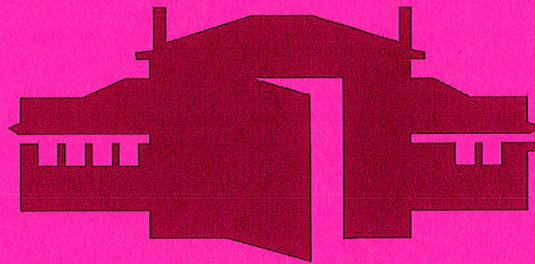


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



CHELSEA DISTRICT LIBRARY
BEST SMALL LIBRARY IN AMERICA

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

**September 20, 2016
6:45 pm**

**McKune Room at Chelsea District
Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, September 20, 2016—6:45 p.m.
McKune Room
AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda review and additions

6:50 Compulsory Segments

Budget Hearing Minutes Approval – August 16, 2016

Board Meeting Minutes Approval – August 16, 2016

Approval of the August Operational Checks & Financials

Director & Friends Report

7:10 Strategic Plan Update Kerry Sheldon –Bridgeport Consulting

7:20 Public Comment

7:25 Action Items

Donations

L. Coryell

2017 CDL Budget Approval

L. Coryell

7:30 Discussion Items

At Large Trustee

J. Wilczynski

September Budget Adjustment

L. Coryell

Audit RFP

E. Sensoli

7:50 Trustee Enrichment

United for Libraries – Resources for Trustees

L. Coryell

Board Ethics & Succession Planning and New Board Orientation

8:10 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 2017 Budget Hearing**

Tuesday, August 16, 2016 6:45 p.m.
Meeting Location: McKune Meeting Room

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

Trustees Absent: T.J. Helfferich -with notice
A quorum was present.

Staff: K. Persello, M. Bell, P. Roberts, K. Sulecki, R. Andrews, T. Lancaster, L. Ballard & L. Coryell.

Guests: Mary Budzinski - Bookkeeper

Welcome and Call to Order

J. Wilczynski called the hearing to order at 6:47p.m.

Agenda

The purpose of this meeting is the hearing for the 2017 Chelsea District Library Budget

Board Discussion:

L. Coryell thanked the staff, Mary Budzinski and the finance committee for their help developing the budget and then reviewed the draft 2017 Chelsea District Library Budget, highlighting the major changes proposed for next year. The board asked for clarification on new items to the library.

Public Comment:

None

Adjourn:

MOTION made by A. Merkel, SECONDED by C. Taylor to adjourn the meeting at 7:25 p.m.
All Ayes: 6-0

Janice L. Carr, Board Secretary

Date

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

Tuesday, August 16, 2016 6:45 pm
Meeting Location: McKune Meeting Room

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

Trustees Absent: TJ Helfferich – with notice.

Staff: Director L. Coryell and Assistant Director L. Ballard, K. Persello, K. Sulecki, R. Andrews, P. Roberts, M. Bell & T. Lancaster.

Guests: Mary Budzinski, Library Bookkeeper; Kerry Sheldon, Bridgeport Consulting,

Welcome and Call to Order

J. Wilczynski called the meeting to order at 7:25p.m.

Agenda Review and Additions

1. Discussion – Annual Report
2. Discussion – Posting the At large board position

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the agenda.

Discussion: Added 2 discussion items

All Ayes: 6-0

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

Discussion: None

All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks & Financials

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the minutes of the July 19, 2016 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by C. Taylor to approve the General Fund Operational checks & accept the financial reports for July 2016. Discussion None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- The 10th Anniversary celebration is this Thursday, August 18th. We will have cake, ice cream, coloring books made especially for the occasion and cell phone pockets, tours of the new renovations and memorabilia in the McKune room. The LCD's will also be showing a historic slide show.
- September is National Library Card sign up month! We will have Snoopy cards for the first 200 patrons who get a library card for the first time and 200 Snoopy cards for sale as well as our newly designed CDL card. The staff will be wearing Charlie Brown shirts and we will have Peanuts gang cut outs for photo opportunities.
- The Finance committee met before tonight's meeting and reviewed the tally sheet for the 6 Audit RFP's received. These will be ready for pickup by the committee tomorrow to review and make a recommendation to the full board in September.

- Last month the board asked what items would be in the Non-traditional collection and list was provided in the board packet. Questions on some of the items like a “Makey Makey” and the “Yarn Swift” were answered.
- The board suggested a chart for library usage for the past several years.

Friends Report Update:

L. Coryell gave the Friends update:

- The Friends will start the 10th Anniversary celebration with a dedication of the Eastern Red Bud tree planted on the NW library lawn. The tree was purchased with grant funds from Thrivent Financial that Jennifer Kundak applied for.
- The Friends had a table at the Farmers Market promoting the 10th Anniversary celebration.
- The July book sales brought in about \$1,268.00
- The Friends of Michigan Libraries (FOML) will hold their Fall Workshop in October in Kalamazoo.

Strategic Plan Update: Bridgeport Consulting – Kerry Sheldon

- Met with board and staff
- Survey is complete and will be linked on the library main webpage. The board brainstormed other places the survey could be promoted or picked up by patrons.
- One thing that stood out from the board interviews was how strongly their views mirrored the vision that the staff has for the library in the next 3 years.
- Board attendance at township/city meetings to present the survey was discussed, and they board suggested that they have a script so everyone is on the same page.
- Have a sign up genius for the board & staff for attending the different community activities
- For the part of the survey where we ask what stakeholders would like to see the library have/do – maybe a list of what we do offer, or possibly a virtual white board of our current offerings that would help start the discussion.

Public Comment:

None

Action Item #1: Approval of the July Donations

MOTION made by C. Taylor, SECONDED by J. Carr to approve and acknowledge the presented July donations. Discussion: None

All Ayes: 6-0

Discussion Item #1: Annual Report

P. Roberts and M. Bell showed off the new website and the digital Annual Report – Well done!

Discussion Item #2: At Large Trustee

The At Large Trustee position held by T. Helfferich was only an eleven (11) month appointment filling the term of Robin Wagner who left in January 2016. T. Helfferich is interested in being reappointed. We will post the position as required and conduct interviews of qualified candidates.

Committee Reports

Policy Committee – S. Lackey & L. Coryell will set a date

Finance Committee –Met tonight 8/16 for the reconciliation of the 2nd quarter payroll reports & reviewed the tally sheet for the 6 Audit RFP’s we received. Next meeting dates are September 13th at 10:00 am and September 20th at 5:30 pm.

Fundraising Committee – Will meet Wednesday, August 24th at 10:00 am at A. Merkel's.
Personnel Committee – Will meet Monday, August 29th at 10:00 am in the McKune room
Nominating Committee – No report

Public and Board Comment:

None

Other Items:

- A. Merkel asked about the CCF using the McKune room for a meeting.
- The staff & board retreat is scheduled for Friday, October 21st, it will be a ½ day for the board but a full day for staff.
- A. & Tim Merkel went to the Sounds & Sights "Thank You" dinner at the Common Grill.

Adjourn:

MOTION made by C. Taylor, SECONDED E. Sensoli to adjourn the meeting at 8:39 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	Aug 16	Jan - Aug 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)	0	1,607,386	1,605,901	1,485	100%
539.000 · State Grants	3,600	0	0	0	0	0	0	4,500	8,100	9,000	(900)	90%
540.100 · State Aid	0	0	0	4,875	0	0	0	4,940	9,815	8,200	1,615	120%
574.100 · Penal Fines	0	0	0	0	0	0	0	25,486	25,486	21,000	4,486	121%
607.100 · Non-Resident Fees	873	241	268	375	294	508	241	490	3,290	5,000	(1,710)	66%
645.100 · Copiers & Printers	111	649	931	569	511	135	708	989	4,603	7,800	(3,197)	59%
655.100 · Circulation Fines	1,492	1,732	1,666	1,926	2,332	1,940	2,177	2,207	15,472	23,000	(7,528)	67%
665.100 · Interest	18	17	30	27	23	17	14	9	155			
666.100 · Investment Earnings	0	17	4,250	39	17,898	2,318	41	37	24,600	41,000	(16,400)	60%
666.500 · Investment Change in Value	17,958	7,023	1,239	(1,549)	(3,202)	9,531	1,262	(9,052)	23,210			
674 · Contribution & Donation-Public	335	9,600	0	6,080	765	5,160	3,100	11,755	36,795	45,490	(8,695)	81%
675 · Donations Private	0	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)	41,361	1,758,912	1,770,391	(11,479)	99%
Gross Profit	865,256	528,946	171,888	45,220	19,028	101,968	(14,755)	41,361	1,758,912	1,770,391	(11,479)	99%
Expense												
701 · Personnel Expenses	51,523	72,913	76,799	107,376	75,681	76,812	75,733	75,619	612,456	1,014,996	(402,540)	60%
727 · Supplies	2,236	546	1,569	1,343	2,121	647	1,451	1,147	11,060	19,200	(8,140)	58%
801 · Professional Services	11,952	1,619	14,858	3,355	1,080	923	7,764	4,661	46,212	72,912	(26,700)	63%
803 · Maintenance Service Contracts	2,580	7,432	12,038	11,229	7,499	10,742	6,167	11,694	69,381	112,510	(43,129)	62%
850 · Telecommunications	0	(3,507)	2,331	1,002	699	2,283	3,289	1,387	7,484	25,350	(17,866)	30%
880 · Promotional Materials	1,273	11,081	2,125	3,694	7,171	2,171	1,760	8,033	37,308	57,505	(20,197)	65%
884 · Programming	2,241	1,479	11,453	8,075	5,890	13,679	15,638	10,712	69,167	95,372	(26,205)	73%
885 · Volunteer	16	27	143	0	0	0	0	48	234	1,150	(916)	20%
920 · Utilities	0	4,616	1,810	6,993	3,823	3,352	4,288	4,505	29,387	63,100	(33,713)	47%
960 · Board Expense	70	159	307	230	605	84	258	24	1,737	3,650	(1,913)	48%
965 · Automation Services	13,726	0	0	9,731	0	0	9,731	125	33,313	44,555	(11,242)	75%
967 · Equipment	0	9,384	526	2,331	1,850	6,454	685	1,605	22,835	31,175	(8,340)	73%
969 · Continuing Education Expenses	7,326	2,578	171	6,111	2,438	251	104	828	19,807	31,507	(11,700)	63%
980 · Capital Expense	0	9,810	0	0	4,000	0	9,303	43,423	66,536	75,200	(8,664)	88%
982 · Collection Expense	12,910	4,419	16,979	8,875	11,138	15,307	9,676	23,648	102,952	189,143	(86,191)	54%
Total Expense	105,853	122,556	141,109	170,345	123,995	132,705	145,847	187,459	1,129,869	1,837,325	(707,456)	61%
Net Ordinary Income	759,403	406,390	30,779	(125,125)	(104,967)	(30,737)	(160,602)	(146,098)	629,043	(66,934)	695,977	
Other Income/Expense												
Other Expense												
999.001 · Transfer to Capital Improvement	0	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	0	800	(800)	0%
999.025 · Carry from General Fund	0	0	0	0	0	0	0	0	0	(16,734)	16,734	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	(66,934)	66,934	0%
Net Other Income	0	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)	(146,098)	629,043	0	629,043	100%

Chelsea District Library

List of Checks for Board Approval

August 2016

Date	Nu	Name	Memo	Paid Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
08/04/2016	07182016PRST	Alerus Financial	08/05/16 Payroll	1,626.99
08/05/2016	PR08052016		RETIREMENT	-1,626.99
08/18/2016	08012016PRST	Alerus Financial	08/19/16 Payroll	1,626.99
08/19/2016	PR08192016		RETIREMENT	-1,626.99
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
08/05/2016	PR08052016		WAGES	33,598.70
08/19/2016	PR08192016		WAGES	33,167.35
Total 701.100 - Wages - Other				66,766.05
Total 701.100 - Wages				66,766.05
701.110 - Retirement-Contributions				
08/04/2016	07182016PRST	Alerus Financial	08/05/16 Payroll	1,354.15
08/05/2016	PR08052016		RETIREMENT PICK UP	-1,354.15
08/18/2016	08012016PRST	Alerus Financial	08/19/16 Payroll	1,354.15
08/19/2016	PR08192016		RETIREMENT PICK UP	-1,354.15
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
08/05/2016	PR08052016		401 A MATCHING	1,249.07
08/19/2016	PR08192016		401 A MATCHING	1,238.75
Total 701.115 - 401A Retirement Matching				2,487.82
701.200 - FICA				
08/05/2016	PR08052016		FICA EMPLOYER	2,570.35
08/19/2016	PR08192016		FICA EMPLOYER	2,537.35
Total 701.200 - FICA				5,107.70
701.300 - Flex Benefits				
08/05/2016	PR08052016		Dep Life (CA & DL & HI)	-10.83
08/18/2016	08102016ST	Unum Life Insurance Co.	Sept 2016 Premium	641.12
08/19/2016	PR08192016		Dep Life (CA & DL & HI)	-10.83
08/31/2016	162250004502	Blue Care Network of Michigan	2016 Medical September	637.95
Total 701.300 - Flex Benefits				1,257.41
Total 701 - Personnel Expenses				75,618.98
727 - Supplies				
727.200 - General Operations				
08/04/2016	457991	Smart Office Solutions	General Supplies	83.45

Chelsea District Library

List of Checks for Board Approval

August 2016

Date	Nu	Name	Memo	Paid Amount
08/18/2016	08092016CC	Ballard, Linda P.	Paper & Batteries	102.55
08/18/2016	08172016PC	Petty Cash-	Cash Register/Adding Machine Tapes	15.00
08/18/2016	08172016PC	Petty Cash-	Kitchen Supplies	6.21
08/18/2016	08172016PC	Petty Cash-	Glue Remover	9.31
08/31/2016	520225	Michigan Chamber Services, Inc.	State & Federal Labor Law Posters	57.50
08/31/2016	458615	Smart Office Solutions	Miscellaneous Office Supplies	10.65
08/31/2016	458615	Smart Office Solutions	Miscellaneous Office Supplies	88.70
Total 727.200 · General Operations				373.37
727.300 · Material Processing				
727.320 · Matl Processing Cases				
08/04/2016	5919591	Demco Inc.	Playaway View Cases	80.81
08/15/2016			Circ Paypal - L/D	-8.00
Total 727.320 · Matl Processing Cases				72.81
727.330 · Matl Processing Other				
08/04/2016	5919591	Demco Inc.	New Labels	35.65
08/04/2016	55708	The Library Network	Item Bar Codes	112.00
08/18/2016	08172016PC	Petty Cash-	Rings for Kits	3.37
Total 727.330 · Matl Processing Other				151.02
727.340 · Repairs				
08/04/2016	5919591	Demco Inc.	Repair Tape	17.59
08/04/2016	198760	Research Technology Intl	Eco Pro Kits, Pads	107.51
08/18/2016	08172016PC	Petty Cash-	QTips for Disc Cleaner	3.38
Total 727.340 · Repairs				128.48
Total 727.300 · Material Processing				352.31
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
08/18/2016	32113	Trail Supply LLC	Multi Fold Towels	214.20
Total 727.510 · Cleaning Paper Products				214.20
727.520 · Cleaning Supplies				
08/04/2016	300554882	Cintas Corporation-300	Soap	7.26
08/04/2016	2946/154	Great Lakes Ace Hardware	Tape & Carpet Cleaner	15.15
08/18/2016	300563632	Cintas Corporation-300	Soap	7.26
08/31/2016	300572495	Cintas Corporation-300	Soap	7.26
Total 727.520 · Cleaning Supplies				36.93
727.530 · Cleaning Rugs				
08/04/2016	300554882	Cintas Corporation-300	Rugs 07/22/2016	54.07
08/18/2016	300563632	Cintas Corporation-300	Rugs 08/05/2016	54.07

Chelsea District Library

List of Checks for Board Approval

August 2016

Date	Num	Name	Memo	Paid Amount
08/31/2016	300572495	Cintas Corporation-300	Rugs 08/19/2016	54.07
Total 727.530 · Cleaning Rugs				162.21
Total 727.500 · Cleaning				413.34
727.800 · Maintenance				
727.830 · Maintenance General				
08/04/2016	2952/154	Great Lakes Ace Hardware	Grass Shears	7.99
Total 727.830 · Maintenance General				7.99
Total 727.800 · Maintenance				7.99
Total 727 · Supplies				1,147.01
801 · Professional Services				
801.040 · Bookkeeper				
08/04/2016	201615	Budzinski & Associates	1/2 August Billing	325.00
08/18/2016	201616	Budzinski & Associates	1/2 August Billing	325.00
Total 801.040 · Bookkeeper				650.00
801.041 · Payroll Services				
08/18/2016	18152381	Payroll 1	2016 July	209.30
Total 801.041 · Payroll Services				209.30
801.079 · Library Survey				
08/04/2016	1240(July2016)	Bridgeport Consulting, LLC	Strategic Planning July 2016	3,710.00
Total 801.079 · Library Survey				3,710.00
801.300 · Banking Fees				
801.310 · Bank Fees				
08/31/2016			Service Charge	14.80
Total 801.310 · Bank Fees				14.80
801.350 · Credit Card Fee Circ				
08/08/2016	CCFee072016		July CC Fee	50.69
Total 801.350 · Credit Card Fee Circ				50.69
801.360 · Pay Pal Fees				
08/15/2016			Circ Paypal Fees	26.54
Total 801.360 · Pay Pal Fees				26.54
Total 801.300 · Banking Fees				92.03
Total 801 · Professional Services				4,661.33

Chelsea District Library

List of Checks for Board Approval

August 2016

09/13/16

Date	Num	Name	Memo	Paid Amount
803 - Maintenance Service Contracts				
803.010 - Maint Svc Contingency				
08/18/2016	08102016INV	Jaco Electric LLC	Ballasts, HVAC Drive	1,032.69
08/18/2016	1-37059258592	Johnson Controls	HVAC Contractors	1,800.00
08/18/2016	08092016ST	Keybank	S&S Contractors	199.77
08/18/2016	08092016ST	Keybank	Contractors / A/C Drive	277.77
Total 803.010 - Maint Svc Contingency				3,310.23
803.100 - Copier				
803.101 - Public Copier				
08/04/2016	77575	J. McElowney Inc.	Public Usage 2016 July	133.49
08/04/2016	65230855	Wells Fargo Bank, NA	Public Copier Lease July	161.00
08/31/2016	65405611	Wells Fargo Bank, NA	Public Copier Lease August	161.00
08/31/2016	65426940	Wells Fargo Bank, NA	Public Copier Property Tax	48.78
Total 803.101 - Public Copier				504.27
803.102 - Staff Copier				
08/04/2016	65248656	Toshiba Financial Services	August 2016 Staff Copier Lease & Maintenance	733.59
Total 803.102 - Staff Copier				733.59
Total 803.100 - Copier				1,237.86
803.300 - Technology				
803.340 - Video Equipment				
08/31/2016	9776	Headtech Electronics	AV maintenance & Equipment Replacement	379.00
Total 803.340 - Video Equipment				379.00
803.395 - Website Hosting & Service				
08/04/2016	5898519	Evanced Solutions, LLC	Online Calendar Renewal 08/2016-072017	799.00
Total 803.395 - Website Hosting & Service				799.00
Total 803.300 - Technology				1,178.00
803.600 - Building Maintenance				
803.605 - Janitorial				
08/04/2016	10925	A Production Cleaning Company Inc.	Cleaning 07/17 - 07/31/2016	1,440.85
08/18/2016	10942	A Production Cleaning Company Inc.	Full Carpet Cleaning	1,300.00
08/18/2016	10941	A Production Cleaning Company Inc.	Cleaning 07/31 - 08/13/2016	1,440.85
08/31/2016	10963	A Production Cleaning Company Inc.	Cleaning 08/14 - 08/27/2016	1,440.85
Total 803.605 - Janitorial				5,622.55
803.610 - Lawn/Snow Service				
803.611 - Lawn Service				
08/04/2016	10164	Association Maintenance Corp	Weeding	200.00

Chelsea District Library

List of Checks for Board Approval

August 2016

Date	Nu m	Name	Memo	Paid Amount
08/04/2016	10175	Association Maintenance Corp	7/29/2016 Mowing	65.00
Total 803.611 · Lawn Service				265.00
Total 803.610 · Lawn/Snow Service				265.00
803.620 · Trash				
08/04/2016	17506	City of Chelsea	Trash June 2016	40.00
08/18/2016	17528	City of Chelsea	Trash July 2016	40.00
Total 803.620 · Trash				80.00
Total 803.600 · Building Maintenance				5,967.55
Total 803 · Maintenance Service Contracts				11,693.64
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
08/04/2016	07252016ST	A T & T	06/26/16-07/25/16 Billing (July)	321.30
08/31/2016	08252016ST	A T & T	07/26/16-08/25/16 Billing (August)	326.47
Total 850.120 · Telephone				647.77
850.121 · Director's Cell Phone				
08/04/2016	9769246603	Verizon Wireless	July 2016 Cell Phone Service	50.62
Total 850.121 · Director's Cell Phone				50.62
Total 850.100 · Local & Long Distance Charges				698.39
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
08/18/2016	9769470733	Verizon Wireless	Lima Hotspot - August	40.82
08/31/2016	261402854-020	Sprint	15 Hotspots Data Charges August	648.08
Total 850.311 · WiFi Hotspots				688.90
Total 850.300 · TLN Internet Service				688.90
Total 850 · Telecommunications				1,387.29
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
08/31/2016	3196ST	The Sun Times	3 July Display Ads	200.00
Total 880.110 · Media Buy				200.00
880.120 · Misc Advertising				
08/18/2016	08092016ST	Keybank	LCSUM Promotional Materials from ALA	133.04
08/18/2016	08092016ST	Keybank	Etsy.Com - Peanut Character Cutouts & Photo Props	255.00

Chelsea District Library

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August 2016

Date	Num	Name	Memo	Paid Amount
08/18/2016	08092016ST	Keybank	Really Good Stuff - Snoopy Dog House	30.93
	Total 880.120 · Misc Advertising			418.97
	Total 880.100 · Advertising			618.97
	880.200 · Publications			
	880.210 · Annual Report			500.00
08/31/2016	AUG2016A	Koepping, Luna Marie Elizabeth	Annual Report - Digital & Print Versions	500.00
	Total 880.210 · Annual Report			500.00
	880.240 · Newsletter			3,991.14
08/31/2016	233138	Print-tech Inc.	Fall 2016 Newsletter	3,991.14
	Total 880.240 · Newsletter			4,491.14
	Total 880.200 · Publications			
	880.300 · Marketing Supplies			
	880.330 · Paper			
08/31/2016	45870	Smart Office Solutions	Wrong Paper Purchased	-17.29
08/31/2016	458063	Smart Office Solutions	Paper Reorder	16.47
08/31/2016	458102	Smart Office Solutions	Wrong Paper Purchased	-16.47
08/31/2016	458086	Smart Office Solutions	Paper Reorder	15.28
08/31/2016	458615	Smart Office Solutions	Paper	6.64
08/31/2016	458615	Smart Office Solutions	Paper	55.24
	Total 880.330 · Paper			59.87
	880.340 · Printed Items / Stationary			646.78
08/18/2016	58098	Lucas Holdings LLC	Library Cards - 1 year supply 2 Designs	646.78
	Total 880.340 · Printed Items / Stationary			706.65
	Total 880.300 · Marketing Supplies			
	880.400 · Program Promotion			
	880.410 · Adult Program Promotion			
	880.412 · Midwest Literary Walk			30.00
08/18/2016	08172016PC	Petty Cash-	Balloons for MLW	30.00
	Total 880.412 · Midwest Literary Walk			30.00
	Total 880.410 · Adult Program Promotion			30.00
	880.440 · Service / Resource Promotion			
	880.441 · General Service/Resource Promo			655.51
08/04/2016	232852	Print-tech Inc.	Stories of Chelsea Avenue Banners	4.99
08/31/2016	3086/154	Great Lakes Ace Hardware	Adhesive Spray-Snoopy Cutout	84.99
08/31/2016	066159481932	Amazon.com	Kindle Fire for Library Month Promo	

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Date	Num	Name	Memo	Paid Amount
Total 880.441 · General Service/Resource Promo				
Total 880.440 · Service / Resource Promotion				745.49
Total 880.400 · Program Promotion				745.49
Total 880.400 · Program Promotion				775.49
880.500 · Purchased Services				
880.510 · General Purchased Services				
08/18/2016	08092016ST	Keybank	Uberflip - 08/2016	30.85
08/18/2016	08092016ST	Keybank	Adobe Stock Monthly - August	9.99
Total 880.510 · General Purchased Services				40.84
880.520 · Professional Services				
880.521 · Graphic Design Services				
08/04/2016	0110	MC creative design & photography LLC	Graphic Design Services Fall Newsletter 2016 Library Card Design- Full & Key	1,150.00
08/31/2016	AUG2016B	Koepping, Luna Marie Elizabeth		250.00
Total 880.521 · Graphic Design Services				1,400.00
Total 880.520 · Professional Services				1,400.00
Total 880.500 · Purchased Services				1,440.84
Total 880 · Promotional Materials				8,033.09
884 · Programming				
884.110 · Adult Speakers				
884.117 · Oral History Project				
08/04/2016	07292016WWI	Promote Michigan	August 2016 World War I WWI Final	250.00
08/04/2016	07292016WWI	River Gallery texhibits		900.00
Total 884.117 · Oral History Project				1,150.00
884.118 · Oral History Project - CTAP				
08/04/2016	08022016HGH	Keel, Lois Sprengnether	Hello Girl Honorarium WWI Water for Walking Tours WWI Display Case Curbell Plastics - Acrylic for Displays	250.00
08/04/2016	07292016WWI	Sulecki, Keegan		13.36
08/04/2016	07292016WWI3	Sulecki, Keegan		57.16
08/18/2016	08092016ST	Keybank		132.50
Total 884.118 · Oral History Project - CTAP				453.02
884.119 · General Adult Events				
08/18/2016	032421390643	Amazon.com	Twine SRP Prize Great Game Day Jimmy Johns-WWI Volunteer Lunch	21.81
08/18/2016	08042016SRP	Meloche , Emily		50.00
08/18/2016	08112016GGD	Meloche , Emily		23.98
08/18/2016	08092016ST	Keybank		72.22
Total 884.119 · General Adult Events				168.01
Total 884.110 · Adult Speakers				1,771.03

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884.120 · Adult Supplies				
884.121 · Refreshments				
08/04/2016	07252016PRTC	Andrews, Ron	PRTC Supplies	15.00
08/18/2016	08162016PRC	Powers, Shannon H	Purple Rose Refreshments	15.00
08/18/2016	08122016PRG	Sulecki, Keegan	Program Refreshment Supplies	13.88
08/18/2016	08172016PC	Petty Cash-	Program Refreshments	6.60
Total 884.121 · Refreshments				50.48
884.126 · General Adult Programs				
08/18/2016	075	Frost Hollow Press	10th Anniversary Coloring Book Artwork	700.00
08/31/2016	233082	Print-tech Inc.	10th Anniversary Coloring Book	980.62
Total 884.126 · General Adult Programs				1,680.62
Total 884.120 · Adult Supplies				1,731.10
884.210 · Youth Speakers				
884.212 · General Youth Programs				
08/31/2016	10292016HSDep	Absolutely Baffling Magic	Deposit for 10/29 Halloween Show	100.00
Total 884.212 · General Youth Programs				100.00
884.215 · Early Literacy				
08/04/2016	08312016DASA	Battev, Beth	08/31 DASA Program	90.00
08/18/2016	08112016ST	DeMea, Karla	08/11/2016 Story Time	50.00
Total 884.215 · Early Literacy				140.00
884.216 · Summer Reading Specialist				
08/04/2016	08032016TUTOR	Heydlauff, Tracy	16 hrs 07/18 to 07/26 Tutoring	400.00
08/04/2016	08032016TUTOR	Hicks-Caselli, Jeanne B.	16 Hrs 07/19 to 07/28 Tutoring	400.00
08/18/2016	08172016TT	Heydlauff, Tracy	8 hrs 08/01 to 08/12 Tutoring	200.00
08/18/2016	08172016TT	Hicks-Caselli, Jeanne B.	13 Hrs 08/02 to 08/11 Tutoring	325.00
08/31/2016	08312016T	Heydlauff, Tracy	6 hrs 08/15 to 08/17 Tutoring	150.00
Total 884.216 · Summer Reading Specialist				1,475.00
Total 884.210 · Youth Speakers				1,715.00
884.220 · Youth Supplies				
884.221 · Makerspace				
08/31/2016	1190208769	LEGO Education	Resource Set	74.85
Total 884.221 · Makerspace				74.85
884.222 · General Youth Programs				
08/18/2016	08172016PC	Petty Cash-	Swim Noodles for Parents Night Out	10.60
08/18/2016	08172016PC	Petty Cash-	Snacks for Parents Night Out	13.96
Total 884.222 · General Youth Programs				24.56

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Date	Num	Name	Memo	Paid Amount
884.226 · Summer Reading				
08/04/2016	07262016SRP	Donnell, Edith	SRP Prizes & Finale Supplies	213.90
08/04/2016	07272016SRP	Zubik, Jessica	SRP Finale Supplies	30.65
08/18/2016	08032016SRPF	Persello, Karen	SRP Finale Supplies	282.73
08/18/2016	08172016PC	Petty Cash-	Ice for SRP Kickoff	4.59
08/18/2016	08172016PC	Petty Cash-	Soap for Discovery Center	3.06
Total 884.226 · Summer Reading				534.93
Total 884.220 · Youth Supplies				634.34
884.260 · Teen Speakers				
884.261 · Teen Summer Reading				
08/31/2016	08292016BTSP	Browning, Jennifer L	8/29 Beat Test Stress Program	100.00
Total 884.261 · Teen Summer Reading				100.00
Total 884.260 · Teen Speakers				100.00
884.270 · Teen Supplies				
884.276 · Teen Refreshments				
08/18/2016	08172016PC	Petty Cash-	Munch Bunch Snack	7.98
Total 884.276 · Teen Refreshments				7.98
884.277 · Teen Summer Reading				
08/04/2016	004881256615	Amazon.com	Lenovo IdeaPad - SRP Prize	300.16
08/04/2016	07292016YSG	Donnell, Edith	YSG Finale Party	488.99
08/04/2016	07262016SRP	Donnell, Edith	SRP Prizes & Finale Supplies	375.97
Total 884.277 · Teen Summer Reading				1,165.12
Total 884.270 · Teen Supplies				1,173.10
884.910 · Adult Programming Restricted				
884.913 · Adult Prog Rest Gifts SRP				
08/18/2016	08172016PC	Petty Cash-	Adult SRP Prize	11.00
Total 884.913 · Adult Prog Rest Gifts SRP				11.00
884.930 · Oral History Restricted Gift				
884.932 · MHC - World War I Grant				
08/04/2016	07272016SBT	Munce, Gary	Paid for WWI Plaque-Signs By Tomorrow	129.00
08/04/2016	232936	Print-tech Inc.	WWI Centennial Brochure	1,518.95
08/04/2016	232972	Print-tech Inc.	WWI Centennial Insert	745.50
08/04/2016	233076	Print-tech Inc.	WWI Message Card	61.16
Total 884.932 · MHC - World War I Grant				2,454.61
884.934 · CTAP - World War I Grant				
08/04/2016	07292016WWI	Conrad, Sarah L	WWI Intern Hours	137.50

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Date	Numb	Name	Memo	Paid Amount
08/04/2016	07292016WWI2	Sulecki, Keegan	WWI Fabric for Displays	15.22
Total 884.934 · CTAP - World War I Grant				152.72
Total 884.930 · Oral History Restrictred Gift				2,607.33
Total 884.910 · Adult Programming Restricted				2,618.33
884.920 · Youth Programming Restricted				
884.923 · Youth Prog Rest Gifts SRP				
08/04/2016	2032146974	Baker & Taylor Program Account	2032146974	20.45
08/04/2016	2032150775	Baker & Taylor Program Account	2032150775	325.32
08/04/2016	2032172967	Baker & Taylor Program Account	2032172967	137.72
08/18/2016	2032183968	Baker & Taylor Program Account	2032183968	410.83
08/18/2016	2032198560	Baker & Taylor Program Account	2032198560	65.93
08/31/2016	2032242682	Baker & Taylor Program Account	2032242682	8.76
Total 884.923 · Youth Prog Rest Gifts SRP				969.01
Total 884.920 · Youth Programming Restricted				969.01
Total 884 · Programming				10,711.91
885 · Volunteer				
885.200 · Supplies				
08/18/2016	08172016PC	Petty Cash-	Volunterr Candy	18.06
08/31/2016	08292016CVS	Ballard, Linda P.	Volunteer Candy	30.42
Total 885.200 · Supplies				48.48
Total 885 · Volunteer				48.48
920 · Utilities				
920.110 · City of Chelsea Water				
08/18/2016	08032016ST	City of Chelsea-Elect & Water	06-30-2016 to 07-29-2016	73.55
Total 920.110 · City of Chelsea Water				73.55
920.120 · City of Chelsea Sewer				
08/18/2016	08032016ST	City of Chelsea-Elect & Water	06-30-2016 to 07-29-2016	153.56
Total 920.120 · City of Chelsea Sewer				153.56
920.130 · City of Chelsea Electric				
08/18/2016	08032016ST	City of Chelsea-Elect & Water	06-30-2016 to 07-29-2016	4,012.49
Total 920.130 · City of Chelsea Electric				4,012.49
920.150 · City of Chelsea Sprinkler				
08/18/2016	08032016ST	City of Chelsea-Elect & Water	06-30-2016 to 07-29-2016	202.35

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Date	Num	Name	Memo	Paid Amount
Total 920.150	City of Chelsea Sprinkler			202.35
920.200	McKune Gas			
08/18/2016	08092016ST	DTE Energy	2016 July	63.19
Total 920.200	McKune Gas			63.19
Total 920	Utilities			4,505.14
960	Board Expense			
960.200	Director Expense			
08/31/2016	Y8306	Chelsea Area Chamber of Commerce-New	2 Tickets 9/9 Business Breakfast	24.00
Total 960.200	Director Expense			24.00
Total 960	Board Expense			24.00
965	Automation Services			
965.300	Filtering and Printing System			
965.310	SAMS Clients			
08/31/2016	55845	The Library Network	AAM Service	125.00
Total 965.310	SAMS Clients			125.00
Total 965.300	Filtering and Printing System			125.00
Total 965	Automation Services			125.00
967	Equipment			
967.100	Equipment Hardware			
967.120	Computers			
08/31/2016	08172016GLA	Bell , Melanie	Cable Ties, Surge Protectors, Phone Equip	63.50
08/31/2016	5934708	Demco Inc.	Computer Table for Media Area	724.50
08/31/2016	024860024731	Amazon.com	Monitors for Ron's Office	199.98
08/31/2016	024862925021	Amazon.com	Dual Monitor Stands and Power Supplies/Study Rooms	264.66
08/31/2016	147764322446	Amazon.com	New cases for Youth & Teen Kindles	129.01
Total 967.120	Computers			1,381.65
Total 967.100	Equipment Hardware			1,381.65
967.200	Equipment Software			
08/18/2016	08092016ST	Keybank	July 2016 Ninite Pro-Monthly non-Windows Updates	20.00
08/18/2016	08092016ST	Keybank	Adobe Stock for Stock Images	158.95
08/18/2016	08092016ST	Keybank	Adobe Stock for Stock Images-Checking	31.79
08/18/2016	08092016ST	Keybank	Minecraft Server Hosting - July	12.46
Total 967.200	Equipment Software			223.20
Total 967	Equipment			1,604.85
969	Continuing Education Expenses			

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Date	Nu	Name	Memo	Paid Amount
969.001 · Travel				
969.100 · Staff Travel				
969.110 · Director Travel				
08/18/2016	08/122016MLA	Coryell, Lori	08/12 MLA Leadership	125.28
08/18/2016	08092016ST	Keybank	MERS Annual Conference-Registration	175.00
	Total 969.110 · Director Travel			300.28
969.111 · Asst Director				
08/18/2016	08092016ST	Keybank	MERS Annual Conference-Registration	175.00
	Total 969.111 · Asst Director			175.00
969.122 · Adult Services Travel				
08/04/2016	07252016NTC	Meloche , Emily	Acquire Containers for non-Traditional Collections	47.52
08/18/2016	REG-0056202	Michigan Library Association	MLA Registration - Keegan Sulecki	155.00
	Total 969.122 · Adult Services Travel			202.52
969.144 · Committee Meetings				
08/04/2016	07262016TLN	Andrews, Ron	TLN eContent Committee 7/26	55.62
08/04/2016	08012016TLN	Meloche , Emily	TLN ASC Meeting 8/1	51.46
08/31/2016	08122016ILS	Andrews, Ron	ILS/RFP Committee Mtg 08/12	43.20
	Total 969.144 · Committee Meetings			150.28
Total 969.100 · Staff Travel				828.08
Total 969.001 · Travel				828.08
Total 969 · Continuing Education Expenses				828.08
980 · Capital Expense				
975.100 · Building Improvement Additions				
08/18/2016	16-209-02	Library Design Associates Inc.	Maple Counter	4,777.00
08/18/2016	16-208-02	Library Design Associates Inc.	Carpet & tile	3,859.00
08/31/2016	16-208-03	Library Design Associates Inc.	Removal of old shelving-media remodel	125.00
	Total 975.100 · Building Improvement Additions			8,761.00
975.200 · Capital Maintenance				
08/31/2016	191JB	Chelsea Paint & Carpentry LLC	Paint McKune Room / Porches	7,950.00
	Total 975.200 · Capital Maintenance			7,950.00
980.100 · Media Area Remodel				
08/04/2016	16-189-01	Library Design Associates Inc.	Montel Shelving	19,707.00
08/18/2016	16-209-02	Library Design Associates Inc.	Tables	7,005.00
	Total 980.100 · Media Area Remodel			26,712.00

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Total 980 · Capital Expense				
				43,423.00
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
08/02/2016			Circ Receipts - L/D	-10.00
08/04/2016	631150	MicroMarketing LLC	Adult Audio Books-July	417.21
08/04/2016	631602	MicroMarketing LLC	Adult Audio Books-July	135.92
08/04/2016	94175911	Midwest Tape	94175911 - July Audio Bks	9.99
08/04/2016	94175938	Midwest Tape	94175938 - July Audio Bks	99.98
08/18/2016	633174	MicroMarketing LLC	Adult Audio Books-July	29.75
08/18/2016	94196940	Midwest Tape	94196940 - July Audio Bks	195.96
08/18/2016	94213291	Midwest Tape	94213291 - July Audio Bks	64.98
08/31/2016	94236964	Midwest Tape	94236964 - July Audio Bks	67.99
08/31/2016	94255304	Midwest Tape	94255304 - June Audio Bks	63.99
Total 982.120 · Adult Books on Disc				1,075.77
982.140 · Youth Books on Disc				
08/04/2016	1087996723	Penguin Random House LLC	1087996723	33.75
08/04/2016	75375439	Recorded Books Inc.	75375439	42.07
08/17/2016			Circ Receipts - L/D	-10.00
08/18/2016	1088118978	Penguin Random House LLC	1088118978	71.25
08/31/2016	193403	Findaway World, LLC	Playaways	135.98
08/31/2016	193743	Findaway World, LLC	Playaway Audio	1,401.78
08/31/2016	1088324557	Penguin Random House LLC	1088324557	30.00
08/31/2016	75388662	Recorded Books Inc.	75388662	29.99
Total 982.140 · Youth Books on Disc				1,734.82
Total 982.100 · Audio Books				
982.300 · Interlibrary Loan				2,810.59
08/31/2016	08242016LD	Dexter District Library	Dexter Item Paid at Chelsea	10.00
Total 982.300 · Interlibrary Loan				10.00
982.400 · Non Print				
982.411 · Ebooks / Overdrive				
08/31/2016	55769	The Library Network	08/01/2016 -07/31/ 2017 Overdrive Charges	4,200.00
Total 982.411 · Ebooks / Overdrive				4,200.00
982.414 · eBooks / Schools				
08/04/2016	CD1576-1014-...	OverDrive	Highschool eBooks	5,000.00
Total 982.414 · eBooks / Schools				5,000.00
982.415 · ILL Subscriptions				
08/18/2016	0000479843	OCLC Inc.	2016 OCLC Resource Sharing & ILL	600.67

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Total 982.415 · ILL Subscriptions				
08/18/2016	982.416 · eContent/Kindle 227934821640	Amazon.com	Adult Kindle eBook	600.67
Total 982.416 · eContent/Kindle				
Total 982.416 · eContent/Kindle				
982.420 · Adult Music on CD				
08/04/2016	94175608	Midwest Tape	94175608 - July Music CDs	11.99
08/17/2016			Circ Receipts - L/D	-18.99
08/31/2016	94236968	Midwest Tape	94236968 - Aug Music CDs	26.98
08/31/2016	94255306	Midwest Tape	94255306 - July Music CDs	12.99
08/31/2016	94255309	Midwest Tape	94255309 - Aug Music CDs	51.56
Total 982.420 · Adult Music on CD				
Total 982.420 · Adult Music on CD				
982.431 · NT Collections - Supplies				
08/18/2016	08042016SRP	Meloche , Emily	Storage for Collections	243.67
Total 982.431 · NT Collections - Supplies				
Total 982.431 · NT Collections - Supplies				
982.450 · Youth Music CD				
08/17/2016			Circ Receipts - L/D	-14.99
Total 982.450 · Youth Music CD				
Total 982.450 · Youth Music CD				
982.460 · DVD Feature				
08/02/2016			Circ Receipts - L/D	-19.99
08/04/2016	94167679	Midwest Tape	94167679 - July Feat DVDs	22.99
08/04/2016	94175607	Midwest Tape	94175607 - June Feat DVDs	11.99
08/04/2016	94175910	Midwest Tape	94175910 - July Feat DVDs	91.95
08/15/2016			Circ Paypal - L/D	-29.99
08/31/2016	94196285	Midwest Tape	94196285 - July Feat DVDs	114.94
08/31/2016	94236966	Midwest Tape	94236966 - July Feat DVDs	135.96
08/31/2016	94236967	Midwest Tape	94236967 - Aug Feat DVDs	522.79
08/31/2016	94255307	Midwest Tape	94255307 - July Feat DVDs	27.99
08/31/2016	94255308	Midwest Tape	94255308 - Aug Feat DVDs	134.33
Total 982.460 · DVD Feature				
Total 982.460 · DVD Feature				
982.461 · Lucky Day DVDs				
08/04/2016	94167678	Midwest Tape	94167678 - July LD DVDs	22.99
08/04/2016	94175609	Midwest Tape	94175609 - July LD DVDs	14.99
08/31/2016	94196284	Midwest Tape	94196284 - July LD DVDs	38.98
08/31/2016	94237000	Midwest Tape	94237000 - Aug LD DVDs	63.97
08/31/2016	94255360	Midwest Tape	94255360 - Aug LD DVDs	43.98
Total 982.461 · Lucky Day DVDs				
Total 982.461 · Lucky Day DVDs				
982.470 · DVD Non-Fiction				
08/04/2016	94175604	Midwest Tape	94175604 - May NF DVDs	21.59

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08/04/2016	94175912	Midwest Tape	94175912 - July NF DVDs	71.97
08/18/2016	94196287	Midwest Tape	94196287 - July NF DVDs	19.99
08/31/2016	94255361	Midwest Tape	94255361 - July NF DVDs	19.99
Total 982.470 · DVD Non-Fiction				133.54
982.480 · Youth Video DVD				
08/02/2016				
08/04/2016	94175606	Midwest Tape	Circ Receipts - L/D	10.00
08/31/2016	08242016AMAZ	Donnell, Edith	94175606	13.59
08/31/2016	94236965	Midwest Tape	Anime Games for Collection	77.35
08/31/2016	081739443472	Amazon.com	94236965	45.98
08/31/2016	081734783636	Amazon.com	Anime DVDs	28.60
08/31/2016	081735418581	Amazon.com	Anime DVDs	38.44
08/31/2016	081735266893	Amazon.com	Anime DVDs	332.75
08/31/2016	081731654073	Amazon.com	Anime DVDs	42.47
Total 982.480 · Youth Video DVD				499.90
Total 1,089.08				1,089.08
982.490 · Videogames				
08/04/2016	08042016VG	Donnell, Edith		1,319.91
Total 982.490 · Videogames				1,319.91
Total 982.400 · Non Print				14,147.14
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
08/04/2016	2032152583	Baker & Taylor-Enhance Adult	2032152583	37.04
08/18/2016	2032191680	Baker & Taylor-Enhance Adult	2032191680	59.26
08/18/2016	2032178963	Baker & Taylor-Enhance Adult	2032178963	61.28
Total 982.710 · Adult Large Print				157.58
982.720 · Adult Print General				
08/02/2016			Circ Receipts - L/D	-27.95
08/04/2016	2032115902	Baker & Taylor-Adult	2032115902	495.60
08/04/2016	2032131144	Baker & Taylor-Adult	2032131144	777.26
08/04/2016	2032139206	Baker & Taylor-Adult	2032139206	141.79
08/04/2016	2032164777	Baker & Taylor-Adult	2032164777	460.13
08/04/2016	2032164817	Baker & Taylor Books-Automatically Yours	2032164817	187.51
08/15/2016			Circ Paypal - L/D	-16.00
08/17/2016			Circ Receipts - L/D	-53.98
08/18/2016	047135990698	Amazon.com	Books	28.59
08/18/2016	2032177333	Baker & Taylor-Adult	2032177333	551.50
08/18/2016	2032193545	Baker & Taylor-Adult	2032193545	287.72
08/18/2016	2032198448	Baker & Taylor-Adult	2032198448	106.93
08/18/2016	2032181725	Baker & Taylor Books-Automatically Yours	2032181725	155.05
08/18/2016	2032197797	Baker & Taylor Books-Automatically Yours	2032197797	182.13

Chelsea District Library

List of Checks for Board Approval

August 2016

Date	Num	Name	Memo	Paid Amount
08/31/2016	2032214290	Baker & Taylor-Adult	2032214290	332.13
08/31/2016	2032229083	Baker & Taylor-Adult	2032229083	147.55
08/31/2016	2032222132	Baker & Taylor Books-Automatically Yours	2032222132	126.89
Total 982.720 · Adult Print General				3,882.85
982.740 · Multiple Book Copies				
08/04/2016	2032164769	Baker & Taylor Books Adult Multiples	2032164769	164.29
08/31/2016	2032210427	Baker & Taylor Books Adult Multiples	2032210427	136.89
08/31/2016	20322229124	Baker & Taylor Books Adult Multiples	20322229124	14.91
Total 982.740 · Multiple Book Copies				316.09
Total 982.705 · Adult Print				4,356.52
982.755 · Youth Print				
982.760 · Youth Print General				
08/02/2016			Circ Receipts - L/D	-68.89
08/04/2016	2032131010	Baker & Taylor-Youth	2032131010	324.19
08/04/2016	2032151677	Baker & Taylor-Youth	2032151677	45.77
08/04/2016	2032173707	Baker & Taylor-Youth	2032173707	78.86
08/04/2016	2032146899	Baker & Taylor-Unlabeled	2032146899	83.77
08/04/2016	2032172734	Baker & Taylor-Unlabeled	2032172734	260.95
08/04/2016	2032157990	Baker & Taylor-Youth Cats	2032157990	93.19
08/04/2016	2032168652	Baker & Taylor-Youth Cats	2032168652	78.83
08/04/2016	2032134420	Baker & Taylor-Teen Fiction	2032134420	21.08
08/04/2016	2032157263	Baker & Taylor-Teen Fiction	2032157263	32.17
08/15/2016			Circ Paypal - L/D	-59.91
08/17/2016			Circ Receipts - L/D	-72.71
08/18/2016	2032198403	Baker & Taylor-Youth	2032198403	7.71
08/18/2016	2032198807	Baker & Taylor-Youth Cats	2032198807	80.32
08/18/2016	2032183055	Baker & Taylor-Unlabeled	2032183055	146.78
08/18/2016	2032181402	Baker & Taylor-Teen Fiction	2032181402	119.82
08/31/2016	2032229358	Baker & Taylor-Youth	2032229358	351.32
08/31/2016	2032226385	Baker & Taylor-Youth Cats	2032226385	55.54
08/31/2016	2032211982	Baker & Taylor-Unlabeled	2032211982	71.62
08/31/2016	2032218687	Baker & Taylor-Unlabeled	2032218687	126.77
08/31/2016	2032229138	Baker & Taylor-Teen Fiction	2032229138	26.93
08/31/2016	94182806	Ingram Library Services	94182806	7.83
Total 982.760 · Youth Print General				1,811.94
Total 982.755 · Youth Print				1,811.94
Total 982.700 · Print				6,168.46
982.910 · Adult Collection Restricted				
08/18/2016	2032181917	Baker & Taylor-Adult Memorial	2032181917	30.48
08/18/2016	2032207586	Baker & Taylor-Adult Memorial	2032207586	59.68
08/31/2016	2032229196	Baker & Taylor-Adult Memorial	2032229196	15.45

Chelsea District Library
List of Checks for Board Approval
August 2016

Date	Num	Name	Memo	Paid Amount
Total 982.910 · Adult Collection Restricted				105.61
982.920 · Youth Collection Restricted				
08/04/2016	2032152024	Baker & Taylor-Youth Memorial	2032152024	10.00
Total 982.920 · Youth Collection Restricted				10.00
Total 982 · Collection Expense				23,251.80
TOTAL				187,063.60

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

	Jan - Aug 16	Jan - Aug 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,607,386.81	1,549,487.34	57,899.47	3.74%
539.000 · State Grants	8,100.00	0.00	8,100.00	100.0%
540.100 · State Aid	9,815.32	8,838.44	976.88	11.05%
574.100 · Penal Fines	25,486.36	25,047.01	439.35	1.75%
607.100 · Non-Resident Fees	3,290.23	3,584.50	-294.27	-8.21%
645.100 · Copiers & Printers	4,602.57	5,137.96	-535.39	-10.42%
655.100 · Circulation Fines	15,471.98	15,484.41	-12.43	-0.08%
665.100 · Interest	156.60	258.63	-102.03	-39.45%
666.100 · Investment Earnings	24,599.06	21,415.32	3,183.74	14.87%
666.500 · Investment Change in Value	23,209.80	-2,960.85	26,170.65	883.89%
674 · Contribution & Donation-Public	36,795.00	29,830.00	6,965.00	23.35%
675 · Donations Private	0.00	5,000.00	-5,000.00	-100.0%
Total Income	1,758,913.73	1,661,122.76	97,790.97	5.89%
Gross Profit				
Expense				
701 · Personnel Expenses	612,456.69	588,663.12	23,793.57	4.04%
727 · Supplies	11,060.67	12,054.71	-994.04	-8.25%
801 · Professional Services	46,212.44	47,857.74	-1,645.30	-3.44%
803 · Maintenance Service Contracts	69,380.27	65,713.94	3,666.33	5.58%
850 · Telecommunications	7,483.10	9,849.01	-2,365.91	-24.02%
880 · Promotional Materials	37,308.01	26,755.73	10,552.28	39.44%
884 · Programming	69,166.02	45,805.97	23,360.05	51.0%
885 · Volunteer	234.08	453.83	-219.75	-48.42%
920 · Utilities	29,386.51	33,824.65	-4,438.14	-13.12%
960 · Board Expense	1,736.84	1,778.19	-41.35	-2.33%
965 · Automation Services	33,313.66	31,752.12	1,561.54	4.92%
967 · Equipment	22,834.23	9,209.68	13,624.55	147.94%
969 · Continuing Education Expenses	19,806.77	9,302.52	10,504.25	112.92%
980 · Capital Expense	66,536.00	78,858.51	-12,322.51	-15.63%
982 · Collection Expense	102,950.45	85,602.86	17,347.59	20.27%
Total Expense	1,129,865.74	1,047,482.58	82,383.16	7.87%
Net Ordinary Income	629,047.99	613,640.18	15,407.81	2.51%
Net Income	629,047.99	613,640.18	15,407.81	2.51%

CHELSEA DISTRICT LIBRARY

Fund Balances

August-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
\$230,459.73	-\$36,687.64	\$193,772.09
\$2,475.25	\$0.10	\$2,475.35
\$232,934.98	-\$36,687.54	\$196,247.44

Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

Investment Partners Total

\$1,346,819.75	-\$9,015.72	\$1,337,804.03
\$400,000.00	-\$100,000.00	\$300,000.00
\$1,746,819.75	-\$109,015.72	\$1,637,804.03

Total General Fund

\$1,979,754.73	-\$145,703.26	\$1,834,051.47
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Debt Service Fund

Bond Debt Retirement Fund Checking

\$284,673.87	\$12.06	\$284,685.93
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Chelsea District Library Investment Account
As of 08/31/2016

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
8/31/2016	1,337,804
Invested	1,077,957
Increase 6/2009 – 12/31/2015	212,038
2016 Change (Current Year)	47,809
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)	259,847
	1,337,804

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

Report for 08/31/2016

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

Chelsea District Library Cash Flow 2016

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Budget
Opening cash on hand	\$297,042	\$734,223	\$1,141,827	\$1,150,758	\$941,302	\$818,688	\$758,088	\$647,581	\$547,401	\$433,934	\$249,332	\$107,528	\$297,042	
Total income	\$633,773	\$513,870	\$154,161	\$13,703	\$11,990	\$63,377	\$20,555	\$29,110	\$3,426	\$11,990	\$3,426	\$253,520	\$1,712,901	
Total expenditures	\$196,592	\$106,266	\$145,230	\$223,159	\$134,604	\$123,977	\$131,062	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,771,101	
Net cash flow	\$437,181	\$407,604	\$99,931	(\$209,456)	(\$122,614)	(\$60,600)	(\$110,507)	(\$100,180)	(\$113,467)	(\$184,602)	(\$141,804)	\$131,314	(\$58,200)	
Ending balance	\$734,223	\$1,141,827	\$1,150,758	\$941,302	\$818,688	\$758,088	\$647,581	\$547,401	\$433,934	\$249,332	\$107,528	\$238,842	\$238,842	
Income														
Total income	\$591,460	\$512,949	\$167,017	\$47,077	\$7,131	\$90,728	(\$15,656)	\$50,751	\$19,637	\$11,990	\$3,426	\$226,391	\$1,712,901	
Other income														
Expenditures														
Total Expense	\$153,146	\$126,734	\$165,805	\$142,893	\$146,001	\$133,986	\$146,247	\$187,438	\$116,893	\$196,592	\$145,230	\$122,206	\$1,783,171	
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	\$196,249	\$198,993	\$114,391	\$72,587	\$297,042	
Total income	\$591,460	\$512,949	\$167,017	\$47,077	\$7,131	\$90,728	(\$15,656)	\$50,751	\$19,637	\$11,990	\$3,426	\$226,391	\$1,712,901	
Money Market Flow	(\$400,000)							\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$0	
Expenditures	\$203,146	\$126,734	\$165,805	\$142,893	\$146,001	\$133,986	\$146,247	\$187,438	\$116,893	\$196,592	\$145,230	\$122,206	\$1,833,171	
Net cash flow	(\$11,686)	\$386,215	\$1,212	(\$95,816)	(\$138,870)	(\$43,258)	(\$161,903)	(\$36,687)	\$2,744	(\$84,602)	(\$41,804)	\$104,185	(\$120,270)	
Ending balance	\$285,356	\$671,571	\$672,783	\$576,967	\$438,097	\$394,839	\$232,936	\$196,249	\$198,993	\$114,391	\$72,587	\$176,772	\$176,772	

\$ 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 August 2016

	Jan - Aug 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
539.000 · State Grants			
539.300 · Michigan Humanities Council	8,100	9,000	(900)
Total 539.000 · State Grants	8,100	9,000	(900)
674 · Contribution & Donation-Public			
674.100 · Designated Adult Collection	2,080	510	1,570
674.101 · Designated Youth Collection	85	50	35
674.102 · Designated CD/DVD Collection	100	100	0
674.110 · Designated Adult Programming	7,250	6,600	650
674.111 · Designated Youth Programming	10,030	10,880	(850)
674.120 · Undesignated Donation	50	7,250	(7,200)
674.121 · Annual Giving	10,000	10,000	0
674.141 · Designated Technology	7,100	7,100	0
674.143 · Designated Maintenance	100		
674.200 · Friends of the Library Donation	0	3,000	(3,000)
Total 674 · Contribution & Donation-Public	36,795	45,490	(8,695)
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	44,895	58,490	(13,595)
Gross Profit	44,895	58,490	(13,595)
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	1,000	0
Total 884.400 · Sonic Sundays	1,000	1,000	0
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	830	830	0
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 Restrictd Gift			
884.932 · MHC - World War I Grant	8,138	9,000	(862)
Total 884.930 · Oral History Restrictd Gift	8,138	9,000	(862)
Total 884.910 · Adult Programming Restricted	14,468	15,330	(862)

Chelsea District Library

Donation and Restricted

January through August 2016

	Jan - Aug 16	Budget	\$ Over Budget
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	293	1,830	(1,537)
884.923 · Youth Prog Rest Gifts SRP	5,687	6,050	(363)
Total 884.920 · Youth Programming Restricted	5,980	7,880	(1,900)
Total 884 · Programming	23,877	30,710	(6,833)
982 · Collection Expense			
982.400 · Non Print			
982.930 · Non Print Restricted gifts			
982.931 · CD/DVD Coll Restricted Gifts	0	100	(100)
Total 982.930 · Non Print Restricted gifts	0	100	(100)
Total 982.400 · Non Print	0	100	(100)
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	353	510	(157)
982.920 · Youth Collection Restricted	44	50	(6)
Total 982 · Collection Expense	567	3,313	(2,746)
Total Expense	24,444	34,023	(9,579)
Net Ordinary Income	20,451	24,467	(4,016)
Net Income	20,451	24,467	(4,016)

DIRECTOR'S REPORT

Library Director's Report on August 2016 Respectfully submitted for September 2016 Board Meeting

Staff News

Substitute Librarian Megan Hathaway celebrated her seven-year work anniversary on August 24th, and Substitute Librarian Hannah Lesniak celebrated her one-year work anniversary on August 28th. Congratulations!

Financial Matters

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

Strategic Planning Update

Staff and board members have been actively engaging people in the community for input during our 2017-19 strategic planning process. In August, we began to reach out to the community with our strategic planning survey. In addition to providing survey opportunities at library events and through our website and social media outlets, CDL had a presence at the Robin Hills Farm Dragonboat Festival, the Farmers Market, and local school open houses to encourage people to complete our survey. The surveys are also available on WAVE vehicles. Throughout September, staff plans to engage the public at The Pines, Silver Maples, the Chelsea Retirement Center, the Chelsea Senior Center, at Trivia Night at the Chelsea Ale House, and at a library event targeting homeschooling families. The survey closes on Friday, September 23rd.

Audit RFP

The Finance Committee will meet on September 13th to review the six proposals we received in response to the Audit RFP with a proposed selection brought to this September board meeting.

SEMCOG News

SEMCOG analysis of Southeast Michigan's population is estimated at 4,725,876, a small increase of just over 21,000 since the 2010 U.S. Census. The report includes estimates for every county and community in the seven-county Southeast Michigan region as of July 2016. The report may be viewed at <http://semcog.org/plans-for-the-region/economic-development/placemaking/population-estimates>

Based on the report estimates, populations in our service area have grown between 2010 and 2016 as follows: Chelsea, 2.7% increase; Dexter Township, 16.4% increase; Lima Township, 13.5% increase; Lyndon Township, 10.2% increase, and Sylvan Township, 8.4% increase.

Building 10th Anniversary Celebration

The celebration on August 18th was a huge success! We estimate that 430 people attended the event, and more than 60 people completed the strategic planning survey. The ice cream cart was a delicious hit. A big, heartfelt thank you to Gary and Joanne Munce who collected and delivered the cart to us. The celebration kicked off with our Friends tree dedication. The redbud is a beautiful addition to the library landscape! A special thanks to Jennifer Kundak for securing the funding from Thrivent for this lasting testimonial to the good work of the Friends and CDL!

Leadership Academy

On August 12th, I attended the third session of the Michigan Library Association's Leadership Academy at the Grace A. Dow Memorial Library in Midland. The day consisted of programs on

library legislation and advocacy, managing the library's media image, and emotional intelligence. MLA Executive Director Gail Madziar updated attendees on MLA advocacy efforts, State Senator Jim Stamas presented on connecting with legislators, and Gary Owen and Chris Iannuzzu with the lobbying firm GCSI spoke on understanding basic advocacy and outreach.

Out and About -- August 2016

- Attended Washtenaw Reads Steering Committee meeting – August 4th
- Attended Robin Hills Farm Dragonboat Festival to collect strategic planning surveys – August 6th
- Attended Rotary STRIVE Scholarship Committee Meeting – August 9th
- Met with Chelsea Area Chamber of Commerce Executive Chair Bob Pierce – August 10th
- Met with 5 Healthy Towns Foundation Executive Director Amy Heydlauff – August 11th
- Attended Leadership Academy – August 12th
- Attended Rotary meeting – August 23rd

Looking Ahead to September 2016

National Library Card Sign-up Month – September

Chelsea Area Chamber Business Breakfast – September 9th

Rotary meeting – September 20th

SASUG meeting – September 22nd

MERS (Municipal Employees' Retirement System) Annual Conference – September 27th – 29th

Community Foundation for Southeast Michigan's Charitable Gift Annuity Training Session – September 30th

Chelsea District Library Performance Dashboard August 2016

	Aug-15	Aug-16	%change from last Aug	2015 to date	2016 to date
Circulation					
Items	27012	24939	-8%	208473	196203
E-books/E-audio	1516	1618	7%	11449	12262
E-magazines	369	203	-45%	2237	1844
TOTAL	28897	26760	-7%	222159	210309
Self-Check Items					
TOTAL	3142	3554	13%	19115	23964
New Cards					
TOTAL	93	83	-11%	626	614
Annual Registered Borrowers					
TOTAL					
Reference					
TOTAL	2636	1812	-31%	15745	15688
Program Attendance					
Youth	201	259	29%	2561	3126
Adult	270	236	-13%	1745	1933
Teen	40	35	-13%	653	370
General	0	509	#DIV/0!	3087	3009
Outreach -- Youth	0	350	#DIV/0!	6016	5770
Outreach -- Teen	200	230	15%	365	2067
Outreach -- Adult	18	124	589%	371	647
TOTAL	729	1743	139%	14780	15651
Programs/Visits Offered					
Youth	9	9	0%	119	129
Adult	17	13	-24%	122	84
Teen	8	4	-50%	70	45
General	1	2	100%	26	29
Outreach -- Youth	0	3	#DIV/0!	116	132
Outreach -- Teen	1	2	100%	23	61
Outreach -- Adult	3	5	67%	46	57
TOTAL	39	38	-3%	521	537
Door Count					
TOTAL	16985	14488	-15%	133902	14488
WiFi Data Usage (GB)					
TOTAL	691	598.58	-13%	6030	5164.28
Computer Usage - Sessions					
Workstations	2536	1513	-40%	22129	11386
Wireless	7233	7002	-3%	63338	#REF!
TOTAL	9769	8515	-13%	85467	72677
OCLC Loans					
TOTAL	10	5	-50%	67	66

Annual Items in Collection					
TOTAL					
Unique Website Visits					
TOTAL	9763	8630	-12%	9763	72999
Homebound & Deposit Collection Items					
TOTAL	88	101	15%	1036	820

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

Facility

With the addition of the table for the sit-down catalog by the youth reference desk, the media remodel is now complete! We have made a few tweaks to the DVD shelving and will make a few more backstops so the DVDs don't get pushed back so far on the shelf that they can't be seen. We will also order some more endcap signage holders but by and large, we are done.

Painting of McKune Room and porches is also complete. You may not have noticed but the posts at the end of all of the handrails, front and sides, were replaced with Azek, a synthetic product that won't rot like wood, so it should never have to be replaced again. We will have to paint it at some point in the future but not for a long time ☺. As the wood porch columns and railings age, we will consider replacing them with Azek also.

The new HVAC drive is wired but not programmed yet. Johnson Controls had some staff changeover and we lost our latest IT guy, who was really sharp, so Lori and I met with the service manager to discuss going forward and next steps. He seemed very responsive to our issues but they are in the process of hiring to replace the IT guy so are a bit short-handed right now. They do have someone who can program the drive so that should happen by the time you read this.

I have started research into fabrics to wrap the acoustic panels that we will hang in McKune. The printer who does our newsletter tells me they have something that will work and we can print on but I have not seen it yet. With the panels only costing \$88, we have some room in the budget to do some nice printing.

Volunteers

We all take a deep breath in August when things get back to "normal"- or at least slow down a bit! We logged 217 non-book sale volunteer hours this month and 245 book sale hours, for a total of 462. The Friends only have three sales left in 2016 and are averaging about \$662 per sale on their budget of \$750/month. They may want to re-evaluate having sales monthly and/or the \$5/bag model to see if either are impacting sales.

Outreach

I attended our very successful 10th Anniversary party this month and it was so gratifying to see so many happy smiling supporters of the library in one place! The music was great, the give-aways were a big hit, second only to the cake and ice cream ☺

We had another successful blood drive this month, collecting 23 pints on our goal of 21! Our next drive is in January 2017.

Strategic Plan

Lori and I continue to meet regularly with Bridgeport to review and refine our survey distribution list. We have already collected over 100 surveys from just two events (Dragon Boat Festival at Robin Hills Farm and our anniversary party) and we have a volunteer doing a great job of entering the replies into SurveyMonkey. We have also reviewed our key stakeholders list to help determine who will get an online invite to the survey, an invitation to a focus group, or a face-to-face conversation. We are making great progress!

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	245.00	0.00	0.00	0.00	0.00	1749.00
CPU	15.75	15.75	13.75	18.75	16.50	18.75	23.00	16.25	0.00	0.00	0.00	0.00	138.50
Local History	30.50	43.25	51.75	101.25	42.50	48.25	46.75	57.27	0.00	0.00	0.00	0.00	421.52
Program	16.25	6.00	2.00	58.00	5.50	69.25	90.50	31.75	0.00	0.00	0.00	0.00	279.25
Workroom	12.00	6.75	58.50	12.25	2.75	10.75	23.00	25.50	0.00	0.00	0.00	0.00	151.50
Friends	28.00	0.00	7.50	32.25	12.00	10.00	0.00	13.50	0.00	0.00	0.00	0.00	103.25
YSG	15.50	33.00	40.00	36.50	46.00	353.50	313.00	72.50	0.00	0.00	0.00	0.00	910.00
Monthly Totals	312.00	297.75	371.50	480.00	336.25	761.50	732.25	461.77	0.00	0.00	0.00	0.00	3753.02
<i>Non Book sale</i>	<i>118.00</i>	<i>104.75</i>	<i>173.50</i>	<i>259.00</i>	<i>125.25</i>	<i>510.50</i>	<i>496.25</i>	<i>216.77</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>2004.02</i>

Program Report: August

Date	Event	Attendance
8/2, 8/16	Smarty Pants Trivia Smackdown	76, 66
8/10	Place That Face	16
8/10	WWI: General Pershing's Hello Girls	8
8/11	Resume Review	0
8/13	Purple Rose Theatre Concert Reading	24
8/13	Great Game Day	29
8/17	Grow Your Business	0
8/17	Effective Communication Strategies for Alzheimer's Caregivers	8
8/18	CDL 10 th Anniversary Celebration	430
8/30	Reading Glasses	12
Technology Programming		
8/9, 8/23	Computer Training 1:1	8, 6
8/20	Windows 10 Experience	8
8/30	Ancestry Aficionados	4
Outreach Programming		
8/4	Computer Training 1:1 @ Chelsea Retirement Community	4
8/9	Adult Learners Institute Kick-off/Presented on library provided program	35
8/17, 8/18	Book Clubs: Senior Center, Pines	6, 7
8/24	UMRC Employee Health Fair	72
Total Programs: 19	Attendance Total:	819

Upcoming Programs

Starting in September, our existing *Resume Review* program will now be called *Job Seekers: Prep for Success* and attendees to this one-on-one program will also have a choice to receive help for interview prep or resume help. Also, to embrace the fall season, Sharon Kegerreis, author of *Michigan Apples* will join us for a presentation on her book.

Collections

We are preparing to introduce our nontraditional collection, *CDL Garage*. This includes finding final storage materials for our introductory items, working with tech staff to catalog the items, etc. In addition, we have also been exploring ways to improve the search capability of our local historic newspaper database. Currently, searches do not provide all available returns when searching for a name or phrase. By taking the step to cleanup some of the scans, we will be able to significantly improve these results.

World War Centennial: Strong Foundations, New Possibilities

In August, we received some wonderful feedback on our WWI Centennial exhibit. We had our first program related to the exhibit and have a full lineup for the remainder of the fall. Brochures have been distributed throughout town and in the library. Visitors to the exhibit can leave their feedback using one of our printed survey forms or by going to www.surveymonkey.com/WWIFeedback

	August 2016	August 2015
2nd floor Ref Desk Interactions	1,214	2,086
Homebound Book Delivery	101	88
Inter-library Loan	5	10
Zinio Checkouts	203	369

From Keegan Sulecki, Head of Adult Services

In August we continued our work from the WWI Ribbon Cutting by distributing brochures and planning for our next walking tour in September. We have also been invited to present on the WWI project at the Chelsea Senior Center and Chelsea Retirement Community. We have started planning for our winter programming, which includes preparing for our first Washtenaw Reads. Two books are on the table and adult staff will brainstorm programming ideas for each so we are prepared when the final choice is made. Finally, we celebrated the buildings 10th Anniversary during Sounds & Sights in August. We had a great turnout and began to collect feedback for our next strategic plan.

From Emily Meloche, Adult Services Librarian

Though its ribbon cutting was in July, the WWI project continues through the fall, and much of my August was spent editing the mini-interviews we recorded (and are still continuing to record) and planning for the second set of walking tours on September 18. I also had the chance to show off CDL and our local history collection and projects to a group of librarians from the Ritter Library in Vermillion, OH. Their director saw my presentation at PLA and wanted to bring her staff to be inspired by our local history projects, specifically the historic newspapers. Though our August programming is limited, the repeating programs that I run all had consistent attendance.

Chelsea District Library
Monthly Youth Report—August 2016

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

Programs and Attendance (previous year)

Family:	1	(0)	programs	Attendance:	140	(0)
Youth:	9	(9)	programs	Attendance:	259	(201)
Outreach:	6	(1)	programs	Attendance:	645	(200)
Teen:	4	(8)	programs	Attendance:	35	(40)
Total:	20	(18)	programs	Attendance:	929	(441)

Date	Name of Program	Children	Teens	Adults	Total
Family/Parent					
8/18	10 th Anniversary Party: Kids' tables				140
Youth					
8/2, 9, 16, 23, 30	Babytime (5)	91		86	177
8/11	Summer Storytime	25		15	40
8/11	READ to the Library Dog	4			4
8/15	Summer Lego Club	18		5	23
8/31	Dance Along, Sing Along	10		5	15
School & Community Outreach					
8/6	Robin Hills Farm Dragon Boat Festival				50
8/24	CRC Health Fair				15
8/30-31	School Open Houses: North, South, Beach, CHS				580
Teen					
8/2	Skynet Junior Scholars		10		10
8/25	Young Writer's Workshop		6		6
8/29	Beat Test Stress		10		10
8/30,31	PSAT Test Prep Workshop		9		9

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

Date	Total
August 2016	422 (550)
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 Highlights

From Karen

- August was a planning month, both for fall and winter. We have a new fall program just for children in K-2 grades, where we will do age-appropriate activities, such as doing a LEGO® Challenge, spending some time with LEGO® free play, and working with craft materials, such as painting plaster, making origami, and using Model Magic®.
- Our winter planning includes obtaining authors for our annual Authors in Chelsea event, and finding musicians for three Sonic Sundays in Jan-Feb.

Youth Department Volunteers: Youth Service Group—72.5 hours

- YSG helped with the 10th Anniversary Party, READ to the Library Dog, and planning Minecraft Monday events (October-December) with the help of Melanie Bell and Jessica Zubik.

August Community Outreach & Meetings:

8/2, 16, 23, 30	Weekly management meetings (KP)
8/3	SRSly Steering Committee meeting (ED)
8/3	Meeting with Lisa Nickel, Director of Special Education (KP, ED, JZ)
8/4, 24	Meeting with Lori (KP)
8/18	Webinar: Engaging the Reluctant Reader (ED)
8/19	All-staff meeting (KP, ED, JZ)
8/29	Programming meeting (KP, ED, JZ)

Future Program Highlights:

9/9	Homeschool Meetup
9/11	Scholarship 101; Resume Workshop
9/12, 19, 26	LEGO Engineers Workshop
9/13	K-2 Tuesday
9/18	Parent Education Series: Making College Affordable
9/20	Tween Book Club: <i>The Westing Game</i>
9/27	Harvest Evening Storytime

From Edith, Youth and Teen Librarian

- Youth Service Group summer session completed with 66 members participating June-August.
- Attended SRSly Steering Committee Meeting
- Tabled at the Dragon Boat Festival, posted photo and video to social media; saw 50 people and handed out surveys.
- Visited CHS and BMS Open Houses and spoke with teens and parents; handed out library surveys.
- Helped with 10th Anniversary Celebration by organizing volunteers
- Prepared for upcoming school visits in September

From Jessica, Youth and Teen Librarian

As Summer Reading wound down, August was the perfect time to wrap up projects and plan ahead for fall and winter:

- The 10th Anniversary coloring book was a huge success at the Anniversary party; we gave out nearly 200 copies. The rest were put aside for other outreach opportunities.
- Emily and I continued to plan the nontraditional circulating collection, and with input from the staff during the August staff meeting, came up with a name for this collection: CDL Garage. Patty will be using this title and the phrase "create, design, learn" (CDL) to create branding materials and a logo for this collection.
- I helped oversee a small group of YSG members who planned out the Minecraft Monday themes and activities for October, November, and December. As Edith will be gone during these months, this will be a huge help. The teens found and modified 3 different Minecraft worlds and saved them to our server.
- In preparation for the new school year, I reached out to the new principal of North Creek. I will be meeting with Luman Strong, as well as the new media clerk, Jamie Wahl, in September.

Chelsea District Library

Report Period: August 2016

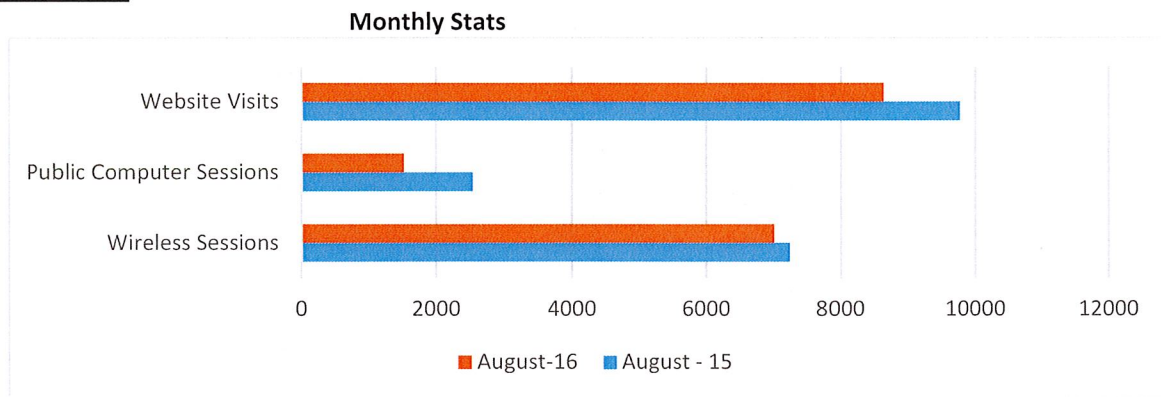
USAGE SUMMARY	
Total Usage (Homework Help, Skills Building, Writing Lab, Test Center Visits, and Database Usage)	1
Database Usage	1
Homework Help/ Skills Building Sessions	0
Test Center Visits	0
Writing Lab Submissions	0
Unique Visits	1

Technology

Summary of August 2016



Statistics



- Wireless clients decreased from **7,233** clients in August 2015 to **7,002** in August 2016.
- Public computer usage decreased from **2,536** sessions in August 2015 to **1,513** sessions in August 2016.
- Website visits decreased from **9,769** visits in August 2015 to **8,630** visits in August 2016.

From: Ron Andrews – Head of Technology

August was a month of new ideas. I spent a lot of time also planning and preparing for workshops and the Learning Lab re-imagining. Working on the ILS/RFP committee also has given me more reading and study for a possible new ILS system. Hope is that the RFP will be released by September 20, 2016.

Budget

- I helped Melanie set up a new printer maintenance plan with MOS to cover supplies, maintenance and repair for stand-alone printers in the library.
- I renewed our annual Technology Services with TLN
- Melanie and I reviewed the technology lines in the 2017 budget in preparation for the budget hearing at the August board meeting.

Collections

- Looking at ordering new acrylic displays for the DVD and Music CD collection endcaps.
- Weeding in the Feature and TV section to keep shelves not as tight. I did more collections back to bottom shelf to provide more content and growth space to the collection.
- Met with Karen and Terri to set dates for putting out the holiday DVDs and Music CDs

Programming

- Computer Training 1:1 at the library and at the CRC continue to be successful. Attendance has gone back up now that we are getting closer to school opening.
- I will be teaching an iPad Basics the 1st and 3rd Tuesdays at the CRC. They have purchased 10 for use within the building and many residents have their own.
- I and the rest of the management team and staff assisted in making the 10th Anniversary party for the library a complete success.

Meetings

- The eContent Committee of TLN met here for their quarterly meeting in August. Midwest Tapes presented on their Hoopla services to libraries.
- ILS/RFP meeting in Redford to discuss the RFP and technology needs for a possible new ILS system.

Technology

- I assisted Melanie in deploying the Youth internet computers once the new desk was installed.
- My largest project for August was re-imaging the Learning Lab. Melanie, I and some other staff have been discussing possibilities of making the Learning Lab more flexible for other workshops as well as public computer space. With Melanie's help we have made the first step into this re-imaging. We have relocated the public desktop computers along the south and north walls where they will stay for now so that they public can continue to access these. This left more space in the middle of the room where we can put up temporary tables and utilize the Mobile Laptops for training purposes. I move the Computer Training 1:1 program back into the lab which significantly reduces the noise level on the second floor during these sessions. Actually the management team has been meeting in here instead of the McKune room and the acoustics are much better. The space will continue to change and evolve as we see the need.

From: Melanie Bell – Network Administrator

Server and Network Infrastructure:

- People Counter is working as intended. Yay!
- Switched the staff network to using the Google DNS servers as we were experiencing slowness on the TLN DNS servers. Public network continues to use OpenDNS servers for filtering purposes.
- Updated the server side of security software called DeepFreeze and lost management of the clients. The public computers are still secure but the security cannot be turned off from a central location. Currently security must be turned off at each individual machine. Will need to re-install the client software on all the public machines in Sept.

Public and Staff Computers:

- Ron and I setup the youth machines one final time for the media area redesign
- Replaced a catalog machine and a public machine that had power issues.
- Worked with Ron to reconfigure the learning lab and love the new layout!
- Updated Quickbooks (our financial software) on Mary's computer.
- Resolved some issues with RFID tagpads not working on the circulation computers.

Website:

- Moved the chelseadistrictlibrary.org and storiesofchelsea.org sites to a new server.
- Went live with the new web site August 1st.
- Spent the first week after going live fixing little things and making adjustments based on feedback.
- Configured the new sites to work with Google Analytics so we can continue to receive stats.

Other:

- Received the hotspot for Sylvan Township looking to deploy first week of Sept.
- Ron and I met with a vendor named MOS and finalized a printer maintenance plan for our small printers that would also cover supplies, repair, and maintenance.
- Ron and I reviewed the 2017 proposed budget in preparation for the August board meeting which we attended.
- Our AV maintenance vendor was out and replaced the bulb on our projector in the learning lab and did annual maintenance on the rest of our AV equipment. He'll be back out in September to work on some problems with the PA speakers in the study rooms.
- Ron and I replaced the 43" TV behind the circ desk which is used for digital signage.
- Did some more training with our 3D printing and scanning volunteers.
- Ron and I worked out all the final small details about how the 3D printing and scanning program will work.
- Met with the Michigan Broadband Cooperative. We're looking for a millage consultant and working on a new webpage for the cooperative.
- I will be presenting at the TLN Tech Forum on Sept 30th regarding our new hotspot checkout program.

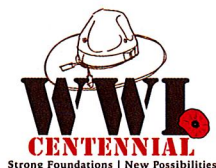
Submitted – September 6, 2016

MARKETING BOARD REPORT

August 2016

Marketing Highlights

The busy summer continued with our 10th Anniversary Celebration, printing and delivery of our Fall newsletter, and gearing up for Library Card Sign-up Month campaign!



WWI Centennial Project: Strong Foundations, New Possibilities

To keep the project in the limelight after an excellent kickoff, an article was submitted to the Chelsea Update along with great photos taken by Burrill Strong.

Annual Report

The 2015 Annual Report was finalized and published on the CDL website on August 17 after previewing with the Board at the August 16 board meeting. I also shared it in numerous other ways and received many compliments: Facebook (reached 1,245 people!), CDL website homepage, CDL enews, and MLA (over 20 MI libraries commented.) This will be a great promotional tool going forward, and will be used by our Trustees to present to the City of Chelsea and the townships in our service district. A print version was also created and copies are available at the library. We are so excited about the outcome of this project, that we are already brainstorming ideas for next year's edition!



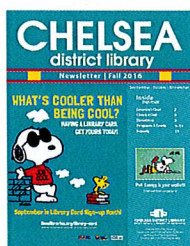
10th Anniversary Celebration

Preparation: The first two weeks of August were spent finalizing all the details of our 10th Anniversary Celebration! A press release was submitted to our local press and an electronic invitation was created and emailed to our major stakeholders, CDL supporters, and to the CDL Board and Friends to share. A new Facebook cover image was created and uploaded along with the creation of a Facebook event through which the public was invited to attend. A print bookmark was created and distributed by the Friends at a Farmer's market and throughout the library and town venues. I scheduled Burrill Strong to photograph the event and worked with Emily Meloche to create a historical slideshow of the library, which was broadcast on our library monitors and projectors during the evening.



Pre-celebration: To kick the evening off, the Friends held a dedication ceremony for their newly planted tree commemorating our 10th anniversary. The tree was made possible through a grant from Thrivent Financial and Jennifer Kundak (recipient of the grant).

Night of the Event: The celebration was a huge success! The weather and attendance was great, our special edition coloring book was a big hit, and the cake and ice cream were so popular, we ran out right at the end of the evening! Guests enjoyed looking through the memorabilia in our "mini" museum held in the McKune Room — especially our intern, Sarah Conrad, who found a photo of her younger self on the McKune steps during a Summer Reading Program! Keegan and I manned the "give away" table", engaging almost everyone who walked onto our lawn. It was an opportune time to solicit input regarding our upcoming Strategic Plan and most guests were happy to fill out our short survey.



Fall Newsletter

The Fall newsletter was finalized, sent to print and mailed to our service area the weekend of August 19. A link to a digital version was posted on our website and added to our weekly enews. Believe it or not, but I have already started planning for our Winter newsletter, which we'll start to put together the 1st of October!

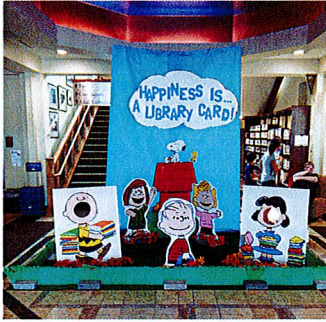
Website Restructure/Redesign Project

The new website launched on-time and to great success. We did receive feedback from a number of patrons, which was mostly positive. For the few minor issues raised, we were able to respond quickly.



MARKETING BOARD REPORT

August 2016



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

August was spent preparing and promoting our upcoming Library Card Sign-up campaign scheduled for the month of September. The new cards were received mid-August and the logistics of issuing them were discussed with the Circulation department. Lori and I worked on purchasing Snoopy and Peanut Gang cutouts for our lobby display including some photo prop cutouts. Our goal is to photograph new members as they receive their cards and then post on Facebook to help promote the campaign. Graphic slides were created and uploaded to our in-library monitors, and a new Facebook cover image was created and uploaded. Ad artwork was created for Chelsea Update and The Sun Times News, and then submitted with a run schedule during September. Lori ordered Charlie Brown t-shirts, and I created buttons for the staff to wear throughout the month. It was decided that we would offer a chance to win a Kindle® Fire tablet to all new members who signed up for a card in September, which was highlighted in all promotionals. A press release was created and submitted to local press. The week prior to the kickoff, Ron Andrews and I created a lobby display, which came out great! If you haven't seen it yet, make sure to stop by and get your picture taken with the Peanuts Gang — and if you know of someone who has yet to get a CDL library card, make sure to let them know about our special Snoopy card and a chance to win a Kindle® Fire tablet!



Strategic Plan

One of the first tasks for our Strategic Plan was to create an input survey. I worked with Lori, Kerry Sheldon and Griffin Reames to determine the questions that would be used on our short print survey. The first rendition was a simple half-sheet survey that was used immediately at a few outreach events in early August. From there, we tweaked the questions and I created a bookmark version. Once the design was finalized, I printed the bookmarks for distributed by CDL staff and Board trustees at all outreach efforts. CDL Circ staff are also handing them out to all guests at the Check out desk. A link to the slightly longer survey was created and posted on the homepage of our website. We have also been requesting people to complete the survey via Facebook and through our enews. A press release will be issued the beginning of September.

Miscellaneous Marketing

- Forwarded SRP kickoff photos of volunteers to Proquest
- Worked with Adult department to create more engaging book displays
- Finalized Fall marketing schedule (enews, LCD monitors, website highlights) for programs
- Forwarded September program information to local calendars and press
- Scheduled September highlights on new website homepage
- Updated front lobby glass display schedule
- Promoted new Launchpad collection
- Created promotional sign for 2016-17 Parent Education Series (PES) along with a sign and LCD slide template for youth department and program partners

Outreach

- **Robin Hills Farm Dragonboat Festival** – On Saturday, August 6, I worked a shift at the Festival to promote the library and garner input for our strategic plan. I had never been to Robin Hills Farm and was very impressed by all they have accomplished so far! We were able to engage quite a few of the guests and walked away with 30+ completed strategic plan surveys.
- **UMRC Employee Health Fair** – On Wednesday, August 24, I worked a shift at the UMRC Employee Health Fair to promote our Library Card Sign-up Month campaign. Many of the employees did not know that they could receive a CDL library card as an employee of a Chelsea business. In addition, we were able to get a few of the employees who live in our district to complete a strategic plan survey.

Respectfully submitted,
Patty Roberts
Marketing Coordinator

Chelsea District Library honors World War I centennial with new exhibit



By **Maddie Forshee** | mforshee@mlive.com

[Email the author](#) | [Follow on Twitter](#)

on July 29, 2016 at 10:17 AM, updated July 29, 2016 at 11:02 AM

CHELSEA, MI - The **Chelsea District Library** is hosting a ribbon cutting for its newest exhibit that memorializes World War I's centennial anniversary.

The exhibit, "World War I Centennial: Strong Foundations, New Possibilities," includes photographs, letters, artifacts and stories from local residents as well as 24 banners that will hang from light posts on Main Street and large images placed on community buildings in Chelsea.

Residents of the Chelsea area who have family members that served in World War I were invited to share any family artifacts, including photographs, letters or oral stories to showcase in the exhibit. The physical artifacts will be showcased around Chelsea and in the library, and the oral stories will live on at the **Stories of Chelsea** website.

"Stories of Chelsea is the library's local history project," said Keegan Sulecki, head of adult services at CDL. "We have done World War II, the Vietnam War and the Korean War."

Stories of Chelsea generally takes the form of documentaries, but since most people who would have witnessed World War I firsthand are gone, the library was looking for a different format.

"It seemed like the right time to do something for World War I," said Sulecki. "It's a really unique way to get this war to come to life that we wouldn't have been able to do with a documentary."

"World War I Centennial: Strong Foundations, New Possibilities" will be on display through Nov. 11. Once a month, the library will host an event relating to the exhibit. In August, they will be inviting local storytellers to talk about the Hello Girls, American women that served in World War I as telephone operators.

"These things are important," said Sulecki. "It's worth remembering this history and thinking about it, because we do sometimes take a lot for granted."

There will be a ribbon cutting ceremony for the exhibit at 11 a.m. on Saturday, July 30, at the Chelsea District Library at 221 S. Main Street.

During the ceremony, people can get guided tours of both parts of the exhibit in downtown Chelsea and in South Town. There also are guided cemetery tours throughout the day at the Oak Grove Cemetery.

At the library, there will be other organizations there presenting and talking about World War I so attendees can learn about the different aspects of the war. "Detroit's Own" will have a table about the American North Russia Expeditionary Force, the local VFW will be there talking about their Buddy Poppy program and the Michigan Military Heritage Museum will be there with some of their

own artifacts.

For more information, visit **the CDL website** or contact **Keegan Sulecki**.

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Resolution extending Sewer Use District and Sewer Service to 4/4 Glazier Road (90 day prior written notice to Sewer Authority and Lima Township has expired) approved in February and no objections from Lyndon so resolution passed. New computer for Zoning Administrator office - estimate \$1,250 for computer to accommodate GIS etc needs. Motion to approve pending verification of budget availability in tech accounts by Cooper, supported by Koseck, all approved, motion carried.

Repair to Maple Grove archway - Archway was hit and partially damaged, estimate to repair \$950. Will check on insurance or look into. Motion to table by Cooper, supported by Branham, all approved, motion carried.

Motion to approve Library WiFi Hot spot request by Schmidt, supported by Kennedy, all approved, motion carried.

Motion to extend Carlisle Wortman contract with the added project completion date of Dec 31, 2016 by Cooper, supported by Schmidt, all approved, motion carried.

Employee file discussion and action-employee requests Open Session - Questions about what can be placed in a Personnel file were discussed. Motion to remove items from Carol Konieczki's personnel file pending legal counsel by Schmidt, supported by Koseck, all approved, motion carried.

Policy for non-profit discussion: Peter F. will address in the future. Modified job description for DPW Head not ready.

Public Comment was received.

Motion to adjourn by Schmidt, supported by Cooper, all approved, motion carried. This is a synopsis or meeting minutes. To view minutes in their entirety, go to www.sylvan-township.org.

Public Notice

Public Notice in Newspapers. Your Right to Know. Delivered Right to Your Door.

Thrivent Financial Funds
Library Friends Commemorative Tree Planting
 From Gary Munce, friends@chelseadistrictlibrary.org

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 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 August 18 at 5:30pm for the dedication ceremony, followed by an evening of celebration throughout the library.



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Dexter Community Schools Special Education Director Selected

Anne Nakon will be joining Dexter Community Schools as the new Special Education Director beginning in August. Nakon currently serves as the Principal and Special Education Supervisor at High Point School and the Washtenaw Intermediate School District. She was previously a Special Education Supervisor and Program Principal for Lenawee Intermediate School District.

Her extensive experience in P-12 special education along with her work as an Autism Spectrum Disorder Consultant, Behavior Consultant, and School Social Worker will be extremely beneficial to Dexter Community Schools students, parents and staff.

Nakon holds an Education Specialist Degree from Eastern Michigan University, M.S.W from the University of Michigan, and B.A. from the University of California. She lives in the Dexter Community School District, is a DCS Parent, and serves on the Education Foundation of the Dexter Board.

"I'm so excited to have Anne Nakon join the DCS leadership team...her extensive experience and commitment to Dexter kids is immeasurable...we are fortunate to have such a wonderful educator join DCS and serve on behalf of our students," said Superintendent, Dr. Christopher Timmis.



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THE SUN TIMES NEWS

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WWI Centennial Project Kicks off With Ribbon Cutting and Guided Tours

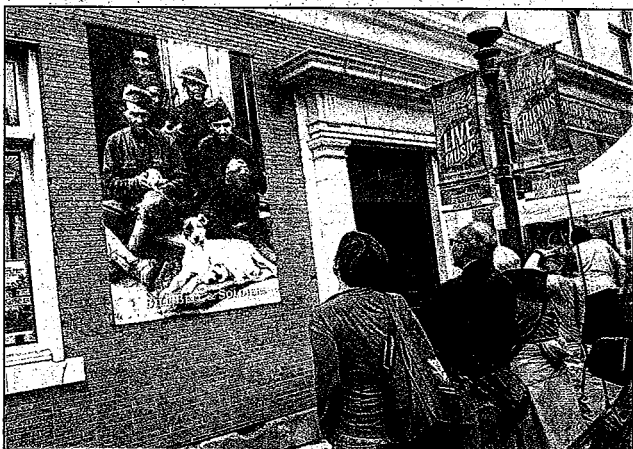
From Patty Roberts

The WWI Centennial: Strong Foundations, New Possibilities exhibit officially opened with Jason Lindauer representing the City of Chelsea and welcoming locals and visitors to the day's events. A small choir, made up of local singers, was led on piano by Ron Andrews in a performance of "In Flanders Fields", a song based on the original poem by Lieutenant Colonel John McCrae. After a few brief words by Keegan Sulecki, Head of Adult Services and Deb Greer, co-director of the River Gallery, attendees were invited to take part in the day's activities.

Representatives from the Chelsea VFW were on site taking donations for their Buddy Poppy programs, along with "Detroit's Own" Polar Bear Memorial Associations and the Grass Lake Heritage Museum with a variety of WWI era artifacts and stories. Additionally, artifacts on loan from local area residents are also on display inside the library and will remain available for viewing throughout the exhibit.

Despite the weather, there were walking tours of the banners around town and also cemetery tours led by the Chelsea Historical Society. There will be another opportunity to join a guided walking tour of the banners on September 18 from 1-4pm. Visit ChelseaDistrictLibrary.org for more details about future World War I programming and tours available at the library this fall.

This project was funded in part by the Michigan Humanities Council and the Washtenaw Area Conventions and Visitors Bureau. The exhibit will be available until Veterans Day, November 11, 2016. Chelsea District Library is eager for feedback to share with their funding organizations. Visit www.surveymonkey.com/r/WWIFeedback to fill out their short survey.



Guided tours helped to tell the stories of the veterans honored on banners throughout downtown Chelsea.



Many WWI artifacts are on display throughout the library. Photos by Burnell Strong Photography

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Saline Schools

Search For New Student Services Director

Saline Area Schools has narrowed its search for the new director of student services to three candidates from outside the district.

A team of district teachers, psychologists, social workers and administrators interviewed seven candidates from a pool of over 40 applicants in their search for the new director. The team ultimately selected Michelle Allison, Manchester Community Schools; Molly Garcia, Romulus Community Schools; and Brent Watkins, Eaton Rapids Public School as the finalists.

The district scheduled a public forum on Aug. 10 at Saline High School where all three candidates were to be interviewed separately by parents and students, teachers and administrators. The goal of the forum was to give the public, as well as teachers and administrators, an opportunity to observe each candidate in an interview setting.

The new director of student services will oversee pupil service programs and services such as special education, psychology and social work.

Farm To Table Community Dinner

From Ashley Tomasi

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Chelsea District Library Marks 10 Years In Building

From Patty Roberts

The Chelsea District Library (CDL) opened its newly renovated doors to the public in 2006, providing them with expanded collections, new programming opportunities, improved technology, and additional room to explore, engage, and be inspired.

Thursday, August 18, CDL invites the public to join them for a 10th anniversary celebration to commemorate this opening. The festivities will take place from 5:30 until 8:30pm throughout the library.



To kick off the event, The Friends of Chelsea District Library will have a dedication ceremony at 5:30pm for a newly planted tree on the northwest corner of the lawn. This planting was made possible by a grant from Thrivent Financial and commemorates the library's ability to grow and respond to the ever-changing needs of the Chelsea Community.

The main festivities begin at 6:30pm with Sounds & Sights music performed by The Dorkestra at Katie's Korner. Cake and ice cream will be available under the portico along with commemorative giveaways, including a coloring book. This coloring book was especially created by noted coloring book artist and CDL patron, Cynthia Silveri to help tell the story of the library's history.

There will be fun activities on the lawn for the kids, including the ever-popular Spinner Wheel and scratch-off art. Guided tours (including the newly renovated media area) and historic photo slide show will run throughout the evening. Don't miss the "Mini-Museum" in the McKune Room, provided by dedicated supporters Lynn Fox and Jennifer Kundak, who will also be on hand to share their stories and knowledge.

"Although it's only been ten years - a small timespan in the history of the Library - we felt it was important to celebrate all the great things that have happened since that first visitor, Vince Burg, walked through our new doors!" remarked Lori Coryell, CDL Director.

With the expansion of square footage, not only did the library initially add 6,000 new materials, but since then has been able to add specialized collections like Leveled Readers for our young patrons, a low vision collection, greatly expanded DVD collection covering multiple genres, and more recently, non-traditional items such as a 3D printer and 3D scanner.

Along with the ability to grow the library's collections, the new building has also provided space for innovative programming such as The Comedy Showcase at Katie's Korner, expanded offerings of our longest running library-wide program Computer Training 1:1 in our Learning Lab, and various large-scale instructional programs in the McKune Room, just to name a few.

The Friends' book sales also benefited from the new building allowing increased inventory, easier set up, and additional sales, which in turn has resulted in additional donations to the library.

"We hope the community will join us for this special evening," said Coryell. "Without their support, the library couldn't continue to offer all these amazing collections, programs, and services."

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COMING EVENTS

August 12 & 13: US-12 Heritage Trail Sale, a Saline Area Historical Society Fundraiser. Yard sales part of the statewide series of sales along the road traveling all the way to New Buffalo.
August 12 & 13: Antique Tractor & Equipment Show at the Waterloo Farm Museum, 13493 Waterloo Munith Road from 10am to 5pm Saturday and noon to 5pm Sunday. Display, demonstrations, tours, wagon rides, food and more.
August 13: Huron River Clean Up Day, at Hudson Mills Metro Park, 8801 N. Territorial in Dexter. All invited to help clean up the Huron River by canoe. Those under 18 must be accompanied by an adult. Lunch provided. Meet at the parking lot toll booth at 7:45am. Pre-registration required by calling (734)426-8211.
August 14: Saline Antiques & Vintage Market, show and sale at the Washtenaw Farm Council Grounds, 5055 Ann Arbor Saline Road from 9am to 4pm. Various styles including Americana, art deco, mission, mid-century modern, industrial shabby chic, continental and more.
August 16: Clothes Closet at the Gregory Community Church, 126 Church Street from 6-8pm. All sizes, all free.
August 18: Pavilion & Greenhouse Grand Opening Party at Heritage Elementary in Stockbridge at 6pm to celebrate the project completion.
August 19: Pets & Pajamas, at the Huron Valley Humane Society, 3100 Cherry Hill Road. Kids ages 5-11 invited to watch an animal themed movie and interact with adoptable pets from 5 to 9pm. Pizza dinner provided - wear pajamas and bring a sleeping bag and pillow. Pre-registration required at hshv.org or call (734)681-3575.
August 20: Farm to Table Community Dinner at the Chelsea Farmer's Market space at 222 S. Main in downtown Chelsea. Locally produced fruit and vegetables, meat, wine and beer come together for a meal prepared by locally renowned chefs. Proceeds benefit farm markets within the 5 Healthy Towns areas. Age 21 and older. Tickets are \$65 and must be purchased in advance at tinyurl.com or call (734)475-6402.
August 20: Clothes Closet and Food Pantry, at the Stockbridge United Church of Christ, 4783 S. M-52 from 10am to noon.



RACE to HEALTH

SEPTEMBER 17, 2016

32ND ANNUAL

HENRY FORD ALLEGIANCE RACE TO HEALTH
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SATURDAY, SEPTEMBER 17

5 MILE RUN - starts at 8 AM

5K RUN - starts at 9 AM

5K WALK - starts 9:05 AM

Step by Step FAMILY WELLNESS DAY 8:30 - 10:30 AM

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at least restrictive environment.
The new director of student services will oversee pupil service programs and services such as special education, psychology and social work. "I am very excited to be a part of Saline," Garcia said.

Kevin Musson had been the director of special education at Saline Area Schools for the past five years, but was reappointed as the principal of Pleasant Ridge Elementary in June as part of several changes this summer in the district's administrative leadership.

A team of teachers, psychologists, social workers and administrators interviewed seven candidates from a pool of over 40 applicants in their search for the new director of student services. The team ultimately narrowed the search to three candidates from outside the Saline district. They were Michelle Allison, Manchester Community Schools; Brent Watkins, Eaton Rapids Public School; and Garcia.

The district conducted a public forum on Aug. 10 at Saline High School where all three candidates were interviewed separately by parents and students, teachers and administrators. The goal of the forum was to give the public an opportunity to observe each candidate in an interview setting.

The school board approved the hiring of Garcia in a special meeting on Aug. 16. Garcia is expected to start in her new position on Aug. 29.

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CAFA Changes

Continued from the Front Page

"Whatever is going to improve CAFA, I'm in favor of," Board Member Kurt Koseck said.

However, the change is only a test run at this point. At its Aug. 16 meeting, the board approved the meeting day and time change from October through the beginning of the new year. Based on concerns raised by Board Member Craig Maier that there still may not be a strong public turnout for evening meetings, the board will again address the issue at its January meeting. The board usually sets its meeting schedule for the year in January.

"By then we would have a pretty good idea whether it will work or not, at least for the short term," Mote said. Feeney agreed. "If it turns into a clunker, then we can always change it back, change it to something else," he said.

The first evening board meeting for CAFA will be Oct. 25.

Happiness is Having Your Own Library Card

From Patty Roberts

September is National Library Card Sign Up Month and the Chelsea District Library (CDL) is joining forces with the American Library Association's Spokesdog Snoopy to encourage first timers to become a member of their library. During the month of September, anyone who lives in the CDL library district and signs up for their first CDL library card, will be entered into a drawing for a chance to win a Kindle Fire®... plus, the first 200 new members will receive a special "Snoopy" library card.

Already have a CDL library card? Show your friends by snapping a selfie with Snoopy and the Gang, who will be "hanging" out in the library lobby throughout the month.

"A library card is the coolest card you can have in your wallet," said CDL Director Lori Coryell "and the most important." Today's libraries are about more than books. They are creative educational spaces for learners from birth to high school and beyond. From non-traditional collections like a 3D printer, WiFi hotspots and low vision equipment,

to innovative programming like the WWI Centennial Project, Authors in Chelsea, and the new upcoming Washtenaw Reads, there is something for every age group.

So, what can a CDL library card get you? Literally thousands of books, movies, audiobooks, and videogames to take home. A library card will also give access to online databases for language learning, e-book reading, and genealogy researching. A library card provides access to the Internet at the library computer stations, through free WiFi in the building, at one of the township halls in the service area (accessible 24 hours a day), or through one of 15 circulating WiFi hotspots.

"If you haven't been to the Chelsea District Library in a while, you might be in for a surprise," remarks Coryell. "There's really something for everyone, and it's all free with a library card." For more information on how to sign up for a library card, visit the Chelsea District Library in person or visit the library online at chelseadistrictlibrary.org/how-do-i/library-user-info/get-a-library-card/.

City Of Saline Seeks Cost Neutral Agreement

Continued from the Front Page

Marl added the police department is not at a staffing level where it could absorb a dedicated school resource officer. "The only way to do that would be to mix up that rotation and diminish the ratio I talked about," he said.

Thus, an additional officer would need to be hired to maintain staffing levels, and the question becomes who picks up this cost. "We would need to continue to at our full service level, we would need to replace that, so we proposed a cost neutral approach in order to do this, if the city council and school board wants to go forward," Campbell said.

With Officer David Ringe as the likely choice to become the dedicated school resource officer, a cost neutral approach to the city means the district would be on the hook for the additional officer to replace Ringe. Saline Area Schools expects the cost to be about \$50,000-75,000 per year to the district.

"Personally, I think it would be money well spent," School Board President Paul Hynek said.

If an agreement is reached between the city and district, the resource officer should probably not

begin before January 2017, as there would be a hiring process and training period for the new officer.

"We've been having ongoing conversations for really a couple of years related to the presence of a Saline police officer really designated to our district related to City of Saline facilities," Superintendent Scot Graden said. "One of the things we talked about for a really long time is the historic partnership between the Saline Police Department and Saline Area Schools," he noted.

Saline Area Players Holding Auditions

From Mary Rumman

The Saline Area Players will hold auditions for The Carol Burnett show on September 11 & 12 at 7pm (registration begins at 6:30), with callbacks on September 13 if needed. The auditions will take place at Liberty School, 7265 N Ann Arbor St, Saline, MI.

Roles are open for adults, 18 and older. Performance dates are November 3-6 and the show will be performed at Fifth Corner.

Rehearsals will take place Monday, Tuesday and Thursday evenings, with the possible addition of Wednesday evenings. Those who audition will be asked to fill out an audition form and list their conflicts. A rehearsal schedule will be made taking into account the conflicts given.

Those auditioning should be prepared to do cold readings from the script, dress to move, and engage in improvisational games and exercises. Adults 18 and older are encouraged to audition and based on turnout, we will cast 5-14. Most actors will play multiple roles.

The Carol Burnett Show was extremely popular on TV during the 70s. The family variety show is now just a fond memory. Saline Area Players are bringing back some of the comedy sketches seen on the Carol Burnett show. It is a chance to re-live the fun and frivolity of the good old days.

For full information, visit the Saline Area Players website at www.salineareaplayers.org. Additional questions may also be sent to the director at CB@salineareaplayers.org.

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Publisher

Robert Nester
rnester@charter.net

Managing Editor

Wendy Wood
wendy@thesuntimesnews.com

Advertising

advertising@thesuntimesnews.com

Director of Advertising

Tom Hamilton
thamilton@thesuntimesnews.com

Account Executives

Tom "T-Dog" Drinkwater
tomdrinkwater@thesuntimesnews.com

Charla Hamilton
charla@thesuntimesnews.com

Angela Ramey
aramey@thesuntimesnews.com

Production and Customer Assistance

(734) 648-0837

News Reporters

Melinda Baird

Angelo Parlove

Lynne Beauchamp

Sports

Mike "Willie" Williamson
sports@thesuntimesnews.com

Angelo Parlove

Photographers

Dawn Miller

Benny Hessling

Daria Barnes

Multi Media

Kyle Wolinski

The Sun Times News

PO Box 366

Chelsea MI 48118

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Circulation Supervisor's Report August 2016

- Circulation – 26,760 or 7% lower than last August;
210,309 YTD or 5% lower than this time last year.
- Patron Count- 14,488 or 15% lower than last August;
14,488 YTD or 15% lower than this time last year.
- Circulation by township- for August
 - Dexter = 10% of total transactions- same as last month
 - Lima = 16% of transactions – higher than last month
 - Lyndon = 14% of transactions – same as last month
 - Sylvan = 15% of transactions - same as last month
 - Chelsea = 35% of transactions - lower than last month
- August Circulation: 79% were items from Chelsea and 21% were inter-loaned items.
- Automated phone renewals in August - 26; Self-check was 13% of items checked out in August;
Overdrive = 1618 in August; Zinio = 203 in August.
- Registrations for August – 83 new cards; 9692 total card holders
*Dexter = 1223 cards; Lima= 1092 cards; Lyndon= 1537 cards
*Sylvan= 1628 cards; Chelsea= 3579 cards; Nonresident= 633 cards
- Circulation by department- Adult-56%, Youth 38%, Teen 6% in August
- Items added = 684 in August; total items in August = 72,162

Circulation Activities:

- We received 4 to 9 tubs in the run each day M-F with a total of 145.5 in August.

Respectfully submitted,
Terri Lancaster
Circulation Supervisor

Chelsea District Library
2016

Average Daily Circulation							
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	762	804	820	769	807	513	26455
Feb.	834	915	764	759	864	442	25063
March	891	790	956	861	702	537	27839
April	805	776	827	845	663	482	25179
May	842	881	792	641	548	427	23647
June	992	970	1059	820	608	475	27254
July	1107	1139	1066	909	726	446	28112
August	1013	875	843	760	614	425	26760
Sept.							25248
Oct.							27420
Nov.							24842
Dec.							24613
Total							210309
Mnth Avg							26,289
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%
3142	3554	31	115	13%
2371				
2374				
2544				
2486				
28890				11%

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

Average Daily Patron Count 2016							
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Jan.	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	14976
Feb.	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	12839
March	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	16742
April	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	15476
May	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	15614
June	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	20571
July	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	20699
August	567	638	679	538	432	199	14488
Sept.							16985
Oct.							N/A
Nov.							N/A
Dec.							N/A
Total							14488
Monthly average							1,811
Avg. % increase							-89%

New People counter went live on July

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
1618	1516	1262	1095	776
	1448	1341	883	705
	1512	1498	1023	705
	1585	1340	889	707
	1547	1462	1030	803
12262	17541	15850	11625	8,892

**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	80	2	0	1	83	9692
September					0	
October					0	
November					0	
December					0	
Totals					614	

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	203	369	251	
Sept		162	208	
Oct		179	219	
Nov		207	241	
Dec		205	279	
Total	1,844	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	9059
Dexter	867	1121	1198	1216	1258	1197	1222	1206	1211	1215	1223
Lima	800	1041	1086	1124	1176	1169	1174	1156	1133	1109	1092
Lyndon	955	1333	1477	1605	1673	1567	1579	1538	1539	1546	1537
Sylvan	1119	1473	1619	1743	1822	1800	1786	1693	1662	1667	1628
CityChel	2092	2703	2900	3020	3184	3165	3386	3409	3538	3572	3579
NonRes	518	803	933	977	960	902	744	640	649	655	633
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	343
GrassLk							15	26	29	28	23
Other	121	227	284	322	329	324	216	154	144	151	147
Totals	6351	8474	9213	9685	10073	9800	9891	9642	9732	9764	9692

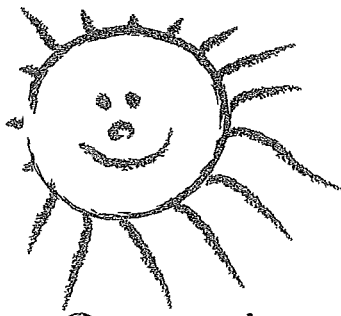
SEMCOG % of			
Trans	% Tot	Trans	% of
Aug-16	Trans	Aug-16	Trans
21,835		14971	
2284	10%	1994	60%
3461	16%	2480	47%
3058	14%	2720	58%
3263	15%	2833	64%
7717	35%	4944	64%
			58%
418	2%		
585	3%		
1002	5%		
47	0%		
			100%

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

Item Circulation 2016

	All items circled at Chel inc: OD & Zinio	Chel items circled at Chel inc: OD & Zinio	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/ renewed anywhere in system	Chel items circled other libraries			
Jan.	26,455	20,830	79%	5,625	21%	20,894	2,035			
Feb.	25,063	19,645	78%	5,418	22%	19,676	1,966			
March	27,839	21,642	78%	6,197	22%	22,090	2,207			
April	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	26,760	21,123	79%	5,637	21%	21,438	2,136			
Sept.				0						
Oct.				0						
Nov.				0						
Dec.				0						
Totals	210,309	165,751	79%	44,558	21%	167,713	16,068			
Mnth Avg	26,289	20,719		5,570		20,964	2,009			

COMMUNICATIONS



August 22, 2016

Dear Ms. Sulacki

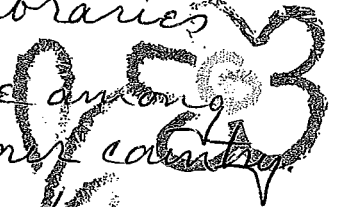
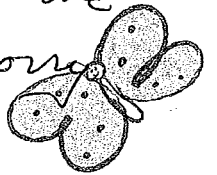
Please use this gift card
for your staff or your friends
of the Library group. I was
unable to recover informa-
tion about the source of the
book I returned to you, sorry
to say, so I can't help
with that. But libraries

and librarians are among
the great riches of our country.

Thanks a million

Mary King

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CITY OF CHELSEA DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING 7:30 A.M.,
THURSDAY, August 18, 2016
DRAFT Minutes

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

Absent:

Others Present: City Council Member Albertson & Pacheco, Lisa Allmendinger C helseaUpdate.com, Joe Ziolkowski, Bob Pierce Chamber of Commerce, Stephanie Willette Farmers Market, Erin Smith, David Steinhauer

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
 - Stephanie Willette introduced Erin Smith who is shadowing her for the Farmer's Markets.
5. **Motion by Lindauer second by Schwarz to approve the agenda. All ayes.**
6. **Motion by Sanville second by Lindauer to approve the minutes of the July 28, 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**
 - Hanifan reviewed a DRAFT of the 5-year Capital Plan. Expects a TIFF increase due to changes and restructure, should have the final numbers in September for review.
 - Continuing to work with Joe Ziolkowski and MDEC through the bond process and Special Land Use permit. Joe Ziolkowski indicated the Sept 1st, 2016 closing won't happen, but he hopes to get the process going very soon and wants to get a temporary roof on the Mack Building before winter. Hager Consulting has been hired to assist with the state grant process.
 - Discussed Palmer Lot Project. Had a very productive work session and drafted an RFP to capture elements to obtain updated drawings. Hope to have RFQ out and responses back prior to the September DDA meeting. (DDA has final approval)
10. Unfinished Business
 - DDA Project List: RR fencing, stamped crosswalks, alleys, new lighting of historic buildings(s), update trash bins, paint light posts.
11. **New Business**
 - Schwarz extended thanks to the Building Owners & City for assistance with the WW1 Project.
12. **Announcements**
 - Pierce announced that overall it was a very successful event weekend (Sights & Sounds), really appreciated the City & DDA support. Purple Rose Theatre had its 25th Gala Saturday night of the festival weekend, it was the best ever event! Chamber is working on Historic Walking Tour Maps and WW1 project (have had lots of visitors). Maintaining Chelseamich.com, and will be working on fall planning next month. Thanked DDA for funding.
13. Motion by Lindauer second by Patrias to Adjourn. All Ayes. Meeting adjourned at 8:00am

Minutes respectfully submitted,
Kathy Dunn Finger, Secretary

Minutes - Work Session/Board Retreat
Board of Education
Chelsea School District
July 14, 2016

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

Administrators: Julie Helber, Superintendent

The meeting began at 5:00 PM

The Board discussed the following:

- Roles and Responsibilities
- Communication
- Superintendent's Evaluation
- Inquiry Activity
- Strategic Planning
 - A profile of the Chelsea graduate was created
- Four C's

Public Input - None

Other - None

Meeting was adjourned at 8:42 PM

Respectfully submitted,

Anne E. Mann
Board Secretary

Minutes
Board of Education
Chelsea School District
August 8, 2016

Present: Steve Olsen, Laurel McDevitt, Tammy Lehman, Laura Bush, Greg Rhodes, Dana Durst

Absent: Anne Mann, Carly Critchfield

Administrators: Julie Helber, Superintendent; Marcus Kaemming, Executive Director of Instruction, Curriculum and Human Resources; Lisa Nickel, Special Education Director; Mike Kapolka, High School Principal; Nick Angel, Middle School 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 6:30 PM. Motion by Laurel McDevitt, supported by Dana Durst, to adopt the agenda with the addition of Action Item 12-16-17.

ALL AYES, 6-o

Motion by Laura Bush, supported by Greg Rhodes, to approve the minutes from the July 11, 2016, Board Meeting and the minutes of the July 14, 2016, Board Work Session.

ALL AYES, 6-o

Communications - None

Special Presentations - None

Board Member Reports:

- President Olsen acknowledged Board candidates, Kristin vanReesma and Susan Catherman who were in attendance and mentioned the three open positions for the Board and the six candidates who have applied. He also stated there is a potential to have up to five Board members with family members on staff in the District, which creates the potential of not having a quorum when voting.

Public Input:

- Karen Findley, Chelsea Robotics Club representative, spoke to the Board about the Robotics Club's implementation of the 501c3 plan so they can apply for grants to increase funding. They are hoping to expand the club.

Discussion ensued.

Superintendent/Board Discussion - None

Consent Action Item

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

- Action Item 10-16-17. Superintendent Helber recommends the Board approve the CHS Music Department's field trip request to Nashville to perform at the Heritage Festival from April 21 -25, 2017.

ALL AYES, 6-o

Individual Action Items:

Motion by Dana Durst, supported by Greg Rhodes, to approve the following recommendation:

- Action Item 11-16-17. Superintendent Helber recommends the Board approve the hiring of Andrew Neidlinger as an Assistant Principal at Chelsea High School and be placed on Step 2 of the Assistant Principal administrators' pay schedule.

ALL AYES, 6-0

Motion by Tammy Lehman, supported by Laura Bush, to approve the following recommendation:

- Action Item 12-16-17. Superintendent Helber recommends the Board approve the hiring of David Slusser as a part time Social Studies teacher at Chelsea High School and be placed on BA Step 1 of the 2016-17 CEA Master Agreement pay scale. .

ALL AYES, 6-0

Information and Discussion:

- Chelsea Music Boosters' request for directory information
- Chelsea Community Center

Discussion ensued.

- WISD's Special Education parent Advisory Council Representative (PAC)

Public Input - None

Superintendent Report - Superintendent Helber reported on the following:

- Hiring continues for a high school secretary, part time French teacher, and custodian
- The Transportation Director position is being discussed. Résumés are being reviewed and Supt. Helber and Teresa Zigman met with Manchester to discuss shared services.
- Supt. Helber attended the Washtenaw Superintendents Association retreat; it was a nice opportunity to meet other county superintendents.
- The auditors finished last week
- The administrators' retreat is this week
- The MASB evaluation tool can still be used for superintendents; the District is currently looking at evaluation tools for administrators

Discussion ensued.

- Supt. Helber attended a meeting with the Operations Dept. staff; they are working hard this summer to have all buildings and grounds ready for back to school
- Supt. Helber, along with Marcus Kaemming, attended a lunch at the Senior Center
- Supt. Helber attended band camp one day last week and was very impressed
- Supt. Helber has been at the helm for one month now and she has learned and accomplished something every day; she will continue to refer to her 90-day plan.

Commendations/Thank-you - None

Minutes
Board of Education
Chelsea School District
August 8, 2016

Upcoming Events

- Monday, August 22 - 6:30 PM - Board Meeting - WSEC
- Tuesday, August 30 - 7:30 AM - Welcome Back Breakfast - CHS Commons
- Tuesday - August 30 -Teachers' First Day - Professional Development
- Wednesday, August 31 - Teachers Only – Professional Development
- Sept. 2 -Sept. 5 - No School - Labor Day Weekend
- Tuesday, September 6 - Students' First Day
- Wednesday, September 21 - 4:30 PM - Band Festival

Other - None

Meeting was adjourned at 6:58 PM

Respectfully submitted,

Anne E. Mann
Board Secretary

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 20, 2016 Board Packet

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

Accept August donations and changes to the 2016 FY Budget.

		<u>Income Line -</u>	<u>Expense Line</u>
8/5/16	Flint	674.143	727.900
8/16/16	Schroer/Schroer	674.100	982.910
		<u>Total: \$1,720.00</u>	

Book Repair Supplies
Large Print books

\$100.00
\$1,620.00

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

8/8/16	Chelsea Milling Co – Jiffy Mix	674.121	\$10,000.00
8/24/16	Michigan Humanities Council	539.300	\$4,500.00
		884.932	
		<u>Total: \$14,500.00</u>	

Annual Pledge-final payment
WWI Grant

Total General Donations: \$16,220.00

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet September 20, 2016 Meeting

Approval of 2017 Budget for the Chelsea District Library

Background:

On August 16, 2016, the Chelsea District Library board held a budget hearing on the 2017 FY Budget. The budget is ready for approval by the CDL board.

Action:

The Chelsea District Library board hereby approves the presented 2017 FY budget for the Chelsea District Library.

Janice L. Carr, Board Secretary

Date

Resolution No. 2016-9-20 @ 1.9394
Chelsea District Library
2017 Budget

WHEREAS, The Library Director has prepared and submitted to the Library Board the proposed budgets for calendar year 2017; and

WHEREAS, the Library Board has advertised the proposed millage rates in the The Sun Times News on **Wednesday, July 27, 2016** and held the public hearing on the budget and the proposed millage rates pursuant to Section 16 of the Uniform Budgeting and Accounting Act (Truth in Budgeting) on **Tuesday, August 16, 2016**; and

WHEREAS, the Library Board has reviewed the proposed tax rates and budgets.

NOW THEREFORE BE IT RESOLVED, the Chelsea District Library Board of Trustees adopts the 2017 budget as follows:

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

Be it further resolved that the revenues, other incomes, debits and fees are estimates as follows:

<u>General Fund</u>	<u>2017</u>
District Revenue	1,640,464
Other Government Income	31,500
Fees	36,500
Interest and Dividends	45,500
Contributions, Donations & Grants	23,650
Sub-Total	\$ 1,777,614
DDA TIFA Tax Capture	\$ 27,000
Total Income	\$ 1,750,614
From Capital Improvement Fund	\$ 37,500
Total Income including Capital Improve. Fund	\$ 1,788,114

Be it further resolved, that the Library Director is authorized to approve transfers of budgetary funds within an expense line, but any increases to the expense lines must be authorized by the Library board.

Be it further resolved, the following property tax revenues and tax rates be authorized and that the City of Chelsea, Dexter, Lima, Lyndon and Sylvan Township Treasurers are ordered to levy such funds on behalf of the Chelsea District Library.

	<u>Rate</u>	<u>Estimated Revenue</u>
<u>Operating Millage</u>	1.9394	1,640,464
<u>Bond Debt</u>	0.7500	634,392
Total Millage	<u>2.6894</u>	<u>2,274,856</u>

I, Janice L. Carr, hereby certify the above Resolution No. 2016-9-20 was duly approved by the Chelsea District Library Board of Trustees assembled at a regular meeting held **September 20, 2016**

Janice L. Carr, Secretary
Chelsea District Library

2016 Tax Rate Request (This form must be completed and submitted on or before September 30, 2016)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes	2016 Taxable Value of ALL Properties in the Unit as of 5-23-16
Washtenaw	831,761,943
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2016 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.
Chelsea District Library	

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2016 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2015 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2016 Current Year "Headlee" Millage Reduction Fraction	(7) 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
voted	Operate	oct1999	1.75	1.6321	0.9935	1.6215	0.9906	1.6215	0.0000	1.6215	12/2019
voted	Debt	May 04	unlimite	n/a	n/a	n/a	n/a	unlimited	0.0000	0.7500	12/21/23
voted	Operate	aug2014	0.3200	0.3200	0.9935	0.3179	0.9906	0.3179	0.000	0.3179	12/2019

Prepared by	Telephone Number	Title of Preparer	Date
			09/20/2016

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Janice L. Carr	09/20/2016
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Jerome Wilczynski	09/20/2016

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2016 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet September 20, 2016 Meeting

2017-2020 At Large Trustee position

Background:

Discussion on the 2017-2020 At Large Trustee open position.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
September 20, 2016 Meeting

September Budget Adjustments

Background:

This is for the deposit on the 2018 American Farmers exhibit.

Motion Requested:

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

Amount	From	To	Reason
\$1,050.00	884.131 Chelsea Reads	880.311 Exhibits	Deposit on 2018 AF exhibit

Total: \$1,050.00

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet September 20, 2016 Meeting

Auditor RFP

Background:

Bids were received from six firms and the finance committee narrowed it down to two for discussion. They asked the director to check references and contact one of the firms in consideration with some follow up questions and a possible meeting.

COMMITTEE INFO & MINUTES

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

2016 Board of Trustee Meetings

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 (Library closed)	Board & Staff Retreat
Nov. 15, 2016	Tues.	6:45 PM	Board of Trustee
Dec. 20, 2016	Tues.	6:45 PM	Board of Trustee

Finance committee –Sept. 20th 5:30 PM in Directors office

Policy committee – Date?

Fundraising committee – October?

Personnel committee – Date?

**Unless otherwise posted, all meetings are held in the
McKune Meeting Room.**

**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

1/19/16

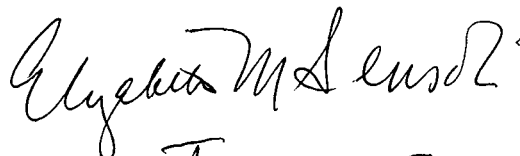
Janice L. Carr, Board Secretary

Date

Chelsea District Library Finance Committee
Monday, June 20, 2016
MINUTES

1. Call to Order: The meeting was called to order at 2:32. In attendance were finance committee members Elizabeth Sensoli, Jerry Wilczynski and Charlie Taylor (by telephone); Mary Budzinski, director Lori Coryell, Linda Ballard and Terri Lancaster.
2. Approval of Agenda: Moved by Jerry Wilczynski seconded by Charlie Taylor to approve the agenda. Motion passed unanimously.
3. Approval of Minutes: Moved by Jerry Wilczynski seconded by Charlie Taylor to approve the April 11 2016 minutes. Motion passed unanimously. Moved by Jerry Wilczynski seconded by Charlie Taylor to approve the June 7th minutes. Motion passed unanimously.
4. 2016 Audit Contract/RFP was discussed.
5. 2017 Proposed Budget was reviewed. The public hearing will be set at the board meeting this month for August, expect to adopt budget at September Board Meeting.
6. The first quarter 2016 Payroll Reconciliation Report was reviewed by Mary Budzinski and accepted by the Finance Committee.
7. Next Meeting: Before August board meeting.
8. Adjournment: Moved by Charlie Taylor, seconded by Jerry Wilczynski to adjourn. Meeting adjourned at 3:15.

Approved 8/16/16


Treasurer

Chelsea District Library Finance Committee
August 16, 2016
MINUTES

1. Call to Order: The meeting was called to order at 6:01. In attendance were finance committee members Elizabeth Sensoli, Jerry Wilczynski and Charlie Taylor; Mary Budzynski, director Lori Coryell and Terri Lancaster.
2. Approval of Agenda: Moved by Charlie seconded by Jerry to approve the agenda. Motion passed unanimously.
3. Approval of Minutes: Moved by Jerry seconded by Charlie to approve the June 20, 2016 minutes as amended. Motion passed unanimously.
4. 2016 Audit Contract/RFP was discussed.
5. The second quarter 2016 Payroll Reconciliation Report was reviewed by Mary Budzynski and accepted by the Finance Committee.
6. 2016 Audit RFP responses were discussed.
7. Next Meetings: Tuesday September 13 at 10:00 and Tuesday September 20th at 5:30.
8. Adjournment: Moved by Jerry, seconded by Charlie to adjourn.

Approved 9/13/2016 Elizabeth Sensoli

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