.75

Chelsea District Library

List of Checks for Board Approval

July 2016

08/04/16

Date	Num	Name	Memo	Paid Amount
803 - Maintenance Service Contracts				
803.010 - Maint Svc Contingency				
07/07/2016	18270	Ken Cook's Plumbing and Heating Inc.	Staff Toilet Repair	207.00
07/07/2016	7152343821	Schindler Elevator Corp	Elevator - Fire Service Key Hole Pushed	428.92
07/22/2016	07012016DEP	Hawk & Associates Inc	3 LED Conversions - Deposit	250.00
Total 803.010 - Maint Svc Contingency				885.92
803.100 - Copier				
803.102 - Staff Copier				
07/22/2016	65083377	Toshiba Financial Services	July 2016 Staff Copier Lease & Maintenance	603.14
Total 803.102 - Staff Copier				603.14
803.100 - Copier - Other				
07/07/2016	77071	J. McEldowney Inc..	Public Usage 2016 June	100.52
Total 803.100 - Copier - Other				100.52
Total 803.100 - Copier				703.66
803.300 - Technology				
803.395 - Website Hosting & Service				
07/22/2016	07092016ST	Keybank	Managed WordPress Hosting for new Site	59.88
Total 803.395 - Website Hosting & Service				59.88
Total 803.300 - Technology				59.88
803.600 - Building Maintenance				
803.605 - Janitorial				
07/07/2016	10892	A Production Cleaning Company Inc.	Cleaning 06/19 - 07/02/2016	1,440.85
07/22/2016	10904	A Production Cleaning Company Inc.	Cleaning 07/03 - 07/16/2016	1,440.85
Total 803.605 - Janitorial				2,881.70
803.630 - Elevator				
07/22/2016	8104305380	Schindler Elevator Corp	Annual Maintenance	1,635.36
Total 803.630 - Elevator				1,635.36
Total 803.600 - Building Maintenance				4,517.06
Total 803 - Maintenance Service Contracts				6,166.52
850 - Telecommunications				
850.100 - Local & Long Distance Charges				
850.120 - Telephone				
07/09/2016	06252016ST	A T & T	05/26/16-06/25/16 Billing (June)	332.52
Total 850.120 - Telephone				332.52

08/04/16

Chelsea District Library

List of Checks for Board Approval

July 2016

Date	Num	Name	Memo	Paid Amount
07/09/2016	850.121 · Director's Cell Phone 9767601209	Verizon Wireless	Cell Phone Charges - June 2016	50.62
	Total 850.121 · Director's Cell Phone			50.62
	Total 850.100 · Local & Long Distance Charges			383.14
	850.300 · TLN Internet Service			
07/07/2016	850.310 · Internet 55467	The Library Network	April - June 2016 Internet Service	2,150.16
	Total 850.310 · Internet			2,150.16
	850.311 · WiFi Hotspots			
07/22/2016	9767822862	Verizon Wireless	July 2016 Lima Hotspot	67.45
07/22/2016	261402854-019	Sprint	15 Hotspots Data Charges July	687.83
	Total 850.311 · WiFi Hotspots			755.28
	Total 850.300 · TLN Internet Service			2,905.44
	Total 850 · Telecommunications			3,288.58
	880 · Promotional Materials			
	880.100 · Advertising			
07/22/2016	880.110 · Media Buy 07122016INV	Chelsea Update	July/August/September Ads	225.00
07/22/2016	2519	The Sun Times	3 June Display Ads	150.00
	Total 880.110 · Media Buy			375.00
	Total 880.100 · Advertising			375.00
	880.300 · Marketing Supplies			
07/22/2016	880.310 · Displays 07092016ST	Keybank	Displays2Go - Display Risers	222.12
	Total 880.310 · Displays			222.12
	880.340 · Printed Items / Stationary			
07/07/2016	12282550	4 imprint	CDL Pens 10th Anniversary	273.32
	Total 880.340 · Printed Items / Stationary			273.32
	Total 880.300 · Marketing Supplies			495.44
	880.400 · Program Promotion			
	880.430 · Library Program Promotion			
07/07/2016	880.431 · General Library Prog Promotion 12282550	4 imprint	CDL Cell Phone Wallets 10th Anniversary	332.69

08/04/16

Chelsea District Library

List of Checks for Board Approval

July 2016

Date	Num	Name	Memo	Paid Amount
	Total 880.431	General Library Prog Promotion		332.69
	Total 880.430	Library Program Promotion		332.69
	880.440	Service / Resource Promotion		
	880.441	General Service/Resource Promo		
07/22/2016	0109	MC creative design & photography LLC	Creative for Stories of Chelsea Banners	516.25
	Total 880.441	General Service/Resource Promo		516.25
	Total 880.440	Service / Resource Promotion		516.25
	Total 880.400	Program Promotion		848.94
	880.500	Purchased Services		
	880.510	General Purchased Services		
07/22/2016	07092016ST	Keybank	Uberflip - 07/2016	30.85
07/22/2016	07092016ST	Keybank	Adobe Stock Monthly - July	9.99
	Total 880.510	General Purchased Services		40.84
	Total 880.500	Purchased Services		40.84
	Total 880	Promotional Materials		1,760.22
	884	Programming		
	884.110	Adult Speakers		
	884.117	Oral History Project		
07/19/2016	2016123	Grafaktri, Inc	Chelsea WWI Banners Deposit	1,600.00
	Total 884.117	Oral History Project		1,600.00
	884.119	General Adult Events		
07/22/2016	07212016SRP	Meloche , Emily	SRP Grand Prizes + ZouZou's	10.37
07/22/2016	07212016RR	Parr, Thomas A.	July Resume Review	25.00
	Total 884.119	General Adult Events		35.37
	Total 884.110	Adult Speakers		1,635.37
	884.120	Adult Supplies		
	884.121	Refreshments		
07/07/2016	06272016PR	Conrad, Sarah L	Purple Rose Reading	15.00
	Total 884.121	Refreshments		15.00
	884.127	SRP Supplies		
07/22/2016	07212016SRP	Meloche , Emily	SRP Grand Prizes + ZouZou's	29.33
	Total 884.127	SRP Supplies		29.33

Chelsea District Library

List of Checks for Board Approval

July 2016

Date	Num	Name	Memo	Paid Amount
Total 884.120 · Adult Supplies				44.33
884.210 · Youth Speakers				
884.215 · Early Literacy				
07/07/2016	06222016ST	Vesprini, Tara	06/22 StoryTime	50.00
07/22/2016	07072016ST	DeMea, Karla	07/07/2016 Story Time	50.00
Total 884.215 · Early Literacy				100.00
884.216 · Summer Reading Specialist				
07/07/2016	07062016TUTOR	Heydlauff, Tracy	16 hrs Tutoring 06/20 - 6/29	400.00
07/07/2016	07062016TUTOR	Hicks-Caselli, Jeanne B.	16 Hrs Tutoring 06/21 to 06/30	400.00
07/22/2016	07132016TU	Heydlauff, Tracy	16 hrs 07/05 to 07/13 Tutoring	400.00
07/22/2016	07142016TU	Hicks-Caselli, Jeanne B.	16 Hrs Tutoring 07/05-07/14	400.00
Total 884.216 · Summer Reading Specialist				1,600.00
Total 884.210 · Youth Speakers				1,700.00
884.220 · Youth Supplies				
884.221 · Makerspace				
07/22/2016	07192016MS	Zubik, Jessica	Elenco/Snap Circuit Replacements	98.10
Total 884.221 · Makerspace				98.10
884.222 · General Youth Programs				
07/22/2016	457735	Smart Office Solutions	Paper & Markers	21.83
Total 884.222 · General Youth Programs				21.83
884.226 · Summer Reading				
07/07/2016	07012016SRP	Donnell, Edith	SRP Discovery & Munch Bunch	94.76
07/07/2016	457195	Smart Office Solutions	Paper	33.49
07/22/2016	07192016GFSRP	Donnell, Edith	SRP Food for Finale	19.26
07/22/2016	07192016SRP	Persello, Karen	SRP Finale Supplies	38.54
07/22/2016	10024	Time to Play Rentals LLC	07/27/16 Bounce House/Snow Cone Rental	285.00
Total 884.226 · Summer Reading				471.05
Total 884.220 · Youth Supplies				590.98
884.270 · Teen Supplies				
884.276 · Teen Refreshments				
07/22/2016	07182016SRSL...	Donnell, Edith	SRSly Workshop Food	117.33
Total 884.276 · Teen Refreshments				117.33
884.277 · Teen Summer Reading				
07/22/2016	062809845217	Amazon.com	USB Drives for Minecraft Camp	185.85
07/22/2016	07152016SRPCB	Donnell, Edith	SRP Teen Prizes Chelsea Bakery	200.00

Chelsea District Library

List of Checks for Board Approval

July 2016

Date	Nam	Name	Memo	Paid Amount
Total 884.277 · Teen Summer Reading				
				385.85
Total 884.270 · Teen Supplies				
				503.18
884.910 · Adult Programming Restricted				
884.913 · Adult Prog Rest Gifts SRP				
07/22/2016	07192016SRP	Sulecki, Keegan	SRP Michigan Prize	17.75
07/22/2016	07212016SRP	Meloche, Emily	SRP Grand Prizes + ZouZou's	255.30
Total 884.913 · Adult Prog Rest Gifts SRP				
				273.05
884.930 · Oral History Restrictd Gift				
884.932 · MHC - World War I Grant				
07/19/2016	2016123	Grafaktri, Inc	Chelsea WWI Banners Deposit	200.00
07/19/2016	2016125	Grafaktri, Inc	Chelsea WWI Banners Balance	3,300.00
07/22/2016	232740	Print-tech Inc.	WWI Invitations	208.24
07/22/2016	07192016WWI	Sulecki, Keegan	Postage for WWI Invitations	75.20
Total 884.932 · MHC - World War I Grant				
				3,783.44
884.934 · CTAP - World War I Grant				
07/19/2016	2016123	Grafaktri, Inc	Chelsea WWI Banners Deposit	1,500.00
07/22/2016	0108	MC creative design & photography LLC	Creative for WWI Banners	1,300.00
07/22/2016	218035408184	Amazon.com	Display Racks & Flags	47.40
07/22/2016	232720	Print-tech Inc.	WWI Avenue Banners	1,391.97
Total 884.934 · CTAP - World War I Grant				
				4,239.37
Total 884.930 · Oral History Restrictd Gift				
				8,022.81
Total 884.910 · Adult Programming Restricted				
				8,295.86
884.920 · Youth Programming Restricted				
884.923 · Youth Prog Rest Gifts SRP				
07/07/2016	2032086824	Baker & Taylor Program Account	2032086824	649.48
07/07/2016	2032101541	Baker & Taylor Program Account	2032101541	169.12
07/07/2016	07202016PROG	Thomas, Alexander	07/20 Stop Motion Program	446.00
07/22/2016	2032121997	Baker & Taylor Program Account	2032121997	118.97
07/22/2016	07192016AMAZ	Donnell, Edith	SRP Crafts - Finale	52.11
07/22/2016	07192016SRPOT	Donnell, Edith	SRP Finale Prizes & Crafts	489.39
07/22/2016	07192016MSDC	Game Start LLC	07/11-07/15 Minecraft Server Design Camp	300.00
07/22/2016	07272016DD	Miniature Motorways Inc	SRP 7/27 Finale Demo Derby	425.00
07/22/2016	07192016SRP ...	Zubik, Jessica	Discovery Cntr Science Kits	218.21
Total 884.923 · Youth Prog Rest Gifts SRP				
				2,868.28
Total 884.920 · Youth Programming Restricted				
				2,868.28
Total 884 · Programming				
				15,638.00
920 · Utilities				

Chelsea District Library

List of Checks for Board Approval

July 2016

Date	Num	Name	Memo	Paid Amount
920.110 · City of Chelsea Water 07/22/2016	07062016ST	City of Chelsea-Elect & Water	05-31-2016 to 06-30-2016	73.55
Total 920.110 · City of Chelsea Water				73.55
920.120 · City of Chelsea Sewer 07/22/2016	07062016ST	City of Chelsea-Elect & Water	05-31-2016 to 06-30-2016	153.56
Total 920.120 · City of Chelsea Sewer				153.56
920.130 · City of Chelsea Electric 07/22/2016	07062016ST	City of Chelsea-Elect & Water	05-31-2016 to 06-30-2016	3,803.92
Total 920.130 · City of Chelsea Electric				3,803.92
920.150 · City of Chelsea Sprinkler 07/22/2016	07062016ST	City of Chelsea-Elect & Water	05-31-2016 to 06-30-2016	176.59
Total 920.150 · City of Chelsea Sprinkler				176.59
920.200 · McKune Gas 07/22/2016	07112016ST	DTE Energy	2016 June	80.26
Total 920.200 · McKune Gas				80.26
Total 920 · Utilities				4,287.88
960 · Board Expense				
960.200 · Director Expense 07/09/2016	07152016Picnic	Farmington Community Library	TLN Membership Mtg - 3 attendees	31.50
07/22/2016	06302016ST	Chelsea Village Flowers	Flowers-McBride/Budzinski	97.74
07/22/2016	07092016ST	Keybank	Cottage Inn - Lunch for Staff during Construction	113.91
07/22/2016	07092016ST	Keybank	Cottage Inn - Lunch for Staff during Construction	14.65
Total 960.200 · Director Expense				257.80
Total 960 · Board Expense				257.80
965 · Automation Services 07/22/2016	96524	The Library Network	July - September 2016 Fees	2,277.11
Total 965.100 · Bibliographic Database				2,277.11
965.200 · Shared Automation System 07/22/2016	96524	The Library Network	July - September 2016 Fees	7,454.11
Total 965.210 · Online Catalog/Circulation				7,454.11
Total 965.200 · Shared Automation System				7,454.11

Chelsea District Library

List of Checks for Board Approval

July 2016

Date	Num	Name	Memo	Paid Amount
Total 965 · Automation Services				
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
07/07/2016	208466541591	Amazon.com	External DVD-ROMs Staff	111.80
07/07/2016	208462206665	Amazon.com	Staff Monitor Cables & iPad Pro Pen	216.46
07/22/2016	062809845217	Amazon.com	Surge Protector Bar for Study Room	39.95
Total 967.120 · Computers				368.21
Total 967.100 · Equipment Hardware				368.21
967.200 · Equipment Software				
07/22/2016 07092016ST Keybank				
07/22/2016 07092016ST Keybank				
07/22/2016 07092016ST Keybank				
Total 967.200 · Equipment Software				82.41
967.300 · Equipment Furniture & Fixtures				
967.320 · Furniture				
07/25/2016	245038BAL	Waterloo Upholstery Shop	June 2016 Ninite Pro-Monthly non-Windows Updates	20.00
Total 967.320 · Furniture				20.00
967.330 · Equipment - non-Computer				
07/22/2016	2900/154	Great Lakes Ace Hardware	BisectHost - Minecraft June	200.00
Total 967.330 · Equipment - non-Computer				200.00
Total 967.300 · Equipment Furniture & Fixtures				
Total 967 · Equipment				
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.144 · Committee Meetings				
07/07/2016	06232016SAS...	Coryell, Lori	SASUG Committee Meeting	49.68
07/22/2016	07152016TLN	Coryell, Lori	07/15 TLN Membership Mtg	54.00
Total 969.144 · Committee Meetings				103.68
Total 969.100 · Staff Travel				103.68
Total 969.001 · Travel				103.68
Total 969 · Continuing Education Expenses				103.68
980 · Capital Expense				
975.100 · Building Improvement Additions				
Total 975.100 · Building Improvement Additions				103.68

Chelsea District Library

List of Checks for Board Approval

July 2016

Date	Num	Name	Memo	Paid Amount
07/22/2016	16-208-01	Library Design Associates Inc.	Media Area / Youth Remodel	6,073.00
Total 975.100 · Building Improvement Additions				6,073.00
980.100 · Media Area Remodel				
07/22/2016	16-208-01	Library Design Associates Inc.	Media Area / Youth Remodel	2,382.00
07/22/2016	16-209-01	Library Design Associates Inc.	Media Area / Youth Remodel	848.00
Total 980.100 · Media Area Remodel				3,230.00
Total 980 · Capital Expense				9,303.00
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
07/07/2016	626777	MicroMarketing LLC	Adult Audio Books-June	423.69
07/07/2016	627102	MicroMarketing LLC	Adult Audio Books-June	131.72
07/07/2016	627602	MicroMarketing LLC	Adult Audio Books-June	76.45
07/07/2016	94055886	Midwest Tape	94055886 - May Audio Bks	117.96
07/07/2016	94078459	Midwest Tape	94078459 - May Audio Bks	69.98
07/07/2016	94078461	Midwest Tape	94078461 - June Audio Bks	29.99
07/07/2016	75349661	Recorded Books Inc.	Replacement	6.95
07/22/2016	628076	MicroMarketing LLC	Adult Audio Books-June	29.75
07/22/2016	94120904	Midwest Tape	94120904 - Audio Bks June	155.97
07/22/2016	629137	MicroMarketing LLC	Adult Audio Books-June	33.99
07/22/2016	629749	MicroMarketing LLC	Adult Audio Books-June	29.75
07/22/2016	94154297	Midwest Tape	94154297 - July Audio Bks	39.96
07/22/2016	75369540	Recorded Books Inc.	June Audio Bks	69.97
Total 982.120 · Adult Books on Disc				1,216.13
982.140 · Youth Books on Disc				
07/07/2016	187677	Findaway World, LLC	Playaways for Collection	83.44
07/07/2016	1087758868	Penguin Random House LLC	1087758868	40.00
07/07/2016	75353510	Recorded Books Inc.	75353510	6.95
07/07/2016	75358535	Recorded Books Inc.	75358535	29.99
Total 982.140 · Youth Books on Disc				160.38
Total 982.100 · Audio Books				1,376.51
982.300 · Interlibrary Loan				
07/06/2016			Circ Receipts - L/D	-10.00
07/20/2016			Circ Receipts - L/D	-12.00
07/22/2016	07202016REF	Taylor Community Library	Lost Item Paid at Chelsea	12.00
Total 982.300 · Interlibrary Loan				-10.00
982.400 · Non Print				
982.416 · eContent/Kindle				
07/07/2016	044031079786	Amazon.com	52 Titles for Teen Kindles	476.45

Chelsea District Library

List of Checks for Board Approval

July 2016

Date	Nu	Name	Memo	Paid Amount
07/22/2016	120105927559	Amazon.com	Content for Youth Kindles	333.09
Total 982.416 · eContent/Kindle				809.54
982.420 · Adult Music on CD				
07/06/2016			Circ Receipts - L/D	-16.98
07/22/2016	94098889	Midwest Tape	94098889 - May Music CDs	16.99
07/22/2016	94138815	Midwest Tape	94138815 - June Music CDs	31.18
07/22/2016	94154294	Midwest Tape	94154294 - July Music CDs	35.98
Total 982.420 · Adult Music on CD				67.17
982.460 · DVD Feature				
07/06/2016			Circ Receipts - L/D	-15.00
07/07/2016	94076943	Midwest Tape	94076943 - May Feat DVDs	68.97
07/07/2016	94076945	Midwest Tape	94076945 - June Feat DVDs	493.99
07/20/2016			Circ Receipts - L/D	-29.99
07/22/2016	94099112	Midwest Tape	94099112 - June Feat DVDs	109.53
07/22/2016	94120903	Midwest Tape	94120903 - May Feat DVDs	18.39
07/22/2016	94120907	Midwest Tape	94120907 - June Feat DVDs	254.47
07/22/2016	94138812	Midwest Tape	94138812 - June Feat DVDs	105.95
07/22/2016	94138817	Midwest Tape	94138817 - July Feat DVDs	261.48
07/22/2016	94154293	Midwest Tape	94154293 - June Feat DVDs	91.97
07/22/2016	94154296	Midwest Tape	94154296 - July Feat DVDs	61.97
Total 982.460 · DVD Feature				1,421.73
982.461 · Lucky Day DVDs				
07/07/2016	94076942	Midwest Tape	94076942 - May LD DVDs	68.97
07/07/2016	94076946	Midwest Tape	94076946 - June LD DVDs	123.95
07/22/2016	94120908	Midwest Tape	94120908 - June LD DVDs	22.99
07/22/2016	94138813	Midwest Tape	94138813 - June LD DVDs	17.99
07/22/2016	94138816	Midwest Tape	94138816 - July LD DVDs	80.96
07/22/2016	94154295	Midwest Tape	94154295 - July LD DVDs	45.98
Total 982.461 · Lucky Day DVDs				360.84
982.470 · DVD Non-Fiction				
07/07/2016	94014951	Midwest Tape	94014951 - May NF DVDs	23.99
07/07/2016	94035849	Midwest Tape	94035849 - May NF DVDs	55.97
07/07/2016	94056165	Midwest Tape	94056165 - May NF DVDs	19.99
07/22/2016	94099113	Midwest Tape	94099113 - June NF DVDs	19.99
07/22/2016	94138814	Midwest Tape	94138814 - June NF DVDs	67.97
Total 982.470 · DVD Non-Fiction				187.91
982.480 · Youth Video DVD				
07/06/2016			Circ Receipts - L/D	-39.99
07/07/2016	94099110	Midwest Tape	94099110	90.33
07/20/2016			Circ Receipts - L/D	-19.99
07/22/2016	94120906	Midwest Tape	94120906	27.97

Chelsea District Library

List of Checks for Board Approval

July 2016

Date	Num	Name	Memo	Paid Amount
07/22/2016	94120909	Midwest Tape	94120909	23.99
07/22/2016	94138810	Midwest Tape	94138810	47.97
Total 982.480 · Youth Video DVD				130.28
982.485 · Playaway Views				
07/22/2016	187582	Findaway World, LLC	Playaway Launchpads	1,886.83
07/22/2016	187572A	Findaway World, LLC	Playaway Launchpads	195.48
07/22/2016	190202	Findaway World, LLC	Playaway Launchpads	101.99
Total 982.485 · Playaway Views				2,184.30
982.490 · Videogames				
07/20/2016			Circ Receipts - L/D	-79.98
Total 982.490 · Videogames				-79.98
Total 982.400 · Non Print				5,081.79
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
07/07/2016	2032092956	Baker & Taylor-Enhance Adult	2032092956	187.25
07/22/2016	2032117403	Baker & Taylor-Enhance Adult	2032117403	90.65
07/22/2016	2032130567	Baker & Taylor-Enhance Adult	2032130567	142.52
Total 982.710 · Adult Large Print				420.42
982.720 · Adult Print General				
07/06/2016			Circ Receipts - L/D	-14.99
07/07/2016	2032083751	Baker & Taylor-Adult	2032083751	237.89
07/07/2016	2032091141	Baker & Taylor-Adult	2032091141	451.47
07/07/2016	2032096553	Baker & Taylor Books-Automatically Yours	2032096553	158.37
07/20/2016			Circ Receipts - L/D	-49.90
07/22/2016	2032099862	Baker & Taylor-Adult	2032099862	203.73
07/22/2016	2032119898	Baker & Taylor Books-Automatically Yours	2032119898	126.18
07/22/2016	2032142011	Baker & Taylor Books-Automatically Yours	2032142011	120.78
Total 982.720 · Adult Print General				1,233.53
982.740 · Multiple Book Copies				
07/07/2016	2032096401	Baker & Taylor Books Adult Multiples	2032096401	46.88
07/22/2016	2032120013	Baker & Taylor Books Adult Multiples	2032120013	15.46
Total 982.740 · Multiple Book Copies				62.34
Total 982.705 · Adult Print				1,716.29
982.755 · Youth Print				
982.760 · Youth Print General				
07/06/2016			Circ Receipts - L/D	-75.48

Chelsea District Library

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July 2016

Date	Nu	Name	Memo	Paid Amount
07/07/2016	2032093763	Baker & Taylor-Youth	2032093763	34.67
07/07/2016	2032081182	Baker & Taylor-Auto Yours Cats	2032081182	134.23
07/07/2016	2032105098	Baker & Taylor-Auto Yours Cats	2032105098	159.85
07/07/2016	2032086486	Baker & Taylor-Unlabeled	2032086486	55.14
07/07/2016	2032096468	Baker & Taylor-Teen Fiction	2032096468	21.08
07/07/2016	07022016AMAZ	Zubik, Jessica	Amazon Replacement Book	6.35
07/07/2016	13355	AudioCraft Publishing Inc.	Books	8.53
07/07/2016	2032109613	Baker & Taylor-Auto Yours Cats	2032109613	34.29
07/07/2016	2032113113	Baker & Taylor-Unlabeled	2032113113	65.54
07/07/2016	06222016REF	Kasper, Ashley	Refund 3 Lost Books	14.97
07/07/2016	06222016REF	Kent, Lea	Refund lost Book	15.99
07/07/2016	07062016AMAZ	Persello, Karen	Amazon Books	24.70
07/20/2016			Circ Receipts - L/D	-31.97
07/22/2016	2032115777	Baker & Taylor-Teen Fiction	2032115777	285.72
07/22/2016	2032118484	Baker & Taylor-Unlabeled	2032118484	235.58
07/22/2016	2032118670	Baker & Taylor-Unlabeled	2032118670	42.51
07/22/2016	2032121770	Baker & Taylor-Unlabeled	2032121770	326.92
07/22/2016	07082016AMAZ	Zubik, Jessica	Amazon Fishing Books	66.78
07/22/2016	2032132648	Baker & Taylor-Auto Yours Cats	2032132648	73.98
Total 982.760 · Youth Print General				1,499.38
Total 982.755 · Youth Print				1,499.38
Total 982.700 · Print				3,215.67
982.910 · Adult Collection Restricted				
07/22/2016	2032137050	Baker & Taylor-Adult Memorial	2032137050	12.12
Total 982.910 · Adult Collection Restricted				12.12
Total 982 · Collection Expense				9,676.09
TOTAL				145,845.72

Chelsea District Library

Profit & Loss Prev Year Comparison

January through July 2016

	Jan - Jul 16	Jan - Jul 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,607,386.81	1,549,499.95	57,886.86	3.74%
539.000 · State Grants	3,600.00	0.00	3,600.00	100.0%
540.100 · State Aid	4,875.12	8,838.44	-3,963.32	-44.84%
607.100 · Non-Resident Fees	2,799.81	3,210.00	-410.19	-12.78%
645.100 · Copiers & Printers	3,614.07	4,454.61	-840.54	-18.87%
655.100 · Circulation Fines	13,265.47	12,756.08	509.39	3.99%
665.100 · Interest	147.53	233.09	-85.56	-36.71%
666.100 · Investment Earnings	24,562.43	21,415.12	3,147.31	14.7%
666.500 · Investment Change in Value	32,262.15	-1,357.25	33,619.40	2,477.02%
674 · Contribution & Donation-Public	25,040.00	29,730.00	-4,690.00	-15.78%
675 · Donations Private	0.00	5,000.00	-5,000.00	-100.0%
Total Income	1,717,553.39	1,633,780.04	83,773.35	5.13%
Gross Profit	1,717,553.39	1,633,780.04	83,773.35	5.13%
Expense				
701 · Personnel Expenses	536,837.71	523,538.53	13,299.18	2.54%
727 · Supplies	9,913.66	11,332.10	-1,418.44	-12.52%
801 · Professional Services	41,551.11	46,602.81	-5,051.70	-10.84%
803 · Maintenance Service Contracts	57,686.63	58,834.44	-1,147.81	-1.95%
850 · Telecommunications	6,095.81	8,063.51	-1,967.70	-24.4%
880 · Promotional Materials	29,274.92	20,351.76	8,923.16	43.85%
884 · Programming	58,454.11	40,419.34	18,034.77	44.62%
885 · Volunteer	185.60	453.83	-268.23	-59.1%
920 · Utilities	24,881.37	29,281.55	-4,400.18	-15.03%
960 · Board Expense	1,712.84	1,743.06	-30.22	-1.73%
965 · Automation Services	33,188.66	22,688.32	10,500.34	46.28%
967 · Equipment	21,229.38	6,792.07	14,437.31	212.56%
969 · Continuing Education Expenses	18,978.69	7,758.62	11,220.07	144.61%
980 · Capital Expense	23,113.00	75,949.85	-52,836.85	-69.57%
982 · Collection Expense	79,302.65	75,697.58	3,605.07	4.76%
Total Expense	942,406.14	929,507.37	12,898.77	1.39%
Net Ordinary Income	775,147.25	704,272.67	70,874.58	10.06%
Net Income	775,147.25	704,272.67	70,874.58	10.06%

CHELSEA DISTRICT LIBRARY

Fund Balances

July-16

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank

Money Market Account/Chelsea State Bank

Cash on Hand

Beginning Balance	Net Change	Ending Balance
\$392,363.46	-\$161,903.73	\$230,459.73
\$2,475.15	\$0.10	\$2,475.25
<u>\$394,838.61</u>	<u>-\$161,903.63</u>	<u>\$232,934.98</u>

Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

Investment Partners Total

\$1,345,516.71	\$1,303.04	\$1,346,819.75
\$400,000.00	\$0.00	\$400,000.00
<u>\$1,745,516.71</u>	<u>\$1,303.04</u>	<u>\$1,746,819.75</u>

Total General Fund

<u>\$2,140,355.32</u>	<u>-\$160,600.59</u>	<u>\$1,979,754.73</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$260,649.76</u>	<u>\$24,024.11</u>	<u>\$284,673.87</u>
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Chelsea District Library Investment Account
As of 07/31/2016

Original Investment

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

Investment Activity

Date	Value
7/31/2016	1,346,820
Invested	1,077,957
Increase 6/2009 – 12/31/2015	212,038
2016 Change (Current Year)	56,825
Withdrawal / Deposit	0

Investment Distribution

Fund	Value
Capital Reserve Fund	870,800
Capital Improvement Fund	67,000
General Fund from Investment	140,157
Investment Services Fund (Interest - Fees + Change in Value)	268,863
	1,346,820

Report for 07/31/2016

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

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

Note: 2016 Budget moves \$25,000 from General Fund to Capital Reserve Fund

Note: 2016 Budget moves \$24,200 from Capital Reserve Fund to General Fund

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	\$8,931	(\$209,456)	(\$122,614)	-\$60,600	(\$110,507)	(\$100,180)	(\$113,467)	(\$184,602)	(\$141,804)	\$131,314	(\$58,200)	
Ending balance	\$734,223	\$1,141,827	\$1,150,758	\$941,302	\$818,688	\$758,088	\$647,581	\$547,401	\$433,934	\$249,332	\$107,528	\$253,520	\$253,520	
Income	\$591,460	\$512,949	\$167,017	\$47,077	\$7,131	\$90,728	(\$15,656)	\$23,622	\$19,637	\$11,990	\$3,426	\$253,520	\$1,712,901	
Total income														
Other income														
Expenditures														
Total Expense	\$153,146	\$126,734	\$165,805	\$142,893	\$146,001	\$133,986	\$146,247	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,775,023	
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	\$232,936	\$227,268	\$230,012	\$145,410	\$103,606	\$297,042	
Total income	\$591,460	\$512,949	\$167,017	\$47,077	\$7,131	\$90,728	(\$15,656)	\$23,622	\$19,637	\$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	\$146,247	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,775,023	
Net cash flow	(\$11,686)	\$286,215	\$1,212	(\$95,816)	(\$138,870)	(\$43,258)	(\$161,903)	(\$5,668)	\$2,744	(\$84,602)	(\$41,804)	\$131,314	(\$62,122)	
Ending balance	\$285,356	\$671,571	\$672,783	\$576,967	\$438,097	\$394,839	\$232,936	\$227,268	\$230,012	\$145,410	\$103,606	\$234,920	\$234,920	

\$ 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 July 2016

	Jan - Jul 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	460	260	200
674.101 · Designated Youth Collection	50	50	0
674.102 · Designated CD/DVD Collection	100		
674.110 · Designated Adult Programming	7,250	6,600	650
674.111 · Designated Youth Programming	10,030	8,130	1,900
674.120 · Undesignated Donation	50	7,250	(7,200)
674.121 · Annual Giving	0	10,000	(10,000)
674.141 · Designated Technology	7,100	7,100	0
674.200 · Friends of the Library Donation	0	3,000	(3,000)
Total 674 · Contribution & Donation-Public	25,040	42,390	(17,350)
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	28,640	55,390	(26,750)
Gross Profit	28,640	55,390	(26,750)
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	819	830	(11)
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	5,683	9,000	(3,317)
Total 884.930 · Oral History Restrcted Gift	5,683	9,000	(3,317)
Total 884.910 · Adult Programming Restricted	12,002	15,330	(3,328)
884.923 · Youth Prog Rest Gifts SRP	4,718	3,300	1,418
Total 884.920 · Youth Programming Restricted	5,011	4,130	881
Total 884 · Programming	20,442	27,960	(7,518)

Chelsea District Library
Donation and Restricted
January through July 2016

	Jan - Jul 16	Budget	\$ Over Budget
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	248	260	(12)
982.920 · Youth Collection Restricted	34	50	(16)
Total 982 · Collection Expense	452	2,963	(2,511)
Total Expense	20,894	30,923	(10,029)
Net Ordinary Income	7,746	24,467	(16,721)
Net Income	7,746	24,467	(16,721)

DIRECTOR'S REPORT

Library Director's Report on July 2016

Respectfully submitted for August 2016 Board Meeting

Staff News

Staff work anniversaries in July: Youth/Teen Services Librarian Edith Donnell celebrated ten years on July 10th, Library Assistant Leslie Abcouwer celebrated five years on July 13th; Substitute Librarian Betsy Baier celebrated two years on July 8th, and Substitute Librarian Meghan Truskowski celebrated two years on July 23rd. Congratulations and heartfelt thanks to all!

Financial Matters

- Per a recommendation by Andrews Hooper Pavlik PLC (the firm that audited our 2015 financial statements) canceled checks from the July 2016 Chelsea State Bank statement were reviewed electronically for any unusual or improper items.
- I met with Michael Voorheis of Chelsea State Bank Investment Services and CDL Bookkeeper Mary Budzinski on July 7th for a quarterly meeting to review the values, security ratings, etc., of CDL's investment portfolio.
- We received the second State Aid check this month, and it's good news! We received a total of \$9,815 for the year— \$1,615 more than the 2016 budget projected \$8,200.
- Our penal fines check came in, too, and that is also good news. We had projected \$21,000 in revenue in 2016 but received \$25,486.

Strategic Planning Update

Kerry Sheldon and Griffin Reame of Bridgeport Consulting met with CDL staff at the all staff meeting on Friday, July 22nd to discuss the overall process and solicit ideas and suggestions for topics to explore throughout the planning process. A copy of the handout is attached to this report.

Audit RFP

The Request for Proposal for Audit Services for the Chelsea District Library was sent to 17 certified public accounting firms. The deadline for response is August 12, 2016.

Following Up

- **EveryLibrary**
At the June Board meeting, there was interest in determining if any Michigan libraries used the services of EveryLibrary. Attached to this report is a listing of all the library communities across the country that have used their services. You will note that four communities in Michigan worked with EveryLibrary in support of their libraries: Kent District Library, Dewitt Library District, Clinton-Macomb Public Library, and Northville District Library.
- **Non-Traditional Items in CDL Collection**
At the June meeting, board members inquired about the types of items that will be included in the Library's non-traditional items collection. Attached to this report, please find a list of said items that will be available for circulation before the end of the year.

Programming and Initiative Highlights

So many good things are happening at CDL! From Summer Reading and Learning successes, the innovative *WWI Centennial: Strong Foundations/ New Possibilities* community art installation, and our 10 Year Building Anniversary Celebration to our updated website and Media Area, WIFI hotspots, and a fantastic 2015 digital annual report, staff here continue to surprise and delight with their creativity and hard work. I know you will enjoy reading about staff accomplishments in the department reports in this packet as much as I did. My pride in CDL staff is immeasurable!

Out and About -- July 2016 (on vacation July 20th – 29th)

- Attended TLN Annual Membership Meeting – July 15th
- Attended Lima Township Meeting – July 11th
- Attended Rotary Meeting (WAVE orientation and ride)– July 12th
- With Network Administrator Melanie Bell, met with Sylvan Township official to discuss placement of WiFi hotspot at Sylvan Township Hall – July 18th
- Attended World War I Kick Off – July 30th

Looking Ahead to August 2016

- Meeting with new Rotary President Susan Brown – August 2nd
- Washtenaw Read Steering Committee meeting – August 4th
- Robin Hills Farm Dragonboat Festival (Strategic Planning surveying) – August 6th
- STRIVE Scholarship Committee meeting – August 9th
- Meeting with Chelsea Chamber of Commerce President Bob Pierce – August 10th
- Meeting with Amy Heydlauff – August 11th
- 10 Year Building Anniversary Celebration – August 18th
- SASUG meeting – August 25th

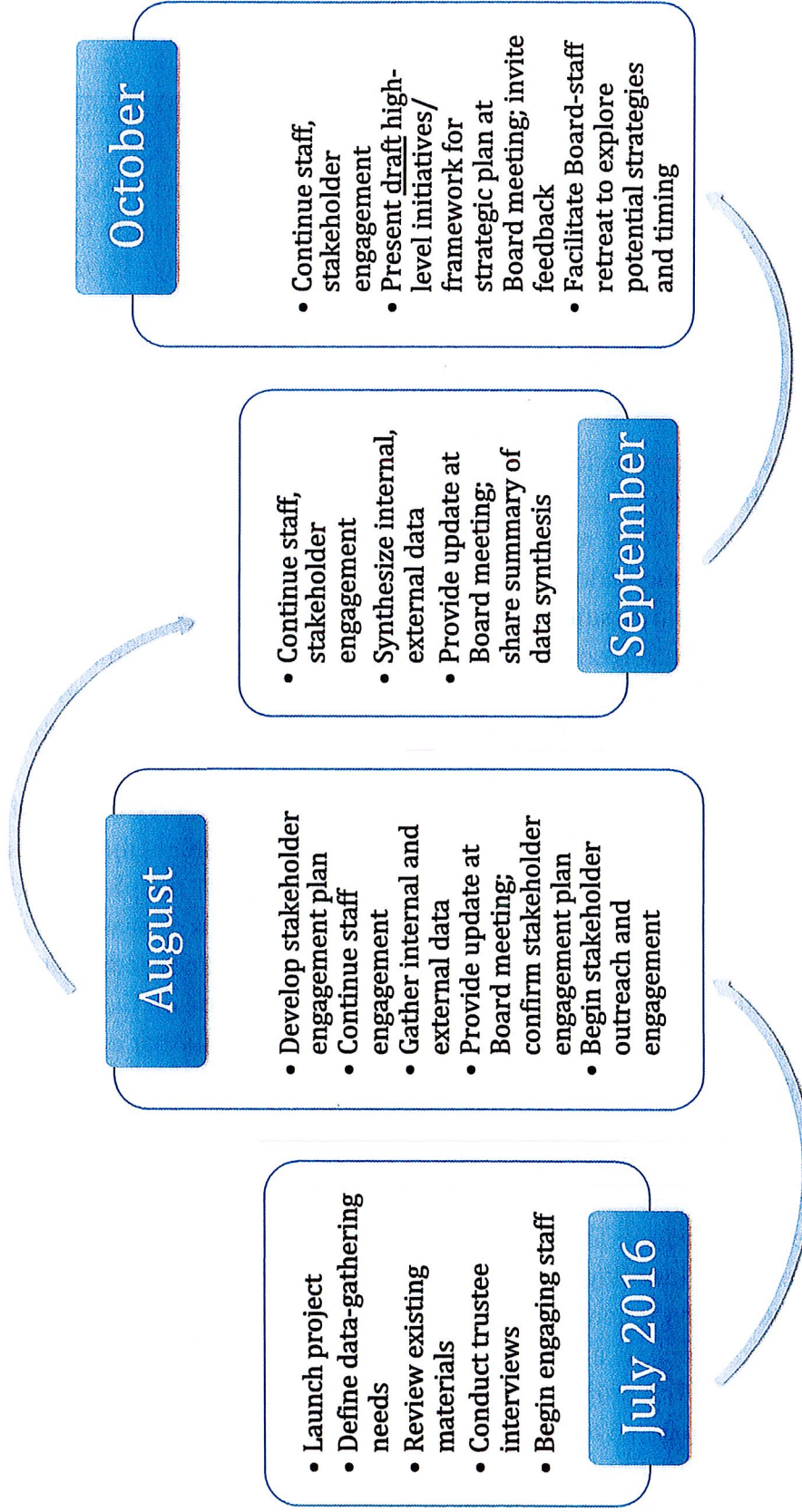
Chelsea District Library Performance Dashboard July 2016

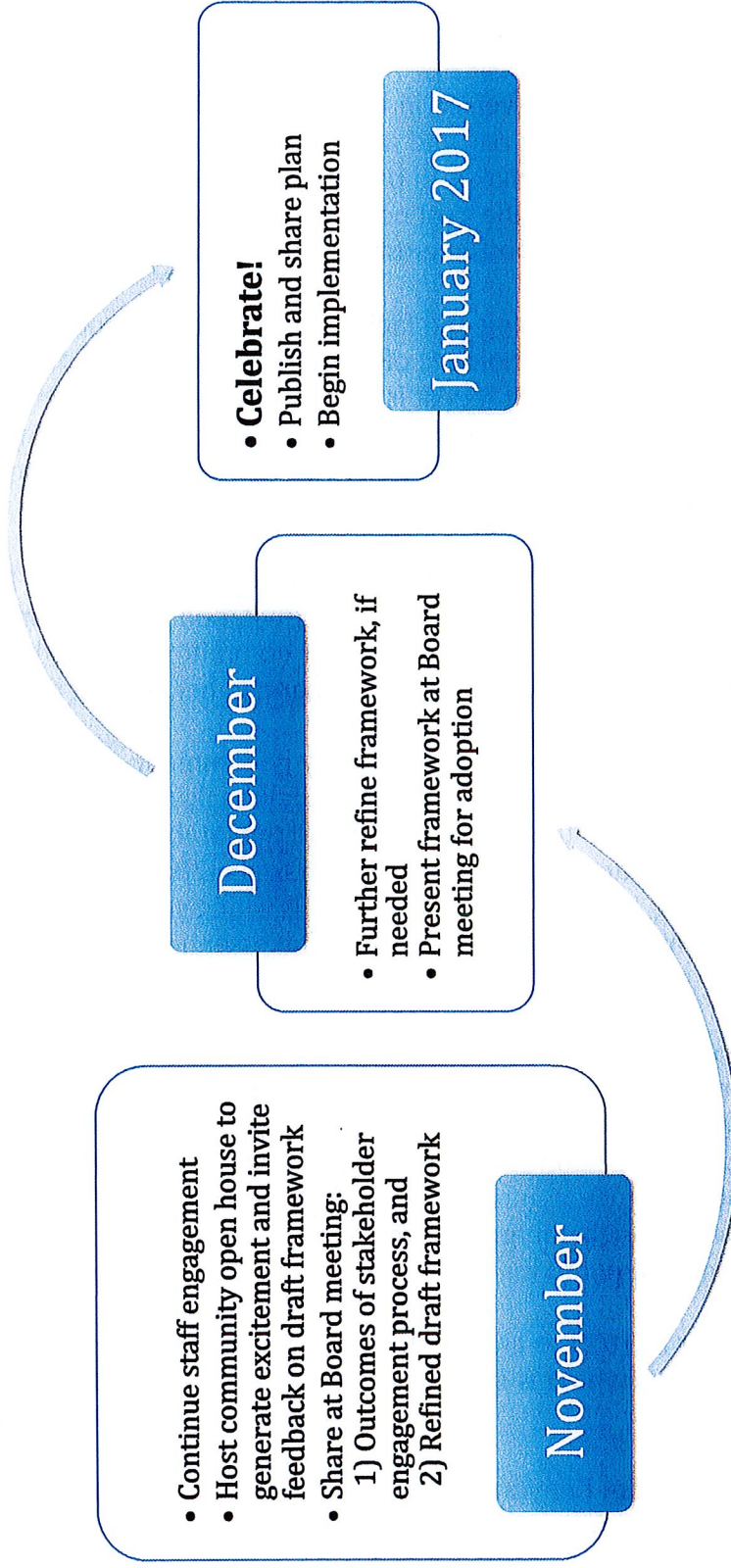
	July-15	July-16	%change from last July	2015 to date	2016 to date
Circulation					
Items	29656	26444	-11%	181461	171264
E-books/E-audio	1570	1508	-4%	9933	10644
E-magazines	265	160	-40%	1868	1641
TOTAL	31491	28112	-11%	193262	183549
Self-Check Items					
TOTAL	3560	3528	-1%	15973	20410
New Cards					
TOTAL	87	89	2%	533	531
Annual Registered Borrowers					
TOTAL					
Reference					
TOTAL	2286	2953	29%	13109	13876
Program Attendance					
Youth	1052	1172	11%	2360	2867
Adult	148	240	62%	1475	1697
Teen	179	54	-70%	613	335
General	496	513	3%	3087	2500
Outreach -- Youth	200	200	0%	6016	5420
Outreach -- Teen	0	0	#DIV/0!	165	1837
Outreach -- Adult	90	53	-41%	353	523
TOTAL	2165	2232	3%	14051	13908
Programs/Visits Offered					
Youth	20	25	25%	110	120
Adult	14	10	-29%	105	71
Teen	13	5	-62%	62	41
General	3	4	33%	24	27
Outreach -- Youth	1	1	0%	116	129
Outreach -- Teen	0	0	#DIV/0!	22	59
Outreach -- Adult	11	8	-27%	43	52
TOTAL	62	53	-15%	482	499
Door Count					
TOTAL	20699	0	-100%	116917	0
WiFi Data Usage (GB)					
TOTAL	850	812	-4%	5339	4565.7
Computer Usage - Sessions					
Workstations	3657	1412	-61%	19593	9873
Wireless	10414	8241	-21%	56105	#REF!
TOTAL	14071	9653	-31%	75698	64162
OCLC Loans					
TOTAL	7	14	100%	57	61

	Annual Items in Collection						
	TOTAL						
	Unique Website Visits				0		
	TOTAL	11579	8582	-26%		64369	
	Homebound & Deposit Collection Items						
	TOTAL	156	87	-44%	948	719	



Summary timeline







everylibrary

Any library initiative anywhere
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Library Communities – EveryLibrary History

EveryLibrary is unique in our ability to work with the staff and elected/appointed leadership of libraries on planning and executing effective Information Only campaigns as well as being able to actively engage local ballot committees and citizen groups in advising and consulting on Get Out the Vote and voter engagement for the library measure. Since our founding in late 2012, EveryLibrary has provided pro-bono support to 36 library communities at the ballot box. To date, we have helped secure over \$100 million in stable tax revenue with 27 wins.

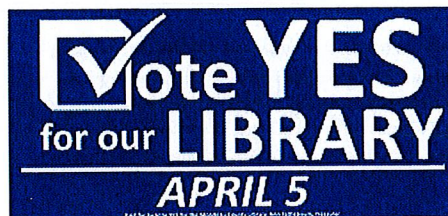
2016 Communities and Committees

Moniteau County MO – California Sub-District

\$.02 cent levy lift
Win – April 5, 2016

The Moniteau County Library has 3 taxing sub-districts including the town of California, MO. We supported a \$.02 cent levy campaign including strategic and tactical support – plus early funding for GOTV efforts – for the [YES for Moniteau County Library campaign](#) in town.

We also supported early assessment work by the director and board on their 'path to the ballot' discussions. The measure passed 819 to 165.



Plainfield Public Library (IL)

\$39 million building bond and an operating levy lift
Loss – March 15, 2016

The Plainfield library was on the ballot for a \$39 million new library in the heart of downtown. We worked closely with the Yes committee on GOTV and answering opposition, and the staff & board on the information communications campaign. There was significant headwind against this measure, including the first direct No expenditures from Americans for Prosperity [against a library referendum](#). The building bond failed with 46% yes and the operating measure failed with 30% yes.

Winter Park Library (FL)

\$22 million building project for a new library, civic center, and parking
Win – March 15, 2016

The city of Winter Park placed a building bond on the ballot for a new library and civic center as a joint-use campus in MLK park replacing and relocating the library and replacing the civic center. Our involvement with the campaign included planning and staging for community info-only outreach by the staff and board, and [funding the GOTV activity](#) in the community by the Yes committee. The measure passed with 52% yes vote.


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Libraries Win:

2015 Communities and Committees

Cedar Rapids Public Library (IA)

\$1.6 million levy lift

Loss – November 3, 2015

The [Cedar Rapids Public Library](#) (IA) lost a \$1.6 million levy lift 46% to 54%. We provided extensive tactical support to the staff and board on planning and executing the informational communications campaign. We supported the [Our Library Our Community Committee](#) as they did extensive door-to-door Get out The Vote work across the community targeting frequent voters, and contributed to their media outreach efforts to the media and through social networks, including a last minute push by Vote No forces in town. This followed our logistical and tactical support in late summer to field a successful petition drive that placed the measure on the ballot, and their GOTV work.

Meridian Library District (ID)

\$12 building bond for 2 new libraries

Loss – November 3, 2015

The [Meridian \(ID\) Library District](#) lost a \$12 million building bond for two new libraries in the fastest growing city in the state. A super majority of 66.7% was needed to pass and the measure received 59% yes. We trained their staff on doing effective Info-Only outreach while providing editorial advice on their communications campaign. The [YES for Meridian Library committee](#) did extensive door-to-door and social media work to talk to voters, especially at the end of the campaign when they faced significant negative mailings from a yet to be identified anti-tax group. EveryLibrary provided an early donation to help kick off their GOTV efforts and then a late donation to respond to the Vote No messages in the community.

**Millbrook Free Library (NY)**

\$130,000 levy (414)

Win – November 3, 2015

The [Millbrook Free Library](#) in New York won a "414" measure for \$130,000 in new, stable annual tax support with 71% of the vote. This is a supplemental levy would fix a structural deficit for the library. We did extensive Plan A / Plan B communications training with their staff and board, and we provided an early "challenge donation" to the [Say YES to Millbrook Library committee](#) to support their GOTV efforts and bring in new, small donors as partners in the success of the library, long term. Our support included consulting on GOTV messaging and tactics.

Eugene Public Library (OR)

\$2.7 million/year 5-year special levy

Win – November 3, 2015

The [Eugene \(OR\) Public Library](#) won a special 5-year, \$2.7 million levy to provide funding for staff, collections, programs, and services at \$3 per household with almost 53% of the vote. We did in-person training and Plan A / Plan B messaging support for their able staff while providing the [Vote Yes for Libraries committee](#) with an early "challenge donation" to help with their fundraising efforts, along with consulting on social media and direct voter engagement techniques around town.

Washington County Cooperative Library System (OR)

\$8 million levy renewal

Win – November 3, 2015

The [Washington County Cooperative Library System](#) in Oregon won an \$8 million levy renewal with a 65% Yes vote (it is about 33% of their funding at a .22 mill rate). We supported their staff early in the Information Only communications process and they engaged throughout the campaign with a wide range of community stakeholder, organizations, and agencies across a diverse geographic service area, and we were happy to endorse the [People for Libraries committee](#) in their campaign.

Portage County Library District (OH)

\$2.6 million levy (new)

Loss – November 3, 2015

The [Portage County Library District in Ohio](#) was on the ballot for the 8th time in 10 years, attempting to start a new dedicated mill levy in the county for library services. Currently, the system relies exclusively on state aid to run the

entire library system. Unfortunately, the measure lost with 46% yes to 54% no. This referendum was for \$2.6 million new mill levy that would essentially double the operating revenue for the library and promising a dramatic increase in services, collections, and staffing for residents and users. We provided training, coaching and encouragement to their staff for this 8th run at new revenue, helping them to frame the community discussion around Plan A and Plan B, along with advice on the tactics to reach across the county with their message about possible new outcomes if the measure passed. We also provided the [Citizens for the Library committee](#) with seed money for their GOTV efforts along with extensive training and support for a new approach to social media engagement.



Darby Public Library (MT)

\$30,000 operating levy lift

Win – 15 September 2015

The [Darby, MT](#), library community was on a mail-in ballot September 15th in an effort to permanently expand their tax base by about \$30,000 dollars per year. Passage of the referendum means that library funding will increase by a third. EveryLibrary provided training and coaching to the library staff and board on early 'path to the ballot' discussions as well as the content for their Informational communications. We were an early donor to the Darby Community Library PAC committee and supported their "[Vote YES for Darby Library](#)" voter outreach around town, on the web, and through [social media](#) with advising and technical assistance.



Spokane County District Library (WA)

\$22 million building bond

Loss – August 4, 2015

The Spokane County (WA) Library District was on the ballot with a 2nd attempt at passing a \$22 million bond to remodel or build six library facilities in Spokane Valley and Millbrook. EveryLibrary acted primarily in support of the Libraries Change Lives / [Vote YES for Spokane County Libraries](#) committee while providing assistance to the staff with fine tuning their messaging and approach to community and stakeholder engagement. For the committee work, we donated \$3,000 to help jump start their local fundraising, while providing extensive tactical assistance with the committee's social media and web strategy. The measure required a 60% super majority to pass but only received a 57% Yes vote.



New Orleans Public Library (LA)

\$9.7 million mill levy increase

Win – May 2, 2015

The New Orleans Public Library was on the ballot for the first time since before Hurricane Katrina with a 20 year, \$9.7 million per year mill levy increase to fund operations, collections, hours, and staffing for the 14 branch system and complete the re-opening of the 15 post-Katrina location. EveryLibrary worked for over 15 months with the staff and boards (Library, Friends, and Foundation) on planning and executing an effective information communication campaign to residents across the city. The staff were able to meet with over 2,500 neighborhood and community organizations, agencies, and stakeholder groups as part of their discussions about what passage or failure would mean to New Orleans. In addition, we provided strategic advising on library measures to the very able local consultant team that helped run the [Yes for NOLA Libraries](#) efforts. The measure passed with an overwhelming 75% YES vote.



River East Public Library (IL)

\$59,000 mill levy

Win – April 7, 2015

The River East Public Library in McHenry, IL. was on the ballot for a 3rd attempt at passing a \$59,000 levy for operations, collections, and services (about 1/3 of their budget). The library serves a small area in McHenry County but is a vital and integral resource to their community and adjacent districts. EveryLibrary was invited to work with the staff and trustees on their informational communications following their loss in November, 2014. We also provided direct funding to the [Vote YES for River East Library](#) committee along with pro-bono advising and consulting on GOTV efforts – both traditional and social media – for their district. We are happy to report a 56% to 44% win.



2014 Communities and Committees

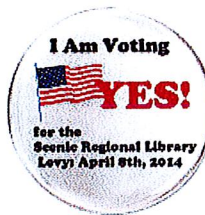
In 2014, we are proud to report supporting 18 campaigns, helping to secure over \$31.2 million in stable tax revenue for libraries. With 14 wins and 4 losses, our 2014 campaign support outpaced 2013's 5 wins out of 7 total campaigns for a combined \$42 million in tax revenue secured for libraries. This work was only possible because of [our donors](#).

Scenic Regional Library in Gasconade, Franklin, and Warren Counties, MO.

Levy increase from \$2.051 million to \$4.8 million (\$2.8 million)

Win – May 2014

The Scenic Regional Library was on the ballot for the first levy rate increase since 1959. The library serves 3 counties outside of St. Louis. Their largest population center has split service with another community. We began our engagement with staff and board leadership there in late 2013 and provided ongoing support to their effective Information Only communications campaign. We also provided key tactical support including advising, consulting and funding to the [Scenic Regional Library PAC committee](#) on GOTV and voter engagement. All three counties passed the measure.

**Monroeville, PA.**

New District status and \$1 million Levy

Loss – May 2014

EveryLibrary got involved with the [Yes to Libraries, Yes to Monroeville](#) committee 11 days before their May 20th election because of significant opposition to the measure by both the local Democrat and Republican leadership in town. We believed it important to support a plan for more stable funding and allow the community to engage in a fair and open discussion about the role a District library could have. Because of the short timeline, our work was limited to providing a sustaining donation to the committee and to tactical consulting on last-mile GOTV. After the measure failed, we worked with the staff and board on planning communications around their 2015 municipal budget.

Sacramento, CA.

\$1.9 million dollar parcel tax

Win – June 2014

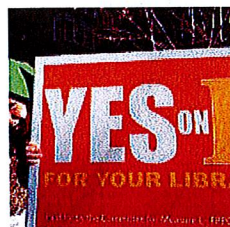
Voters in the city of Sacramento approved Measure B, a supplemental parcel tax for operations. EveryLibrary worked closely with the [Yes on Measure B committee](#), particularly with their social media strategy and library-specific campaign messaging. We also help train and coach the library staff in their Information Only communications campaign across the system, both city and county branches. The entire library advocacy ecosystem in Sacramento was engaged in the success of this Measure, including the Foundation and Friends. They are anticipating a renewal measure in 2016.

**South Lake Tahoe, CA.**

\$425,000 parcel Tax

Win – June 2014

South Lake Tahoe is a special Zone of Benefit area within El Dorado County. EveryLibrary help the branch staff and leadership scope out an effective and engaging informational campaign that communicated with education, arts and culture, the business community, and civic groups. Our work there included in-person training and ongoing coaching. We were also happy to assist the [Measure L – Committee for the South Lake Tahoe Library](#) group on their GOTV work, including a donation in support of their outreach. The committee did an excellent job of voter engagement and are a model for local media outreach.



Georgetown, CA.

\$80,000 parcel tax

Win – June 2014

Like South Lake Tahoe, Georgetown's Measure G was a Zone of Benefit-specific election, and was the smallest funding proposition EveryLibrary worked on, both funding and population, in 2014. The library staff were highly engaged in sharing about the value of the library and the role they have as partners with the community for education, business development, personal enrichment, and community engagement. Our work with the *Yes on Measure G* committee included a donation along with ongoing strategic support for their local media outreach and an early proof of concept for our "Cross Roads, Waiting Rooms, and Bar Stools" strategy for GOTV in small and rural communities.

Jacksonville, FL.

Advisory referendum concerning district status

Loss – August 2014

EveryLibrary got involved with the [Save Jax Libraries](#) committee very late in their campaign in support of an advisory referendum about district status for the Jacksonville – Duval County Library. With 11 days before election day, EveryLibrary donated \$1,000 to the committee for social media advertising in the county, along with providing tactical advice on public engagement on Facebook.

While the measure did not pass, we are proud of our ability to help them move from a 40% pre-poll to 49% on Election Day. The library's budget continues to be under threat by the County Commission.

**Kent Library District, MI.**

\$20.06 million levy renewal

Win – August 2014

In August, Kent District Library asked voters to renew nearly 100% of their operating, collections, and programming funding. EveryLibrary supported the good work of their library administration in planning and executing an effective Information Only campaign. Of particular note was the director's extensive engagement with local budget watchdog groups well in advance of the ballot. This work, combined with a strategic engagement across education, civic, social, and business stakeholder groups, was a model for opposition engagement. We were happy to help the *Yes for KDL* committee reorganize and become operational on GOTV work. Our donation to the committee, along with tactical advice and consulting, helped the committee do effective neighbor and voter engagement on social media.



**CITIZENS for
KENT DISTRICT LIBRARY**
Literacy Begins at KDL

Dewitt Library District, MI.

\$646,000 levy

Win – August 2014

DeWitt District Library faced a must-pass renewal of their operating levy after a defeat in 2013. EveryLibrary worked with the staff and leadership of the library to reframe their Plan A and Plan B informational campaign to distinguish it from the earlier, failed measure. The library team did an excellent job of community outreach in advance of the campaign providing a foundation for another community conversation about expanding library funding while securing the basic funding needed to serve the community at this election.

Clinton and Macomb Townships, MI.

\$1.9 million levy lift

Win – August 2014

EveryLibrary began work with the staff and leadership at the Clinton Macomb Public Library in Fall 2013. The Information Only plan that senior staff developed was a model for thoroughness and the staff were ready for training on community outreach in support of their Plan A and Plan B communications. EveryLibrary was proud to work with the [Say Yes to CMPL](#) committee, providing a sustaining donation to their GOTV work in the community and on social media. We provided ongoing guidance on campaign tactics during committee transitions which

provided continuity on the road to a successful Election Day.

Acocmack County (Eastern Shore), VA.

\$3.5 million bond authority for new main library

Loss – November 2014

We worked with staff and the board on Information-Only communications while providing extensive advising and a contribution to the [Vote YES for Eastern Shore Public Library](#) committee. ESPL was forced onto the ballot by their county commission in August 2014. The library leadership had a building plan that would require a \$6 million bond, but the commission said "no, you get \$3.5 million and good luck". EveryLibrary supported this campaign to help the community engage in a more substantive dialog about the future of library services. With 47% of the vote, we believe that we helped advance the discussion.

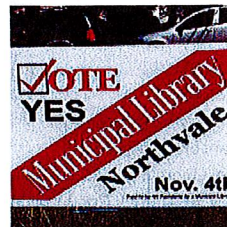


Northvale, NJ.

New municipal library at .3 mills (\$320,000 per year levy)

Win – November 2014

We supported the Northvale Residents for a New Municipal Library committee as this group of residents worked to set up a new municipal library. Their town's association library closed in 2009. Our work was with the committee only (there was no library and therefore no staff or board) and included an in-person consulting and advising.



Pomona, CA.

Measure PPL to reestablish public funding for 10 years

Loss – November 2014

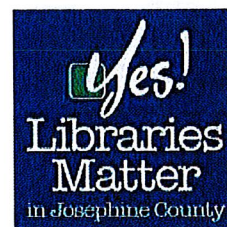
EveryLibrary began working with [Save Our Pomona Public Library](#) committee (SOPPL) in late 2013 following the loss of Measure X funding there in 2012. Our work with the ballot committee included extensive advising and consulting on their plan for voter engagement, coalition building, and fundraising. We provided a significant donation to the committee to use as a local fundraising challenge, which they met and exceeded. The Measure was unfortunately opposed by the California Association of Realtors and lost. We are continuing to support the committee as they plan and evaluate next steps.

Josephine County, OR.

\$990,000 levy and new district authority

Loss – November 2014

Our work with the [Keep Our Libraries Open](#) committee (KOLO) in Josephine County began with supporting their spring 2014 petition drive to place a citizen initiative for library funding and district authority on the ballot. By May 2014, they had exceeded the number of valid signatures and we began working with Josephine Community Library staff in early 2014 to anticipate their Information Only campaign. EveryLibrary continued to consult with KOLO on social media, opposition engagement, voter data, and other GOTV strategy. Unfortunately, the measure lost with 47% of the vote. A previous attempt only garnered 40%. We look forward to supporting the JCL community as they plan for a future measure.



Cranston, RI.

\$1.2 million remodeling bond

Win – November 2014

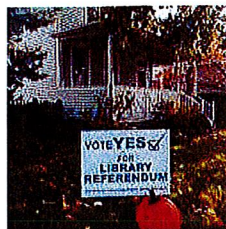
In Rhode Island, building Bonds need to first pass the state Legislature and be signed by the governor. After these steps were completed, EveryLibrary supported the staff and leadership of the Cranston Public Library as they built a very effective Information Only campaign to about the library's plans for remodeling and renovations should their Bond pass. Our work included all-staff training and ongoing discussions on ways to best integrate Info-Only communications into regular community outreach and patron engagement.

Park Ridge, IL.

4-year \$550,000 levy increase

Win – November 2014

EveryLibrary was proud to work with the library staff in Park Ridge to help plan a highly effective Information Only campaign. We worked with the board on several occasions to help them recognize and activate their own role in the campaign as well. Our work with the [Citizens for Park Ridge Public Library](#) committee began with their convening and quickly moved into advising them on a tactical plan for local Get Out the Vote work, especially on social media. Passage ensure more stable funding for the library and supplements cuts made over the past 8 years by City Council.



Paulding County, OH.

\$490,000 annual operating levy renewal

Win – November 2014

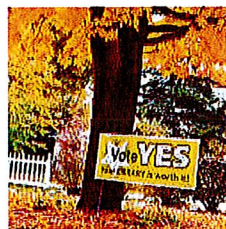
The Paulding County Library levy was a "must-pass" renewal. EveryLibrary was happy to work with their competent and engaged staff leadership on their plans for Informational outreach and communications around the County. We provided extensive support including advising and funding to the [PCCL Levy Committee](#) (Vote4PCCL) as they campaigned in the community. The results were tight with a 26 vote margin triggering an automatic recount. In the end, the levy renewal prevailed after 2 prior losses.

Northville, MI.

4-year \$440,000 levy renewal

Win – November 2014

EveryLibrary was proud to provide tactical support and funding to the [Committee to Support the Northville District Library Millage Renewal](#) (YES to NDL) as they campaigned for their library's levy renewal. We were able to provide ongoing advison to their team on voter engagement in town and online. Our work with their staff and leadership included early 2014 training on their Information Only roles and opportunities. They were a model for effective stakeholder engagement about the library plan.



2013 Communities and Campaigns

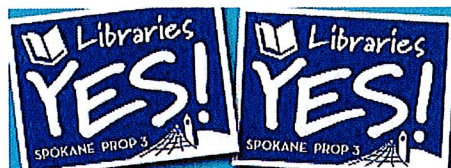
EveryLibrary launched in September 2012 and by December, we were focusing on 2013 campaigns. Our first year goal was to provide direct support to at least five local ballot committees and communities. EveryLibrary worked with several types of ballot measure committees including funding renewals, special appropriations, a construction bond, and new district authority. Through 2013, we supported seven campaign committees through a combination of financial resources, campaign consultancy, and technical assistance.

Spokane, WA.

\$1.6 million special levy

Win – February 2013

Backed a \$1.6mil special levy for the Spokane (WA) Public Library through the "Say Yes for Spokane Libraries" committee by providing \$4,000 in funding for phone banking and direct mail along with consultancy on messaging and script. Won with 66% of the vote on February 7th, 2013.



Shorewood and Troy Townships, IL.

\$28 million construction bond

Loss – April 2013

Backed a \$28mil construction bond for Shorewood-Troy (IL) Public Library through the "Citizens for a New Shorewood-Troy Library" committee with campaign consultancy on message development and opposition research along with direct in-person training on canvassing and GOTV work. This measure lost on an April 9th, 2013 consolidated ballot.

Ronan, MT.

\$250,000 levy and district authority

Win – May 2013

Backed a \$250,000 district authority / levy for the Ronan (MT) City Library through the "Community Members for a New Ronan Library District" committee with \$1,000 in direct support, campaign consultancy, and training to emancipate the library as an independent district and secure stable property tax funding for operations and collections. This measure passed 854 to 453 on a May 7th, 2013 ballot.

VOTE YES!
RONAN LIBRARY DISTRICT

Santa Clara County, CA.

\$6.2 million parcel tax

Win – August 2013

Backed a \$6.2mil parcel tax (Measure A) for the Santa Clara County (CA) District Library through the "Save Our Libraries 2013 – Vote YES on Measure A" committee with a direct donation and strategic consulting on social media outreach to win with 82% of the vote on an August 27th, 2013 ballot.

Cornellus, OR.

\$2.6 million bond

Loss – November 2013

 **Vote YES for
Cornellus Library**

Backed a \$2.6mil bond for the Cornellus (OR) Public Library through "Yes for Cornellus Library" committee with a direct donation and technical consulting on voter data segmentation. The measure lost 42% to 58% on a November 5th, 2013 ballot.

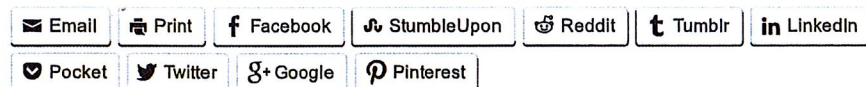
LaFouche, LA.

Levy Amendment / Reallocation

Won by Defeating the Amended Levy – November 2013

Messaged in Lafourche Parish (LA) in support of the library in the face of significant disinformation about a measure which would have defunded the library millage and re-dedicate that funding to build a jail for a November 16th ballot. Our pro-library advertising support reached over 100,000 impressions in the last 48 hours before polls closed. The measure was defeated.

Share this:



Comments

EveryLibrary at Midwinter 2015 | EveryLibrary

January 21, 2015

[...] Library Communities – EveryLibrary History [...]

Library Juice Academy Makes \$1,000 EveryLibrary Fundraising Challenge | EveryLibrary

March 5, 2015

[...] Library Communities – EveryLibrary History [...]

Library Juice

March 8, 2015

[...] early 2013, EveryLibrary has worked with 25 libraries on the ballot, winning 19 campaigns and securing over \$46 million in bond, levy, parcel tax, and other referendum [...]

Library Juice Academy Makes \$1,000 EveryLibrary Fundraising Challenge | Library Juice Academy News and Comment

March 8, 2015

[...] early 2013, EveryLibrary has worked with 25 libraries on the ballot, winning 19 campaigns and securing over \$46 million in bond, levy, parcel tax, and other referendum [...]

It is About Transparency in Michigan Elections - VetoSB571 | EveryLibrary

December 23, 2015

[...] Library Communities – EveryLibrary History [...]

Initial Non-Trad Loaning Items

Sizzix Big Shot Die Cut (2)

ASIN: B00R50G34U

Cost: \$79.99

Set of Holiday Die Cuts:

Pumpkins: ASIN: B001AGWSL2

Hearts: ASIN: B0068RRLZG

Christmas Trees: ASIN: B009GHA26A

Turkeys: ASIN: B0090XRFF6

Wreath: ASIN: B009MRIJ64

Cost: \$77.88

Set of Shape Die Cuts:

Hearts: ASIN: B0068RRLZG

Stars: ASIN: B005EPJKZW

Squares: ASIN: B005EPJKSO

Circles: ASIN: B0068RRJMQ

Cost: \$49.64

Set of Alphabet Die Cuts:

Caps: ASIN: B008CMTLLC

Cost: \$13.79

Fiskers 12" Paper Cutter (1)

ASIN: B003SLC3IU

Cost: \$14.82

Large Crochet Hook Collection (1)

Partial of set with ASIN: B00BKU9ZDW

Cost: \$6

Small Crochet Hook Collection (1)

Partial of set with ASIN: B00BKU9ZDW

Cost: \$6

Knitting Needle Set (2)

ASIN: B004V7JFUY

Cost: \$75.05

Ball Winder and Yarn Swift (2)

Winder: ASIN: B004B44PYI

Swift: ASIN: B000IG1I8O

Cost: 91.98

Getting Started with Arduino Kit (1)

ASIN:

Cost: \$74.99

Snap Circuits Jr. 100 pc. Kit (1)

ASIN:

Cost: \$54.95

Snap Circuits Musical Recorder (1)

ASIN:

Cost: \$26.95

Snap Circuits FM Radio (1)

ASIN:

Cost: \$24.95

Snap Circuits Motion Detector (1)

ASIN:

Cost: \$24.95

Celestron Digital Microscope (1)

ASIN: B0041ANQNN

Cost: \$68.55

Portable Mini LCD Projector (2)

ASIN: B0154PMK08

Cost: \$109.89

Celestron SkyMaster Binoculars (1)

ASIN: B003AM87Q4

Cost: \$80.20

Makey-Makey (1)

ASIN: B008SFLEPE

Cost: \$49.95

Raspberry Pi Kit (1)

ASIN: ?

Cost: \$136.57

Finch: (1)

ASIN: ?

Cost: \$89.10

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

Facility

The media remodel is 80% complete- just waiting on the computer counter and the two tables that will sit behind our now much smaller reference desk. They are due the week of our anniversary celebration but may be in by the time you read this. We had a few glitches with the shelving- Montel didn't send the right gussets and then shorted us some shelves, too- but it is all complete and as we ordered now. We are getting rave reviews on the new floor plan!

Painting of McKune Room and porches is well underway and should also be complete by the time you read this. The brick walls at Katie's Korner, and the Reading Garden, as well as the outdoor stairs up to McKune have also been power washed and the limestone capstones sealed against moisture.

The storm in mid-July caused some a power spike that caused damage to contactors in each of our HVAC drives. We spent some very warm days without benefit of AC but Sal, our IT guy from Johnson Controls, spent many hours here diagnosing the problem and was able to get it up and running until we could get the parts ordered. We got the wrong parts twice (I know, right?) but finally got what we needed for the repair. We will install a new drive for the larger air handler (supply side) and the old drive will serve as a back-up so we aren't without heat or cooling in these situations in the future. Our fall maintenance service will happen next month and that should provide us with the information we need for Paul Conahan to finish updating our capital reserve study.

I met with Dieter Giese of GK Audio to discuss the acoustics in McKune. He taught me a few things about how sound travels and suggested we install panels on each of the columns, just below the vents. We can order them ready to go or do them ourselves, which of course, would be the cheaper way to go. He can get the panels for us but they will need to be painted or wrapped in fabric. I am still exploring our options but the DIY version will offer significant cost savings.

Volunteers

July is when we have the Summer Reading finale so our stats are again higher than usual. We logged 496.25 non-book sale volunteer hours this month, 313 for the YSG alone! Book sale hours were 236, for a total of 432.25. The Friends do two sales in July (the second to correspond with the Sounds & Sight Festival) and raised \$1269 between the two, with an additional \$366 from the lobby bookshelves and \$445 from the two online sellers.

Outreach

I continue to attend Community Center committee meetings and we have very preliminary drawings of what a 60,000sqft footprint would look like on the Washington Street Education Center site. They include an art/makerspace area with hopes for a larger, more complex space in the 300 Building in the future. We met with the new CSD superintendent and past superintendent to review the process and plans, and asked for formal approval from the school board to go forward on that site. They will work to get a resolution to that affect from the board. They also have funding options that would allow very reasonable terms for financing so those options are being explored.

Respectfully submitted-
Linda Ballard
Assistant Director

Chelsea District Library
2016 Volunteer Hours

Volunteer Area	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Booksale	194.00	193.00	198.00	221.00	211.00	251.00	236.00	0.00	0.00	0.00	0.00	0.00	1504.00
CPU	15.75	15.75	13.75	18.75	16.50	18.75	23.00	0.00	0.00	0.00	0.00	0.00	122.25
Local History	30.50	43.25	51.75	101.25	42.50	48.25	46.75	0.00	0.00	0.00	0.00	0.00	364.25
Program	16.25	6.00	2.00	58.00	5.50	69.25	90.50	0.00	0.00	0.00	0.00	0.00	247.50
Workroom	12.00	6.75	58.50	12.25	2.75	10.75	23.00	0.00	0.00	0.00	0.00	0.00	126.00
Friends	28.00	0.00	7.50	32.25	12.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	89.75
YSG	15.50	33.00	40.00	36.50	46.00	353.50	313.00	0.00	0.00	0.00	0.00	0.00	837.50
Monthly Totals	312.00	297.75	371.50	480.00	336.25	761.50	732.25	0.00	0.00	0.00	0.00	0.00	3291.25
Non Book sale	118.00	104.75	173.50	259.00	125.25	510.50	496.25	0.00	0.00	0.00	0.00	0.00	1787.25

Program Report: July

Adult Summer Reading ended in July with great success! Our registration increased by 56% and our completion rate increased by 29% over 2015. While we need to find ways to keep our registrants playing to completion as our numbers show, those who did play were very involved. Over 1,862 grand prize drawing slips were turned in, an increase of 97% over last year!

Date	Event	Attendance
7/5, 7/19	Smarty Pants Trivia Smackdown	58, 84
7/13	Place That Face	16
7/14	Resume Review	1
7/16	Ironclad Vintage Baseball	80
7/20	Grow Your Business	1
7/23	Purple Rose Theatre Concert Reading	50
7/26	Reading Glasses	16
7/30	WWI Centennial Ribbon Cutting: Ceremony & Tours	95, 22
Technology Programming		
7/12, 7/26	Computer Training 1:1	4, 5
7/26	Ancestry Aficionados	5
Outreach Programming		
7/7	Computer Training 1:1 @ Chelsea Retirement Community	6
7/13, 7/14, 7/15, 7/27	SRP Follow-up: Senior Center, CRC, Silver Maples, Senior Center	5, 7, 4, 4
7/14, 7/20, 7/21	Book Clubs: Silver Maples, Senior Center, Pines	21, 5, 7
Total Programs: 20	Attendance Total:	496

Upcoming Programs

August will be a slightly slower month as we get ready to head into the fall. We do have a great program about Effective Communication Strategies for Alzheimer's Caregivers presented by the Alzheimers Foundation as well as our first WWI Program.

Collections

July was a month of prep for upcoming collection goals. We worked on starting to use more "shelf talkers", which are shelving signs that communicate with patrons browsing our collection by suggesting similar authors to ones they already like and other helpful information. Jessica and Emily also started pulling together the final pieces for our Nontraditional Collection that will debut this fall.

World War Centennial: Strong Foundations, New Possibilities

Our Ribbon Cutting took place on July 30th to great success despite the rainy weather. Turnout for the ceremony was great and we received many compliments on the exhibit. Grass Lake

Heritage Museum and “Detroit's Own” Polar Bear Memorial Association were on site with additional artifacts and Chelsea VFW were in attendance for the Buddy Poppy Program. We are also very grateful for our docents who volunteered to lead tours, though the weather greatly impacted our turnout. We are hoping for better weather during our September 18th tours.

	July 2016	July 2015
2nd floor Ref Desk Interactions	1,466	1,309
Homebound Book Delivery	87	156
Inter-library Loan	14	7
Zinio Checkouts	160	265

From Keegan Sulecki, Head of Adult Services

July was a packed month with both the Adult Summer Reading program wrapping up along with final planning for our WWI Centennial Program. In July, we finalized our brochure and walking tour map and I had the privilege of representing the library and the project in a number of radio and TV interviews. In addition, I finished my role on the selection committee for our upcoming Washtenaw Read Program to take place in 2017. In August, we will begin brainstorming potential programming.

From Emily Meloche, Adult Services Librarian

Preparations for the building's 10th Anniversary celebration were made in July, including putting together the slide presentation that shows the changes and story of McKune and the library through the years, and prepping the "mini-museum" of library artifacts. I continued to work to populate our new Biblioboard showcase of Ralph Guenther Collection photos, and putting together the last touches on our non-traditional circulating collection; both should launch in the fall. July also had excellent attendance for our partner programs with the Chelsea Alehouse-- Reading Glasses, the book club, had 16 attend, and the July 19 session of Smarty Pants Trivia had 84 in attendance!

Chelsea District Library
Monthly Youth Report—July 2016

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

Programs and Attendance (previous year)

Family:	2	(2)	programs	Attendance:	316	(346)
Youth:	25	(20)	programs	Attendance:	1172	(852)
Outreach:	1	(1)	programs	Attendance:	200	(200)
Teen:	5	(13)	programs	Attendance:	54	(179)
Total:	33	(36)	programs	Attendance:	1,742	(1,577)

Summer Reading Stats	2016 (2015)	2016 (2015)
Total Registrations		1188 (1193)
Youth Grand Prize Entries (2.5 hours/5 books read per entry)	4528 entries (3923)	22,640 hours/books read! (19,615)
Middle School Grand Prize Entries (30 minutes read per entry)	6921 entries (4209)	3461 hours read! (2105)
Teen Grand Prize Entries (60 minutes read per entry)	1986 entries (1052)	1986 hours read! (1052)

Date	Name of Program	Children	Teens	Adults	Total
Family/Parent					
7/6	Wild Wednesday: Parent and Child Yoga	9		7	16
7/27	Summer Reading Finale/Demo Derby				300
Youth					
7/1, 22	READ to the Library Dog (2)	14			14
7/1, 5, 8, 12, 15, 19, 22, 26, 29	Summer Munch Bunch (9)	54		25	79
7/5, 12, 19, 26	Babytime (4)	52		50	102
7/7, 21	Summer Storytimes (2)	40		25	65
7/11, 12, 13, 14, 15	SRSly Minecraft Server Camp (5)	140		64	204
7/11	Movie Monday-Inside Out				30
7/18	Summer Lego Club				24
7/20	Wild Wednesday: Stop-Motion Animation Workshop	34			34
6/20-7/22	SRP Discovery Center participation				220
6/20-7/22	SRP Math/Science Station participation				150
6/20-7/22	SRP Challenge Cards participation				250
School & Community Outreach					
7/29	Sounds & Sights Fest KidZone activities				200
Teen					
7/5, 19, 26	Skynet Junior Scholars (3)		27		27
7/21	Young Writer's Workshop		6		6
7/28	Summer Reading Teen Finale-ZapZone		21		21

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

Date	Total
July 2016	1388 (977)
June 2016	654 (856)
May 2016	449 (522)
April 2016	444 (380)
March 2016	432 (445)
February 2016	398 (430)
January 2016	630 (546)
December 2015	337 (412)
November 2015	548 (571)

October 2015	453 (584)
September 2015	348 (538)
August 2015	550 (725)

July Highlights

From Karen

- We have come to the end of another successful Summer Reading/Summer Learning Program! Although the number of registrants remained nearly the same, overall participation was higher, as seen by the 20% increase in the total number of hours read by children and teens throughout the program.
- Our learning activities also increased in popularity, with participation in the weekly STEAM Discovery Center, preschool Math/Science Stations, and take-home Challenge Cards nearly doubling this summer, from 340 in 2015, to 620 in 2016. We hope that we made learning fun this summer!
- I'd like to give special thanks to the more than 35 adult volunteers from Proquest of Ann Arbor who helped with Kickoff and Finale, the Summer Munch Bunch program, and weeding in the youth collection. They were fabulous!

Youth Department Volunteers: Youth Service Group—313 hours

- 66 teens helped with our various summer programs this year, from Kickoff to Finale, from staffing the reading table to helping with Munch Bunch and other programs; they were a valuable part of Summer Reading/Summer Learning!
- 21 teens participated in the Teen Summer Reading Finale at Zap Zone and 19 of them were YSG members. They played video games, ate pizza, and had a great time playing two sessions of laser tag.

July Community Outreach & Meetings:

7/5, 12, 19, 26 Weekly management meetings (KP)
7/13 Meeting with Lori (KP)
7/22 UMSI student observing youth services (JZ)

Future Program Highlights:

8/2, 5 Summer Munch Bunch
8/2 Skynet Junior Scholars
8/25 Young Writer's Workshop
8/29 Beat Test Stress
8/30-9/1 3-Day PSAT Test Prep Workshop
8/31 Dance Along, Sing Along

From Edith, Youth and Teen Librarian

- Helped oversee highly successful and popular Minecraft Server Design Camp July 11-15 with the help of Jesse Kauffman of SRSLY. 26 tweens and teens attended every day to learn basic coding skills and develop a Chelsea-like town in which to play Minecraft. On the last day, 100 parents and siblings came to see what their children had worked on all week.
- Prepped for youth and teen finales on July 27-28.

From Jessica, Youth and Teen Librarian

With the end of the Summer Reading/Summer Learning Program in sight, July was a month for planning ahead:

- Emily and I began planning the Great Game Day program (Aug. 13). To ride the Pokemon Go hype, one component of this program will include 30-minute "safaris" around downtown Chelsea to give players a chance to meet each other.
- The 10th Anniversary coloring book is nearly complete. Print-Tech has created a proof of the book and it looks wonderful!
- Emily and I also began working on the non-traditional circulating collection in more detail. The collection will officially be called the Equipment Library, and we purchased containers for each item and have been working on resource sheets for each item as well. This collection is set for a soft launch this fall.

Chelsea District Library

Report Period: July 2016

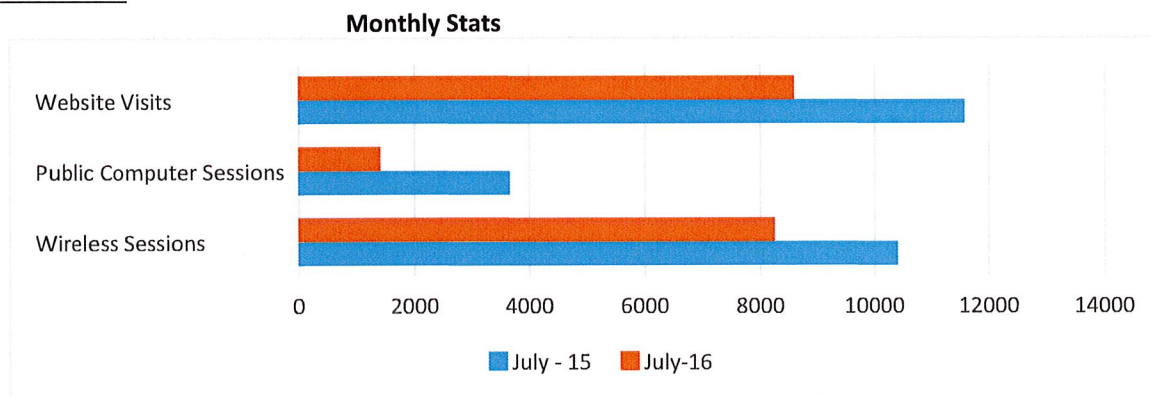
USAGE SUMMARY	
Total Usage (Homework Help, Skills Building, Writing Lab, Test Center Visits, and Database Usage)	5
Database Usage	5
Homework Help/ Skills Building Sessions	0
Test Center Visits	0
Writing Lab Submissions	0
Unique Visits	4

Technology

Summary of July 2016



Statistics



- Wireless clients decreased from **10,414** clients in July 2015 to **8,241** in July 2016.
- Public computer usage decreased from **3,657** users in July 2015 to **1,412** users in July 2016.
- Website visits decreased from **11,579** visits in July 2015 to **8,582** visits in July 2016.

From: Ron Andrews – Head of Technology

July was full of programming details and getting information to Patty for the Fall newsletter. It was also a time of working with Melanie on small projects and working to pull together the 3D printing/scanning workshops for the fall

Budget

- Paid monthly invoices for technology services and still updating budget line details.
- Discussed possible new technology maintenance plans with Melanie and we continue to explore and find the best support solutions in line with budget stewardship

Collections

- I received a large donation of music CDs from another library and will be sorting through them for possible addition or swap-out for existing titles. Remaining titles will be directed to the Friends Books Sale
- Still tweaking in the Media area with the DVD collection and displaying the New titles on the side panels. This gives us more room on the shelves. Collection has also been shifted to allow for bottom shelves for now to be vacant and thus easier for some of our users to access.

Programming

- 3D Printing & Scanning workshops will allow users a two-hour session to print or scan a 3D object of their choice. Melanie and I have been working with a group of about 5 volunteers who will help assist users with the 3D printer and scanner during their sessions. Volunteers have put in a lot of training and practice time to help be able to support this new workshop.
- Computer Training 1:1 at the library and at the CRC continue to be successful. We've had low attendance during the summer but it looks like it will be going back up in August.

Meetings

- I attended a meeting of the TLN eContent Policy committee where we discussed several issues for our upcoming full member group. Budget and the Holds manager were the main topic of discussion.
- I have also stepped down as Chair of the Odilo subcommittee of TLN so that I now may participate on the TLN ILS/RFP committee. This committee is charged with review our wishlist, concerns and functionality of our current ILS system, "Enterprise". I will be participating in molding the RFP to best fit the needs and functionality that we the users of the Shared system want and need. We will be meeting monthly in person and regularly online to hopefully complete the RFP by late fall.

Technology - I am now working more closely with Melanie and loving it. Right out of the gate 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

Broadband Update – I continue to serve as chair for the Washtenaw Broadband Initiative and secretary for the Michigan Broadband Cooperative (MBC). MBC has been working with Lyndon Twp to put together a millage proposal that would pay for a fiber-to-the-home infrastructure to be built in Lyndon Twp. The infrastructure would be built on both private and public roads and would connect every resident. The twp. would then lease access to the infrastructure to Internet Service Providers. As part of this effort Lyndon Twp paid for a feasibility study to be done. We were trying to get on the Aug. 2016 ballot but due to the feasibility study results and some questions that came up from that study we will instead be shooting for the May 2017 ballot.

Server and Network Infrastructure:

- The people counter hardware is up and running. We can access the web interface and look at reports. However, it's currently not emailing reports. Meeting scheduled in August to fix that issue.
- The public servers were not communicating which was causing a variety of problems on the public computers. I reconfigured the primary domain controller so that communication between the servers could resume.

Public and Staff Computers:

- Moved the youth public computers around some more to accommodate the media area redesign.
- Setup for the Minecraft week long camp. Made a few tweaks to the wifi to help with some login issues. The new mobile lab was used in the McKune room and the program was very successful.
- Fixed two computers in the lab that were not talking to the server.
- The public machines occasionally log patrons off a little early near closing time. I am working on a fix for this.
- Hotspots are in high demand. We have received a few reports that patrons were unable to connect to Internet due to poor coverage from Sprint for their area.
- We added a pink insert into the hotspot kit asking patrons to fill out a survey and let us know what they were able to accomplish with the hotspot and if they were able to receive signal from Sprint. We are looking into ways to expand our hotspot collection to include Verizon devices as well.

Website:

- Got some great feedback on the new website from patrons and staff. Spent several hours tweaking and restructuring the new site in response to that feedback.
- New website for the library and for Stories of Chelsea will be going live August 1st.

Other:

- A hotspot has been deployed to the old Lima Twp hall.
- Met with treasurer from Sylvan Township and discussed a location at their hall for a hotspot. Will be ordering another Verizon hotspot to put at Sylvan Township Hall. hotspot at their location. Will follow up in July.
- Chaired TLN Tech Committee Meeting where we discussed some security software (that we are currently using) called DeepFreeze and some of the different options available through the new version.

Submitted – August 9, 2016

MARKETING BOARD REPORT

July 2016

Marketing Highlights

It was a very busy month for marketing with included the creation of our new Annual Report, design of two new library cards, launch of our redesigned website, the WWI Centennial Project Kickoff, the production of our Fall newsletter, and preparing for our 10th Anniversary Celebration!

Annual Report

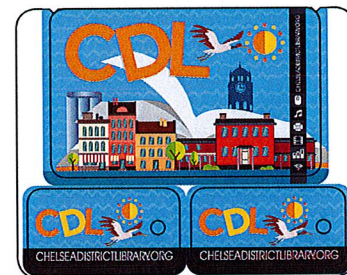
July was spent refining the content for the 2015 Annual Report and gathering financial data, photos, images and patron quotes. Throughout the month I worked with LM Designs to tweak the presentation for message, flow and length. I think you will be pleased when you see the finished product – I know that we are very excited to publish our first online report. There will also be a print version available for those who do not have online access.



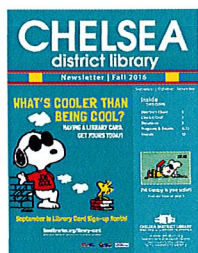
Library Card Sign Up Month Campaign (LCSUM) “What’s Cooler Than Being Cool?”

The month of July was spent reviewing quotes, creating and finalizing artwork, and testing data files for our LCSUM campaign special “Snoopy” library card. After reviewing quotes, Lucas Card was chosen to be our new supplier. The licensed artwork was received from ALA, combined with our specific library information, and then formatted to meet manufacturing specifications. Additionally, the bar code required verification for readability within TLN (The Library Network.) Our LCSUM promotions will begin mid-August using our usual marketing channels, along with promotion at some of our outreach activities such as the Chelsea School District Open Houses. Beginning September 1, the first 200 NEW patrons will receive the special “Snoopy” card. Throughout the month of September, we will have Snoopy cutouts in

the library along with some photo props to capture photos our new members as either Charlie Brown or Lucy. Can’t be without Snoopy in your wallet? An additional 200 cards will be available for existing patrons to purchase for \$2.00.



In addition to our special “Snoopy” card, we will also have a “new” CDL library card available beginning September 1. Since we had already planned to include a re-order of our general library card for economic reasons, we thought this would be the perfect time to update not only the library information, but also the artwork. We enlisted the help of LM Designs once again for the creative portion and the result is a fun new card for our patrons, also available beginning September 1.

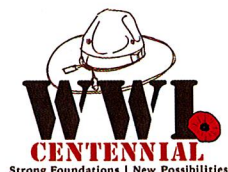


Fall Newsletter

July was spent collecting all department content for the Fall newsletter along with images. Multiple drafts were reviewed for errors and omissions, with the final draft going to the printer the end of July. The Fall newsletter rolls off the press on Thursday, August 18 and is scheduled to hit our patrons’ mailboxes August 19-22. We had a lot of fun including Snoopy as the LCSUM chairperson and of course the newsletter is overflowing with all types of programming for every age. Be sure to read about our move from the 5H Community Read to the Washtenaw Read on pages 10 & 11.

Website Restructure/Redesign Project

The Board, Staff and selected patrons spent the month of July testing and debugging our new website. The majority of feedback has been very favorable. Final tweaks were made, remaining marketing content was added or scheduled, and tasks were identified for an August 1 go-live. A big thanks to all those who helped us review the website before going live! This project has been a labor of love, and Mel and I are very happy with the results – a clean look, better navigation, and added features for searching, promoting and highlighting frequently used content. We hope you and our patrons are as pleased as we are!



WWI Centennial Project: Strong Foundations, New Possibilities

It was a very busy 3 weeks leading up to the WWI Centennial Project kickoff on Saturday, July 31. The 24 avenue banner artwork files were finalized and sent to the printer. Upon receipt of the finished banners, I coordinated their installation with the City. I created a “Walking Tour Map” insert to be used for self-guided tours, and banner identification and location. This insert was included in the main brochure created by The River Gallery. I created a web version of both the brochure and insert, and uploaded them to our website. Ads were created to run on Chelsea Update for the project Kickoff and exhibit. In preparation for the kickoff, I created event directional signs, walking maps for the tour guides, and promoted

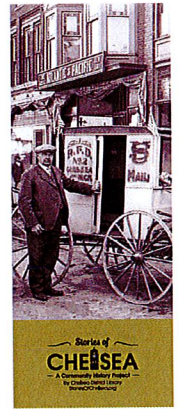
MARKETING BOARD REPORT

July 2016

Keegan's recent radio and TV interviews via social media. A press release was submitted to the local media for the kickoff and project background. I coordinated with Burrill Strong for photography needs the day of the kickoff, which was a great success, even with the wet weather! McKune room was filled to capacity, the speakers were delightful, and the rain held off long enough for our guided tours to take place!

StoriesOfChelsea.org (SOC) Avenue Banners

In addition to the 24 WWI banners lining Main Street, nine Stories of Chelsea avenue banners have been installed on the library poles. These banner images represent nine different decades of Chelsea history from the late 1800's through to the 1970's.



10th Anniversary Celebration

We continue to gear up for our New Building 10th Anniversary Celebration on Thursday, August 18, the last night of Sounds & Sights. The promotional coloring book is being printed, our cell phone wallets are in hand, and the CDL Building History slide show is almost complete. Building tour guides are scheduled, the cake & ice cream have been ordered, and the youth department is lining up some fun activities for the kids. The event will be promoted through a press release, social media posts, in-library promotions, invitations, and at the Farmer's market by the Friends of CDL. We hope you'll take the time to stop by during the festivities and maybe even bring a friend or two!

Miscellaneous Marketing

- Promote Red Cross Blood Drive
- Re-organizes library and community literature in 1st floor and vestibule after media area remodel
- Began creating a Fall marketing schedule for programs
- Forwarded August program information to local calendars and press
- Scheduled August highlights on new website homepage

Outreach

Participated in the filming of a PSA for the Purple Rose Theatre.

Respectfully submitted,
Patty Roberts
Marketing Coordinator

Chelsea District Library gearing up for multiple events

 chelseaupdate.com/chelsea-district-library-gearing-multiple-events/



By Lisa Carolin

This is a busy time for the **Chelsea District Library**. The World War 1 Centennial event has its ribbon cutting at 11 a.m. Saturday, July 30.

In less than a month, the library will have its 10th anniversary celebration. That takes place on Aug. 18 and will include tours of the building and photo displays documenting its history.


The budget hearing for the Chelsea District Library's draft 2017 budget is scheduled for Tuesday, Aug. 16 at 6:45 p.m. in the McKune Meeting Room at the library. That was unanimously approved by the Library's Board of Trustees at its July 19 meeting. Final approval of the 2017 operating budget is scheduled for Sept. 20.

Strategic planning with **Bridgeport Consulting** is underway with interviews scheduled with trustees during July and a meeting with Chelsea District Library staff at a meeting July 22.

The Board of Trustees and library staff approved a joint retreat along with Bridgeport Consulting, which will take place on Friday, Oct. 21. The board approved closing the library for the day.

Assistant Director **Linda Ballard** reported that a storm overnight on July 17 caused a problem with the building's cooling system. A backup drive is being installed at a cost of \$5,000, which is part of the library's maintenance contingency fund.

Thrivent Financial funds Friends of the Library commemorative tree planting

 chelseaupdate.com/thrivent-financial-funds-friends-library-commemorative-tree-planting/

(Chelsea Update would like to thank Gary Munce for the information in this story.)

The **Friends of the Chelsea District Library** will plant a tree on the library grounds as part of the festivities marking the 10th anniversary of the new library building.

The Friends would like to thank **Thrivent Financial** and **Amy** and **Eric VanHevel** for their generous support in making this addition to the library grounds possible.

The Friends would also like to thank **Paul Bairley** for his excellent professional forester assistance and services.

Please join us on Aug. 18 at 5:30 p.m. for the dedication ceremony, followed by an evening of celebration throughout the library.

Chelsea's World War I Centennial Celebration

From Keegan Sulecki, Head of Adult Services at Chelsea District Library

The Chelsea District Library is planning a ribbon cutting for the World War I Centennial Historic Display: Strong Foundations, New Possibilities at 11am, Saturday, July 30. As part of a continuing effort to chronicle Chelsea's history, the library has created and produced several community events focused on art and culture including WWI-era photographs, letters, stories and artifacts from local residents. The collection culminates with the installation of two dozen 36-inch x 18-inch avenue banners hung on light posts lining Main Street, as well as twelve large-format images (ranging in size from 55-inch x 91-inch to 167-inch x 96-inch) placed on 11 community buildings.

The 36 images chosen to be reproduced and displayed were among hundreds submitted by Chelsea residents who

have shared histories from the Great War. This includes the only-known remaining photo of Herbert J. McKune, a local Chelsea soldier who died on October 4, 1918 during the Battle of Champlain in France. This photo is permanently on display at the Chelsea American Legion Post #31, which was named in his honor. A reproduction of this image will be featured on a banner gracing the library's front steps.

The original concept for this project came from Deborah Greer, co-director of Chelsea River Gallery, who was moved by a 2013 PBS documentary about artist Marian Marzyński titled 'Before I Was Anybody, I Was a Child Survivor of the Holocaust'. It featured large-scale outdoor banners with images of child Holocaust survivors from Warsaw. Inspired to bring the presentation concept to her community, Deborah shared her ideas with the library staff when they were looking for a way to mark the 100th anniversary of the Great War. Recognizing the available canvases in the form of towering historic buildings, which could display a series of larger-than-life images, the concept for Strong Foundations, New

Possibilities was born. The ceremony will begin with a welcome by Mayor Jason Lindauer, comments from the centennial committee and a musical rendition of "In Flanders Field" – a war poem written during WWI by Canadian physician, Lieutenant-Colonel John McCrae. This is one of the most popular and most quoted poems from the war and its references to the red poppies that grew over the graves of fallen soldiers resulted in the remembrance poppy becoming one of the world's most recognized memorial symbols for soldiers who have died in conflict. Volunteers from the Chelsea VFW Post & Auxiliary 4076 will be on hand to take donations for their Buddy Poppy Program during the event.

Docents will host free guided tours of the historic installations from noon until 2pm, following the ribbon cutting ceremony. Space is limited to 25 people per trip, and available on a first-come, first-served basis. The south side tour includes bus transportation to the start of the walking tour, while the north side tour will begin at the library steps. The Chelsea Historical Society will also be giving tours of Chelsea's Historic Oak Grove Cemetery, pointing out gravesites for local area WWI veterans, including some featured on the banners.

Strong Foundations, New Possibilities is held in conjunction with the city's annual Sounds & Sights Festival, and will be on display through Veteran's Day, November 11.

The ribbon cutting ceremony will take place at the Chelsea District

Library, 221 South Main Street, followed by free guided tours throughout town. Maps for self-guided tours will be available free for those who wish to explore the exhibit on their own. Private guided group tours can be made during the 5-month exhibit, with prior arrangement.

Artifacts will also be on display inside the Chelsea District Library through November 11, including a helmet, binoculars, sword, rifle, medals, journal, uniform and more.

Strong Foundations New Possibilities is made possible in part by a grant from the Michigan Humanities Council, an affiliate of the National Endowment for the Humanities as well as the Chelsea Chamber of Commerce Tourism Action Plan Program (CTAP), through Washtenaw County Convention and Visitors Bureau.

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Chelsea Area Fire Authority and Union Dispute Could Delay Adding Firefighter

By Angelo Parlove, agparlove@msn.com

As the Chelsea Area Fire Authority (CAFA) looks to add another firefighter, the CAFA board and the firefighters union disputed the study period for the test given to the paid-on-call firefighters seeking the open position.

"This is a big time dilemma. This is not a letter of the law dilemma. This is lives dilemma," Board Member Peter Feeney said. "We're in a position to make a choice between two potential negatives: one going into precedent and perhaps wisdom regarding the test and the other being short a firefighter for 45-60 days."

The union contract requires CAFA to first post and test from the paid-on-call ranks for the full-time firefighter position it needs

address the applicant's fire skills. "They actually had two separate tests management could pick from. Management never approached the union about a discussion over the testing. The second test management could have picked is an entry-level exam that tests their Fire 1 and Fire 2 skills," Ballard said. "Had we been approached, we could have that discussion, and that test does have a study period that goes along with it. Our personal opinion is that test is probably more appropriate for what we are doing here. The guys all have been through our fire academy."

Payeur conceded to the union and moved the date for the test covering general knowledge and basic

However, the biggest issue is if the test is pushed back until September, CAFA would probably not be able to add another full-time firefighter until October. The CAFA board discussed the issue at its July 19 meeting. "We would like to maybe move it up, test sooner, which would put more people on the streets sooner, which I think is a good thing," Osborne said. Feeney agreed. "I don't think there's a lot of wisdom in going extra days without a badly needed firefighter," he said.

The CAFA board approved a motion to enter into discussions with the union to develop a letter of understanding to shorten the study period.

"In my opinion, a lot of these things could have

have no training and no fire knowledge," Ballard said. The union instead would like to see the test

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RSVP for Investments 101 and Beyond class
 August 4, at 6:30 p.m.

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Home-Owners INSURANCE

Circulation Supervisor's Report July 2016

- Circulation – 28,112 or 11% lower than last July;
183,549 YTD or 5% lower than this time last year.
- Patron Count- N/A, for July;
N/A YTD or N/A% than this time last year.
- Circulation by township- for July
 - Dexter = 10% of total transactions- same as last month
 - Lima = 15% of transactions – same as last month
 - Lyndon = 14% of transactions – same as last month
 - Sylvan = 15% of transactions - lower than last month
 - Chelsea = 37% of transactions - higher than last month
- July Circulation: 80% were items from Chelsea and 20% were inter-loaned items.
- Automated phone renewals in July - 21; Self-check was 13% of items checked out in July;
Overdrive = 1508 in July; Zinio = 160 in July.
- Registrations for July – 89 new cards; 9737 total card holders
*Dexter = 1223 cards; Lima= 1097 cards; Lyndon= 1535 cards
*Sylvan= 1636 cards; Chelsea= 3607 cards; Nonresident= 639 cards
- Circulation by department- Adult-50%, Youth 43%, Teen 7% in July
- Items added = 565 in July; total items in July = 72,355

Circulation Activities:

- We received 4 to 11 tubs in the run each day M-F with a total of 139.5 in July.
- Leslie Abcouwer celebrated her 5th anniversary at CDL on July 13th.

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	3	94	9811
February	57	4	0	3	64	9788
March	54	8	0	1	63	9758
April	45	7	0	0	52	9729
May	54	7	0	1	62	9711
June	90	15	2	0	107	9757
July	80	7	0	2	89	9737
August					0	
September					0	
October					0	
November					0	
December					0	
Totals					531	

Zinio Circ (downloadable e-magazines)				
	2016	2015	2014	
Jan	219	206		
Feb	297	413		
Mar	207	275		
April	254	245		
May	213	201	275	
June	291	263	202	
July	160	265	293	
Aug		369	251	
Sept		162	208	
Oct		179	219	
Nov		207	241	
Dec		205	279	
Total	1,641	2,990	1,968	

Registered Card Holders												
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	
District	5833	7671	8280	8708	9113	8898	9147	9002	9083	9109	9098	
Dexter	867	1121	1198	1216	1258	1197	1222	1206	1211	1215	1223	
Lima	800	1041	1086	1124	1176	1169	1174	1156	1133	1109	1097	
Lyndon	955	1333	1477	1605	1673	1567	1579	1538	1539	1546	1535	
Sylvan	1119	1473	1619	1743	1822	1800	1786	1693	1662	1667	1636	
CityChel	2092	2703	2900	3020	3184	3165	3386	3409	3538	3572	3607	
NonRes	518	803	933	977	960	902	744	640	649	655	639	
Freedom	80	102	107	81	58	18	7	6	6	6	7	
Sharon	67	115	151	153	150	149	141	118	122	118	113	
Waterloo	250	359	391	421	423	411	365	336	348	352	348	
GrassLk							15	26	29	28	25	
Other	121	227	284	322	329	324	216	154	144	151	146	
Totals	6351	8474	9213	9685	10073	9800	9891	9642	9732	9764	9737	

SEMCOG % of			
Trans	% Tot	Trans	Pop. Regist
23,459			14971
2340	10%	1994	60%
3625	15%	2480	47%
3222	14%	2720	58%
3535	15%	2833	64%
8721	37%	4944	64%
			58%
429	2%		
565	2%		
979	4%		
43	0%		
			100%

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

Chelsea District Library
2016

Average Daily Circulation									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	%Diff.
Jan.	762	804	820	769	807	807	513	26455	-5%
Feb.	834	915	764	759	864	706	442	25063	0%
March	891	790	956	861	702	708	537	27839	-5%
April	805	776	827	845	663	665	482	25179	-3%
May	842	881	792	641	670	548	427	23647	-1%
June	992	970	1059	820	608	523	475	27254	-8%
July	1107	1139	1066	909	726	551	446	28112	-11%
August								28897	
Sept.								25248	
Oct.								27420	
Nov.								24842	
Dec.								24613	
Total								183549	
Month Avg								26,221	
Avg. % Inc.								with OD & Zinio ckouts.	-5%

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

SifChk/ Check-outs only				
2015 Totals	2016 Total	Days	Per Day	ChkOuts %
1115	2820	29	97	11%
1395	2608	27	97	10%
2488	3032	30	101	11%
2151	2941	30	98	12%
1825	2580	29	89	11%
3439	2901	30	97	11%
3560	3528	30	118	13%
2371				
2374				
2544				
2486				
28890				11%

This is based on actual checkouts,
Overdrive & Zinio are done online.

Overdrive Circ (downloadable e-books, audio books and music)				
2016	2015	2014	2013	2012
1752	1295	1295	957	674
1638	1418	1244	861	691
1552	1502	1366	960	764
1386	1278	1293	1066	698
1464	1425	1027	948	709
1344	1445	1343	900	813
1508	1570	1379	1013	847
	1516	1262	1095	776
	1448	1341	883	705
	1512	1498	1023	705
	1585	1340	889	707
	1547	1462	1030	803
10644	17541	15850	11625	8,892

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

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	28,112	22,486	80%	5,626	20%	22,842	2,024		
August				0					
Sept.				0					
Oct.				0					
Nov.				0					
Dec.				0					
Totals	183,549	144,628	79%	38,921	21%	146,275	13,932		
Mnth Avg	26,221	20,661		5,560		20,896	1,990		

COMMUNICATIONS

Minutes
Board of Education
Chelsea School District
June 27, 2016

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

Absent: Nic Arons, Carly Critchfield

Administrators: David K. Killips, Superintendent; Teresa Zigman, Executive Director of Business and Operations; Lisa Nickel, Special Education Director; Mike Kapolka, High School Principal; Nick Angel, Middle School Principal; Stacie Battaglia, South Meadows Principal; Marcus Kaemming, North Creek Principal; Luman Strong, High School Assistant Principal; Brad Bush, High School Athletic Director/Assistant Principal; Denis Taylor, Director of Operations

Call to order/roll call/consent grouping/adoption of agenda – Meeting was called to order by President Olsen at 6:43 PM. Motion by Laura Bush, supported by Greg Rhodes, to adopt the agenda.

ALL AYES, 7-0

Motion by Anne Mann, supported by Dana Emmert, to approve the regular and Closed Session minutes from the June 13, 2016, Board Meeting.

ALL AYES, 7-0

Motion by Tammy Lehman, supported by Laurel McDevitt, to accept the 2016 April and May Finance Reports and place them on file.

ALL AYES, 7-0

Communications - None

Special Presentations - None

* 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:

- Marcus and Lisa Kaemming praised and thanked Superintendent Killips for his service by providing the Superintendent and Board with cannoli
- Jennifer Kundak provided the Board with her view of how student liaisons should be selected

Superintendent/Board Discussion - None

Minutes
Board of Education
Chelsea School District
June 27, 2016

Consent Action Items:

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

- Action Item 89-15-16: Superintendent Killips recommends the Board approve the 2016-2017 administrator contracts.
- Action Item 90-15-16: Superintendent Killips recommends the Board accept a donation from St. Joseph Mercy Health System in excess of \$1,000 to Chelsea High School for the support of SRSLY.
- Action Item 91-15-16: Superintendent Killips recommends the Board approve the new and revised policies: 1240 Evaluation of the Superintendent; 1420 School Administrator Evaluation; 2623 Student Assessment; 3131 Staff Reductions/Recalls; 3220 Professional Staff Evaluation; 5111 Eligibility of Resident/Non-Resident Students; 6146 Post-Issuance Compliance for Tax-Exempt and Tax-Advantaged Obligations; 6423 Use of Credit Cards; 6424 Purchasing Card; 7217 Weapons; 3121 Criminal History Record Check; 0144.3 Conflict of Interest; 1130 Conflict of Interest; 3110 Conflict of Interest; 4110 Conflict of Interest; 6110 Grant Funds; 6111 Internal Controls; 6112 Cash Management of Grants; 6114 Cost Principles-Spending Federal Funds; 6116 Time and Effort Reporting; 6325 Procurement-Federal Grants/Funds; 6550 Travel Payment and Reimbursement; 7300 Disposition of Real Property; 7310 Disposition of Surplus Property; 7450 Property Inventory; 8500 Food Services.

ALL AYES, 7-0

Individual Action Items:

Motion by Anne Mann, supported by Tammy Lehman, to approve the following recommendation:

- Action Item 92-15-16: Superintendent Killips recommends the Board approve the 2016-2017 Budgets.

ALL AYES, 7-0

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

- Action Item 93-15-16: Superintendent Killips recommends the Board approve the hiring of Michelle Mavian as a Teacher Consultant at North Creek and be placed on MA Step 4 of the CEA Master Agreement.

ALL AYES, 7-0

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

- Action 94-15-16. Superintendent Killips recommends the Board approve the hiring of Case McCalla as the Boys' Junior Varsity Basketball Coach.

ALL AYES, 7-0

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Board of Education
Chelsea School District
June 27, 2016

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

- Action 95-15-16. Superintendent Killips recommends the Board approve the hiring of Daniela Bickel as a counselor at Chelsea High School and be placed on MA Step o of the CEA Master Agreement

ALL AYES, 7-0

Information and Discussion:

- South Meadows Driveway Reconfiguration - the Board decided to proceed with the project.

Action Item 96-15-16. Motion by Tammy Lehman, supported by Greg Rhodes, to approve a change order for MacKenzie to pave and widen South Meadows' driveway.

ALL AYES, 7-0

Public Input

- Rick Catherman, CEA President thanked Superintendent Dave Killips for his service to the district during the past year. "There was no better person for the job to lead our school for this year"!

Superintendent Report - Superintendent Killips reported on the following:

- Staffing is almost complete; a French teacher, high school assistant principal, and some support positions remain.
- July 15 is Jeff Knasiak's last day
- Teresa is working with MESSA regarding the increase in insurance costs for employees
- Governor Snyder signed the education bill, which does not include money for the mandated teacher evaluations and it includes \$2 million for private schools; which is in conflict with the State Constitution.
- Superintendent Killips wished Julie Helber good luck as the new superintendent and stated the District is in good hands; he expressed that Chelsea School District is a great place to work.
- Superintendent Killips thanked the Board for the opportunity to work one more year. He stated, "It truly is a great place to be!"

Commendations/Thank-you - None

Upcoming Events

- Monday, July 11 - 6:30 PM - Board Meeting - WSEC
- Thursday, July 14 - 5:30 - Board Retreat/Work Session - WSEC
- Monday, August 8 - 6:30 PM - Board Meeting - WSEC
- Monday, August 22 - 6:30 PM - Board Meeting - WSEC

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Other:

- President Olsen reminded the Board that MASB training will take place August 12 and 13 in Traverse City
- President Olsen presented Superintendent Killips with a plaque in appreciation of his service to Chelsea School District

Meeting was adjourned at 7:13 PM

Respectfully submitted,

Anne E. Mann
Board Secretary

Minutes - Budget Hearing
Board of Education
Chelsea School District
June 27, 2016

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

Absent: Nic Arons, Cary Critchfield

Administrators: David K. Killips, Superintendent; Teresa Zigman, Executive Director of Business and Operations; Lisa Nickel, Special Education Director; Mike Kapolka, High School Principal; Nick Angel, Middle School Principal; Stacie Battaglia, South Meadows Principal; Marcus Kaemming, North Creek Principal; Luman Strong, High School Assistant Principal; Brad Bush, High School Athletic Director/Assistant Principal; Denis Taylor, Director of Operations

Call to Order – President Olsen called the meeting to order at 6:30 PM

Public Input - None

Teresa Zigman, Executive Director of Business and Operations, provided the Board with a review of the 2015-2016 Budgets.

Teresa Zigman, Executive Director of Business and Operations presented the Board with the proposed 2016-2017 Preliminary Budgets and the proposed tax rate.

Other - None

Adjournment – Meeting adjourned at 6:43 PM

Respectfully submitted,

Anne E. Mann
Board Secretary

Minutes
Board of Education
Chelsea School District
July 11, 2016

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

Absent: Tammy Lehman, Carly Critchfield

Administrators: Julie Helber, Superintendent; Teresa Zigman, Executive Director of Business and Operations; Marcus Kaemming, Executive Director of Instruction; Lisa Nickel, Special Education Director; Mike Kapolka, High School Principal; Nick Angel, Middle School Principal; Stacie Battaglia, South Meadows Principal; Luman Strong, North Creek Principal; Scott Wooster, Technology Director

Call to order/roll call/consent grouping/adoption of agenda – Meeting was called to order by President Olsen at 6:31 PM. Motion by Laura Bush, supported by Greg Rhodes, to adopt the agenda.

ALL AYES, 6-o

Motion by Anne Mann, supported by Dana Emmert, to approve the minutes from the June 27, 2016, Board Meeting and the minutes from the June 27, 2016, Budget Hearing.

ALL AYES, 6-o

Communications:

- President Olsen received a thank you note from retiree John Groesser, which he shared with the Board.

Special Presentations - None

Board Member Reports - None

Public Input:

- Marcus Kaemming, Executive Director of Instruction and Human Resources, along with his wife, Lisa Kaemming and sons Nicholas and Ben, read their annual letter of appreciation and thanks to the Board and District.

Superintendent/Board Discussion - None

Individual Action Items:

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

- Action Item 01-16-17. Superintendent Helber recommends the Board designate Chelsea State Bank as the District's depository for the 2016-17 school year. The accounts are the 2008, 2012, 2013 and 2016 Debt Retirement Fund Accounts; the General Fund, Vendor AHC, Payroll, Lunch Fund, Athletics Fund, and Sinking Fund Accounts; the 2004 Bond Fund, 2009 and 2012 Capital Projects Fund Accounts; North Creek Elementary, South Meadows, Beach Middle School and Chelsea High School Activity Accounts; the Steven E. Lewis, Peabody, CSD Memorial, Special Olympics Scholarship Funds, and the BAS Health Insurance Account.

ALL AYES, 6-o

Minutes
Board of Education
Chelsea School District
July 11, 2016

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

- Action Item 02-16-17. Superintendent Helber recommends the following persons are hereby authorized to sign checks drawn against various funds as indicated in the chart below, and that the Board Treasurer, Finance Coordinator, Executive Director of Business and Operations, and the Superintendent of Schools are authorized to endorse checks "For Deposit Only."

ALL AYES, 6-o

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

- Action Item 03-16-17. Superintendent Helber recommends the Executive Director of Business and Operations, or designee, and the Superintendent be authorized to transfer funds by electronic transfer, except where a check is specifically required.

ALL AYES, 6-o

Motion by Laurel McDevitt, supported by Greg Rhodes, to approve the following recommendation:

- Action Item 04-16-17. Superintendent Helber recommends the Secretary of the Board be authorized to sign promissory notes, State Aid notes, tax anticipation notes, or any other document authorized by and on behalf of the Board. Any other officer of the Board may sign documents of the Board in the absence of any other officer.

ALL AYES, 6-o

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

- Action Item 05-16-17. Superintendent Helber recommends the Board retain the legal firms of Varnum, Riddering, Schmidt & Howlett, LLP, and Thrun Law Firm, PC, to represent the District during the 2016-17 school year, and the Superintendent shall be authorized to engage other specific legal counsel, as the need may arise.

Discussion ensued.

ALL AYES, 6-o

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

- Action Item 06-16-17. Superintendent Helber recommends the Board appoint the Executive Director of Business and Operations as the Election Administrator and Deputy to the Board Secretary for election-related matters, and Deputy to the Board Treasurer to perform the duties required of the Board Treasurer.

ALL AYES, 6-o

Minutes
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Chelsea School District
July 11, 2016

Motion by Laurel McDevitt, supported by Laura Bush, to approve the following recommendation:

- Action Item 07-16-17. Superintendent Helber recommends the Board set the fee for providing hard copies of the Board Meeting Agenda Packet for individuals, organizations, firms, or corporations at \$50.00 per year in accordance with MCL 15.266.

ALL AYES, 6-o

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

- Action Item 08-16-17. Superintendent Helber recommends the Board approve the School Loan Revolving Annual Loan Application.

ALL AYES, 6-o

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

- Action Item 09-16-17. Superintendent Helber recommends the Board designate Chelsea State Bank, Fifth Third Bank, Flagstar, Michigan School District Liquid Asset Fund, Bank of NY Mellon, US Bank and Huntington National Bank as investment depositories for Chelsea School District for the 2016-2017 fiscal year and that the Superintendent and Executive Director of Business and Operations signatures be attached to the investment accounts.

Further moved that the superintendent or designee is authorized to transfer funds to/from investment accounts to other savings/checking accounts of the District and is authorized to invest district moneys in accordance with state and/or federal law and Board Policy.

ALL AYES, 6-o

Information and Discussion:

- CHS Music Department's field trip request to Nashville to perform at the Heritage Festival from April 21 -25, 2017.

Public Input:

Superintendent Report - Superintendent Helber reported on the following:

- Superintendent Helber thanked the Board and District for the warm welcome she received; her interactions with employees and the community has shown her that Chelsea is a loved place
- Commended Mike Kapolka for his and the crisis team's support during the memorial for Samantha Gillman
- Superintendent Helber will be attending the next Rotary Club meeting; community involvement is important to her
- There are still a few positions to be filled: high school assistant principal; Social Studies teacher; French teacher; transportation director; high school secretary; transportation secretary, and a custodian

Minutes
Board of Education
Chelsea School District
July 11, 2016

Commendations/Thank-you - None

Upcoming Events

- Thursday, July 14 - 5:00 - Board Retreat/Work Session - WSEC
- Monday, August 8 - 6:30 PM - Board Meeting - WSEC
- Monday, August 22 - 6:30 PM - Board Meeting - WSEC

Other:

- Committee Assignments

Meeting was adjourned at 6:58 PM

Respectfully submitted,

Anne E. Mann
Board Secretary

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, June 16, 2016**

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

Absent: Patrais, Schwarz

Others Present: City Council Members Albertson & Pacheco; Lisa Allmendinger
ChelseaUpdate.com, Hank Muir, & Bob Pierce Chamber of Commerce

1. Executive Director John Hanifan opened the meeting at 7:30 a.m. noting a quorum was present, and welcoming the newest DDA Board Member Ron Livengood.
2. Public hearings on matters under consideration – none
3. Approval of the consent agenda – none
4. Public Comment - none
5. **Motion by Heydlauff second by Lindauer to approve the regular agenda, with an amendment to New Business for Fencing & Dumpster. All Ayes.**
6. **Motion by Finger second by Fairfield to approve the minutes of the May 19, 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 continue to work through the MDEC requirements on the Mack Building (redevelopment plan is for 4 apartments on 2nd floor, 7600sf of retail on the main floor with 1-3 units).
 - Palmer Lot Project - Hanifan provided an over view of the site visits he coordinated for some City Council and DDA members (Farmington, Royal Oak, Birmingham), with much discussion. July would be our next milestone to take elements, figure overview plan, type of use(s), and traffic. Then recommends a joint meeting with City Council then possibly call a public meeting. Then the next step would be to work with the Consultant to update proposed scaled drawings with scope and timing of the Project.
 - Hanifan reported on the Wayfinding signage (2016-17 Project) and presented some slides with examples from other cities. Important to decide on color scheme.
10. **New Business**
 - Need to review and address fencing around the dumpster area behind the common grill (maintenance issue – fencing, weeding & pine trees need attention).
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 – launched new website, today is a ribbon cutting for the new bike trail (just north of town), Chelsea Fest Weekend (July 28,29,30), Chelsea maps are updated (kiosk's need maintenance), Tuesday is the ribbon cutting for the Historic Plaques.
- Sanville announced that previews for the new Purple Rose show start this evening (Mornings at Seven). July 25th is the 25th anniversary of the theatre. Check out the new website www.purplerosetheater.org also.

Adjournment – Motion by Lindauer, 2nd by Merkel to adjourn the meeting at 7:50 am. All Ayes.

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Minutes approved at the July 28, 2016 DDA Board Meeting

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MEETING 7:30 A.M., THURSDAY,
July 28, 2016**

DRAFT Minutes

Present: Executive Director & City Staff Liaison Hanifan, Fairfield, Lindauer, Livengood, Merkel, Patrias, Sanville

Absent: Finger, Heydlauff, Schwarz, Weiser

Others Present: City Council Member Albertson, Lisa Allmendinger
ChelseaUpdate.com

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 Sanville to approve the regular agenda. All Ayes.**
6. **Motion by Fairfield second by Patrias to approve the minutes of the June 16, 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**
 - **Motion by Lindauer Second by Sanville to approve Hager Consulting as the Certified Grant Administrator for the Longworth Project. All Ayes**
 - Development Purchase Agreement – Developer and Staff are working through the agreement language. City, the developer, and MEDC are having a conference call meeting on July 29th to continue working on the grant application and project.
 - Hanifan asked for a work session for Thursday, August 11 at 7:30am to discuss Palmer Lot project.
10. **New Business**

General discussion of projects happening in and around town.
11. **Unfinished Business**

General discussion. Staff will bring a CIP or capital improvements draft plan for Board to review at the August DDA meeting (Project list, TIFF capture funds come in September).
12. Motion by Lindauer second by Patrias to Adjourn. All Ayes. Meeting adjourned at 7:50am

Minutes respectfully submitted,
Kathy Dunn Finger, Secretary

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet August 16, 2016 Board Packet

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

Accept July donations and changes to the 2016 FY Budget.

		Income Line - Expense Line	
7/6/16	Sims/Steere	Adult Collection - LP	674.100 982.910 \$100.00
7/6/16	Sims/Steere	Adult Collection	674.102 982.931 \$100.00
7/6/16	Freysinger/Miller	Adult Collection	674.100 982.910 \$50.00
7/8/16	Rick Taylor	Youth SRP	674.111 884.923 \$2,500.00
7/8/16	Kiwanis of Chelsea	Youth SRP	674.111 884.923 \$250.00
7/15/16	Crooked Lake/Allen	Adult Collection	674.100 982.910 \$50.00
7/20/16	Deren/Bendon	Adult Collection	674.100 982.910 \$50.00

Total: \$3,100.00

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

Total General Donations: \$3,100.00

Total: \$00.00

Janice L. Carr, Board Secretary

Date

COMMITTEE INFO & MINUTES

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

Governance

Appendix #2

Approved: January 19, 2016

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

Janice L. Carr

Janice L. Carr, Board Secretary

1/19/16

Date

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

2016 Board of Trustee Meetings

August 16, 2016	Tues.	6:45 PM	Budget Hearing & Board of Trustee
Sept. 20, 2016	Tues.	6:45 PM	Board of Trustee
Oct. 18, 2016	Tues.	6:45 PM	Board of Trustee
Oct. 21, 2016	Fri.	8:30 AM	Board & Staff Retreat (Library closed)

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

