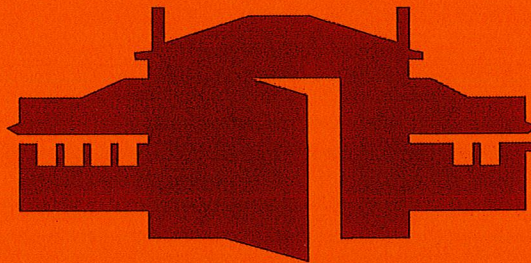


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



CHELSEA DISTRICT LIBRARY
BEST SMALL LIBRARY IN AMERICA

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

**October 18, 2016
6:45 pm**

**McKune Room at Chelsea District
Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, October 18, 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

Board Meeting Minutes Approval – September 20, 2016

Approval of the September Operational Checks & Financials

Director & Friends Report

7:10 Strategic Plan Update Kerry Sheldon –Bridgeport Consulting

7:40 Public Comment

7:45 Action Items

Donations

L. Coryell

2017 CDL Budget Approval- Revised

L. Coryell

Approval of At Large Trustee

J. Wilczynski

8:00 Discussion Items

Account at Lake Trust Credit Union for PayPal

L. Coryell

Review of seven (7) Library Policies

S. Lackey

October Budget Adjustment

L. Coryell

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 Regular Meeting**

Tuesday, September 20, 2016 6:45 pm
Meeting Location: McKune Meeting Room

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

Trustees Absent: – None

Staff: Director L. Coryell & T. Lancaster.

Guests: Kerry Sheldon, Bridgeport Consulting & Lisa Carolin, Chelsea Update

Welcome and Call to Order

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

Agenda Review and Additions

MOTION made by E. Sensoli, SECONDED by T. Helfferich to approve the agenda as presented.
Discussion: None All Ayes: 7-0

Compulsory Segments:

Minutes and Approval of Checks & Financials

MOTION made by A. Merkel, SECONDED by C. Taylor to approve the minutes of the 2017 Budget Hearing. Discussion: None All Ayes: 7-0

MOTION made by T. Helfferich, SECONDED by S. Lackey to approve the minutes of the August 16, 2016 Board Meeting. Discussion: None All Ayes: 7-0

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve the General Fund Operational checks & accept the financial reports for August 2016. Discussion: Questions on Overdrive high school eBooks and our Ill's (Inter library loans) through OCLC (Online Computer Library Center & LLC) & will we join MelCat (Michigan Electronic Library Catalog) to get our Ill'? The consortium has issued a request for proposal for a new library catalog & patron system and MelCat talking to our catalog is one of the requested items on the proposal. All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- Reminder that the staff in service & board retreat is Friday, October 21st.
- Board asked if the strategic plan deadline could be extended – Yes, to October 7th
- Leadership academy question – What is emotional intelligence? It is similar to the “colors or letter” personality assessment.
- Library usage is down, but we are still busy

Friends Report Update:

L. Coryell gave the Friends update:

- L. Coryell did not attend the last meeting, but the Friends met with Kerry Sheldon from Bridgeport.

Strategic Plan Update: Bridgeport Consulting – Kerry Sheldon

- Kerry met with the Friends on September 12th at their board meeting. This was really like the first focus group working with them to gather feedback for the strategic plan.
- One item they discussed was the library space being at capacity and the future build-out of the basement.
- We have received 201 responses to the strategic plan survey, with 82 of them coming directly from community members.
- Focus groups are being organized.

Public Comment:

None

Action Item #1: Approval of the August Donations

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve and acknowledge the presented August donations. Discussion: The board would like to see a presentation of what we used the Chelsea Milling (Jiffy Mix) money towards. All Ayes: 7-0

Action Item #2: Approval of the 2017 Chelsea District Library Budget

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the presented 2017 Chelsea District Library budget. Discussion: None All Ayes: 7-0

Discussion Item #1: 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. C. Taylor would like to see the board take an active role in recruiting for the next open positions. This will move to Action in October.

Discussion Item #2: September Budget Adjustments

L. Coryell explained that this is the deposit money on our 2018 exhibit and since we won't be doing the community read this year, we need to move the money to the exhibit line.

MOTION made by E. Sensoli, SECONDED by A. Merkel to move the presented September budget adjustments of \$1,050.00 to Action Item #3. Discussion: None All Ayes: 7-0

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the presented September budget adjustments of \$1,050.00 as Action Item #3. Discussion: None All Ayes: 7-0

Discussion Item #3: Auditor Request for Proposal

E. Sensoli reviewed the process for our new auditor with the board. We received six RFP's, narrowed them down to two, L. Coryell contact the 3 references and follow up questions with Abraham & Gaffney. The responses were all excellent and the finance committee makes the recommendation that the library hire Abraham & Gaffney for the 2016-2018 Chelsea District Library audits.

MOTION made by E. Sensoli, SECONDED by T. Helfferich to move the selection of Abraham & Gaffney as our auditor for the 2016-2018 fiscal years to action item #4. Discussion: None All Ayes: 7-0

MOTION made by C. Taylor, SECONDED by S. Lackey to approve Abraham & Gaffney as our auditor for the 2016-2018 fiscal years and for the director to sign the contract at a cost of \$22,800.00 for 3 years. Discussion: None All Ayes: 7-0

Trustee Enrichment

The board watched the United for Libraries' *Short Takes for Trustees* video on the topic of "Board Ethics" & "Succession Planning and New Board Orientation".

Committee Reports

Policy Committee – Will meet on October 7th at 10:30 am.

Finance Committee – Met on September 13th at 10:00 am to review the six Audit RFP's and September 20th at 6:00 pm to approve a firm to recommend to the board.

Fundraising Committee – Met on Wednesday, August 24th at 10:00 am and reviewed policy #530 Gifts. The minutes from the August 24th meeting were handed out at the board meeting.

Personnel Committee – Met Monday, August 29th at 10:00 am in the McKune room and will meet again on December 13th.

Nominating Committee – No report

Public and Board Comment:

J. Carr mentioned that in reading the MLA updates she noticed how many grant opportunities there are. S. Lackey has not been receiving any communications from MLA – T. Lancaster will check into this.

Other Items:

None

Adjourn:

MOTION made by A. Merkel, SECONDED T. Helfferich to adjourn the meeting at 8:11 p.m. All Ayes: 7-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

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

	TOTAL												\$ Over		% of	
	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Jan - Sep 16	Budget	Budget	Budget	Budget	Budget	Budget
Ordinary Income/Expense																
Income																
402 · District Revenue	840,869	509,667	163,504	32,878	407	82,359	(22,298)	0	2,682	1,610,068	1,605,901	4,167	100%			
539.000 · State Grants	3,600	0	0	0	0	0	0	4,500	0	8,100	9,000	(900)	90%			
540.100 · State Aid	0	0	0	4,875	0	0	0	4,940	0	9,815	8,200	1,615	120%			
574.100 · Penal Fines	0	0	0	0	0	0	0	25,486	0	25,486	21,000	4,486	121%			
607.100 · Non-Resident Fees	873	241	268	375	294	508	241	490	401	3,691	5,000	(1,309)	74%			
645.100 · Copiers & Printers	111	649	931	569	511	135	708	989	705	5,308	7,800	(2,492)	68%			
655.100 · Circulation Fines	1,492	1,732	1,666	1,926	2,332	1,940	2,177	2,207	1,954	17,426	23,000	(5,574)	76%			
665.100 · Interest	18	17	30	27	23	17	14	9	6	161						
666.100 · Investment Earnings	0	17	4,250	39	17,898	2,318	41	37	4,250	28,850	41,000	(12,150)	70%			
666.500 · Investment Change in Value	17,958	7,023	1,239	(1,549)	(3,202)	9,531	1,262	(9,052)	3,577	26,787						
674 · Contribution & Donation-Public	335	9,600	0	6,080	765	5,160	3,100	11,755	200	36,995	47,210	(10,215)	78%			
675 · Donations Private	0	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	13,775	1,772,687	1,772,111	576	100%			
Gross Profit	865,256	528,946	171,888	45,220	19,028	101,968	(14,755)	41,361	13,775	1,772,687	1,772,111	576	100%			
Expense																
701 · Personnel Expenses	51,523	72,913	76,799	107,376	75,681	76,812	75,733	75,619	112,420	724,876	1,014,996	(290,120)	71%			
727 · Supplies	2,236	546	1,569	1,343	2,121	647	1,451	1,147	462	11,522	19,300	(7,778)	60%			
801 · Professional Services	11,952	1,619	14,858	3,355	1,080	923	7,764	4,661	3,879	50,091	72,912	(22,821)	69%			
803 · Maintenance Service Contracts	2,580	7,432	12,038	11,229	7,499	10,742	6,167	11,694	4,609	73,990	112,510	(38,520)	66%			
850 · Telecommunications	0	(3,507)	2,331	1,002	699	2,283	3,289	1,387	4,232	11,716	25,350	(13,634)	46%			
880 · Promotional Materials	1,273	11,081	2,125	3,694	7,171	2,171	1,760	8,033	1,538	38,846	58,555	(19,709)	66%			
884 · Programming	2,241	1,479	11,453	8,075	5,890	13,679	15,638	10,712	2,531	71,698	94,322	(22,624)	76%			
885 · Volunteer	16	27	143	0	0	0	0	48	0	234	1,150	(916)	20%			
920 · Utilities	0	4,616	1,810	6,993	3,823	3,352	4,288	4,505	5,646	35,033	63,100	(28,067)	56%			
960 · Board Expense	70	159	307	230	605	84	258	24	70	1,807	3,650	(1,843)	50%			
965 · Automation Services	13,726	0	0	9,731	0	0	9,731	125	0	33,313	44,555	(11,242)	75%			
967 · Equipment	0	9,384	526	2,331	1,850	6,454	685	1,605	1,917	24,752	31,175	(6,423)	79%			
969 · Continuing Education Expenses	7,326	2,578	171	6,111	2,438	251	104	828	468	20,275	31,507	(11,232)	64%			
980 · Capital Expense	0	9,810	0	0	4,000	0	9,303	43,423	4,290	70,826	75,200	(4,374)	94%			
982 · Collection Expense	12,910	4,419	16,979	8,875	11,138	15,307	9,676	23,648	9,377	112,329	190,763	(78,434)	59%			
Total Expense	105,853	122,556	141,109	170,345	123,995	132,705	145,847	187,459	151,439	1,281,308	1,839,045	(557,737)	70%			
Net Ordinary Income	759,403	406,390	30,779	(125,125)	(104,967)	(30,737)	(160,602)	(146,098)	(137,664)	491,379	(66,934)	558,313				
Other Income/Expense																
Other Expense																
999.001 · Transfer to Capital Improvement	0	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	0	800	(800)	0%			
999.025 · Carry from General Fund	0	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	0	(66,934)	66,934	0%			
Net Other Income	0	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)	(137,664)	491,379	0	491,379	100%			

Chelsea District Library

List of Checks for Board Approval

September 2016

Date	Num	Name	Memo	Paid Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
09/01/2016	PRST08152016	Alerus Financial	09/02/16 Payroll	1,626.99
09/02/2016	PR09022016		RETIREMENT	-1,626.99
09/15/2016	09112016STD	Alerus Financial	09/16/16 PR	1,626.99
09/16/2016	PR09162016		RETIREMENT	-1,626.99
09/29/2016	PRST09122016	Alerus Financial	09/30/16 PR	1,626.99
09/30/2016	PR09302016		RETIREMENT	-1,626.99
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
09/02/2016	PR09022016		WAGES	33,516.88
09/16/2016	PR09162016		WAGES	33,392.19
09/30/2016	PR09302016		WAGES	32,920.34
Total 701.100 - Wages - Other				99,829.41
Total 701.100 - Wages				
Total 701.100 - Wages				99,829.41
701.110 - Retirement-Contributions				
09/01/2016	PRST08152016	Alerus Financial	09/02/16 Payroll	1,494.39
09/02/2016	PR09022016		RETIREMENT PICK UP	-1,494.39
09/15/2016	09112016STD	Alerus Financial	09/16/16 PR	1,494.39
09/16/2016	PR09162016		RETIREMENT PICK UP	-1,494.39
09/29/2016	PRST09122016	Alerus Financial	09/30/16 PR	1,498.54
09/30/2016	PR09302016		RETIREMENT PICK UP	-1,498.54
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
09/02/2016	PR09022016		401 A MATCHING	1,238.75
09/16/2016	PR09162016		401 A MATCHING	1,238.75
09/30/2016	PR09302016		401 A MATCHING	1,247.95
Total 701.115 - 401A Retirement Matching				3,725.45
701.200 - FICA				
09/02/2016	PR09022016		FICA EMPLOYER	2,564.07
09/16/2016	PR09162016		FICA EMPLOYER	2,554.52
09/30/2016	PR09302016		FICA EMPLOYER	2,518.42
Total 701.200 - FICA				7,637.01
701.300 - Flex Benefits				
09/02/2016	PR09022016		Dep Life (CA & DL & HI)	-10.83
09/15/2016	162530004495	Blue Care Network of Michigan	2016 Medical October	637.95
09/16/2016	PR09162016		Dep Life (CA & DL & HI)	-10.83
09/29/2016	09102016ST	Unum Life Insurance Co.	October 2016 Premium	622.30

Chelsea District Library

List of Checks for Board Approval

September 2016

Date	Num	Name	Memo	Paid Amount
09/30/2016	PR09302016		Dep Life (CA & DL & HI)	-10.83
	Total 701.300 · Flex Benefits			1,227.76
	Total 701 · Personnel Expenses			112,419.63
	727 · Supplies			
	727.200 · General Operations			
09/15/2016	458672	Smart Office Solutions	Thermal Paper	99.65
09/16/2016			Thumbdrive Reimbursement	-95.80
09/29/2016	459267	Smart Office Solutions	Miscellaneous Office	39.39
	Total 727.200 · General Operations			43.24
	727.300 · Material Processing			
	727.320 · Matl Processing Cases			
09/07/2016			Circ Receipts - L/D	-11.25
09/19/2016			Circ Receipts - L/D	-22.20
	Total 727.320 · Matl Processing Cases			-33.45
	Total 727.300 · Material Processing			-33.45
	727.400 · Printer Consumables			
09/15/2016	IN704132	Michigan Office Solutions	Printer Supplies	150.61
09/29/2016	IN715710	Michigan Office Solutions	MOS Maintenance Printers 2016 October	150.61
	Total 727.400 · Printer Consumables			301.22
	727.500 · Cleaning			
	727.520 · Cleaning Supplies			
09/15/2016	300581465	Cintas Corporation-300	Soap	7.26
09/29/2016	300590579	Cintas Corporation-300	Soap	7.26
	Total 727.520 · Cleaning Supplies			14.52
	727.530 · Cleaning Rugs			
09/15/2016	300581465	Cintas Corporation-300	Rugs 09/02/2016	54.07
09/29/2016	300590579	Cintas Corporation-300	Rugs 09/16/2016	54.07
	Total 727.530 · Cleaning Rugs			108.14
	Total 727.500 · Cleaning			122.66
	727.700 · Postage			
	727.720 · Postage-Operating Postage			
09/07/2016			Circ Receipts	0.57
	Total 727.720 · Postage-Operating Postage			0.57
	Total 727.700 · Postage			0.57

Chelsea District Library

List of Checks for Board Approval

September 2016

Date	Num	Name	Memo	Paid Amount
727.800 · Maintenance				
727.830 · Maintenance General				
09/29/2016	3270/154	Great Lakes Ace Hardware	Caution Tape	19.98
09/29/2016	3288/154	Great Lakes Ace Hardware	LED Mag. Lights	7.99
Total 727.830 · Maintenance General				27.97
Total 727.800 · Maintenance				27.97
Total 727 · Supplies				462.21
801 · Professional Services				
801.010 · Attorney				
09/29/2016	699043	Foster Swift Collins & Smith	Legal Counsel on Credit Card Usage	76.00
Total 801.010 · Attorney				76.00
801.040 · Bookkeeper				
09/15/2016	201617	Budzinski & Associates	1/2 September Billing	325.00
09/29/2016	201618	Budzinski & Associates	1/2 September Billing	325.00
Total 801.040 · Bookkeeper				650.00
801.041 · Payroll Services				
09/15/2016	18462386	Payroll 1	2016 August	273.33
Total 801.041 · Payroll Services				273.33
801.042 · Financial Services				
09/15/2016	4392592	U S Bank	CDL 2012 Refunding Bond Fees	100.00
Total 801.042 · Financial Services				100.00
801.079 · Library Strategic Plan				
09/15/2016	1264(August 2...	Bridgeport Consulting, LLC	Strategic Planning August 2016	2,716.25
Total 801.079 · Library Strategic Plan				2,716.25
801.300 · Banking Fees				
801.310 · Bank Fees				
09/30/2016			Service Charge	12.80
Total 801.310 · Bank Fees				12.80
801.350 · Credit Card Fee Circ				
09/07/2016	AugCCFee		August 2016 CC Fee	50.25
Total 801.350 · Credit Card Fee Circ				50.25
Total 801.300 · Banking Fees				63.05

Chelsea District Library

List of Checks for Board Approval

September 2016

Date	Num	Name	Memo	Paid Amount
Total 801 · Professional Services				
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
09/15/2016	2016-100901-1	Hawks & Associates Inc	3 LED Conversions - Balance	240.00
09/29/2016	PC 16-048	Michigan Reserve Associates LLC	Cap Reserve Study Update - Balance	480.00
Total 803.010 · Maint Svc Contingency				
803.100 · Copier				
803.101 · Public Copier				
09/29/2016	65584865	Wells Fargo Bank, NA	Public Copier September	161.00
Total 803.101 · Public Copier				
803.102 · Staff Copier				
09/15/2016	65450220	Toshiba Financial Services	Sept 2016 Staff Copier Lease & Maintenance	561.56
Total 803.102 · Staff Copier				
Total 803.100 · Copier				
803.600 · Building Maintenance				
803.605 · Janitorial				
09/15/2016	10994	A Production Cleaning Company Inc.	Cleaning 08/28 - 09/10/2016	1,440.85
09/29/2016	11008	A Production Cleaning Company Inc.	Cleaning 09/11 - 09/24/2016	1,440.85
Total 803.605 · Janitorial				
803.610 · Lawn/Snow Service				
803.611 · Lawn Service				
09/29/2016	09232016ST	Back to Nature Lawn Care	Lawn Aeration/Reseeding	235.00
Total 803.611 · Lawn Service				
Total 803.610 · Lawn/Snow Service				
803.620 · Trash				
09/15/2016	17563	City of Chelsea	Trash August 2016	50.00
Total 803.620 · Trash				
Total 803.600 · Building Maintenance				
Total 803 · Maintenance Service Contracts				
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.121 · Director's Cell Phone				
09/15/2016	9770893880	Verizon Wireless	Cell Phone Service - August	50.62
Total 803.609.26				

Chelsea District Library

List of Checks for Board Approval

September 2016

Date	Num	Name	Memo	Paid Amount
	Total 850.121	Director's Cell Phone		50.62
	Total 850.100	Local & Long Distance Charges		50.62
	850.300	TLN Internet Service		
	850.310	Internet		
09/29/2016	55905	The Library Network	2016 July-Sept Internet Service	3,162.30
	Total 850.310	Internet		3,162.30
	850.910	WiFi Hot Spots - Restricted		
09/15/2016	9771118055	Verizon Wireless	Lima/Sylvan Hotspots - September	330.82
09/29/2016	261402854-021	Sprint	15 Hotspots Data Charges September	688.36
	Total 850.910	WiFi Hot Spots - Restricted		1,019.18
	Total 850.300	TLN Internet Service		4,181.48
	Total 850	Telecommunications		4,232.10
	880	Promotional Materials		
	880.300	Marketing Supplies		
	880.311	Exhibits		
09/29/2016	45843D	Mid-America Arts Alliance	Exhibit Deposit-American Farmer 9/1-10/20/2018)	1,050.00
	Total 880.311	Exhibits		1,050.00
	880.320	Misc Marketing Supplies		
09/15/2016	3159/154	Great Lakes Ace Hardware		19.97
09/15/2016	458672	Smart Office Solutions	Display Supplies	35.72
	Total 880.320	Misc Marketing Supplies		55.69
	880.330	Paper		
09/15/2016	458741	Smart Office Solutions	Paper	31.52
	Total 880.330	Paper		31.52
	Total 880.300	Marketing Supplies		1,137.21
	880.400	Program Promotion		
	880.440	Service / Resource Promotion		
	880.441	General Service/Resource Promo		
09/15/2016	09012016SD	Andrews, Ron	2016 LCSUM Display Supplies	100.99
09/15/2016	09092016ST	Keybank	Peanuts ZigZag Shirts	256.67
09/15/2016	09092016ST	Keybank	Peanuts ZigZag Shirts	1.84
	Total 880.441	General Service/Resource Promo		359.50
	Total 880.440	Service / Resource Promotion		359.50

Chelsea District Library

List of Checks for Board Approval

September 2016

Date	Num	Name	Memo	Paid Amount
Total 880.400 · Program Promotion				
880.500 · Purchased Services				
880.510 · General Purchased Services				
09/15/2016	09092016ST	Keybank	Uberflip - 09/2016	0.22
09/15/2016	09092016ST	Keybank	Uberflip - 09/2016	30.63
09/15/2016	09092016ST	Keybank	Adobe Stock Monthly - September	0.07
09/15/2016	09092016ST	Keybank	Adobe Stock Monthly - September	9.92
Total 880.510 · General Purchased Services				40.84
Total 880.500 · Purchased Services				40.84
Total 880 · Promotional Materials				1,537.55
884 · Programming				
884.110 · Adult Speakers				
884.117 · Oral History Project				
09/29/2016	09262016ST	Promote Michigan	October 2016 World War I	250.00
09/29/2016	459231	Smart Office Solutions	WWI Message Cards	13.90
Total 884.117 · Oral History Project				263.90
884.118 · Oral History Project - CTAP				
09/15/2016	10122016PRG	Fiems, Dennis H	September WWI Program	125.00
09/15/2016	09092016ST	Keybank	Curbell Plastics - Tax Credit	-0.22
09/15/2016	09092016ST	Keybank	Curbell Plastics - Tax Credit	-0.07
09/15/2016	09092016ST	Keybank	Curbell Plastics - Tax Credit	-1.88
09/15/2016	09092016ST	Keybank	Curbell Plastics - Tax Credit	-0.67
09/15/2016	09092016ST	Keybank	Curbell Plastics - Tax Credit	-2.19
09/15/2016	09092016ST	Keybank	Curbell Plastics - Tax Credit	-0.14
09/15/2016	09092016ST	Keybank	Curbell Plastics - Tax Credit	-0.09
09/15/2016	09092016ST	Keybank	Curbell Plastics - Tax Credit	-0.26
09/15/2016	09092016ST	Keybank	Curbell Plastics - Tax Credit	-0.14
09/15/2016	09092016ST	Keybank	Curbell Plastics - Tax Credit	-1.84
09/29/2016	09122016WWI	Sulecki, Keegan	WWI Tour Refreshments	77.00
Total 884.118 · Oral History Project - CTAP				194.50
884.119 · General Adult Events				
09/15/2016	09212016PRG	Kegerreis, Sharon	MI Apple Honorarium	50.00
09/15/2016	09122016PRG	Meloche , Emily	Senior Fun Night Prizes	125.08
09/15/2016	09122016RR	Parr, Thomas A.	September Resume Review	50.00
09/15/2016	09092016ST	Keybank	Polly's - Sheet Cakes for Anniversary	93.31
09/15/2016	09092016ST	Keybank	Polly's - Sheet Cakes for Anniversary	0.67
09/15/2016	09092016ST	Keybank	Norm's Ice Cream for Anniversary	306.01
09/15/2016	09092016ST	Keybank	Norm's Ice Cream for Anniversary	2.19
09/29/2016	09132016ST	Chelsea Senior Citizens Center	Senior Fun Night Food	176.28
Total 884.119 · General Adult Events				803.54

Chelsea District Library

List of Checks for Board Approval

September 2016

Date	Num	Name	Memo	Paid Amount
Total 884.110	Adult Speakers			1,261.94
884.210	Youth Speakers			
884.213	Parenting Programs			
09/15/2016	09092016PRG	Johnston, Jennifer R	09/09 Childcare for Homeschool Mtg	50.00
09/15/2016	09092016HS	Maveal, Jackie	09/09 Homeschool Program	100.00
Total 884.213	Parenting Programs			150.00
884.215	Early Literacy			
09/29/2016	09152016ST	DeMea, Karla	09/15/2016 Story Time	50.00
09/29/2016	09202016BT	Maveal, Jackie	09/20 Baby Time	50.00
Total 884.215	Early Literacy			100.00
Total 884.210	Youth Speakers			250.00
884.220	Youth Supplies			
884.221	Makerspace			
09/15/2016	1190212688	LEGO Education	Resource Set	133.70
09/15/2016	1190210293	LEGO Education	Construction Set	160.45
Total 884.221	Makerspace			294.15
884.220	Youth Supplies - Other			
09/29/2016	459267	Smart Office Solutions	Miscellaneous Supplies	6.86
Total 884.220	Youth Supplies - Other			6.86
Total 884.220	Youth Supplies			301.01
884.260	Teen Speakers			
884.263	Teen College Bound			
09/29/2016	09172016PROG	Wang, Frances Kai-Hwe	09/17/2016 Teen Essay Program	250.00
Total 884.263	Teen College Bound			250.00
Total 884.260	Teen Speakers			250.00
884.270	Teen Supplies			
884.276	Teen Refreshments			
09/15/2016	09122016CI	Donnell, Edith	SRP Party at Beach - Pizza	175.36
09/15/2016	09092016INV	Zou Zou's	Food for Homeschool Meetup 09/09	104.72
Total 884.276	Teen Refreshments			280.08
Total 884.270	Teen Supplies			280.08
884.910	Adult Programming Restricted			
884.930	Oral History Restrictred Gift			
884.934	CTAP - World War I Grant			

Chelsea District Library

List of Checks for Board Approval

September 2016

Date	Num	Name	Memo	Paid Amount
09/15/2016	121500	WAVE	Bus for July Tour	187.50
Total 884.934 · CTAP - World War I Grant				187.50
Total 884.930 · Oral History Restrictd Gift				187.50
Total 884.910 · Adult Programming Restricted				187.50
Total 884 · Programming				2,530.53
920 · Utilities				
09/15/2016	09022016ST	City of Chelsea Water	07-29-2016 to 08-30-2016	73.55
Total 920.110 · City of Chelsea Water				73.55
09/15/2016	09022016ST	City of Chelsea-Elect & Water	07-29-2016 to 08-30-2016	153.56
Total 920.120 · City of Chelsea Sewer				153.56
09/15/2016	09022016ST	City of Chelsea-Elect & Water	07-29-2016 to 08-30-2016	5,097.35
Total 920.130 · City of Chelsea Electric				5,097.35
09/15/2016	09022016ST	City of Chelsea-Elect & Water	07-29-2016 to 08-30-2016	253.87
Total 920.150 · City of Chelsea Sprinkler				253.87
09/15/2016	09082016ST	DTE Energy	2016 August	67.28
Total 920.200 · McKune Gas				67.28
Total 920 · Utilities				5,645.61
960 · Board Expense				
09/29/2016	10202016CoY	Chelsea Area Chamber of Commerce-New	2 Tickets Citizen of the Year Dinner	70.00
Total 960.200 · Director Expense				70.00
Total 960 · Board Expense				70.00
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
09/15/2016	09092016ST	Keybank	43" TV for behind Circ Desk	1.88
09/15/2016	09092016ST	Keybank	43" TV for behind Circ Desk	263.11
09/15/2016	09092016ST	Keybank	Ace Hardware - Tools & Telephone Splitter	0.26

Chelsea District Library

List of Checks for Board Approval

September 2016

Date	Num	Name	Memo	Paid Amount
09/15/2016	09092016ST	Keybank	Ace Hardware - Tools & Telephone Splitter	35.73
09/29/2016	130857349461	Amazon.com	Cables	24.87
09/29/2016	130855931468	Amazon.com	Surge Protectors, Hubs & Cables	153.94
09/29/2016	130850732112	Amazon.com	Cables	9.87
09/29/2016	130858696660	Amazon.com	Charging Station	35.99
Total 967.120 · Computers				525.65
967.150 · Printer Replacement				
09/29/2016	IN718582	Michigan Office Solutions	Youth Services - Black & White Printer	400.00
Total 967.150 · Printer Replacement				400.00
Total 967.100 · Equipment Hardware				925.65
967.200 · Equipment Software				
09/15/2016	09092016ST	Keybank	August 2016 Ninite Pro-Monthly non-Windows Updates	0.14
09/15/2016	09092016ST	Keybank	August 2016 Ninite Pro-Monthly non-Windows Updates	19.86
09/15/2016	09092016ST	Keybank	Sept 2016 Ninite Pro-Monthly non-Windows Updates	0.14
09/15/2016	09092016ST	Keybank	Sept 2016 Ninite Pro-Monthly non-Windows Updates	19.86
09/15/2016	09092016ST	Keybank	Minecraft Hosting - 2016 August	0.09
09/15/2016	09092016ST	Keybank	Minecraft Hosting - 2016 August	12.37
Total 967.200 · Equipment Software				52.46
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
09/15/2016	1190212688	LEGO Education	Construction Set	883.48
09/29/2016	092042198820	Amazon.com	Post-It Tabletop Easel Pad Kit	34.86
09/29/2016	187317535650	Amazon.com	Poster Paint Marker	11.56
09/29/2016	135120652718	Amazon.com	Water Based Poster Paint	8.52
Total 967.310 · Makerspace Furnishings				938.42
Total 967.300 · Equipment Furniture & Fixtures				938.42
Total 967 · Equipment				1,916.53
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.123 · Circulation Services Travel				
09/15/2016	REG-0056642	Michigan Library Association	MLA Registration - Terri Lancaster	210.00
Total 969.123 · Circulation Services Travel				210.00
969.124 · Technology Services Travel				
09/15/2016	09092016LS	Andrews, Ron	ILS/RFP Committee 09/09	49.14
Total 969.124 · Technology Services Travel				49.14

Chelsea District Library

List of Checks for Board Approval

September 2016

Date	Num	Name	Memo	Paid Amount
09/15/2016	969.143 · Other Staff Travel REG-0056643	Michigan Library Association	MLA Registration - Lucie Smith	155.00
	Total 969.143 · Other Staff Travel			155.00
09/15/2016	969.144 · Committee Meetings 09082016TLN	Lancaster, Terri	TLN Circ Meeting	33.48
	Total 969.144 · Committee Meetings			33.48
	Total 969.100 · Staff Travel			447.62
09/29/2016	969.200 · Trustees Travel 10142016CONF	Friends of Michigan Libraries-New	Trustee Workshop - Jan Carr	20.00
	Total 969.200 · Trustees Travel			20.00
	Total 969.001 · Travel			467.62
	Total 969 · Continuing Education Expenses			467.62
	980 · Capital Expense			
09/29/2016	975.200 · Capital Maintenance 09282016DEP	Hawks & Associates Inc	Deposit Phase 2 LED	4,290.00
	Total 975.200 · Capital Maintenance			4,290.00
	Total 980 · Capital Expense			4,290.00
	982 · Collection Expense			
	982.100 · Audio Books			
	982.120 · Adult Books on Disc			
09/15/2016	636892	MicroMarketing LLC	Audio Books August	519.65
09/15/2016	94277604	Midwest Tape	94277604 - July Audio Bks	59.99
09/15/2016	94300772	Midwest Tape	94300772 - Aug Audio Bks	196.95
09/29/2016	637518	MicroMarketing LLC	Audio Books August	101.98
09/29/2016	637891	MicroMarketing LLC	Audio Books August	50.99
09/29/2016	638113	MicroMarketing LLC	Audio Books August	67.98
09/29/2016	94316647	Midwest Tape	94316647 - Aug Audio Bks	279.93
	Total 982.120 · Adult Books on Disc			1,277.47
	982.140 · Youth Books on Disc			
09/07/2016			Circ Receipts - L/D	-10.00
09/15/2016	1088460185	Penguin Random House LLC	1088460185	22.50
09/15/2016	1088522390	Penguin Random House LLC	1088522390	87.75
09/29/2016	1088536626	Penguin Random House LLC	1088536626	48.75
	Total 982.140 · Youth Books on Disc			149.00
	Total 982.100 · Audio Books			1,426.47

Chelsea District Library

List of Checks for Board Approval

September 2016

Date	Num	Name	Memo	Paid Amount
982.400 - Non Print				
982.410 - Electronic Products/Subs				
09/15/2016	NS16080506	Baker & Taylor-Entertainment	Booklist Subscrip Youth Only. 10/1/16 to 9/30/17	396.00
09/15/2016	NS16090461	Baker & Taylor-Entertainment	Booklist Subscrip 10/1/16 to 9/30/17	198.00
09/29/2016	55881	The Library Network	Consumers Reports Database-10/1/16-9/30/17	760.00
09/29/2016	55885	The Library Network	NoveList Database-10/1/16-9/30/17	858.00
Total 982.410 - Electronic Products/Subs				2,212.00
982.420 - Adult Music on CD				
09/07/2016				
09/29/2016	94356762	Midwest Tape	Circ Receipts - L/D	-18.98
			94356762 - Sept Music CDs	43.57
Total 982.420 - Adult Music on CD				24.59
982.431 - NT Collections - Supplies				
09/29/2016	233343466988	Amazon.com	Anti-Static Bags	14.18
09/29/2016	233341536353	Amazon.com	Ape Case Jumbo Aluminum	68.03
Total 982.431 - NT Collections - Supplies				82.21
982.460 - DVD Feature				
09/15/2016	94277607	Midwest Tape	94277607 - Aug Feat DVDs	201.71
09/15/2016	94296041	Midwest Tape	94296041 - Aug Feat DVDs	99.56
09/29/2016	94315012	Midwest Tape	94315012 - Aug Feat DVDs	95.95
09/29/2016	94336278	Midwest Tape	94336278 - Sept Feat DVDs	331.25
09/29/2016	94356760	Midwest Tape	94356760 - Aug Feat DVDs	15.99
09/29/2016	94356763	Midwest Tape	94356763 - Sept Feat DVDs	183.91
Total 982.460 - DVD Feature				928.37
982.461 - Lucky Day DVDs				
09/15/2016	94277608	Midwest Tape	94277608 - Aug LD DVDs	37.98
09/15/2016	94296042	Midwest Tape	94296042 - Aug LD DVDs	22.99
09/29/2016	94315014	Midwest Tape	94315014 - Aug LD DVDs	22.99
09/29/2016	94338220	Midwest Tape	94338220 - Sept LD DVDs	61.97
09/29/2016	94356761	Midwest Tape	94356761 - Aug LD DVDs	15.99
09/29/2016	94356764	Midwest Tape	94356764 - Sept LD DVDs	66.97
Total 982.461 - Lucky Day DVDs				228.89
982.470 - DVD Non-Fiction				
09/15/2016	94277606	Midwest Tape	94277606 - July NF DVDs	17.99
09/15/2016	94277609	Midwest Tape	94277609 - Aug NF DVDs	11.99
09/15/2016	94296044	Midwest Tape	94296044 - Aug NF DVDs	19.99
09/29/2016	94315015	Midwest Tape	94315015 - Aug NF DVDs	31.99
Total 982.470 - DVD Non-Fiction				81.96
982.480 - Youth Video DVD				

Chelsea District Library

List of Checks for Board Approval

September 2016

Date	Num	Name	Memo	Paid Amount
09/19/2016			Circ Receipts - L/D	-9.99
	Total 982.480	Youth Video DVD		-9.99
	Total 982.400	Non Print		3,548.03
	982.600	Periodical & Newspapers		
	982.630	Magazines		
09/07/2016			Circ Receipts - L/D	-5.00
	Total 982.630	Magazines		-5.00
	Total 982.600	Periodical & Newspapers		-5.00
	982.700	Print		
	982.705	Adult Print		
	982.710	Adult Large Print		
09/15/2016	2032242725	Baker & Taylor-Enhance Adult	2032242725	107.32
09/15/2016	2032253483	Baker & Taylor-Enhance Adult	2032253483	147.53
09/29/2016	2032279370	Baker & Taylor-Enhance Adult	2032279370	110.36
09/29/2016	B4664692	BroDart Co. Library Supplies	B4664692	35.94
	Total 982.710	Adult Large Print		401.15
	982.720	Adult Print General		
09/07/2016			Circ Receipts - L/D	-120.93
09/15/2016	2032245104	Baker & Taylor-Adult	2032245104	245.35
09/15/2016	2032244930	Baker & Taylor Books-Automatically Yours	2032244930	185.35
09/15/2016	2032263828	Baker & Taylor Books-Automatically Yours	2032263828	187.50
09/15/2016	B4653759	BroDart Co. Library Supplies	B4653759	14.48
09/19/2016			Circ Receipts - L/D	-75.63
09/29/2016	2032263742	Baker & Taylor-Adult	2032263742	263.57
09/29/2016	2032270714	Baker & Taylor-Adult	2032270714	559.43
09/29/2016	2032277712	Baker & Taylor-Adult	2032277712	519.68
09/29/2016	2032293098	Baker & Taylor Books-Automatically Yours	2032293098	161.14
09/29/2016	2032289618	Baker & Taylor Books-Automatically Yours	2032289618	189.77
09/29/2016	B4671371	BroDart Co. Library Supplies	B4671371	47.06
09/29/2016	233341623645	Amazon.com	233341623645	42.75
	Total 982.720	Adult Print General		2,219.52
	982.740	Multiple Book Copies		
09/15/2016	2032249304	Baker & Taylor Books Adult Multiples	2032249304	104.29
09/29/2016	2032277404	Baker & Taylor Books Adult Multiples	2032277404	173.77
09/29/2016	2032300885	Baker & Taylor Books Adult Multiples	2032300885	14.91
09/29/2016	B4655864	BroDart Co. Library Supplies	B4655864	15.03
	Total 982.740	Multiple Book Copies		308.00
	Total 982.705	Adult Print		2,928.67

Chelsea District Library

List of Checks for Board Approval

September 2016

Date	Num	Name	Memo	Paid Amount
982.755 · Youth Print				
982.760 · Youth Print General				
09/07/2016			Circ Receipts - L/D	-36.96
09/15/2016	13512	AudioCraft Publishing Inc.	Books	8.53
09/15/2016	2032263929	Baker & Taylor-Youth	2032263929	15.23
09/15/2016	2032255011	Baker & Taylor-Teen Fiction	2032255011	25.52
09/15/2016	2032258847	Baker & Taylor-Teen Fiction	2032258847	651.01
09/15/2016	2032239202	Baker & Taylor-Unlabeled	2032239202	441.48
09/15/2016	2032264657	Baker & Taylor-Unlabeled	2032264657	100.71
09/19/2016			Circ Receipts - L/D	-19.98
09/29/2016	2032280334	Baker & Taylor-Youth	2032280334	37.50
09/29/2016	2032289913	Baker & Taylor-Youth	2032289913	19.88
09/29/2016	2032281565	Baker & Taylor-Auto Yours Cats	2032281565	135.79
09/29/2016	2032284731	Baker & Taylor-Unlabeled	2032284731	316.15
09/29/2016	94740356	Ingram Library Services	94740356	11.40
Total 982.760 · Youth Print General				1,706.26
Total 982.755 · Youth Print				1,706.26
Total 982.700 · Print				4,634.93
982.910 · Adult Collection Restricted				
09/15/2016	2032255109	Baker & Taylor-Adult Memorial	2032255109	118.03
09/29/2016	2032297643	Baker & Taylor-Adult Memorial	2032297643	40.63
Total 982.910 · Adult Collection Restricted				158.66
982.920 · Youth Collection Restricted				
09/15/2016	2032245192	Baker & Taylor-Youth Memorial	2032245192	10.00
Total 982.920 · Youth Collection Restricted				10.00
Total 982 · Collection Expense				9,773.09
TOTAL				151,832.76

Chelsea District Library

Profit & Loss Prev Year Comparison

January through September 2016

	Jan - Sep 16	Jan - Sep 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,610,069.24	1,548,748.39	61,320.85	3.96%
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	3,691.48	4,012.50	-321.02	-8.0%
645.100 · Copiers & Printers	5,307.42	5,706.16	-398.74	-6.99%
655.100 · Circulation Fines	17,426.18	16,972.54	453.64	2.67%
665.100 · Interest	162.86	278.79	-115.93	-41.58%
666.100 · Investment Earnings	28,848.90	25,631.77	3,217.13	12.55%
666.500 · Investment Change in Value	26,786.85	7,536.25	19,250.60	255.44%
674 · Contribution & Donation-Public	36,995.00	30,030.00	6,965.00	23.19%
675 · Donations Private	0.00	5,000.00	-5,000.00	-100.0%
Total Income	1,772,689.61	1,677,801.85	94,887.76	5.66%
Gross Profit				
Expense				
701 · Personnel Expenses	724,876.32	653,624.24	71,252.08	10.9%
727 · Supplies	11,522.88	13,312.25	-1,789.37	-13.44%
801 · Professional Services	50,091.07	49,587.60	503.47	1.02%
803 · Maintenance Service Contracts	73,989.53	75,876.46	-1,886.93	-2.49%
850 · Telecommunications	11,715.20	10,912.14	803.06	7.36%
880 · Promotional Materials	38,845.56	29,755.27	9,090.29	30.55%
884 · Programming	71,696.55	49,101.09	22,595.46	46.02%
885 · Volunteer	234.08	469.62	-235.54	-50.16%
920 · Utilities	35,032.12	38,914.69	-3,882.57	-9.98%
960 · Board Expense	1,806.84	1,778.19	28.65	1.61%
965 · Automation Services	33,313.66	31,752.12	1,561.54	4.92%
967 · Equipment	24,750.76	10,549.07	14,201.69	134.63%
969 · Continuing Education Expenses	20,274.39	10,951.38	9,323.01	85.13%
980 · Capital Expense	70,826.00	78,858.51	-8,032.51	-10.19%
982 · Collection Expense	112,327.54	119,684.24	-7,356.70	-6.15%
Total Expense	1,281,302.50	1,175,126.87	106,175.63	9.04%
Net Ordinary Income	491,387.11	502,674.98	-11,287.87	-2.25%
Net Income	491,387.11	502,674.98	-11,287.87	-2.25%

CHELSEA DISTRICT LIBRARY

Fund Balances

September-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
\$193,772.09	-\$145,883.87	\$47,888.22
\$2,475.35	\$0.10	\$2,475.45
\$196,247.44	-\$145,883.77	\$50,363.67

Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

Investment Partners Total

\$1,337,804.03	\$7,826.89	\$1,345,630.92
\$300,000.00	\$0.00	\$300,000.00
\$1,637,804.03	\$7,826.89	\$1,645,630.92

Total General Fund

\$1,834,051.47	-\$138,056.88	\$1,695,994.59
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Debt Service Fund

Bond Debt Retirement Fund Checking

\$284,685.93	\$229.42	\$284,915.35
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Chelsea District Library Investment Account
As of 09/30/2016

Original Investment

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

Investment Activity

Date	Value
9/30/2016	1,345,631
Invested	1,077,957
Increase 6/2009 – 12/31/2015	212,038
2016 Change (Current Year)	55,636
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)	267,674
	1,345,631

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 09/30/2016

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
Operating cash on hand	\$297,042	\$734,223	\$1,141,827	\$1,150,758	\$941,302	\$818,688	\$758,088	\$647,581	\$547,401	\$433,934	\$249,332	\$107,528	\$297,042	
Total income	\$633,773	\$513,870	\$154,161	\$13,703	\$11,990	\$63,377	\$20,555	\$29,110	\$3,426	\$11,990	\$3,426	\$253,520	\$1,712,901	
Total expenditures	\$196,592	\$106,266	\$145,230	\$223,159	\$134,604	\$123,977	\$131,062	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,771,101	
Net cash flow	\$437,181	\$407,604	\$89,931	(\$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	\$6,375	\$25,252	\$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	\$152,259	\$196,592	\$145,230	\$122,206	\$1,818,537	
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	\$50,365	(\$20,975)	(\$62,779)	\$297,042	
Total income	\$591,460	\$512,949	\$167,017	\$47,077	\$7,131	\$90,728	(\$15,656)	\$50,751	\$6,375	\$25,252	\$3,426	\$226,391	\$1,712,901	
Money Market Flow	(\$400,000)							\$100,000		\$100,000	\$100,000	\$100,000	\$0	
Expenditures	\$203,146	\$126,734	\$165,805	\$142,893	\$146,001	\$133,986	\$146,247	\$187,438	\$152,259	\$196,592	\$145,230	\$122,206	\$1,868,537	
Net cash flow	(\$11,686)	\$386,215	\$1,212	(\$95,816)	(\$138,870)	(\$43,258)	(\$161,903)	(\$36,687)	(\$145,884)	(\$71,340)	(\$41,804)	\$204,185	(\$155,636)	
Ending balance	\$285,356	\$671,571	\$672,783	\$576,967	\$438,097	\$394,839	\$232,936	\$196,249	\$50,365	(\$20,975)	(\$62,779)	\$141,406	\$141,406	

\$ 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 September 2016

	Jan - Sep 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	2,130	(50)
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	10,230	10,880	(650)
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	100	0
674.200 · Friends of the Library Donation	0	3,000	(3,000)
Total 674 · Contribution & Donation-Public	36,995	47,210	(10,215)
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	45,095	60,210	(15,115)
Gross Profit	45,095	60,210	(15,115)
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 Restrcted Gift			
884.932 · MHC - World War I Grant	8,138	9,000	(862)
Total 884.930 · Oral History Restrcted 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 September 2016

	Jan - Sep 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	512	2,130	(1,618)
982.920 · Youth Collection Restricted	54	50	4
Total 982 · Collection Expense	736	4,933	(4,197)
Total Expense	24,613	35,643	(11,030)
Net Ordinary Income	20,482	24,567	(4,085)
Net Income	20,482	24,567	(4,085)

DIRECTOR'S REPORT

Library Director's Report on September 2016

Respectfully submitted for October 2016 Board Meeting

Staff News

So many work anniversaries this month! Adult Services Librarian Cathy Kamil celebrated her ten-year work anniversary on September 5th. Librarian Assistant Mindy Kinner celebrated her ten-year anniversary on the 8th, and Library Aide Julie Pecka celebrated one year at CDL on the 15th. Assistant Director Linda Ballard celebrated her 21st (!) year work anniversary on September 18th. Network Administrator Melanie Bell celebrated her four-year anniversary on the 24th, and Library Assistant Amy Zoran celebrated her four-year anniversary on the 27th. Phew! Congratulations to all! CDL is a better place because of you!

Financial Matters

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

Strategic Planning Update

The Strategic Planning survey completion date was extended to October 7th. We have had an overwhelming response to the survey – more than 300 respondents so far! We are looking forward to drafting the framework for the CDL Strategic Plan for 2017-2019 at our annual in-service/board retreat next month on October 21st.

Assistant Director Linda Ballard and I participate in biweekly calls with Bridgeport to “check in” on the planning process and oversee its development.

National Library Card Sign-up Month a Huge Hit

Please see Patty Roberts' Marketing report on the details of our successful (and fun) Snoopy campaign that resulted in 174 new cardholders at CDL. A big shout out to the awesome staff here who created and implemented this campaign. Their hard work and enthusiasm continues to amaze me.

Washtenaw Reads Title Selected

The title for the newly-created Washtenaw Reads program is *\$2.00 A Day: Living on Almost Nothing in America*, by Kathryn J. Edin and H. Luke Shaefer. From the reads website:

Jessica Compton's family of four would have no income if she didn't donate plasma twice a week at her local donation center in Tennessee. Modonna Harris and her teenage daughter Brianna, in Chicago, have gone for days with nothing to eat other than spoiled milk.

After two decades of groundbreaking research on American poverty, Kathryn Edin noticed something she hadn't seen before — households surviving on virtually no cash income. Edin, whose deep examination of her subjects' lives has “turned sociology upside down” (Mother Jones), teamed with Luke Shaefer, an expert on surveys of the incomes of the poor. The two made a surprising discovery: the number of American families living on \$2.00 per person, per day, has skyrocketed to one and a half million American households, including about three million children.

But the fuller story remained to be told. Where do these families live? How did they get so desperately poor? What do they do to survive? In search of answers, Edin and Shaefer traveled across the country to speak with families living in this extreme poverty. Through the book's many compelling profiles, moving and startling answers emerge: a low-wage labor market that increasingly fails to deliver a living wage, and a growing but hidden landscape of survival strategies among America's extreme poor. Not just a powerful exposé, *\$2.00 a Day* delivers new evidence and new ideas to our national debate on income inequality.

\$2.00 A Day, related programs, and the Read will be highlighted in CDL's Winter newsletter. The Read culminates in a visit with the book's authors at Rackham Hall on the campus of the University of Michigan on Tuesday, February 7th from 7 – 8:30 p.m. Let's have a great showing from Chelsea at this event!

TIFA (Tax Increment Finance Authority Act)

This past March, the Michigan State Senate passed a seven-bill package (SB 579 and SB 619-624) that would enable libraries to choose participation in tax captures per TIFA. These bills are currently in the House Tax Policy Committee. Committee Chair Rep. Farrington has assured the Michigan Library Association that he is considering the bills for a hearing this fall.

These bills provide the opportunity for libraries to have the option of participating in tax captures. They require tax captures to be transparent in their activities, explain the value to library boards and then request an opt-in from libraries. The legislation would allow libraries to determine if tax capture is right for their patrons.

This year, due to TIFA, the DDA "captured" more than \$34,000 from CDL's tax revenue. The 2017 projection is \$27,000.

MERS (Municipal Employees' Retirement System Conference)

I attended the two-day MERS conference in Traverse City. MERS administers CDL employees' 457 deferred compensation plan. I attended sessions on Social Security, Medicare Basics, and accumulation and decumulation. I also networked with MERS staff. I came away from the conference invested (pardon the pun) in staff education on their futures beyond their time at CDL. I will contact our MERS rep to begin retirement education enrichment sessions for staff.

Out and About -- September 2016

- Attended Chelsea Area Chamber Business Breakfast – September 9th
- Attended Rotary meeting – September 20th
- Attended MERS Annual Conference – September 27th – 29th
- Attended Community Foundation for Southeast Michigan's Charitable Gift Annuity Training Session – September 30th

Looking Ahead to October 2016

- Rotary's Purple Rose Theatre fundraiser – October 13th
- Meeting with Serendipity Books – October 12th
- CDL Friends Afternoon Tea – October 20th
- Chelsea Area Chamber Citizen of the Year Banquet – October 20th
- Staff In-Service/Board Retreat – October 21st
- Midwest Literary Walk meeting – October 27th

Chelsea District Library Performance Dashboard September 2016

	Sept-15	Sept-16	%change from last Sept	2015 to Date	2016 to date
Circulation					
Items	23638	21224	-10%	232111	217427
E-books/E-audio	1448	1438	-1%	12897	13700
E-magazines	162	125	-23%	2399	1969
TOTAL	25248	22787	-10%	247407	233096
Self-Check Items					
TOTAL	2371	2221	-6%	21486	26185
New Cards					
TOTAL	93	169	82%	719	783
Annual Registered Borrowers					
TOTAL					
Reference					
TOTAL	1899	1548	-18%	17644	17236
Program Attendance					
Youth	322	476	48%	2883	3602
Adult	241	131	-46%	1986	2064
Teen	127	44	-65%	780	414
General	217	41	-81%	3304	3050
Outreach -- Youth	428	434	1%	6444	6204
Outreach -- Teen	182	250	37%	547	2317
Outreach -- Adult	13	85	554%	384	732
TOTAL	1530	1461	-5%	16310	17112
Programs/Visits Offered					
Youth	21	21	0%	140	150
Adult	17	8	-53%	139	92
Teen	13	4	-69%	83	49
General	4	2	-50%	30	31
Outreach -- Youth	28	19	-32%	144	151
Outreach -- Teen	1	7	600%	24	68
Outreach -- Adult	3	5	67%	49	62
TOTAL	87	66	-24%	608	603
Door Count					
TOTAL	16738	12759	-24%	150640	27247
WiFi Data Usage (GB)					
TOTAL	204	639.64	214%	6234	5803.92
Computer Usage - Sessions					
Workstations	2319	1330	-43%	24448	12716
Wireless	9665	7934	-18%	73003	#REF!
TOTAL	11984	9264	-23%	97451	81941
OCLC Loans					
TOTAL	2	5	150%	69	71

Annual Items in Collection					
TOTAL					
Unique Website Visits					
TOTAL	8722	7358	-16%	18485	80357
Homebound & Deposit Collection Items					
TOTAL	127	102	-20%	1163	922

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

Facility

Some progress has been made on the acoustic panels for McKune. Dieter Giese will meet with me the second week of October to evaluate the fabric that our rep from Print Tech has recommended, and show me how to make the panels. My goal is to have them up by the end of the year.

There are a few spots around the building where the concrete has settled and caused minor trip hazards. I have scheduled those spots to be lifted the first week of October.

We have made the decision to go ahead with a second phase of the LED light project, which involves replacing all 142 of the 4-pin compact fluorescent bulbs. These are in all of the can fixtures and the four large hanging pendants in McKune Room. The LED lighting products being provided are 60 to 80 % more efficient than the types of lighting being replaced and contain no hazardous chemicals, such as lead and mercury. We will reduce our operating costs for these specific lamps over 74% and reduce our annual operating costs by over \$2250. With the Energy Efficiency Rebate from our local utility, our payback is approximately 2.3 years. DTE is offering an extra 20% rebate for projects finished by the end of November. The painting we did earlier this year did not cost as much as budgeted so those unused funds will pay for this LED phase.

I met with an energy consultant from DTE this month to review ways we can improve/save on energy consumption. With our LED conversion underway, programmable thermostats, lights that turn off when the room is empty, insulated pipes, and regular maintenance on our major system components (clean filters go a long way to this end), the only suggestion they could come up with for improvement was Intelligent surge protectors. Melanie is checking into those for us.

I also met with Johnson Controls this month to get everyone on the same page and introduce our new tech. He came out and got started on programming the new drive but will need to turn off the air handler to finish so we decided to have him back once the weather cools down a bit.

We had the lawn aerated and reseeded this month. The long, hot summer really played havoc with it and fall is the time to reseed if necessary. We will see some new growth this year and much more next year.

The five year update of our Reserve Study finally came in this month. We were waiting for input from Johnson Controls, who wanted to weigh in on the HVAC components since they are maintaining them now but weren't at the time of the original report. Due to past funding deficiencies, Reserve Associates suggests that we increase our contribution into the Capital Maintenance fund by \$1500 for 2017, then adding 1.5% per year after that.

Volunteers

We logged 104 non-book sale volunteer hours this month and 209 book sale hours, for a total of 313. There are only two sale left for 2016- wow, that went fast!

Staffing

Police Chief Ed Toth attended our all staff meeting this month to walk us through active shooter Run Hide Fight training and answer questions. We watched a video and talked through a few scenarios. It is one of those trainings you hope you never have to use but will be so glad you did if the situation arises.

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	209.00	0.00	0.00	0.00	1958.00
CPU	15.75	15.75	13.75	18.75	16.50	18.75	23.00	16.25	13.75	0.00	0.00	0.00	152.25
Local History	30.50	43.25	51.75	101.25	42.50	48.25	46.75	57.27	43.00	0.00	0.00	0.00	464.52
Program	16.25	6.00	2.00	58.00	5.50	69.25	90.50	31.75	8.25	0.00	0.00	0.00	287.50
Workroom	12.00	6.75	58.50	12.25	2.75	10.75	23.00	25.50	12.00	0.00	0.00	0.00	163.50
Friends	28.00	0.00	7.50	32.25	12.00	10.00	0.00	13.50	14.00	0.00	0.00	0.00	117.25
YSG	15.50	33.00	40.00	36.50	46.00	353.50	313.00	72.50	13.00	0.00	0.00	0.00	923.00
Monthly Totals	312.00	297.75	371.50	480.00	336.25	761.50	732.25	461.77	313.00	0.00	0.00	0.00	4066.02
<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>104.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>2108.02</i>

Program Report: September

Date	Event	Attendance
9/6, 9/20	Smarty Pants Trivia Smackdown	36, 26
9/8	Job Seekers: Prep for Success	2
9/14	Place That Face	16
9/18	WWI Guides Tours	11
9/19	WWI Dress Rehearsal for the Arsenal	7
9/21	Grow Your Business	0
9/21	History of Michigan Apples	9
9/25	Sculpture Walk	30
9/27	Reading Glasses	13
Technology Programming		
9/7, 9/21	3D Printing/Scanning Session	1, 0
9/13, 9/27	Computer Training 1:1	8, 6
9/27	Ancestry Aficionados	7
Outreach Programming		
9/1	Computer Training 1:1 @ Chelsea Retirement Community	6
9/12	Senior Fun Night	55
9/15, 9/21	Book Clubs: Pines, Senior Center	7, 8
9/19	WWI Exhibit Presentation for CRC Dancey	9
Total Programs: 20	Attendance Total:	257

Upcoming Programs

In October we once again have our very popular Frosting with a Flourish program along with another WWI program, *The Shot That Killed Millions*, about the start of the war.

Collections

Our staff is working hard on prep for the start of our nontraditional collection, *CDL Garage*. Getting this off the ground requires the help of multiple departments and we hope to present this collection to the public in the winter months. In addition, we have been working on weeding our collections and are starting to work on our end of year orders.

World War Centennial: Strong Foundations, New Possibilities

For those who were not able to join a guided tour or wish to share the exhibit with relatives out of town, we have created a virtual tour! MapMe is a platform that allows you to tell a story with a map and it was a great and free resource to help document our WWI Centennial exhibit. You can visit and share with your friends at <http://bit.ly/ChelseaWWI>. We also encourage visitors to

the exhibit can leave their feedback using one of our printed survey forms or by going to www.surveymonkey.com/WWIFeedback

	September 2016	September 2015
2nd floor Ref Desk Interactions	936	1,551
Homebound Book Delivery	102	127
Inter-library Loan	5	2
Zinio Checkouts	125	161

From Keegan Sulecki, Head of Adult Services

In September, I was very happy to have the privilege of offering Shannon Powers the opportunity to be full-time in 2017. She has done a great job as a part-time librarian offering quality service to the public and taking on special projects. Also in September, we completed our Winter program planning including plans for our first Washtenaw Reads. We will be reading *\$2.00 a Day: Living on Almost Nothing in America* and we look forward to our partnership with other county libraries.

From Emily Meloche, Adult Services Librarian

September involved lots of planning and organization for two new CDL resources to launch this fall: CDL Garage and Biblioboard. Hours were spent preparing photographs, writing resource guides, and making marketing plans. Additionally, on September 12 we had our annual Senior Party, done in partnership with the Senior Center-- it was a great chance to have fun, and get feedback from the seniors for our strategic plan. Lastly, September had our last set of docent-guided walking tours of the WWI installation. Though attendance was not as high as we would have wanted, those that attended had very positive feedback.

From Shannon Powers, Adult Services Librarian

September presented several opportunities for focusing on the future adult literacy collection. I met with Katy Kramp from the Plymouth District Library to discuss their literacy collection, and came away with useful information for purchasing and maintaining adult hi-lo (high interest, low vocabulary) readers, the focus of our future collection. During the ABCs of Washtenaw Literacy program I also spoke with Donna Debutt, Washtenaw Literacy board member, about promoting Washtenaw Literacy services along with our hi-lo readers. The end of September was also spent finalizing plans for the February Washtenaw Reads program on meal budgeting and healthy eating with the Washtenaw County MSU Extension Office, as well as reaching out to Faith-in-Action about a possible food drive this winter.

Chelsea District Library
Monthly Youth Report—September 2016

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

Programs and Attendance (previous year)

Family:	2	(2)	programs	Attendance:	75	(17)
Youth:	21	(21)	programs	Attendance:	476	(322)
Outreach:	26	(29)	programs	Attendance:	694	(1236)
Teen:	4	(13)	programs	Attendance:	44	(127)
Total:	53	(65)	programs	Attendance:	1289	(1702)

Date	Name of Program	Children	Teens	Adults	Total
Family/Parent					
9/9	Homeschool Meetup	33		17	50
9/18	Parent Education Series: Making College Affordable				25
Youth					
9/1, 8, 15, 22, 29	Toddler time (5)	78		79	157
9/1, 8, 15, 22, 29	Storytime (5)	44		34	78
9/6, 13, 20, 27	Babytime (4)	86		82	168
9/12, 19, 26	LEGO Engineers (3)	70			70
9/13	K-2 Tuesday	6		3	9
9/16	READ to the Library Dog	8			8
9/20	Tween Book Club: The Westing Game	12			12
9/27	Evening Storytime: Harvest	25		20	45
School & Community Outreach					
9/12, 13, 14	BMS Class Visits: 6-7 th Grades; SRP Pizza Lunch (14 classes)				428
9/17	Robin Hills Farm Outreach				10
9/19, 20	BMS 6 th grade Lit Skills visit; 8 th grade classes ; SRSly book distribution (11)				256
Teen					
9/1	PSAT Test Prep Workshop		7		7
9/11	Scholarship 101		12		12
9/11	Student Resume Workshop		10		10
9/17	College Application Essay Workshop: UM		15		15

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

Date	Total
September 2016	446 (348)
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 Highlights

From Karen

- The youth department is pleased to announce our 2017 Authors in Chelsea lineup: Jennifer Jacobson, who writes early-reader chapter books such as the *Andy Shane* series, and will visit North Creek; Gordon Korman, a #1 New York Times bestselling author, who has written more than 80 books for youth and young adults and will visit South Meadows; and Lynda Mullaly Hunt, whose award-winning debut novel, *One for the Murphys*, will be read by all 180 Beach Middle School 6th grade students. All three authors will visit Chelsea March 22-23, 2017.
- The youth department was instrumental in obtaining a photo exhibit from the Arab American National Museum of Dearborn, Michigan, which will appear at the library in January-February 2017. Called, "What We Carried: Fragments from the Cradle of Civilization, the exhibit contains photos of personal objects that were carried to this country by Iraqi and Syrian refugees. A powerful exhibit, visitors will be moved by the family snapshots, heirlooms, or childhood toys that were brought here from a home left forever.

Youth Department Volunteers: Youth Service Group—13 hours

- YSG cleaned toys, prepared crafts, and assisted with programs such as READ to the Library Dog this month.

September Community Outreach & Meetings:

9/13	CEF monthly meeting (ED)
9/13, 20	Management meetings (KP)
9/15	Vendor meeting with The Book Farm (KP, JZ)
9/23	Meeting with new NCE principal and media clerk (JZ)

Future Program Highlights:

10/8	SAT Practice Test with Sylvan
10/14	Skynet Junior Scholars: Harvest Moon
10/24	Baffling Bill's Spooky Magic Show
10/26	Not-Too-Scary Storytime

From Edith, Youth and Teen Librarian

- Met with Homeschool Families and discussed what they would like the library to offer them in programs, services, and collections.
- Completed Winter programs for teens
- Visited Beach Middle School 6-8 grades to promote great new books
- Presented Pizza Lunch to BMS students who had completed the Summer Reading Game
- Visited sixth grade classrooms with SRSly to present the CPTN SRSly comic book series.
- Prepared for maternity leave by completing 2016 collection purchases.

From Jessica, Youth and Teen Librarian

September saw the start of fall programming, and the beginning of the new school year brought about some outreach opportunities:

- The LEGO Engineering Workshop ran for 3 weeks and was very successful! Each Monday I met with 23-24 kids and briefly discussed different aspects of engineering, such as collaboration, different engineering fields, and learning that failing and starting over was part of the process. Then, the kids spent the majority of their time building with LEGO WeDo kits, which combine traditional LEGO building, physics concepts, and simple computer coding to create objects that move and interact.
- I met with Lumen Strong, the new principal at North Creek, and Jamie Wahl, the new media clerk, to discuss the partnership between NC and CDL. We talked about Authors in Chelsea and Jamie in particular is excited about our NC author, as she's been on the lookout for very beginner chapter book series, just like the ones Jennifer Jacobson writes.
- Our first Harvest Storytime was a success. This was scheduled for the evening, as we're planning to have one evening storytime each month for families who can't come during our usual Thursday morning storytimes. Dale Lesser of Lesser Farms came and talked for a few minutes about his work, and brought apples for the kids to take home. About 25 kids attended, a much higher number than previous attempts at evening storytimes.

Chelsea District Library

Report Period: September 2016

USAGE SUMMARY	
Total Usage (Homework Help, Skills Building, Writing Lab, Test Center Visits, and Database Usage)	146
Database Usage	126
Homework Help, Skills Building, Writing Lab, and Test Prep Sessions	20
Homework Help/ Skills Building Sessions	13
Average Length of Tutoring Session (minutes)	16
Test Center Visits	0
Writing Lab Submissions	7
ALC Visits	1
Unique Visits	31

DATABASE USAGE	
Adult Learning Center	100%

SESSIONS BY LOCATION	
Chelsea District Library MI	13

AVERAGE NUMBER OF SESSIONS PER HOUR OF THE DAY (MILITARY TIME)	
14	0.03
16	0.03
17	0.1
18	0.1
19	0.13
21	0.03
Average:	0.07

AVERAGE NUMBER OF SESSIONS PER DAY OF THE WEEK	
Tuesday	0.75
Wednesday	0.5
Thursday	1.75
Friday	0.25
Average:	0.81

TUTORING SUBJECTS REQUESTED %	
Algebra 2	46.15%
Math Grade 7	30.77%
Math Grade 2	7.69%

Intermediate Writing	7.69%
Math Grade 6	7.69%

TUTORING SERVICES BREAKDOWN

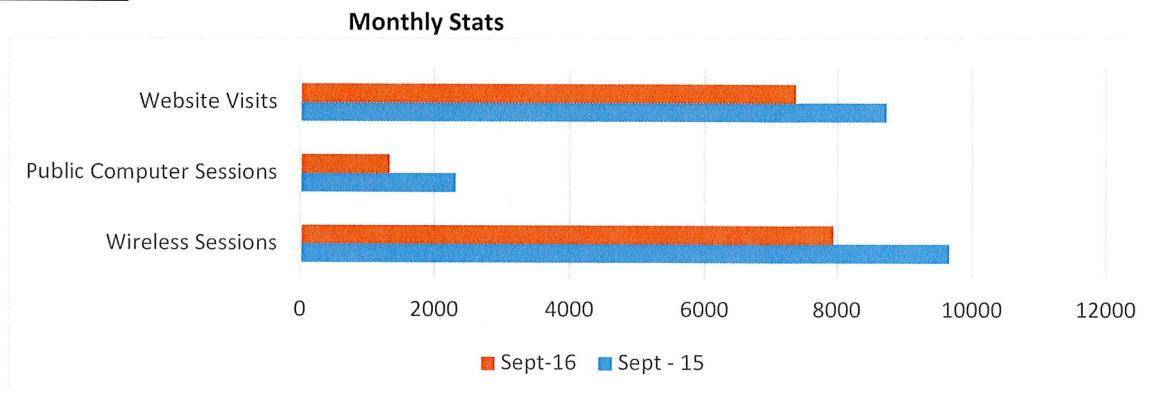
Homework Help	65.0%
Writing Lab	35.0%

Technology

Summary of September 2016



Statistics



- Wireless clients decreased from **9,665** clients in September 2015 to **7,934** in September 2016.
- Public computer usage decreased from **2,319** sessions in September 2015 to **1,330** sessions in September 2016.
- Website visits decreased from **8,722** visits in September 2015 to **7,358** visits in September 2016.

From: Ron Andrews – Head of Technology

September was a month are getting ready for students to return to the library and workshop preparations for the fall. I also, in consultation with Melanie got our Winter programming nailed down and marketing information to Patty. Reference Desk scheduling for Oct-Nov-Dec is taking priority to get schedules during the holidays worked out. Finally, I had a great meeting with Terri, Mindy and Melanie to start creating a matrix to help new collections, projects and services get all items needed for a successful launch gathered, discussed and documented.

Budget

- I asked Mary to move the charges for the Hotspots to the correct line 850.910 to use donation funds before budgeted funds.
- I also started my end of the year budget review for collections and services, updating and checking budget lines and determining how much I have left to spend on collections

Collections

- Looking at ordering new acrylic displays for the DVD and Music CD collection endcaps.
- Weeded Feature, Lucky Day DVDs and Classical, Easy Listening, Folk, Musicals, New Age, Religious, Soundtracks and World.
- Put out the Halloween and Thanksgiving DVD collections. Christmas, Hanukah and Kwanzaa DVDs will go out November 1st.

Programming

- We had a successful user for our 3D Print/Scanning session in September. Both the user and we learned a lot about small details concerning printing and scanning.
- Completed Winter programming marketing information for programs in January and February.

- Preparing new handouts for upcoming new workshop at the CRC called, 'iPad Basics'. This will be a workshop for residents who have ipads or would like to learn more about the 10 CRC purchased ipads.
- Terri and I started doing a walk-through with outside groups wishing to use the McKune room to ensure that they are aware of what equipment is available with booking the room for an event.

Meetings

- ILS/RFP meeting in Redford to discuss the RFP release and upcoming procedures for reviewing and giving feedback to TLN. Vendors will be chosen by the end of the year and demonstration sessions will be set up after the first of the year.
- Met with Terri, Mindy and Melanie to start a matrix for better planning and execution for new collections, technology projects and library services. This matrix will be a checklist type document so that staff can track progress and make sure that all items are covered for a successful project completion.
- Melanie and I manned the Farmers Market booth to assist in handing out surveys for strategic planning

Technology

- I assisted Melanie in installing a new public hotspot at the Sylvan Township Hall.
- Melanie and I both had many new cards to update for the OverDrive system during the month due to new card and replacement cards for users. This basically replaces the old card number with the new card number allowing users to continue accessing their OverDrive/Download Destination accounts.
- Melanie and I ran the OverDrive support for the first week of the month supporting users across the consortium

From: Melanie Bell – Network Administrator

Server and Network Infrastructure:

- Began work on configuring a new firewall.

Public and Staff Computers:

- Ron and I ran our first public session of the 3D printer and scanner.
- Helped with setup for two Minecraft workshops with SRSly.
- Updated the second floor reference computer to windows 10
- Fixed some issues with public printing.

Website:

- Worked on a new Wordpress site for the Friends.
- Finalized the new Michigan Broadband Cooperative website. Waiting for the board to approve the design and it will be going live.
- Fixed a problem with the historical newspapers database that was causing keyword searches over specific years to return errors.

Other:

- Spent some time compiling statistics and completing the application for a grant from Mobile Beacon for 25 hot spots and 25 laptops. Ron and Lori reviewed and tweaked it.
- Presented at the TLN Tech Forum on our mobile hotspot program

- Terri and I took Bridgeport (strategic planning firm) on a tour of the service area. We also sent statistical information that Bridgeport requested to assist in their profile of the community.
- Worked the Robin Hills Farm Robin Run with Karen Persello to distribute strategic planning surveys.
- Chaired the TLN Tech Committee meeting for September where we discussed VOiP solutions. Ron and I are considering some possibilities.

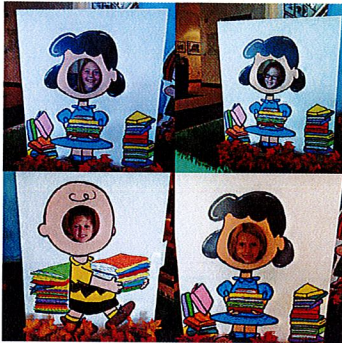
Submitted – October 10, 2016

MARKETING BOARD REPORT

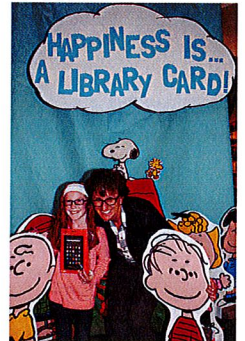
September 2016

Marketing Highlights

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



We had a lot of fun celebrating Library Card Sign Up Month this year! The first patrons to sign up for new cards were a family with four children — and when the first family member to hand in her application was named “Lucy”, we took this as a good omen for the month! The display was a big hit with new and old patrons alike, and while we posted photos of new members on Facebook as they signed up throughout the month, existing members took their turn having fun with the photo op as well! By the time the campaign was over, we had signed up 169 new cardholders! 100 were adults and 69 were youth and teen. That’s more than double the average monthly new member rate over the past 12 months (74)! In addition to new members, over 150 existing members decided that they couldn’t live without Snoopy in their wallet and replaced their old card with the limited “Snoopy” card available as part of the LCSUM campaign.



The winner of our New Member Contest was 10-year old Ellie, who was thrilled when Lori presented her with her new Kindle® Fire Tablet.



Strategic Plan

We continued to encourage the public to complete our Strategic Plan survey throughout the month of September. A press release appeared in the local media, a link was placed on our website homepage and we routinely posted the opportunity on Facebook and Twitter along with articles in our weekly eNews. The Check-out desk inserted a SP Survey bookmark with all check-out materials, the youth department handed out the bookmark at all the Chelsea School District open houses, and with the help of our Board of Trustees, it was also handed out at strategic gathering places around Chelsea including township halls. It was a great effort by all and resulted in 358 responses, which according to our consultants was a great response. To help those soliciting input, our 2014 Did You Know fact sheet was updated and distributed.

Winter Newsletter - Exciting changes are coming!

Believe it or not, we have already started planning for our next newsletter — the winter edition! Although department program submissions for the winter newsletter aren’t due until September 30, we have begun exploring new ways to “freshen” the look and content of our popular quarterly newsletter.

Our printed newsletter is our #1 marketing tool, but currently we only use it to promote our programs. And as you know, CDL has SO MUCH MORE to offer its patrons. Therefore, we’ve decided to change the newsletter to help promote ALL the wonderful things available at our library! Our ultimate goal is to create a newsletter that has more of a “magazine feel” with an updated cover layout, the addition of information about our collections, services, and database, short articles throughout to inspire patrons to partake of all the great things CDL has to offer, and of course each quarter’s programming.



We know that this is a big undertaking, so we plan to implement these changes over the course of the next year, tweaking as we go. In the winter edition, you will see the addition of select collections, services, and databases sprinkled throughout the newsletter along with the winter quarter programming. Come spring, the cover layout will be replaced with more of a “magazine” feel. We are considering the name “SOAR” for the publication title with a tagline that will let people know it is a CDL publication. Possibly...“Inspiration provided by Chelsea District Library.” To include

the community, we thought that the cover would be a great place to feature local artists’ work. We are still working out the details for submissions. The final step would be to incorporate articles that help promote programs, collections, databases, and/or services as a group or theme. When we are finished, we hope to have a marketing tool that not only showcases all our wonderful programming, but also all the collections, services, and databases that are constantly being updated to meet the needs of our patrons.

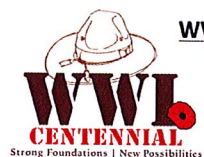
CDL Garage Collection

The CDL Garage is a new collection of unusual items that will be available for check-out sometime mid-winter. The collection was created to help our patrons **C**reate, **D**esign, and **L**earn in a hands-on way and will include a variety of “things” such as knitting needles, Arduino electronics kits, a digital microscope, and portable projectors. Initially the collection will start out small, but will grow depending on the feedback we receive from our patrons. Look for the CDL Garage logo throughout our normal marketing channels for more information!



MARKETING BOARD REPORT

September 2016



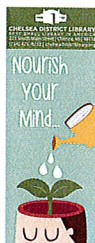
WWI Centennial: Strong Foundations | New Possibilities

Our WWI Centennial project is going strong, and we continue to highlight different aspects of it through our normal marketing channels. The commemorative sculpture is currently displayed in our front lobby and the community continues to add their messages to it! You can now take a self-guided tour of the exhibit using your mobile device through MapMe, a publishing platform that allows for the mapping of sites and sharing of stories. A press release was recently issued to the media with a link to MapMe (<http://bit.ly/ChelseaWWI>) along with the remaining upcoming events for the exhibit. A link to this resource will also be available on the StoriesofChelsea.org/WWI webpage. On November 11, the project will culminate with our Veteran's Day Event presented in conjunction with the City of Chelsea and the American Legion. On Tuesday, November 1, Keegan Sulecki along with 3 other community members will be appearing on the Lucy Ann Lance Show (1290 AM) to promote this event, so make sure to mark your calendars to tune in at 8am to hear what they have to say.



Annual Giving

Lori and I have been working on crafting an annual giving piece to be mailed out in November. We are considering a colorful trifold that is concise in its message and engaging to look at. More to come on this in next month's report.



5 Healthy Towns Foundation Bi-annual Publication

The 5 Healthy Towns Foundation will soon be issuing a new bi-annual publication, "Connected", to their healthy communities. Look for the library's ad in the first two editions (left) supporting "healthy minds."

Miscellaneous Marketing

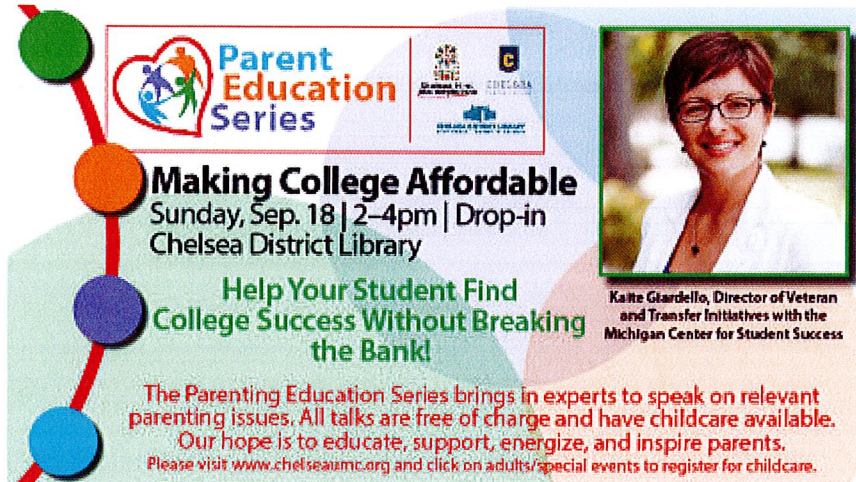
- Worked with the Adult department to determine ways to do a short run of t-shirts for the Reading Glasses program.
- Created marketing materials to promote Halloween @ CDL programs – Facebook cover, Chelsea Update Ad, posters, and flyers.
- Worked with Friends to create a National Friends of Libraries Week promotion campaign.
- Worked with Adult department to create a promotional campaign for the launch of our new Biblioboard resource showcasing Ralph Guenther's photo collection. This resource is a part of our Stories of Chelsea collection.
- Promoted upcoming Parenting Education Series program through press release, poster, and LCD monitor slides.
- Scheduled upcoming highlights on website homepage.
- Finalize CDL event copy for Hometown Holidays brochure.
- Photographed Toddlertime and posted on FB.

Respectfully submitted,
Patty Roberts
Marketing Coordinator

Sept. 18: Parent Education Series, making college affordable at the library

 chelseaupdate.com/sept-18-parent-education-series-making-college-affordable-library/

9/9/2016



Parent Education Series

Making College Affordable
Sunday, Sep. 18 | 2-4pm | Drop-in
Chelsea District Library

Help Your Student Find College Success Without Breaking the Bank!

The Parenting Education Series brings in experts to speak on relevant parenting issues. All talks are free of charge and have childcare available. Our hope is to educate, support, energize, and inspire parents. Please visit www.chelseaumc.org and click on adults/special events to register for childcare.

Katie Giardello, Director of Veteran and Transfer Initiatives with the Michigan Center for Student Success

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

Attending college without accumulating debt is more challenging than ever. According to the College Board, the average published tuition and fee price for in-state students enrolled full time at public four-year colleges and universities is \$9,410 in 2015-16, while out-of-state tuition fees climb to \$23,893. Room and board for students in any school is an average of \$8,000 to \$10,000 per year.

Making College Affordable, the first program in the 2016-17 **Parent Education Series**, will be held on Sunday, Sept. 18 from 2-4 p.m. at the **Chelsea District Library**, and will focus on helping families find solutions that fit their goals and their budget.

Presenter **Katie Giardello** has worked in higher education in various capacities for more than a decade and believes there are post-secondary education and training options for both high school students considering their next steps in life and adults seeking to better themselves.

As the Director of Veteran and Transfer Initiatives with the Michigan Center for Student Success, Giardello oversees statewide efforts to improve service to veterans in higher education and create low-cost associate degree to bachelor degree pathways among participating Michigan institutions.

Making College Affordable will explore a range of post-secondary education and training options available to high school graduates, especially state transfer agreements, which allow students to attend lower-cost community colleges, collect credits, and transfer them to the more expensive state and college programs.

Participants will discover how to search for the right college, get a better understanding of financial aid, and will leave the program understanding education and training options to fit all career interests and budgets.


The Parent Education Series is a series of programs on relevant parenting issues, presented by the Chelsea District Library, the **Chelsea First United Methodist Church**, and the **Chelsea School District**. Experts are brought in to speak on various subjects with the expectation of educating, supporting, energizing, and inspiring parents.

All talks are drop-in and free of charge.

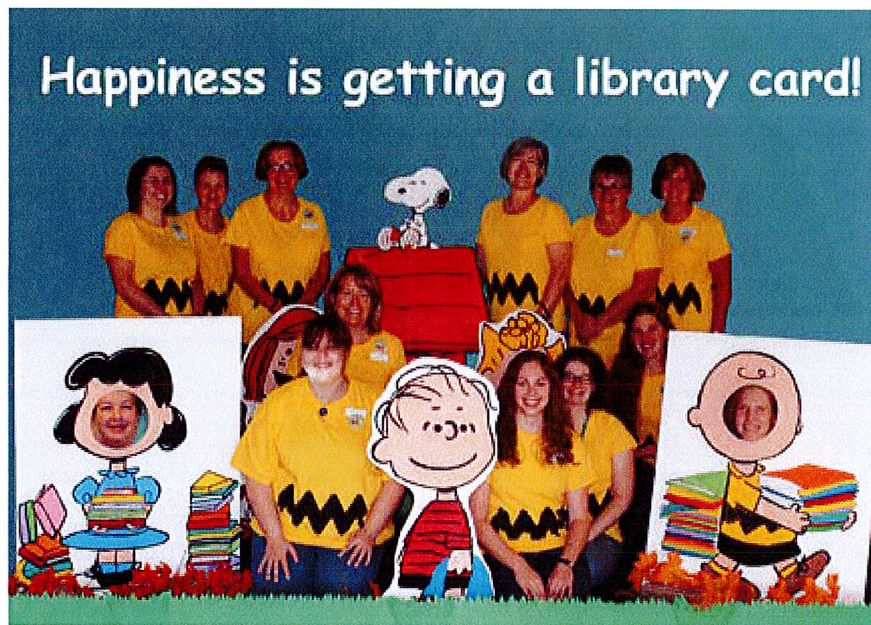
Childcare is available at the Chelsea First United Methodist Church website at www.chelseaumc.org, select adults/special events.

For more information visit www.chelseadistrictlibrary.org.

September national library card sign-up month

 chelseaupdate.com/september-national-library-card-sign-month/

9/13/2016



Courtesy photo. Library staff encourages you to get a library card this month.

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 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.

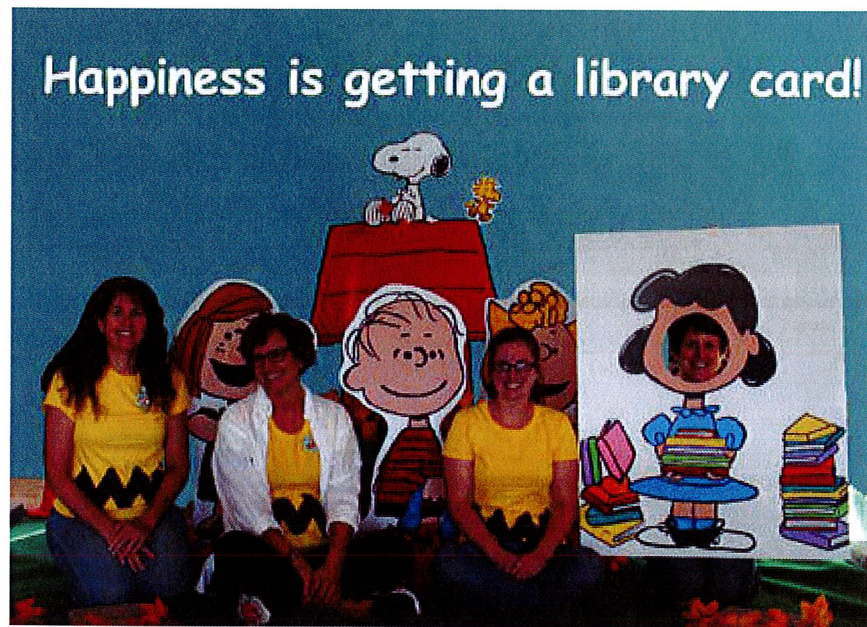
"A library card is the coolest card you can have in your wallet," says **Lori Coryell**, library director in a press release, "and the most important."

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.

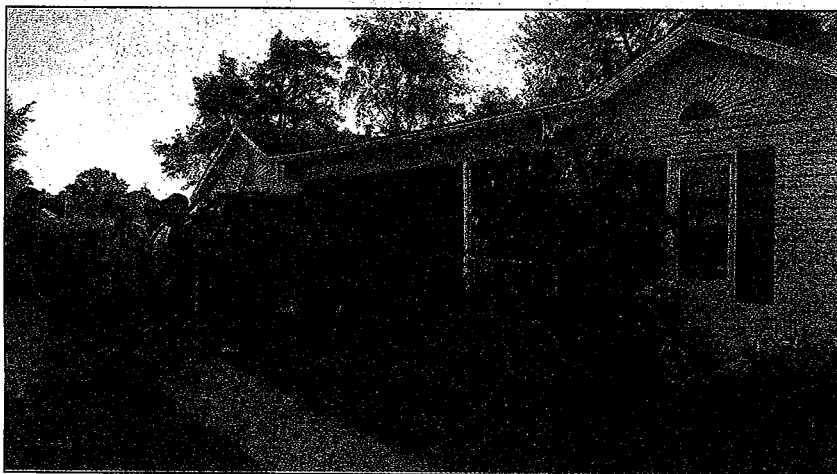
So, what can a CDL library card get you? Literally thousands of books, movies, audiobooks, and videogames for you to take home. Your card will also give you access to online databases for language learning, e-book reading, and genealogy researching.

And if that's not enticement enough, your library card is so powerful it gives you access to the Internet. Your card keeps you connected at our library computer stations, through free WiFi in our building, at one of the township halls in our service area where we've installed WiFi hotspots (accessible 24 hours a day), or through one of our 15 circulating WiFi hotspots.

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 www.chelseadistrictlibrary.org/how-do-i/library-user-info/get-a-library-card.



Courtesy photo. September is a great month to get a library card.



A 16 year old driver failed to stop at a stop sign on Chapman Road in Stockbridge Wednesday, September 7 and slammed this van into the living room of an elderly woman. According to the homeowner's daughter, Angela Hora, her mother was in the bathroom at the time, otherwise she likely would have been sitting in her chair in the living room - that was completely destroyed. The house belongs to Ruth Allen who said she thought a tornado had hit. There were no injuries.

Webster Fall Festival Another Big Celebration Planned

By Jennifer Brough

Webster Township Historical Society and Webster United Church of Christ have planned another great Fall Festival set to kick off on September 24. This year, there is a new bandstand, and a whole host of entertainment planned, capped with the famous pig roast in the evening. A silent auction takes place throughout the day.

"The structure, known as the Corn Crib is our new bandstand," said Virginia Davis, press secretary for the festival. It was built in tribute to Richard Dieterle, the founder and original fiddler of the RFD Boys. Richard's wife, Karen Hertenstein, is an active member of the Webster Historical Society. Virginia adds that the RFD Boys will close the music lineup, dedicating their performance to Richard's memory.

"Other entertainment on the Corn Crib stage, from noon to 5pm, will include the Irish ensemble Fiddler Pie, the Celtic fusion duo Nessa, and the North Creek Fiddlers who perform bluegrass, Irish folk and old country," Virginia notes.

Departing from the norm this year, the auction will be silent instead of auctioneer led. A promising number of items to bid on include an antique collection of die cast miniature cars and an antique shoe collection.

If you don't find what you are looking for in the auction, try the rummage sale at the Scadin Barn - where there will be all manner of things from Christmas trees, to glassware, to books and tools, along with a selection of furniture including a complete bedroom set and office waiting for a lucky buyer.

George Goodman, Senior Special Agent and Canine Handler, will be at the festival with his Chocolate Labrador demonstrating the work they do for the Department of Justice. George and his dog are deployed when the investigators can't quite piece together the crime.

"Dogs are measured by their sniffing ability. Bloodhounds have the best noses, but they are incredibly hard to train. Next are pointer-eared dogs like German Shepherds and Belgian Malinois (similar to Shepherds). I prefer the third level of sniffers, Labradors. They are very social dogs and most people feel more comfortable with them around," George said.

Members of the community donate all the items for both the auction and rummage sale. The proceeds, as with all other income of the day, funds church programs and supports historical society projects.

Holly Baker, who co-organizes the festival with Kate Heywood, notes, "The more I'm involved with this festival, the more I see that it is all about our great community and sharing our time and the bounty of Webster Township with festival visitors. Volunteers spend hours organizing the event from sorting the rummage sale items to making homemade applesauce for the pig roast. We have a great community and a great team willing to help."

The community also reaches out to others and this year is sponsoring a raffle to benefit the Emergency Food Fund for the medically vulnerable at Sanzule U.N. Camp in Ghana. Tickets cost \$5 each, and the prize will be a week's stay at a resort near Disneyworld. The drawing will take place October 16, 2016.

There will also be a 1860's rule base ball game, the Taste of Webster, selling locally produced baked goods and jams, artisan

New Playground in Stockbridge Halted Indefinitely

Continued from Page 3

He added the Stockbridge Wellness Coalition may choose to include in next year's comprehensive wellness plan a request for mulch funds.

"Sometimes these things happen, but I can tell you the DNR still very much supports this project. It's not going anywhere," Pegouskie said.

He pointed out the original intent of the new playground was not only to provide a safe, handicapped-accessible recreational area for kids and families in the southern section of Stockbridge (balancing out the northern Vet's Park and western school playground), but to provide a

conceded the village will pay half if the two men can solicit the other half from business owners and residents. Donors may be acknowledged with their name engraved on a border paver or brick.

Meanwhile, the 3,485 square foot playground area has been excavated and surrounded by orange construction fencing, the equipment is being stored in a council member's trailer, and the DNR has set aside park fencing and benches until the project is complete.

Chelsea District Library Planning For The Future Input Requested

The Chelsea District Library (CDL) is strategically planning for 2017 through 2019, and are looking for public input from residents who live in the CDL service area (City of Chelsea, Lyndon and Sylvan Townships, residents in the portion of Dexter Township not in the Dexter Library district and residents in the portion of Lima Township also in the Chelsea School district). Questions include "how would you rate our library's services, how do you use the library, and what would you like us to offer in the future?" Please take the survey found at <https://www.surveymonkey.com/r/ChelseaLibrarySurvey>. Input will help guide planning for the future.



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Circulation Supervisor's Report September 2016

- Circulation – 22,787 or 10% lower than last September;
233,096 YTD or 6% lower than this time last year.
- Patron Count- 12,759 or 24% lower than last September;
140.360 (est) YTD or 7% lower than this time last year.
- Circulation by township- for September
 - Dexter = 11% of total transactions- higher than last month
 - Lima = 15% of transactions – lower than last month
 - Lyndon = 14% of transactions – same as last month
 - Sylvan = 15% of transactions - same as last month
 - Chelsea = 34% of transactions - lower than last month
- September Circulation: 78% were items from Chelsea and 22% were inter-loaned items.
- Automated phone renewals in September – 30, Self-check was 10% of items checked out in September; Overdrive = 1438 in September; Zinio =125 in September.
- Registrations for September – 169 new cards; 9781 total card holders
*Dexter = 1236 cards; Lima= 1097 cards; Lyndon= 1540 cards
*Sylvan= 1652 cards; Chelsea= 3613 cards; Nonresident= 643 cards

Circulation Activities:

- We received 3 to 11 tubs in the run each day M-F with a total of 129.5 in September. We closed for the Sunday & Monday of the Labor Day holiday.
- I have reworked the circulation charts to reflect some of the information that Bridgeport has requested for the strategic plan. Patron count is now on the same page as card holders and Zinio & Overdrive are on the same page. I added Items added monthly with a yearly total and Total Items in the catalog with a yearly average. Circulation by Department with a yearly average has been added to the Item circulation page. Hopefully this will help with not only the strategic plan but with our state aid reports as well.
- September was a busy month for circulation anniversaries. Mindy Kinner & Deb Pilarz both celebrated their 10th on 9/5, Amy Zoran her 4th on 9/27 and Julie Pecka her 1st on 9/15.
- I attended the TLN Circulation Committee meeting at the Canton Public Library on September 8th. This was my last meeting as Chair, but I plan to continue attending these meetings as the information we share with each other is a great resource.

Respectfully submitted,
Terri Lancaster
Circulation Supervisor

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	148	20	1	0	169	9781
October					0	
November					0	
December					0	
Totals						783

New People/Door counter went live on July

Trans	% Tot	SEMCOG		% of
		Dec2010	Pop	
Sep-16	Trans	Pop.	Regist	
18,529		14971		
2082	11%	1994	60%	1/3
2844	15%	2480	47%	3/4
2609	14%	2720	58%	
2803	15%	2833	64%	
6388	34%	4944	64%	
			58%	
285	2%			
586	3%			
869	5%			
63	0%			
	100%			

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

Chelsea District Library
2016

Average Daily Circulation									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	%Diff.
Jan.	762	804	820	769	807	807	513	26455	-5%
Feb.	834	915	764	759	864	706	442	25063	0%
March	891	790	956	861	702	708	537	27839	-5%
April	805	776	827	845	663	665	482	25179	-3%
May	842	881	792	641	670	548	427	23647	-1%
June	992	970	1059	820	608	523	475	27254	-8%
July	1107	1139	1066	909	726	551	446	28112	-11%
August	1013	875	843	760	614	481	425	26760	-7%
Sept.	747	913	783	731	646	575	363	22787	-10%
Oct.								27420	
Nov.								24842	
Dec.								24613	
Total								233096	
Minth Avg								25,900	
Avg.% Inc.								with OD & Zinio	-6%
These figures represent all materials charged, renewed, or routed out, not just ours & include Overdrive & Zinio									
ckouts.									

2016	Items Added	Total Items
Jan	708	71,518
Feb	668	71,682
Mar	816	72,237
April	623	71,966
May	751	72,021
June	738	72,501
July	565	72,355
Aug	684	72,162
Sept	829	72,382
Oct		
Nov		
Dec		
Total/Avg	6,382	72,092

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	125	162	208
Oct		179	219
Nov		207	241
Dec		205	279
Total	1,969	2,990	1,968

SlfChk/ Check-outs only				
2015	2016	Days	Per Day	%
Totals	Total	29	97	11%
1115	2820	27	97	10%
1395	2608	30	101	11%
2488	3032	30	98	12%
2151	2941	29	89	11%
1825	2580	30	97	11%
3439	2901	30	118	13%
3560	3528	31	115	13%
3142	3554	28	79	10%
2371	2221			
2374				
2544				
2486				
28890	26185			11%
This is based on actual checkouts, Overdrive & Zinio are done online.				

Overdrive Circ (downloadable e-books, audio books and music)				
2016	2015	2014	2013	2012
1752	1295	1295	957	674
1638	1418	1244	861	691
1552	1502	1366	960	764
1386	1278	1293	1066	698
1464	1425	1027	948	709
1344	1445	1343	900	813
1508	1570	1379	1013	847
1618	1516	1262	1095	776
1438	1448	1341	883	705
	1512	1498	1023	705
	1585	1340	889	707
	1547	1462	1030	803
13700	17541	15850	11625	8,892

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.	22,787	17,710	78%	5,077	22%	18,018	1,871		
Oct.				0					
Nov.				0					
Dec.				0					
Totals	233,096	183,461	79%	49,635	21%	185,731	17,939		
Mnth Avg	25,900	20,385		5,515		20,637	1,993		
Circulation by Department									
	Adult	Youth	Teen						
January	59%	38%	3%						
February	58%	38%	4%						
March	57%	39%	4%						
April	58%	37%	5%						
May	60%	36%	4%						
June	52%	43%	5%						
July	50%	43%	7%						
August	56%	38%	6%						
September	56%	40%	4%						
October									
November									
December									
Yearly Avg.	56%	39%	5%						

COMMUNICATIONS

Minutes
Board of Education
Chelsea School District
September 12, 2016

Present: Steve Olsen, Laurel McDevitt, Anne Mann, Laura Bush, Greg Rhodes, Dana Durst, Carly Critchfield

Absent: Tammy Lehman

Administrators: Julie Helber, Superintendent; Marcus Kaemming, Executive Director of Instruction, Curriculum and Human Resources; Teresa Zigman, Executive Director of Business and Operations; Lisa Nickel, Special Education Director; Mike Kapolka, High School Principal; Nick Angel, Middle School Principal; Luman Strong, North Creek Principal; Stacie Battaglia, South Meadows Principal; Brad Bush, Athletic Director/High School Assistant Principal; Andrew Neidlinger, High School Assistant Principal; Matt Ceo, Middle School Assistant Principal; Scott Wooster, Technology Director; Denis Taylor, Operations Director

Call to order/roll call/consent grouping/adoption of agenda – Meeting was called to order by President Olsen at 6:31 PM. Motion by Anne Mann, supported by Laura Bush, to adopt the agenda with one change: the tabling of the August 22, 2016, minutes until the next meeting.

ALL AYES, 6-0

Communications - None

Special Presentations:

- The following new high school staff members were introduced to the Board by Principal Mike Kapolka:
 - Laura Bauermeister (Social Studies)
 - Daniela Bickel (Counselor)
 - Valerie Johnson (English)
 - Erin Moffett (Social Studies)
 - Andrew Neidlinger (Assistant Principal)
 - Adam Schilt (English)
 - David Slusser (Social Studies)

Board Member Reports:

- Anne Mann attended the fair parade despite the rain, the opening day breakfast where she handed out lanyards to returning staff, the North Creek Open House, several football games and a livestock auction.
- Laura Bush attended the South Meadows Open House and several football games. When Chelsea hosted Toronto, the CHS band played O Canada and our scoreboard displayed the Canadian flag.

Public Input - None

Superintendent/Board Discussion - None

Consent Action Item:

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

- Action Item 16-16-17. Superintendent Helber recommends the Board approve the MASB form as the Superintendent's evaluation tool.

ALL AYES, 6-0

Discussion ensued.

Individual Action Items:

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

- Action Item 17-16-17. Superintendent Helber recommends the Board approve the L-4029 Tax Rate Request for 2016.

ALL AYES, 6-0

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

- Action Item 18-16-17. Superintendent Helber recommends the Board approve the hire of Megan Stockmaster as a .67 FTE French teacher at the high school and be placed on MA Step 1 the 2016-2017 CEA Master Agreement.

ALL AYES, 6-0

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

- Action Item 19-16-17. Superintendent Helber recommends the Board approve the hire of Susanna Miller as a .67 FTE English Language teacher at Beach Middle School and be placed on MA Step 1 the 2016-2017 CEA Master Agreement.

ALL AYES, 6-0

Information and Discussion:

- Kiwanis Donation to Preschool
- The Civil War class' field trip request to travel Gettysburg, PA on October 27-29, 2016, for instructional purposes.
- Company C's field trip request to YMCA Storer Camp from February 17-19, 2017, for their annual retreat.
- MASB Delegates - President Olsen will be unable to attend this year due to the timing of the Delegate Assembly

Public Input - None

Superintendent Report - Superintendent Helber reported on the following:

- The open houses at each building were well attended and went smoothly; principals did great presentations
- The final round for a Transportation Supervisor will be held this week; Chris Frayer has done a great job; the start of school went extremely well

Minutes
Board of Education
Chelsea School District
September 12, 2016

- Superintendent Helber expressed condolences to two employees who recently lost a family member.

Commendations/Thank-you - None

President Olsen advised the Board of the postponement of the candidate forum until October 5.

Upcoming Events

- Wednesday, September 21 - 4:30 PM - Band Festival - WSEC
- Monday, September 26 - 6:30 PM - Board Meeting - WSEC
- Monday, October 10 - 6:30 PM - Board Meeting - WSEC
- Monday, October 24 - 6:30 PM - Board Meeting - WSEC
- Monday, November 14 - 6:30 PM - Board Meeting - CHS
- Tuesday, November 22 - ½ Day for Students
- November 24-25 - No School - Thanksgiving Holiday
- Monday, November 28 - 6:30 PM - Board Meeting - WSEC
- Monday, December 12 - 6:30 PM - Board Meeting - WSEC
- December 23, 2016 - January 6, 2017 - No School - Winter Break

Motion by Anne Mann, supported by Laura Bush, to go into Closed Session for the purpose of negotiations. (MCL 380.503)

The Board returned to Open Session at 7:25 PM

Other:

- The Board discussed the Conflict of Interest policy.
- Dates of Public Forums for Board Candidates are: October 5 at Chelsea Retirement Community and October 27 at the WSEC hosted by the League of Woman Voters
- Discussion on schools of choice

Meeting was adjourned at 8:21 PM

Respectfully submitted,

Anne E. Mann
Board Secretary

Minutes
Board of Education
Chelsea School District
September 26, 2016

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

Administrators: Julie Helber, Superintendent; Marcus Kaemming, Executive Director of Instruction, Curriculum and Human Resources; Teresa Zigman, Executive Director of Business and Operations; Lisa Nickel, Special Education Director; Mike Kapolka, High School Principal; Nick Angel, Middle School Principal; Stacie Battaglia, South Meadows Principal; Brad Bush, Athletic Director/High School Assistant Principal; Andrew Neidlinger, High School Assistant Principal; Matt Ceo, Middle School Assistant Principal; Scott Wooster, Technology Director

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

ALL AYES, 7-0

Motion by Anne Mann, supported by Laura Bush, to approve the minutes from the August 22, 2016, Board Meeting and the regular and Closed Session minutes from the September 12, 2016, Board Meeting.

ALL AYES, 7-0

Motion by Tammy Lehman, supported by Greg Rhodes, to accept the June 2016 and July 2016 Finance Reports and place them on file.

ALL AYES, 7-0

Communications:

- The Board received notices of the St. Joseph Mercy Hospital Conference on Teens Using Drugs

Special Presentations:

- Nick Angel introduced Susanna Miller, a 6th grade English teacher, to the Board
- Mike Kapolka introduced Kurt Phelps, a Special Education teacher, and Megan Stockmaster, a part time French teacher, to the Board
- Marcus Kaemming updated the Board on District Goals, the Wellness Committee, a Facility Study, new ideas for secondary level fiscal support, and the Graduate Learner Profile.

Board Member Reports:

- Anne Mann provided assistance to Kindergarteners who were taking part in the NWEA testing.
- Steve Olsen attended the WASB planning meeting where discussion included expanding WASB participation, a county-wide retreat, and a Washtenaw County promise program. He also attended the Chelsea Rod and Gun Club Jamboree, where raffle tickets were sold to provide scholarship money to CHS.
- Laura Bush attended the Band Festival; it was a beautiful night with wonderful performances.
- Tammy Lehman, along with Mike Kapolka, interviewed candidates for the open Board Student Liaison position. She stated there were three excellent candidates.

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Chelsea School District
September 26, 2016

- Laurel McDevitt commented on the mutual admiration and support among the music groups in the District that she personally observed while attending the Band Festival.

Public Input - None

Superintendent/Board Discussion - None

Consent Action Item:

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

- Action Item 20-16-17. Superintendent Helber recommends the Board approve the Civil War class' field trip request to travel to Gettysburg, PA on October 27-29, 2016, for instructional purposes.
- Action Item 21-16-17. Superintendent Helber recommends the Board approve Company C's field trip request to YMCA Storer Camp from February 17-19, 2017, for their annual retreat.
- Action Item 22-16-17. Superintendent Helber recommends the Board accept a donation in excess of \$1,000 from the Kiwanis Club of Chelsea for the district's preschool program.

ALL AYES, 7-0

Individual Action Items:

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

- Action Item 23-16-17. Superintendent Helber recommends the Board approve the hire of Richard Boham as a part time Transportation Supervisor.

ALL AYES, 7-0

Information and Discussion:

- Facility Assessment Proposal
- 2017 8th Grade Washington DC Field Trip Request
- MASB Delegates

Motion by Steve Olsen, supported by Anne Mann, to approve the following recommendation:

- Action Item 24-16-17. The Board designates Steve Olsen as Chelsea's delegate to the MASB Delegate Assembly.

ALL AYES, 7-0

Public Input - None

Superintendent Report - Superintendent Helber reported on the following:

- Superintendent Helber praised the principals and administrators for the good job they do on their staff reports and highlighted several items from those reports.

Minutes
Board of Education
Chelsea School District
September 26, 2016

- Boy Scout Troop #476 donated \$217 to Chelsea Schools. Superintendent Helber thanked the troop for their generosity.
- Superintendent Helber attended the MASA Conference last week where she met and spoke to many other Superintendents and gathered a great deal of worthwhile information.
- October 8 is Homecoming; SRSly will be working together with the high school
- We are waiting for the WISD to provide information on teacher and administrator evaluation tools and how to put the information on our web site
- A property transfer hearing will take place October 11.

Commendations/Thank-you - None

Upcoming Events

- Wednesday, October 5 - 6:00 PM - Candidate Forum - CRC
- Monday, October 10 - 6:30 PM - Board Meeting - WSEC
- Monday, October 24 - 6:30 PM - Board Meeting - WSEC
- Thursday, October 27 - 6:00 PM - Candidate Forum - WSEC
- Monday, November 14 - 6:30 PM - Board Meeting - CHS
- Tuesday, November 22 - 1/2 Day for Students
- November 24-25 - No School - Thanksgiving Holiday
- Monday, November 28 - 6:30 PM - Board Meeting - WSEC
- Monday, December 12 - 6:30 PM - Board Meeting - WSEC
- December 23, 2016 - January 6, 2017 - No School - Winter Break

Other - None

Meeting was adjourned at 7:09 PM

Respectfully submitted,

Anne E. Mann
Board Secretary

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
October 18, 2016 Board Packet

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

Accept September donations and changes to the 2016 FY Budget.

Income Line - Expense Line

Total: \$0.00

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

9/16/16 Friends of CDL Youth Program Chills In Chelsea 674.111 884.921 \$200.00

Total: \$200.00

Total General Donations: \$200.00

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet October 18, 2016 Meeting

Approval of Revised 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 CDL board approved the 2017 budget at the September 20th meeting.

After turning in the L-4029 to the City/Townships & County an error was discovered with the Headlee reduction number. The millage fraction has to be four decimal points – not rounded. When the millage was figured we only went to four decimal points which rounded the last number up and the millage number can't be rounded up. So when we took the number to six decimals it changed the number from 1.6215 to 1.6214.

To correct this \$95.00 reduction in income, we deducted \$95.00 from account #801.090 Other/Strategic Plan.

Action:

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

Janice L. Carr, Board Secretary

Date

UCA	Primary Account Lines	FY 2015 Budget - Audited	FY 2016 Budget - Approved	FY 2017 Budget - Proposed	Notes
	Total:	1,625,020	1,822,170	1,788,019	
	Other Expense		25,000	20,000	to Cap Reserve Fund
701	Personnel Expenses	915,258	1,014,996	1,066,156	
	Wage, FICA & Benefits	913,538	1,012,796	1,063,956	
	Unemployment	150	200	200	
	Workers Comp.	1,570	2,000	2,000	
727	Supplies	19,559	19,200	18,800	
801	Professional Services	67,227	72,912	60,075	
803	Maintenance Service Contracts	106,971	112,510	115,169	
850	Telecommunications	18,113	22,350	26,750	
880	Promotional Materials	40,515	57,505	50,725	
884	Programming Expenses	65,359	91,742	70,890	
885	Volunteer Services	1,805	1,150	2,250	
920	Utilities	56,614	63,100	60,100	
960	Board Expenses	2,412	3,650	3,350	
965	Automation Services	45,128	44,555	46,212	
967	Equipment	26,730	28,675	21,800	
969	Staff Development & Travel	13,161	31,507	19,102	
980	Capital Expenses	84,365	42,200	37,500	
982	Collection Expense	161,803	191,118	169,140	
	Budget Expense	1,625,020	1,822,170	1,788,019	
	Budget Revenue	1,691,606	1,822,170	1,788,019	
	Over/ (Under Budget)	-66,586	0	0	

★

UCA	Revenue Details	FY 2015 Budget - Audited	FY 2016 Budget - Approved	FY 2017 Budget - Proposed	Notes
	Totals	1,691,606	1,822,170	1,788,019	
	From General Fund		16,734		
	From Capital Improvement Fund		18,000	22,500	Tech & Maint
	From Capital Reserve Fund		24,200	15,000	
402.000	District Tax Revenue	1,539,429	1,605,901	1,613,369	After DDA TIFA capture
402.100	Charge Backs				
402.300	Dexter Township				
402.400	Lima Township				
402.500	Lyndon Township				
402.600	Sylvan Township				
402.700	City of Chelsea				
	Other Government Revenue	33,885	38,200	31,500	
501.000	Federal Grants				LSTA, for instance
539.000	State Grants		9,000		MCACA/Lit Walk here if received
539.300	Michigan Humanities Council				
540.100	State Aid - Library of Michigan	8,838	8,200	8,500	
574.100	Penal Fines - Washtenaw County	25,047	21,000	23,000	
	Charges for Services	36,404	35,800	36,500	
607.100	Non-Resident Use Fees	5,724	5,000	5,500	
607.200	ILL Fees				
644.100	Sale of Surplus Equipment				
645.100	Copier and Printer Machine	7,472	7,800	7,500	
655.100	Circulation Fines	23,208	23,000	23,500	
656.100	Lost and Damaged Fees	0	0	0	
665.000	Interest and Dividends	35,813	41,000	45,500	
665.100	Interest Chelsea State Bank	312			
666.100	Investment Earnings	43,424	41,000	45,500	Estimate given by advisor
666.500	Investment Change in Value	-7,923			
674.000	Contributions and Donations	35,075	38,335	22,650	Offsets special purchases, programs and
674.100	Designated for Adult Collection	500	135		<i>Build budget as received</i>
674.101	Designated for Youth Collection	640			" "
674.102	Designated for CD/DVD Collection				" "
674.103	Designated for Local History/Preservation	1100			" "
674.104	Designated Adult - Gutekunst				" "

UCA	Revenue Details	FY 2015 Budget - Audited	FY 2016 Budget - Approved	FY 2017 Budget - Proposed	Notes
	Totals	1,691,606	1,822,170	1,788,019	
674.105	Designated Youth - Gutekunst				"
674.110	Designated for Adult Programming	7,530	6,600	8,150	Friends, incl \$1K Sonic, \$1K Artist In Residence
674.111	Designated for Youth Programming	11,700	7,250	7,500	Friends, incl \$1K Sonic, \$1K Artist In Residence
674.120	Undesignated Cash Donations	420	7,250		<i>Build budget as received</i>
674.121	Annual Giving Donations	10,000	10,000	5,000	
674.130	Designated Promotional				
674.140	Designated Capital				
674.141	Designated Technology				
674.142	Designated Small Equipment		4,100	2,000	Friends, Data for Hotspot lending
674.143	Designated Maintenance	100			
674.150	Designated Continuing Education	350			
674.175	Designated Low Vision Center				
674.200	Friends of the Library Donations (Undes)				
674.400	Community Read Contributions	2,735	3,000	0	Barn Bash 2015 only
674.930	Non-Print Donations				
675.000	Private Grant Sources	11,000	4,000	1,000	
675.100	Chelsea Community Foundation	5,000	0	0	Authors in Chelsea
675.300	Chelsea Wellness Foundation	6,000	3,000		Chelsea Reads - change scope 2017
675.400	Chelsea Education Foundation		1,000	1,000	Authors In Chelsea
606.000	Misc. Income & Refunds				

801	Professional Services	FY 2015 Budget - Audited	FY 2016 Budget - Approved	FY 2017 Budget - Proposed	Notes
	Total	67,227	72,912	60,075	
801.100	Professional Services	49,747	60,635	47,810	
801.010	Attorney	701	4,000	4,000	
801.020	Auditor	12,975	13,325	14,000	New auditor 2017
801.035	Facilitator	0	0		
801.040	Bookkeeper	8,031	8,910	9,266	
801.041	Payroll Services	2,605	2,700	2,900	
801.042	Financial Services	100	1,000	1,000	Annual Disclosure Statement (PFM).
801.058	Recruitment Agency	19,950	0	0	
801.070	Computer Specialist	575	700	700	
801.071	Website and Graphic Design	0	10,000	1,000	for possible changes / updates
801.079	Library Survey		10,000	0	
801.090	Other/Strategic Plan			12,944	Initiatives
801.092	Grant Writing	4,810	10,000	2,000	Research and writing
801.200	Insurance Total- LB	10,739	11,037	11,050	
801.210	General Liability Insurance	9,019	9,265	9,525	
801.220	Directors/Officers	1,720	1,772	1,525	
801.300	Banking Fees	6,741	1,240	1,215	
801.310	Bank Fees	135	200	175	
801.315	Investment Fees	5,691	0	0	No investment fees expected in 2017
801.320	Safe Deposit Box	40	40	40	Two boxes
801.340	Credit Card Fees - Library	0	0	0	
801.350	Credit Card Fees - Circ	793	900	900	
801.360	PayPal Fees	82	100	100	

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	60,075
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:	\$ 1,788,019

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	1,640,369
Other Government Income	31,500
Fees	36,500
Interest and Dividends	45,500
Contributions, Donations & Grants	23,650
Sub-Total	\$ 1,777,519
DDA TIFA Tax Capture	\$ 27,000
Total Income	\$ 1,750,519
From Capital Improvement Fund	\$ 37,500
Total Income including Capital Improve. Fund	\$ 1,788,019

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>	1.9393	1,640,369
<u>Bond Debt</u>	0.7500	634,392
Total Millage	<u>2.6893</u>	<u>2,274,761</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 & revised October 18, 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)

Carefully read the instructions on page 2.

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.

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		
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	1.6214	0.9906	1.6214	0.0000	1.6214	12/2019
voted	Debt	May 04	unlimited	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
Lori Kunkel-Coryell	734-475-8732 x 206	Director	09/20/2016 rev

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, 380.121(3).

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

* 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	

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet October 18, 2016 Meeting

2017-2020 At Large Trustee position

Background:

The 2017-2020 At Large Trustee open position was posted and only one candidate applied, current At Large Trustee TJ Helfferich.

Action:

The Chelsea District Library board approves the appointment of TJ Helfferich from the City of Chelsea as the At Large Trustee for 2017-2020.

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet October 18, 2016 Meeting

New Bank Account at Lake Trust Credit Union

Background:

The Fundraising Committee would like anyone wishing to donate to the Chelsea District Library an easy & convenient way to provide this by setting up a PayPal account at Lake Trust Credit Union.

Per Financial Policy #550 the library board designates the financial institutions to be used by the library.

The director and Fundraising committee would like board approval to set up an account at Lake Trust Credit Union for the purpose of opening a PayPal account for online donations.

Chelsea District Library Policy and Procedure

Policy Section: Budget & Finance
Board Approval Date: May 16, 2006
Revision Adopted: March 19, 2013

Subject: #550 Financial Policies

1) Budget Process

Annually, the Board shall adopt a budget for the operation and development of the Library. Based on the determination of priorities and strategies directed by the Board, the Director will develop the budget proposal.

2) Director Responsibility to Budget

The Director is responsible for management of the library, within the budget set by the Board. In particular, the Director shall hire the employees, arrange for services, purchase equipment and supplies, including capital equipment, make contractual agreements and make other financial commitments that fall within the budget set by the Board. Any transaction in which an interest in real estate and/or which would initiate, compromise or settle legal action, even if it is within budget, would require Board action.

3) Financial Reporting

At each regular meeting of the Board, the Director reports on the financial condition of the library. In particular, monthly and year-end statements are published in the Board packet.

4) Banking

The Library Board designates the financial institutions to be used by the Library. The Director shall deposit money in Board-designated financial institutions according to the Library's separate Investment Policy. The Director may transfer money between board designated institutions or between accounts within the same institution. With Board approval, the Director may close accounts, and open new accounts within a financial institution at which the Library already has deposits.

5) Check Signing

One signature is required on a check written for less than \$100. The signature will be one of the following: Director, President, President-Elect, Treasurer or Secretary. Two signatures are required on each check written for \$100.00 or more. The two signatures will include two of the following: Director, President, President-Elect, Treasurer or Secretary. The Director and the Treasurer will typically sign checks. The Assistant Director may sign checks written for \$100 or more when delegated the authority to do so pursuant paragraph six herein.

6) Delegation of Authority

In special circumstances when the Director will not be available, the Director may delegate his authority to conduct banking and check signing (as described above in paragraphs 4 and 5) to the Assistant Director. The delegation will be in writing, preferably by email, and will be delivered to the Assistant Director, the Board President and Treasurer and the Director's administrative assistant. The written delegation of authority will include a start date, end date, and a description of the actions to be taken by the Assistant Director.

7) Retrospective Approval of Checks

At each regular meeting of the Board, the Director shall submit for review and approval by the Board a list of the checks written during the previous month.

8) Uncleared Checks

Checks that have not cleared within 6 months will be declared null and void; those amounts will then be removed from the library liability file and returned to the general fund.

Janis Miller

3/19/13

Janis Miller, Secretary

Date

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet October 18, 2016 Meeting

Review of 7 Library Policies

Background:

The Policy committee has reviewed & updated seven (7) policies which are now ready for review by the board.

Personnel Policy #106 Overtime Policy
Personnel Policy #107 Paid Holidays
Personnel Policy #311 References

Policy #161 Library Record Retention
Policy #321 Art Selection
Policy #421 Use of Venues and Meeting Spaces
Policy # 452 Web Site Policy

SUBJECT: 106. OVERTIME/ASSIGNMENT OF ADDITIONAL WORK HOURS

A. Definitions

B. Policy Overview and Purpose Statement

1. It is the policy of Chelsea District Library to comply with federal laws pertaining to the payment of overtime to hourly (non-exempt) employees. It is also the policy of Chelsea District Library to utilize a consistent process for assigning additional work hours if and when business need dictates.
2. The purpose of this policy is to describe the conditions under which overtime is authorized and paid to hourly employees, and to describe the process that is followed when determining if and when assignment of additional work hours to either hourly or salaried employees must occur.

C. Overtime

1. In accordance with the Fair Labor Standards Act (FLSA), hourly (non-exempt) employees will be compensated at the rate of one and one-half their normal hourly rate of pay or compensatory time at the rate of one and one-half hours of compensatory time for any hours worked in excess of forty (40) in one seven-day period which begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday. Payment for hours will generally be the method of compensation. However, management reserves the right to compensate employees through the use of compensatory time.
2. Employees must obtain the approval of their manager before working overtime. **Failure to do so will result in disciplinary action as described in policy #202.**
3. Paid time off, holiday, bereavement and jury time hours are not counted as hours worked for purposes of determining overtime or compensatory time.
4. In accordance with the FLSA standards, salaried (exempt) employees are not eligible for overtime.
5. **Working "off the clock" in order to avoid an overtime situation is not allowed, and doing so will result in disciplinary action as described in policy #202.**

D. Assignment of Additional Work Hours

1. Due to business needs, Library management may at times be required to schedule employees for additional work hours. Employees will receive as much advance notice as possible when being assigned additional work hours.
2. Library management will, as much as possible, attempt to assign additional work hours to those employees who volunteer for additional work hours before mandating additional work hours.
3. Employees who have been assigned additional work hours and refuse to work as assigned are subject to disciplinary action as described in Subject No. 202, Code of Conduct/Work Rules/Discipline.

Rev. XXXX by Board action

Lori Coryell XXXX

SUBJECT: 107. PAID HOLIDAYS

A. Definitions

1. Eligible employee is defined as a regularly scheduled full-time or part-time employee as defined in Subject No. 311, Employee Classifications. Substitutes and temporary employees (also defined in Subject No. 311) are not eligible for holiday pay.
2. Holiday pay is defined as an amount of pay equal to the employee's base hourly rate multiplied by the number of hours the employee is normally required to work on the day on which a recognized holiday falls.

B. Policy Overview and Purpose Statement

1. It is the policy of Chelsea District Library to recognize ten (10) holidays each calendar year during which the Library is closed and eligible employees will receive time off with pay.
2. The purpose of this policy is to describe the conditions under which employees will receive holiday pay and, in general, how the recognition of holidays and holiday pay will be administered.

C. Recognized Holidays

1. The Library will recognize the following holidays each calendar year by closing on the following days:
 - a. New Year's Day
 - b. President's Day (Third Monday in February)
 - c. Easter Sunday
 - d. Memorial Day
 - e. Independence Day (Fourth of July)
 - f. Labor Day
 - g. Thanksgiving Day

- h. December 24th
 - i. December 25th
 - j. New Year's Eve
2. On the day before the Independence Day holiday & Thanksgiving Day, the Library will close at 5:00p.m.
 3. Paid holidays will not be counted as hours worked for the purposes of calculating overtime.

D. Birthday Holiday

1. Employees with one year of service and regularly scheduled hours are entitled to take paid time off for the employee's birthday.
2. This time off shall be taken on the birth date or at a time mutually agreed upon with the employee's supervisor within a month of the birth date.
3. The number of hours *to which* an employee is entitled is based on the employee's regularly scheduled hours per week.
 - Full-time hourly and full-time salaried staff are entitled to eight (8) hours
 - Hourly staff scheduled for 21-37 hours are entitled to six (6) hours
 - Hourly staff scheduled for 20 hours or less are entitled to four (4) hours

Rev. XXXXX by Board action Lori Coryell XXXXX

SUBJECT: 311. REFERENCES

A. Definitions

1. A Library Reference is factual, not evaluative or subjective.
2. A Personal Reference is requested by current or former employee of a member of the Library staff, individually, and is subjective.

B. Policy Overview and Purpose Statement

1. It is the policy of Chelsea District Library to provide information, on a limited basis, to other organizations and/or employers who make contact with the Library for reference information on current or former Library employees.
2. The purpose of this policy is to provide general information about what information Library management staff will provide to another organization conducting a reference check, which Library staff will provide the information, and the process by which a request for reference information is handled.

C. Information Provided for a Reference Check

1. Upon request from another employer, the Library will provide the following information pertaining to a former employee:
 - a. Date of hire
 - b. Date of separation
 - c. Job title at the time of separation
2. Persons requesting information other than those items listed in section C1 of this policy will be informed the policy of the Library is to only release the items listed.
3. Requests by current or former employees to Library management staff members for letters of reference to include things not listed in section C1 of this policy are considered by the Library as requests for personal references. Staff members choosing to provide a personal reference should not use Library email, nor should Library relationships or titles be provided or discussed.

D. Process for Responding to Requests for Employment References

1. Inquiries made to the Library by another employer for reference information should be directed to the Library Director or a member of the Library Management staff.
2. Reference information may be provided verbally, unless otherwise specified.

E. Persons Authorized to Respond to Requests for Reference Information

1. Responses to requests for reference information will only be made by the Library Director, or another member of the Library management staff as designated by the Library Director.

Rev. XXXXX by Board action Lori Coryell XXXX

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**Chelsea District Library
Policy and Procedure**

Policy Section:1. Governance
Board Approval Date: March 17, 2009
Reviewed: XXXX, 2016

Subject: **161 Library Records Retention**

Background:

The Michigan Freedom of Information Act (FOIA) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created". Michigan law requires that all public records be listed on an approved Retention and Disposal Schedule.

Policy:

The Chelsea District Library adopts as its Records Retention Policy the specific time frames and categories set forth in the **current** *General Retention Schedule #17, Michigan Public Libraries*, approved by the Department of History, Arts and Libraries for the State of Michigan.

Personnel Responsible:

Library Director

Janice L. Carr, Secretary
Chelsea District Library, Board of Trustees

Date

**Chelsea District Library
Policy and Procedure**

Policy Section 3: Collection Development

Board Approval Date: April 19, 2005

Revised: XXXX, 2016

Subject: 321 Art Selection Policy

Background

The library values the importance of the visual arts to the community and the importance of community involvement in the library. The board provides this direction in view of the opportunity for permanent art in the planned building and its grounds.

Policy:

The director shall seek the advice of **a community art committee on selection of permanent art for the library exceeding \$1000 per piece.**

Janice L. Carr, Secretary
Chelsea District Library, Board of Trustees

Date

Chelsea District Library Policy and Procedure

Policy Section: **4. Facility and Equipment**
Revision: 3/16/10, 4/19/11, ~~XXXX, 2016-FebXX~~

Subject: **421 Use of Venues and Meeting Spaces**

Background:

The Mission of the Chelsea District Library is to provide quality library services that support the cultural, educational and informational needs and interests of the community. In keeping with this mission, the Library provides facilities for library programs as well as Library business meetings. When certain Library space is not scheduled for Library-hosted or co-hosted events, it may be used by the public within the parameters set by the policy.

Policy:

This Policy does not apply to Library hosted or co-hosted events and use of the Venues and Meeting Spaces.

Venues and Meeting Spaces Governed by this Policy:

The following meeting rooms are governed by this policy and shall be referred to as the "Meeting Rooms."

McKune Room
Katie's Korner
Reading Garden

Rules for use of "Meeting Rooms:"

1. Guests using Library facilities for events shall not sell tickets, raffles or any objects; solicit contributions; or charge a fee for attendance.
2. Persons or groups using the library shall not leave printed materials on Library property without prior approval of the Library Director, in accordance with the bulletin board and code of conduct policies.
3. All meetings in the Meeting Rooms shall be free and open to the public. Private functions are not permitted, i.e. showers, receptions, and private parties. Groups and organizations may use the Meeting Rooms for cultural, educational, governmental and informational purposes.

3-4. Users requesting to use the room must live in the Chelsea District Library service area, or the business/group they represent must be located in same. Exceptions for non-profit groups can be made at the director's discretion.

- ~~4.5.~~ Scheduling use shall be accepted on a first-come-first-serve basis, with Library business having first priority. The Meeting Room Rental Agreement and security deposit must be submitted prior to scheduling use of the Meeting Rooms. The Library may ask groups to reschedule meetings in the event the Library Board needs to schedule a special library board meeting or other Library event.
- ~~5.6.~~ Meetings and events will not be scheduled more than eight weeks in advance, and will not take place on a weekly, reoccurring basis, except for any public body that is required to adopt a regular meeting schedule pursuant to the Open Meetings Act. However, the Library Director has discretion to schedule any meeting more than eight weeks in advance for public bodies.
- ~~6.7.~~ The Library will not discriminate against any group based on race, color, creed, national origin, religion, marital status, age, gender, height, weight, veteran status, disability, sexual orientation, or any other characteristic protected under applicable laws.
- ~~7.8.~~ The Library prohibits the use of tobacco, alcohol or controlled substances in the Library Meeting Rooms.
- ~~8.9.~~ Groups using Library Meeting Rooms may serve food and beverages, but only if approved by the Library at the time the group schedules the Meeting Room(s).
- ~~9.10.~~ Groups making excessive noise that disrupts normal Library functions or other patrons' use of the Library shall be asked to eliminate the disruption. If they don't respond to this request, they shall be asked to immediately vacate the premises.
- ~~10.11.~~ Requests for use of audio or visual equipment must be made at the time the venue is scheduled. The Library does not guarantee the availability of any audio or visual equipment.
- ~~11.12.~~ It is the user's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The group must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the security/ cleaning deposit. A group must include time to *set up* and *clean up* within scheduled time.
- ~~12.13.~~ A refundable security/cleaning deposit must be paid to the Library before the scheduled event. The deposit will be held and returned until Library staff inspects the room. If there are no damages, the deposit shall be returned. Persons or groups using the Meeting Rooms must pay for actual damages exceeding the \$100 deposit fee. Cancellations must be in writing. Users cancelling **less than 48 hours form the scheduled meeting time will forfeit the entire deposit.**

~~13.~~14. The Library is responsible for scheduling use of all Meeting Rooms. The program and meeting schedule is available at any Information Desk. It is also available on the Library's website and is updated regularly.

~~14.~~15. Use of Library Meeting Rooms is limited to the hours during which the Library is open. Any meeting shall conclude, and the room be vacated, not less than one half hour before the library closes. This regulation does not apply to public bodies that use the Meeting Rooms. However, public bodies must obtain permission from the Library Director before scheduling any use during hours when the Library is not open.

~~15.~~16. Persons or groups using Library Meeting Rooms shall observe all rules of conduct and policies applicable to Library patrons.

17. Groups using the Meeting Rooms shall not exceed occupancy requirements of the Meeting Rooms.

~~16.~~18. The Library does not promote any non-library programs, except to list them on the library calendar. All descriptions must be clearly noted and state that it is not a library program. Contact information must be noted.

Library Disclaimer:

1. Use of the meeting room does not constitute the Library's endorsement of a group's policies or beliefs by any of the staff or Board members.
2. If necessary, the Library reserves the right to cancel the use of a meeting room.
3. The Chelsea District Library is released and held harmless from any and all claims for personal injury or property damage.

Personnel Responsible:

Library Staff

Janice L. Carr, Secretary
Chelsea District Library Board of Trustees

Date

Chelsea District Library Policy and Procedure

Section 4: Facility and Equipment

Approval Date: May 16, 2006

Revised: XXX, 2016

Subject: **452 Website**

Background: The mission of the Chelsea District Library is to provide equal access to quality resources that serve the lifelong cultural, educational, and informational needs and interests of all people. This mission extends to the design and content of the Library's web site.

Purpose: The purpose of the website is to provide Library users access to information about the Library and its services as well as links to electronic resources such as databases and other web sites. The purpose of this policy is to clarify the scope and limitations of the Library website, including criteria for content, accessibility, maintenance, data collection, and copyright.

Policy:

Content:

- Decisions **regarding** what content to include on the website are made based on the Library's existing collection development policies as they relate to materials selection and censorship.
- Content and links posted on the site must meet the Library's criteria for selection of non-electronic material, that is: author reputation, patron demand, importance to the collection, social significance, **allowance** for varying complexity of material, and relation to current holdings.
- The presence of a link from a third-party website to the Library's website does not obligate the Library to place a reciprocal link on its site.
- The Library does not accept advertisements for placement on its website. Links and content are consistent with the Library mission.
- The Library is not responsible for the content of sites linked from the Library website.

Accessibility: The Library strives to make its website compatible with guidelines for disability access. Access to some material on the site may be restricted to residents of the area served by the Chelsea District Library or to use on the Library premises, because of limitations to license agreements. Content related to operational matters may be restricted to use by Library staff.

| *Maintenance:* The Library website is run by the Network Administrator who, in
| conjunction with Library staff, and accountable to the Library Director, makes decisions
| as to the content and design of the site. The site is updated on a regular basis.

Collection of User Information and Statistics: The Library collects statistics on the usage of the website, including but not limited to the number of visits to the site.

Privacy of User Data: The Library collects no information that can be used to identify individual users. If users choose to communicate with the Library via electronic means (e-mail, web forms), the Library will not disclose such information unless required by law. The Library website does not run on a secure server; information transmitted via the website is not encrypted. The Library does not disclose log data to any other parties, unless required by law.

Copyright: All original material on this website, including its design and source code, is the copyright of Chelsea District Library. Reproduction of content or images is prohibited without express permission from the Library before use.

Janice L. Carr, Secretary
Chelsea District Library, Board of Trustees

Date

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
October 18, 2016 Meeting

October Budget Adjustments

Background:

This is for additional signage for the media center remodel

Motion Requested:

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

Amount	From	To	Reason
\$2,800.00	850.310 Internet	980.100 Media Area Remodel	Signs on shelving endcaps

Total: \$2,800.00

COMMITTEE INFO & MINUTES

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

Governance
Appendix #2

Approved: January 19, 2016

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

Janice L. Carr

Janice L. Carr, Board Secretary

1/19/16

Date

CDL Personnel Committee Meeting Minutes August 29, 1026

Present: Jan Carr, Jerry Wilczinski, Anne Merkel

Subject: Discussion of Director's first annual review 2016.

**Evaluation forms for staff and trustees were revised in 2014.
These will be used again.**

**Blank forms will be shared with Lori to guide her as she writes
her self-evaluation**

**Blank forms will be distributed to board members along with a
copy of the director's job description and instructions for
completing the annual review by November 18.**

**Copies of the blank form will be sent to Lori's direct reports
along with instructions for completion on November 18.
(Direct reports: Linda Ballard, Terri Lancaster, Patty Roberts,
Ron Andrews, Melanie Bell, Karen Persello, Keegan Suleki)**

**Direct reports are requested to meet with their departmental
staff so completed annual review includes input from all.**

**ALL reviews are due back to Jan Carr by December 8 either
electronically or in paper format to her mailbox.**

**Personnel committee will meet on December 13 at 10am to
review all evaluations and compile a report/recommendation for
the board meeting on December 20.**

**For the personnel committee,
Jan Carr, Chair**

Minutes
Chelsea District Library
Policy Committee
October 7 2016
1:30 PM
Chelsea District Library

Attendance: Susan Lackey, Chair; TJ Helfferich, Jan Carr
Staff: Lori Coryell, Linda Ballard

The committee reviewed the following policies with staff:

- Overtime Hours - conformance with new Fair Labor Standards rules
- Paid Holidays - add birthday as a paid holiday
- Records Retention - clarify state required standard
- References - clarify policy on how staff is to provide personal references should they choose to do so
- Art Selection - clarify process, including cost (+\$1000) and type (Permanent) that would trigger the use of an art committee. Remove references to general community.
- Facility - clarify that people using the meeting spaces for free must be District residents or have a business in the district. Nonprofits that serve the district, but are located outside may be approved with the Director's ok.
- Website - clarification of policy to bring into conformance with modern practices
- Gift Acceptance Policy - returned to fund raising committee for discussion.

Staff will make required changes and forward these to the November Board meeting for approval.

Respectfully submitted

Susan Lackey, Chair

