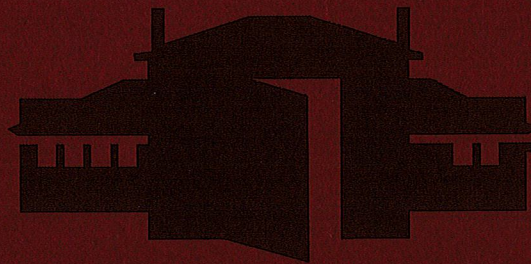


**Chelsea District Library  
Board of Trustees**

**Agenda and Information Packet**



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

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

**November 15, 2016  
6:45 pm**

**McKune Room at Chelsea District  
Library**



**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, November 15, 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 – October 18, 2016

Approval of the September Operational Checks & Financials

Director & Friends Report

**7:10 Strategic Plan Update** Griffin Reames –Bridgeport Consulting

**7:40 Public Comment**

**7:45 Action Items**

Donations

L. Coryell

Approval of seven (7) Library Policies

S. Lackey

**8:15 Discussion Items**

2017 Calendar of Operations

L. Coryell

2017 Board Meeting Calendar

L. Coryell

2016 to 2017 Budget Adjustment

L. Coryell

2017-2019 Strategic Plan

L. Coryell

**8:30 Reports**

Policy Committee

Finance Committee

Personnel Committee

Fundraising Committee

Nominating Committee

**8:40 Public Comment**

**8:45 Other Items**

**8:50 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, October 18, 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, Assistant Director L. Ballard & T. Lancaster.

**Guests:** Kerry Sheldon & Griffin Reames of Bridgeport Consulting

**Welcome and Call to Order**

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

**Agenda Review and Additions**

1. Other Items – J. Carr report on Friends of Michigan Libraries Trustee Alliance Workshop

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

**Compulsory Segments:**

**Minutes and Approval of Checks & Financials**

MOTION made by E. Sensoli, **SECONDED** by T. Helfferich to approve the minutes of the September 20, 2016 Board Meeting as amended. Discussion: Add “survey” to the strategic plan deadline. All Ayes: 7-0

MOTION made by S. Lackey, **SECONDED** by A. Merkel to approve the General Fund Operational checks & accept the financial reports for September 2016. Discussion: J. Wilczynski noted that our income is more than budgeted and expenses are under budget. All Ayes: 7-0

**Director's Report Update:**

L. Coryell update:

- Paul McCann has offered a tour of the Dexter District Library basement for the CDL board.
- At the September staff meeting, Chief Toth went over active shooter training and after speaking with him we have decided to keep the two connector doors locked for incoming patrons. These doors are out of the staff's sight line and will limit entrance to the main door.
- L. Coryell is working on a five (5) year comprehensive measures chart and will have this for the Friday staff/board in service.
- J. Carr commented that active shooter training was discussed at the FOML and would Lori send the board the links to the videos.
- Met with Serendipity book store. Talked about how we could collaborate with programming.
- E. Sensoli was interested in the energy audit and that we are doing many things already to save energy and the only thing was to look into intelligent surge protectors & LED light bulbs in the Exit signs.
- Our first Library Card Sign Up Month was a huge success with 100 adults and 69 youth getting library cards for the first time.



- Questions on the TIFA update: Does this have to pass by the end of 2016? When would this take effect if it did pass, immediately or when the TIFA tax needs to be renewed?

### **Strategic Plan Update: Bridgeport Consulting – Kerry Sheldon & Griffin Reames**

- Handed out an updated Strategic Plan development schedule
- We received 358 survey responses.
- The open house has been scheduled for January 11, 2017.
- Questions/comments about the Strategic Plan documentation:
  - Would rather see all the charts as 5, 7 or 10 but not a mix.
  - Wondered if decrease in library use in the winter months was due to Snow Birds
  - Of the non-resident cards how many are business cards.
- J. Carr attended the FOML event at Kalamazoo Public Library and they have a maker's space that they call the "Hub" with machines that digitize most types of media..
- The agenda for Friday's staff/board in service was handed out.

**Public Comment:** None

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

MOTION made by C. Taylor, SECONDED by A. Merkel to approve and acknowledge the presented September donations of \$200.00. Discussion: None All Ayes: 7-0

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

MOTION made by E. Sensoli, SECONDED by T. Helfferich to approve the presented revision of the 2017 Chelsea District Library budget. Discussion: The budget needed to be revised by \$95.00 due to a rounding error in the millage rate reduction due to the Headlee amendment.

Discussion: None.

All Ayes: 7-0

### **Action Item #3: At Large Trustee**

MOTION made by J. Carr, SECONDED by S. Lackey to approve the appointment of TJ Helfferich as the At Large Trustee for the 2017-2020 term. Discussion: None All Ayes: 6-0 1 Abstain

### **Discussion Item #1: Account at Lake Trust Credit Union**

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

MOTION made by E. Sensoli, SECONDED by T. Helfferich to move opening an account at Lake Trust Credit Union for managing a PayPal account for online donations to the library to Action Item #4. Discussion: None All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve opening an account at Lake Trust Credit Union for managing a PayPal account for online donations to the library as **Action Item #4**. Discussion: None All Ayes: 7-0

### **Discussion Item #2: Review of Seven (7) Library Policies**

S. Lackey reviewed the policies with the board. These will move to action in November.

### **Discussion Item #3: October Budget Adjustments**

L. Coryell explained that the \$2,800.00 from the Internet line to the Media Area Remodel is to cover the cost of endcaps for the new shelving that will match the current endcaps and the \$400.00 from

Material processing – cases to Volunteer programs is to cover extra cost of the Volunteer holiday appreciation gathering.

MOTION made by J. Carr, SECONDED by C. Taylor to move the presented October budget adjustments of \$3,200.00 to Action Item #5. Discussion: None All Ayes: 7-0

MOTION made by E. Sensoli, SECONDED by T. Helfferich to approve the presented October budget adjustments of \$3,200.00 as **Action Item #5**. Discussion: None All Ayes: 7-0

### **Committee Reports**

**Policy Committee** –Met on October 7<sup>th</sup> - Report in Discussion #2.

**Finance Committee** –Will set next meeting when 3<sup>rd</sup> quarter payroll reports are ready.

**Fundraising Committee** –Met on October 12<sup>th</sup> and tonight October 18<sup>th</sup> before the board meeting.

1) The donation page on the website looks much better 2) A sponsorship letter will be done for the beginning of the year for 2017 programs 3) Organize friends/social cultivator events to inform patrons about the importance of the library.

**Personnel Committee** – Next meeting will be December 13<sup>th</sup>. Forms for the director's review will be emailed the 2<sup>nd</sup> week in November.

**Nominating Committee** – Schedule meeting for Tuesday, October 25<sup>th</sup>, 10:00 am.

### **Public and Board Comment:**

L. Ballard commented that it was gratifying to see that our great customer service to patrons is acknowledged in strategic plan survey results.

### **Other Items:**

J. Carr report on Friends of Michigan Libraries Trustee Alliance Workshop she attended at the Kalamazoo Public Library.

- Josie Parker was the key note speaker.
  - Ann Arbor District Library has a FAQs database where patrons can post comments and see the answers. This can be used as a referral source for repetitive questions..
  - Boards should be aware of important decisions being made without discussion.
  - AADL board members are not allowed to abstain from voting.
- J. Wilczynski thanked T. Helfferich for committing to the CDL board for another four (4) years.

### **Friends Report Update:**

L. Coryell gave the Friends update:

- We will be working with the friends on a table for the Chelsea Senior Centers 2017 Festival of Tables.
- The Friends will be hosting a "Tea" on Thursday, October 20<sup>th</sup> to encourage interest in the Friends. There will also be a silent auction of teapots donated by the family of Mary DeGraff.
- Gary Munce & Jennifer Kundak also attended the FOML workshop in Kalamazoo.

### **Adjourn:**

MOTION made by E. Sensoli, SECONDED C. Taylor to adjourn the meeting at 8:26 p.m.  
All Ayes: 7-0



**Chelsea District Library Board of Trustees  
Minutes of Staff & Board Retreat**

Friday, October 21, 2016 9:00 am  
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:** L. Coryell, L. Ballard, T. Lancaster, M. Bell, P. Roberts, R. Andrews, L. Abcouwer, B. Easterwood, H. Glaubitz, K. Kahler, M. Kinner, J. Medeiros, E. Meloche, S. Ogden, J. Pecka, K. Persello, D. Pilarz, S. Powers, L. Smith, K. Sulecki, F. Tayebi, A. Zoran, J. Zubik

**Guests:** Kerry Sheldon & Griffin Reames of Bridgeport Consulting

**Welcome & introductions 9:00 a.m.**

*Jerry Wilczynski, Lori Coryell, Griffin Reames*

- Opening remarks from Jerry and Lori; turn it over to Griffin
- Share desired outcomes (*described below*), norms and housekeeping
- Round of introductions
- *Desired outcomes for the retreat:*
  1. To develop/refine the draft framework of the Library's 3-year strategic plan in light of the data collected through internal analysis and stakeholder engagement.
  2. To begin the process of refreshing the Library's vision, mission, and values.

**Review and orientation 9:20 a.m.**

*Kerry Sheldon, All*

- Brief status update of overall planning process
- Highlights, questions, reactions to the "homework" packet with internal data and stakeholder feedback that was distributed to Board and staff
- Orientation to DRAFT framework proposed to start today's conversation
- What questions, clarifications, adjustments would you suggest before we break into small groups to develop the content?

**Draft framework refinement 9:50 a.m.**

*All, in small mixed groups*

- Consider the draft framework. What would you add, modify, delete, adjust? Do your best to remain mindful of the distinction between **goals** (higher-level, directional statements) and **strategies** (more detailed, specific approaches or

actions). Both are welcome; we'll just need to sort properly as we start to flesh out the framework, which only states initiatives and goals at the moment.

**Report-out and discussion 10:30 a.m.**

*All, with Kerry facilitating*

**Vision, mission, and values 11:15 a.m.**

*All, with Kerry facilitating*

- Kerry will share a brief primer on the distinctions among these terms. Then, use sticky notes to highlight what you **love** about the existing statements, and what would you **add** or **change**. We'll share a brief highlight reel before moving on to next steps.

**Summary and next steps 11:45 a.m.**

*Griffin, All*

- Volunteers to participate in 1-2 meetings re: vision-mission-values finalization?

**Appreciations 11:55 a.m.**

- Followed by closing remarks from Lori, Jerry

**Adjourn for lunch 12:00 p.m.**

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Janice L. Carr, Board Secretary

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Date



# FINANCE REPORTS



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

	TOTAL												% of Budget
	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Jan - Oct 16	Budget	\$ Over Budget
Ordinary Income/Expense													
Income													
402 · District Revenue	840,869	509,667	163,504	32,878	407	82,359	(22,298)	0	2,682	(245)	1,609,823	1,605,901	3,922
539,000 · State Grants	3,600	0	0	0	0	0	0	4,500	0	0	8,100	9,000	(900)
540,100 · State Aid	0	0	0	4,875	0	0	0	4,940	0	0	9,815	8,200	1,615
574,100 · Penal Fines	0	0	0	0	0	0	0	25,486	0	0	25,486	21,000	4,486
607,100 · Non-Resident Fees	873	241	268	375	294	508	241	490	401	669	4,360	5,000	(640)
645,100 · Copiers & Printers	111	649	931	569	511	135	708	989	705	135	5,443	7,800	(2,357)
655,100 · Circulation Fines	1,492	1,732	1,666	1,926	2,332	1,940	2,177	2,207	1,954	1,903	19,329	23,000	(3,671)
665,100 · Interest	18	17	30	27	23	17	14	9	6	5	166		
666,100 · Investment Earnings	0	17	4,250	39	17,898	2,318	41	37	4,250	28	28,878	41,000	(12,122)
666,500 · Investment Change in Value	17,958	7,023	1,239	(1,549)	(3,202)	9,531	1,262	(9,052)	3,577	(8,019)	18,768		
674 · Contributions & Donation-Public	335	9,600	0	6,080	765	5,160	3,100	11,755	200	50	37,045	47,210	(10,165)
675 · Donations Private	0	0	0	0	0	0	0	0	0	0	0	4,000	(4,000)
Total Income	865,256	528,946	171,888	45,220	19,028	101,968	(14,755)	41,361	13,775	(5,474)	1,767,213	1,772,111	(4,898)
Gross Profit	865,256	528,946	171,888	45,220	19,028	101,968	(14,755)	41,361	13,775	(5,474)	1,767,213	1,772,111	(4,898)
Expense													
701 · Personnel Expenses	51,523	72,913	76,799	107,376	75,681	76,812	75,733	75,619	112,420	76,458	801,334	1,014,996	(213,662)
727 · Supplies	2,236	546	1,569	1,343	2,121	647	1,451	1,147	462	1,973	13,495	18,900	(5,405)
801 · Professional Services	11,952	1,619	14,858	3,355	1,080	923	7,764	4,661	3,879	4,911	55,002	72,912	(17,910)
803 · Maintenance Service Contracts	2,580	7,432	12,038	11,229	7,499	10,742	6,167	11,694	4,609	8,316	82,306	112,510	(30,204)
850 · Telecommunications	0	(3,507)	2,331	1,002	699	2,283	3,289	1,387	4,232	1,223	12,939	22,550	(9,611)
880 · Promotional Materials	1,273	11,081	2,125	3,694	7,171	2,171	1,760	8,033	1,538	2,278	41,124	58,555	(17,431)
884 · Programming	2,241	1,479	11,453	8,075	5,890	13,679	15,638	10,712	2,531	3,876	75,574	94,322	(18,748)
885 · Volunteer	16	27	143	0	0	0	0	48	0	20	254	1,550	(1,296)
920 · Utilities	0	4,616	1,810	6,993	3,823	3,352	4,288	4,505	5,646	4,932	39,965	63,100	(23,135)
960 · Board Expense	70	159	307	230	605	84	258	24	70	98	1,905	3,650	(1,745)
965 · Automation Services	13,726	0	0	9,731	0	0	9,731	125	0	800	34,113	44,555	(10,442)
967 · Equipment	0	9,384	526	2,331	1,850	6,454	685	1,605	1,917	2,149	26,901	31,175	(4,274)
969 · Continuing Education Expenses	7,326	2,578	171	6,111	2,438	251	104	828	488	1,218	21,493	31,507	(10,014)
980 · Capital Expense	0	9,810	0	0	4,000	0	9,303	43,423	4,290	0	70,826	78,000	(7,174)
982 · Collection Expense	12,910	4,419	16,979	8,875	11,138	15,307	9,676	23,648	9,377	25,199	137,528	190,763	(53,235)
Total Expense	105,853	122,556	141,109	170,345	123,995	132,705	145,847	187,459	151,439	133,451	1,414,759	1,839,045	(424,286)
Net Ordinary Income	759,403	406,390	30,779	(125,125)	(104,967)	(30,737)	(160,602)	(146,098)	(137,664)	(138,925)	352,454	(66,934)	419,388
Other Income/Expense													
Other Expense													
999,001 · Transfer to Capital Improvement	0	0	0	0	0	0	0	0	0	0	0	(51,000)	51,000
999,002 · Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	0	0	0	0	800	(800)
999,025 · Carry from General Fund	0	0	0	0	0	0	0	0	0	0	0	(16,734)	16,734
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	(66,934)	66,934
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	66,934	(66,934)
Net Income	759,403	406,390	30,779	(125,125)	(104,967)	(30,737)	(160,602)	(146,098)	(137,664)	(138,925)	352,454	0	352,454
													100%



# Chelsea District Library

## List of Checks for Board Approval

### October 2016

11/08/16

Date	Num	Name	Memo	Paid Amount
<b>701 - Personnel Expenses</b>				
<b>701.100 - Wages</b>				
<b>701.120 - Retirement Pick up</b>				
10/13/2016	09262016ST	Alerus Financial	10/14/16 PR	1,626.99
10/14/2016	PR10142016		RETIREMENT	-1,626.99
10/27/2016	10102016ST	Alerus Financial	10/28/16 PR	1,626.99
10/28/2016	PR10282016		RETIREMENT	-1,626.99
Total 701.120 - Retirement Pick up				0.00
<b>701.100 - Wages - Other</b>				
10/14/2016	PR10142016		WAGES	33,798.89
10/28/2016	PR10282016		WAGES	34,047.55
Total 701.100 - Wages - Other				67,846.44
Total 701.100 - Wages				67,846.44
<b>701.110 - Retirement-Contributions</b>				
10/13/2016	09262016ST	Alerus Financial	10/14/16 PR	1,499.82
10/14/2016	PR10142016		RETIREMENT PICK UP	-1,499.82
10/27/2016	10102016ST	Alerus Financial	10/28/16 PR	1,499.82
10/28/2016	PR10282016		RETIREMENT PICK UP	-1,499.82
Total 701.110 - Retirement-Contributions				0.00
<b>701.115 - 401A Retirement Matching</b>				
10/14/2016	PR10142016		401 A MATCHING	1,253.11
10/28/2016	PR10282016		401 A MATCHING	1,257.03
Total 701.115 - 401A Retirement Matching				2,510.14
<b>701.200 - FICA</b>				
10/14/2016	PR10142016		FICA EMPLOYER	2,585.59
10/28/2016	PR10282016		FICA EMPLOYER	2,604.66
Total 701.200 - FICA				5,190.25
<b>701.300 - Flex Benefits</b>				
10/05/2016			BCN Affordable Care Act - 2015 Refund	-346.06
10/14/2016	PR10142016		Dep Life (CA & DL & HI)	-10.83
10/27/2016	162810004622	Blue Care Network of Michigan	2016 Medical November	637.95
10/27/2016	10102016ST	Unum Life Insurance Co.	November 2016 Premium	622.30
10/28/2016	PR10282016		Dep Life (CA & DL & HI)	-10.83
Total 701.300 - Flex Benefits				892.53
<b>701.400 - Unemployment</b>				
10/13/2016	09302016QTR	Michigan Municipal League-Unemp	3rd Quarter 2016	18.62

# Chelsea District Library

## List of Checks for Board Approval

### October 2016

Date	Num	Name	Memo	Paid Amount
Total 701.400 · Unemployment				18.62
Total 701 · Personnel Expenses				76,457.98
<b>727 · Supplies</b>				
<b>727.200 · General Operations</b>				
10/12/2016	3191/154	Great Lakes Ace Hardware	Supplies for Strategic Planning	7.99
10/13/2016	3191/154	Great Lakes Ace Hardware	Supplies for Strategic Planning	12.47
10/13/2016	56015	The Library Network	Thumb Drives	98.67
10/27/2016	459972	Smart Office Solutions	General Supplies	245.49
Total 727.200 · General Operations				364.62
<b>727.300 · Material Processing</b>				
<b>727.330 · Matl Processing Other</b>				
10/13/2016	5967232	Demco Inc.	Book Tape & Kapco Easy Cover	265.74
Total 727.330 · Matl Processing Other				265.74
<b>727.340 · Repairs</b>				
10/27/2016	015831271206	Amazon.com	18" Elastic Cords	51.49
Total 727.340 · Repairs				51.49
Total 727.300 · Material Processing				317.23
<b>727.400 · Printer Consumables</b>				
10/27/2016	IN738643	Michigan Office Solutions	Staff Printers Maintenance - November 2016	150.61
Total 727.400 · Printer Consumables				150.61
<b>727.500 · Cleaning</b>				
<b>727.510 · Cleaning Paper Products</b>				
10/27/2016	33031	Trail Supply LLC	Toilet Tissue 3 Cases	123.00
Total 727.510 · Cleaning Paper Products				123.00
<b>727.520 · Cleaning Supplies</b>				
10/13/2016	300599492	Cintas Corporation-300	Soap	7.26
10/13/2016	10132016PC	Petty Cash-	CVS - Hand Soap	5.98
10/27/2016	300608307	Cintas Corporation-300	Soap	7.26
Total 727.520 · Cleaning Supplies				20.50
<b>727.530 · Cleaning Rugs</b>				
10/13/2016	300599492	Cintas Corporation-300	Rugs 09/30/2016	54.07
10/27/2016	300608307	Cintas Corporation-300	Rugs 10/14/2016	54.07
Total 727.530 · Cleaning Rugs				108.14
Total 727.500 · Cleaning				251.64



11/08/16

# Chelsea District Library

## List of Checks for Board Approval

### October 2016

Date	Num	Name	Memo	Paid Amount
<b>727.700 - Postage</b>				
<b>727.710 - Postage- Circulation Notices</b>				
10/13/2016	56078	The Library Network	Eternal DataMailers	78.97
Total 727.710 - Postage- Circulation Notices				
<b>727.720 - Postage-Operating Postage</b>				
10/13/2016	1001994754	Pitney Bowes	Rental Fee - 10/16 - 01/15/2017	78.97
10/13/2016	101222016POST	Pitney Bowes Reserve Account	Postage on Machine	71.25
Total 727.720 - Postage-Operating Postage				
Total 727.700 - Postage				
<b>727.800 - Maintenance</b>				
<b>727.810 - Maintenance Light Bulbs</b>				
10/13/2016	S2799827.001	Gross Electric Inc.	Bulbs & Bulb Recycle Barrel	500.00
Total 727.810 - Maintenance Light Bulbs				
<b>727.830 - Maintenance General</b>				
10/12/2016	3374/154	Great Lakes Ace Hardware	Return LED Mag Lights	130.00
10/13/2016	1519506	Chelsea Lumber Company	DVD Stops	130.00
10/13/2016	1522391	Chelsea Lumber Company	Door Stops	-7.99
10/13/2016	10132016PC	Petty Cash-	Great Lakes Ace-Electrical Supplies	9.10
Total 727.830 - Maintenance General				
Total 727.800 - Maintenance				
<b>727.900 - Supplies Restricted Gifts</b>				
10/13/2016	5967232	Demco Inc.	Demco Vinyl Tape	7.99
Total 727.900 - Supplies Restricted Gifts				
Total 727 - Supplies				
<b>801 - Professional Services</b>				
<b>801.010 - Attorney</b>				
10/13/2016	700456	Foster Swift Collins & Smith	Legal Counsel on Credit Card Usage	91.93
Total 801.010 - Attorney				
<b>801.040 - Bookkeeper</b>				
10/13/2016	201619	Budzinski & Associates	1/2 October Billing	146.48
10/27/2016	201620	Budzinski & Associates	1/2 October Billing	91.93
Total 801.040 - Bookkeeper				
<b>801.041 - Payroll Services</b>				
10/13/2016	18767814	Payroll 1	2016 September	1,972.73
Total 801.041 - Payroll Services				

11/08/16

# Chelsea District Library

## List of Checks for Board Approval

### October 2016

Date	Num	Name	Memo	Paid Amount
Total 801.041	Payroll Services			176.30
<b>801.079</b>	<b>Library Strategic Plan</b>			
10/13/2016	1275(Septemb...	Bridgeport Consulting, LLC	Strategic Planning September 2016	3,809.38
10/13/2016	10092016ST	Keybank	Chelsea Bakery - Focus Groups	15.00
10/13/2016	10132016PC	Petty Cash-	Polly's - Cider for Focus Groups	10.98
Total 801.079	Library Strategic Plan			3,835.36
<b>801.300</b>	<b>Banking Fees</b>			
<b>801.310</b>	<b>Bank Fees</b>			
10/31/2016			Service Charge	13.60
Total 801.310	Bank Fees			13.60
<b>801.320</b>	<b>Safe Deposit Box</b>			
10/03/2016	SafeDepBox		Annual Safe Deposit Box Fee	20.00
Total 801.320	Safe Deposit Box			20.00
<b>801.350</b>	<b>Credit Card Fee Circ</b>			
10/06/2016	CCFee092016		092016 CC Fees	49.03
Total 801.350	Credit Card Fee Circ			49.03
<b>801.360</b>	<b>Pay Pal Fees</b>			
10/24/2016			Circ Paypal - Fees	33.65
Total 801.360	Pay Pal Fees			33.65
Total 801.300	Banking Fees			116.28
Total 801	Professional Services			4,910.94
<b>803</b>	<b>Maintenance Service Contracts</b>			
<b>803.010</b>	<b>Maint Svc Contingency</b>			
10/13/2016	10042016PROJ	American Concrete Leveling LLC	Concrete Leveling	800.00
Total 803.010	Maint Svc Contingency			800.00
<b>803.100</b>	<b>Copier</b>			
<b>803.101</b>	<b>Public Copier</b>			
10/13/2016	78162	J. McEldowney Inc..	Public Usage 2016 August	140.69
10/13/2016	78619	J. McEldowney Inc..	Public Usage 2016 September	127.62
10/27/2016	65764280	Wells Fargo Bank, NA	Public Copier October	161.00
Total 803.101	Public Copier			429.31
<b>803.102</b>	<b>Staff Copier</b>			
10/13/2016	65614201	Toshiba Financial Services	Oct 2016 Staff Copier Lease & Maintenance	686.39

# Chelsea District Library

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### October 2016

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Date	Num	Name	Memo	Paid Amount
Total 803.102 · Staff Copier				686.39
Total 803.100 · Copier				1,115.70
803.300 · Technology				
803.340 · Video Equipment				
10/27/2016	9813	Headtech Electronics Inc	Repair Study Room Speakers	180.00
Total 803.340 · Video Equipment				180.00
803.395 · Website Hosting & Service				
10/27/2016	57152	The Library Network	Domain Name Svc Hosting chel.lib.mi.us	30.00
Total 803.395 · Website Hosting & Service				30.00
Total 803.300 · Technology				210.00
803.400 · Alarm Monitoring				
803.420 · Fire				
10/13/2016	17240	I/Q Life Safety Systems Inc.	Fire Alarm Monitoring	900.00
Total 803.420 · Fire				900.00
Total 803.400 · Alarm Monitoring				900.00
803.600 · Building Maintenance				
803.605 · Janitorial				
10/13/2016	11023	A Production Cleaning Company Inc.	Cleaning 09/25 - 10/08/2016	1,440.85
10/13/2016	11024	A Production Cleaning Company Inc.	Windows	1,300.00
10/27/2016	11038	A Production Cleaning Company Inc.	Partial Carpet Cleaning	400.00
10/27/2016	11039	A Production Cleaning Company Inc.	Cleaning 10/09-10/22/2016	1,440.85
Total 803.605 · Janitorial				4,581.70
803.610 · Lawn/Snow Service				
803.611 · Lawn Service				
10/13/2016	10207	Association Maintenance Corp	August/September Mows	390.00
Total 803.611 · Lawn Service				390.00
Total 803.610 · Lawn/Snow Service				390.00
803.620 · Trash				
10/13/2016	17603	City of Chelsea	Trash September 2016	40.00
Total 803.620 · Trash				40.00
803.760 · Fire Ext/Emerg Lights				
10/13/2016	0D26542968	Cintas Fire Protection	Ext/Emergency Lights Annual Inspection	278.55
Total 803.760 · Fire Ext/Emerg Lights				278.55

# Chelsea District Library

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### October 2016

Date	Nu	Name	Memo	Paid Amount
Total 803.600 · Building Maintenance				
Total 803 · Maintenance Service Contracts				
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
10/13/2016	09252016ST	A T & T	08/26/16-09/25/16 Billing (Sept)	326.47
Total 850.120 · Telephone				
850.121 · Director's Cell Phone				
10/13/2016	9772556017	Verizon Wireless	Cell Phone Service - September	50.62
Total 850.121 · Director's Cell Phone				
Total 850.100 · Local & Long Distance Charges				
850.300 · TLN Internet Service				
850.910 · WiFi Hot Spots - Restricted				
10/13/2016	9772781722	Verizon Wireless	October Hot Spots-Lima, Sylvan, Staff	159.56
10/27/2016	261402854-022	Sprint	15 Hotspots Data Charges October	686.08
Total 850.910 · WiFi Hot Spots - Restricted				
Total 850.300 · TLN Internet Service				
Total 850 · Telecommunications				
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
10/13/2016	42	5 Healthy Towns Foundation	2 1/8 Page Ads in Bi-Annual Magazine	165.00
10/13/2016	10102016INV	Chelsea Update	October/November/December Ads	225.00
10/13/2016	963-R	The Sun Times	Coupon Ads 30 Weeks in 2016	50.00
Total 880.110 · Media Buy				
880.120 · Misc Advertising				
10/27/2016	36995	Chelsea Print & Graphics	Signs for Side Doors	16.00
Total 880.120 · Misc Advertising				
Total 880.100 · Advertising				
880.200 · Publications				
880.230 · Newsletter Postage				
10/13/2016	10122016NLP	Postmaster	Postage for 2016-17 Winter Newsletter	1,000.00
Total 880.230 · Newsletter Postage				

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Date	Nam	Name	Memo	Paid Amount
Total 880.200 · Publications				
880.300 · Marketing Supplies				
880.320 · Misc Marketing Supplies				
10/13/2016	10132016PC	Petty Cash-	CVS - LCSUM	13.48
10/27/2016	3394/154	Great Lakes Ace Hardware	Superglue for table PlexiHolders	3.59
Total 880.320 · Misc Marketing Supplies				
880.340 · Printed Items / Stationary				
10/13/2016	4964698	4 imprint	500 Stylus Pens	293.95
10/13/2016	SI-1683799	Namify	4 Name Badges	48.17
Total 880.340 · Printed Items / Stationary				
Total 880.300 · Marketing Supplies				
880.400 · Program Promotion				
880.430 · Library Program Promotion				
880.431 · General Library Prog Promotion				
10/13/2016	10132016PC	Petty Cash-	Dollar Tree - Balloons for 10th Anniversary	15.90
Total 880.431 · General Library Prog Promotion				
Total 880.430 · Library Program Promotion				
880.440 · Service / Resource Promotion				
880.441 · General Service/Resource Promo				
10/13/2016	OCT2016A	Koepping, Luna Marie Elizabeth	Logo Design for CDL Garage	375.00
10/13/2016	10132016PC	Petty Cash-	Office Depot - Foam Board for 10th Anniversary	31.35
Total 880.441 · General Service/Resource Promo				
Total 880.440 · Service / Resource Promotion				
Total 880.400 · Program Promotion				
880.500 · Purchased Services				
880.510 · General Purchased Services				
10/13/2016	10092016ST	Keybank	Uberflip - 10/2016	30.85
10/13/2016	10092016ST	Keybank	Adobe Stock Monthly - October	9.99
Total 880.510 · General Purchased Services				
Total 880.500 · Purchased Services				
Total 880 · Promotional Materials				
884 · Programming				
884.110 · Adult Speakers				
884.118 · Oral History Project - CTAP				
10/13/2016	10072016WWI	Promote Michigan	September 2016 World War I	250.00



# Chelsea District Library

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Date	Num	Name	Memo	Paid Amount
10/27/2016	10252016ST	Promote Michigan	Final 2016 World War I Publicist	250.00
10/27/2016	121506	WAVE	WWI BusTours September	76.89
Total 884.118 · Oral History Project - CTAP				576.89
<b>884.119 · General Adult Events</b>				
10/05/2016	09212016PRG2	Kegerreis, Sharon	MI Apple Honorarium Balance	125.00
10/13/2016	10102016PRG	Wiseley, Zuzana S.	Cake Decorating Program	250.00
10/13/2016	10132016PC	Petty Cash-	Polly's - Plates for 10th Anniversary	8.35
10/27/2016	10192016ST	Parr, Thomas A.	October Job Seekers	50.00
Total 884.119 · General Adult Events				433.35
Total 884.110 · Adult Speakers				1,010.24
<b>884.120 · Adult Supplies</b>				
<b>884.121 · Refreshments</b>				
10/13/2016	10132016PC	Petty Cash-	Chelsea Bakery - PRTC Refreshments	15.00
Total 884.121 · Refreshments				15.00
<b>884.126 · General Adult Programs</b>				
10/27/2016	10252016PRG	Wiseley, Zuzana S.	Cake Decorating Program Supplies	203.30
Total 884.126 · General Adult Programs				203.30
Total 884.120 · Adult Supplies				218.30
<b>884.210 · Youth Speakers</b>				
<b>884.212 · General Youth Programs</b>				
10/13/2016	10242016BAL	Absolutely Baffling Magic	Balance for 10/29 Halloween Show	495.00
10/13/2016	WWC-1-2016	Arab American National Museum	What We Carried Exhibit - Deposit	500.00
Total 884.212 · General Youth Programs				995.00
<b>884.215 · Early Literacy</b>				
10/13/2016	10262016DASA	Batley, Beth	10/26 DASA Program	90.00
10/13/2016	09292016ST	DeMea, Karla	09/29/2016 Story Time	50.00
10/13/2016	09272016BT	Maveal, Jackie	09/27 BabyTime	50.00
10/27/2016	10062016ST	DeMea, Karla	10/06/2016 Story Time	50.00
10/27/2016	10182016BT	Maveal, Jackie	10/11 & 10/18 BabyTime(2)	200.00
Total 884.215 · Early Literacy				440.00
Total 884.210 · Youth Speakers				1,435.00
<b>884.220 · Youth Supplies</b>				
<b>884.222 · General Youth Programs</b>				
10/13/2016	459292	Smart Office Solutions	Paper	3.84
10/13/2016	1470361016	Lakeshore	StoryTime Supplies	252.93

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Date	Num	Name	Memo	Paid Amount
		Total 884.222 · General Youth Programs		256.77
		<b>884.227 · Outreach</b>		
10/27/2016	2032356888	Baker & Taylor Program Account	2032356888	41.71
		Total 884.227 · Outreach		41.71
		Total 884.220 · Youth Supplies		298.48
		<b>884.270 · Teen Supplies</b>		
		<b>884.272 · Teen General Programs</b>		
10/13/2016	10132016PC	Petty Cash-	Stapes - YSG SRP Certificates	12.49
		Total 884.272 · Teen General Programs		12.49
		Total 884.270 · Teen Supplies		12.49
		<b>884.300 · Site License Movies</b>		
10/27/2016	2245653	Movie Licensing USA	Annual License 11/1/16 - 10/31/17	284.00
		Total 884.300 · Site License Movies		284.00
		<b>884.700 · Consortium Meetings</b>		
10/13/2016	10132016PC	Petty Cash-	Panera - TLN Meeting Refreshments	14.83
		Total 884.700 · Consortium Meetings		14.83
		<b>884.910 · Adult Programming Restricted</b>		
		<b>884.930 · Oral History Restrictd Gift</b>		
		<b>884.934 · CTAP - World War I Grant</b>		
10/13/2016	10092016ST	Keybank	Shipping WWI Brochures to MDOT	15.78
10/27/2016	10252016ST	Conrad, Sarah L	WWI Intern Hours	148.50
10/27/2016	1199-R	The Sun Times	WWI Thank You Ad	159.00
10/27/2016	121506	WAVE	WWI Bus Tours September	279.36
		Total 884.934 · CTAP - World War I Grant		602.64
		Total 884.930 · Oral History Restrictd Gift		602.64
		Total 884.910 · Adult Programming Restricted		602.64
		Total 884 · Programming		3,875.98
		<b>885 · Volunteer</b>		
		<b>885.200 · Supplies</b>		
10/13/2016	10132016PC	Petty Cash-	CVS - Volunteer Candy	19.63
		Total 885.200 · Supplies		19.63
		Total 885 · Volunteer		19.63
		<b>920 · Utilities</b>		

# Chelsea District Library

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### October 2016

11/08/16

Date	Num	Name	Memo	Paid Amount
10/13/2016	920.110 · City of Chelsea Water 10042016ST	City of Chelsea-Elect & Water	08-30-2016 to 09-29-2016	67.11
	Total 920.110 · City of Chelsea Water			67.11
10/13/2016	920.120 · City of Chelsea Sewer 10042016ST	City of Chelsea-Elect & Water	08-30-2016 to 09-29-2016	146.12
	Total 920.120 · City of Chelsea Sewer			146.12
10/13/2016	920.130 · City of Chelsea Electric 10042016ST	City of Chelsea-Elect & Water	08-30-2016 to 09-29-2016	4,202.63
	Total 920.130 · City of Chelsea Electric			4,202.63
10/13/2016	920.150 · City of Chelsea Sprinkler 10042016ST	City of Chelsea-Elect & Water	08-30-2016 to 09-29-2016	331.15
	Total 920.150 · City of Chelsea Sprinkler			331.15
10/13/2016	920.200 · McKune Gas 10062016ST	DTE Energy	2016 September	184.94
	Total 920.200 · McKune Gas			184.94
	Total 920 · Utilities			4,931.95
10/13/2016	960 · Board Expense 960.200 · Director Expense 10092016ST	Keybank	Smokehouse-Gary Munce/Paul Bailley-Tree Thank You	98.20
	Total 960.200 · Director Expense			98.20
	Total 960 · Board Expense			98.20
10/13/2016	965 · Automation Services 965.300 · Filtering and Printing System 965.310 · SAMS Clients 56015	The Library Network	Mobile Print Service Renewal 2016-2017	575.00
	Total 965.310 · SAMS Clients			575.00
10/27/2016	965.320 · 8e6 Filter Clients 57152	The Library Network	Filter Support (open DNS)	25.00
10/27/2016	57152	The Library Network	OpenDNS License Subst.	200.00
	Total 965.320 · 8e6 Filter Clients			225.00
	Total 965.300 · Filtering and Printing System			800.00
	Total 965 · Automation Services			800.00

# Chelsea District Library

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### October 2016

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Date	Num	Name	Memo	Paid Amount
<b>967 - Equipment</b>				
<b>967.100 - Equipment Hardware</b>				
<b>967.120 - Computers</b>				
10/27/2016	297235003413	Amazon.com	Microsoft Surface Pro 4 Type Cover	116.97
10/27/2016	297233292095	Amazon.com	Microsoft Surface Pro 4	1,548.00
10/27/2016	297231521127	Amazon.com	Microsoft Surface Dock	129.99
10/27/2016	297231521127	Amazon.com	Vogek 4 USB Ports	64.95
10/27/2016	297237762617	Amazon.com	HDMI tp VGA Adapters	19.98
10/27/2016	297237762617	Amazon.com	MiniDisplay to DVI Cables	20.98
10/27/2016	297237762617	Amazon.com	MiniDisplay to VGA Adapters	15.98
Total 967.120 - Computers				1,916.85
Total 967.100 - Equipment Hardware				1,916.85
<b>967.200 - Equipment Software</b>				
10/13/2016	10092016ST	Keybank	Minecraft Hosting - 2016 September	12.46
10/27/2016	57152	The Library Network	Deep Freeze Enterprise License	168.75
Total 967.200 - Equipment Software				181.21
<b>967.300 - Equipment Furniture &amp; Fixtures</b>				
<b>967.320 - Furniture</b>				
10/27/2016	15233381	Chelsea Lumber Company	Media Shelf Backstops	51.42
Total 967.320 - Furniture				51.42
Total 967.300 - Equipment Furniture & Fixtures				51.42
Total 967 - Equipment				2,149.48
<b>969 - Continuing Education Expenses</b>				
<b>969.001 - Travel</b>				
<b>969.100 - Staff Travel</b>				
10/13/2016	09292016MERS	Coryell, Lori	09/27-09/29 MERS Conference	313.06
10/13/2016	10092016ST	Keybank	Grand Traverse Resort-MERS Conference	429.50
Total 969.100 - Director Travel				742.56
<b>969.124 - Technology Services Travel</b>				
10/27/2016	10142016ILS	Andrews, Ron	ILS Committee 10/14	36.61
Total 969.124 - Technology Services Travel				36.61
<b>969.144 - Committee Meetings</b>				
10/13/2016	10042016ASC	Meloche, Emily	10/04 TLN ASC Meeting	56.16
10/27/2016	10142016TLN	Zubik, Jessica	TLN Youth Committee 10/14	41.58
Total 969.144 - Committee Meetings				97.74

# Chelsea District Library

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Date	Num	Name	Memo	Paid Amount
<b>969.145 · Workshops</b>				
10/13/2016	09302016CFS...	Coryell, Lori	09/30 CFSEM Charitable Gift Workshop	34.99
	Total 969.145 · Workshops			34.99
	Total 969.100 · Staff Travel			911.90
<b>969.200 · Trustees Travel</b>				
10/27/2016	10142016TW	Carr, Jan	Friends Trustee Workshop	89.64
	Total 969.200 · Trustees Travel			89.64
	Total 969.001 · Travel			1,001.54
<b>969.300 · Memberships</b>				
<b>969.500 · Institutional Memberships</b>				
<b>969.510 · Institutional Member Rotary</b>				
10/05/2016	10042016PRG	Rotary Club of Chelsea	Rotary Caruso Meeting - 3 Tickets	60.00
10/13/2016	1516-7D	Rotary Club of Chelsea	4th Qtr Charges	156.00
	Total 969.510 · Institutional Member Rotary			216.00
	Total 969.500 · Institutional Memberships			216.00
	Total 969.300 · Memberships			216.00
	Total 969 · Continuing Education Expenses			1,217.54
<b>982 · Collection Expense</b>				
<b>982.100 · Audio Books</b>				
<b>982.120 · Adult Books on Disc</b>				
10/13/2016	94358846	Midwest Tape	94358846 - Aug Audio Bks	74.98
10/13/2016	94383050	Midwest Tape	94383050 - Aug Audio Bks	34.99
10/13/2016	94383052	Midwest Tape	94383052 - Sept Audio Bks	39.99
10/13/2016	75413966	Recorded Books Inc.	75413966	148.94
10/19/2016			Circ Receipts - L/D	-10.00
10/27/2016	640959	MicroMarketing LLC	Audio Books August	29.75
10/27/2016	642142	MicroMarketing LLC	Audio Books September	424.91
10/27/2016	642458	MicroMarketing LLC	Audio Books September	173.22
10/27/2016	642957	MicroMarketing LLC	Audio Books September	22.99
10/27/2016	643480	MicroMarketing LLC	Audio Books September	38.25
10/27/2016	94403247	Midwest Tape	94403247 - Sept Audio Bks	64.98
10/27/2016	94424904	Midwest Tape	94424904 - Sept Audio Bks	123.98
10/27/2016	94426247	Midwest Tape	94426247 - Sept Audio Bks	109.98
10/27/2016	75417763	Recorded Books Inc.	Sept Audio Bks	46.56
	Total 982.120 · Adult Books on Disc			1,323.52
<b>982.140 · Youth Books on Disc</b>				
10/13/2016	1088622098	Penguin Random House LLC	1088622098	63.75
10/13/2016	1088700761	Penguin Random House LLC	1088700761	30.00



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Date	Num	Name	Memo	Paid Amount
10/13/2016	1088788068	Penguin Random House LLC	1088788068	82.50
10/13/2016	75415418	Recorded Books Inc.	75415418	92.90
10/13/2016	75418020	Recorded Books Inc.	75418020	25.00
10/13/2016	75418198	Recorded Books Inc.	75418198	39.95
10/13/2016	75418829	Recorded Books Inc.	75418829	25.99
10/13/2016	75418997	Recorded Books Inc.	75418997	29.99
10/13/2016	13908934	Weston Woods Studios	13908934	119.80
10/27/2016	75421707	Recorded Books Inc.	75421707	46.57
10/27/2016	75415422	Recorded Books Inc.	75415422	14.90
Total 982.140 · Youth Books on Disc				571.35
Total 982.100 · Audio Books				1,894.87
<b>982.400 · Non Print</b>				
<b>982.410 · Electronic Products/Subs</b>				
10/27/2016	70428256	Proquest LLC	Ancestry Library 10/01/16 to 09/30/2017	1,250.00
Total 982.410 · Electronic Products/Subs				1,250.00
<b>982.416 · eContent/Kindle</b>				
10/27/2016	084592613206	Amazon.com	eBooks for Teen Kindle	795.80
10/27/2016	25978691183	Amazon.com	eBooks for Youth Kindle	274.18
Total 982.416 · eContent/Kindle				1,069.98
<b>982.420 · Adult Music on CD</b>				
10/05/2016			Circ Receipts - L/D	-30.96
10/19/2016			Circ Receipts - L/D	-13.98
10/27/2016	94401880	Midwest Tape	94401880 - Oct Music CDs	13.59
10/27/2016	94424831	Midwest Tape	94424831 - Oct Music CDs	85.54
Total 982.420 · Adult Music on CD				54.19
<b>982.430 · Non-Traditional Collections</b>				
10/13/2016	196324267033	Amazon.com	Rasp Pi Book	19.99
10/13/2016	196328459046	Amazon.com	Alphabet Die Pieces	26.24
Total 982.430 · Non-Traditional Collections				46.23
<b>982.460 · DVD Feature</b>				
10/27/2016	94379602	Midwest Tape	94379602 - Sept Feat DVDs	185.91
10/27/2016	94401835	Midwest Tape	94401835 - Oct Feat DVDs	209.08
10/27/2016	94401837	Midwest Tape	94401837 - Sept Feat DVDs	162.92
10/27/2016	94424906	Midwest Tape	94424906 - Oct Feat DVDs	264.28
Total 982.460 · DVD Feature				822.19
<b>982.461 · Lucky Day DVDs</b>				
10/27/2016	94379603	Midwest Tape	94379603 - Sept LD DVDs	87.96
10/27/2016	94401838	Midwest Tape	94401838 - Sept LD DVDs	61.97

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Date	Num	Name	Memo	Paid Amount
10/27/2016	94401881	Midwest Tape	94401881 - Oct LD DVDs	70.96
Total 982.461 · Lucky Day DVDs				220.89
<b>982.470 · DVD Non-Fiction</b>				
10/13/2016	94379601	Midwest Tape	94379601 - Aug NF DVDs	19.99
10/13/2016	94379606	Midwest Tape	94379606 - Sept NF DVDs	19.99
10/27/2016	94401839	Midwest Tape	94401839 - Sept NF DVDs	23.99
10/27/2016	94424905	Midwest Tape	94424905 - Sept NF DVDs	47.98
Total 982.470 · DVD Non-Fiction				111.95
<b>982.480 · Youth Video DVD</b>				
10/27/2016	136992774028	Amazon.com	DVD	14.99
10/27/2016	136991445578	Amazon.com	DVD	6.59
Total 982.480 · Youth Video DVD				21.58
<b>982.490 · Videogames</b>				
10/27/2016	136990840323	Amazon.com	Video Games	219.92
10/27/2016	136994048677	Amazon.com	Video Games	19.65
10/27/2016	136992254114	Amazon.com	Video Games	199.84
10/27/2016	136992774028	Amazon.com	Video Games	227.26
10/27/2016	136999949679	Amazon.com	Video Games	59.89
Total 982.490 · Videogames				726.56
<b>982.930 · Non Print Restricted gifts</b>				
982.931 · CD/DVD Coll Restricted Gifts				
10/27/2016	94379605	Midwest Tape	94379605 - Music CDs	90.34
Total 982.931 · CD/DVD Coll Restricted Gifts				
Total 982.930 · Non Print Restricted gifts				90.34
Total 982.400 · Non Print				90.34
Total 982.400 · Non Print				4,413.91
<b>982.500 · Local History Preservation</b>				
982.510 · Local History Preservation				
10/13/2016	10092016ST	Keybank	OCR Software Annual Subscription	101.97
Total 982.510 · Local History Preservation				
Total 982.500 · Local History Preservation				101.97
<b>982.600 · Periodical &amp; Newspapers</b>				
982.610 · Annual Reference				
10/13/2016	3018635	W. T. Cox Subscriptions	Magazine & Newspaper Renewal 2017	1,823.05
Total 982.610 · Annual Reference				
982.620 · Daily Newspapers				1,823.05

# Chelsea District Library

## List of Checks for Board Approval

### October 2016

Date	Num	Name	Memo	Paid Amount
10/13/2016	3018635	W.T. Cox Subscriptions	Magazine & Newspaper Renewal 2017	2,523.69
Total 982.620 · Daily Newspapers				2,523.69
<b>982.630 · Magazines</b>				
10/13/2016	3018635	W.T. Cox Subscriptions	Magazine & Newspaper Renewal 2017	3,125.10
10/24/2016			Circ Paypal - L/D	-5.00
Total 982.630 · Magazines				3,120.10
Total 982.600 · Periodical & Newspapers				7,466.84
<b>982.700 · Print</b>				
<b>982.705 · Adult Print</b>				
<b>982.710 · Adult Large Print</b>				
10/27/2016	2032337629	Baker & Taylor-Enhance Adult	2032337629	123.01
10/27/2016	2032366356	Baker & Taylor-Enhance Adult	2032366356	37.78
Total 982.710 · Adult Large Print				160.79
<b>982.720 · Adult Print General</b>				
10/05/2016			Circ Receipts - L/D	-29.95
10/13/2016	196328459046	Amazon.com	Book	8.99
10/13/2016	2032314242	Baker & Taylor-Adult	2032314242	583.84
10/13/2016	2032314209	Baker & Taylor Books-Automatically Yours	2032314209	262.02
10/13/2016	B4692396	BroDart Co. Library Supplies	B4692396	15.58
10/13/2016	55978	The Library Network	Poison on Tap	17.96
10/19/2016			Circ Receipts - L/D	-83.98
10/24/2016			Circ Paypal - L/D	-15.99
10/27/2016	2032341520	Baker & Taylor-Adult	2032341520	616.23
10/27/2016	2032345862	Baker & Taylor-Adult	2032345862	421.36
10/27/2016	2032335955	Baker & Taylor-Adult	2032335955	538.79
10/27/2016	2032332330	Baker & Taylor Books-Automatically Yours	2032332330	103.81
10/27/2016	2032354561	Baker & Taylor Books-Automatically Yours	2032354561	183.80
Total 982.720 · Adult Print General				2,622.46
<b>982.740 · Multiple Book Copies</b>				
10/27/2016	2032327770	Baker & Taylor Books Adult Multiples	2032327770	136.20
10/27/2016	2032354567	Baker & Taylor Books Adult Multiples	2032354567	14.91
Total 982.740 · Multiple Book Copies				151.11
<b>982.750 · Professional Collection</b>				
10/13/2016	3018635	W.T. Cox Subscriptions	Magazine & Newspaper Renewal 2017	956.15
Total 982.750 · Professional Collection				956.15
Total 982.705 · Adult Print				3,890.51
<b>982.755 · Youth Print</b>				

# Chelsea District Library

## List of Checks for Board Approval

October 2016

Date	Num	Name	Memo	Paid Amount
<b>982.760 · Youth Print General</b>				
10/05/2016			Circ Receipts - L/D	-35.97
10/13/2016	2032255789	Baker & Taylor-Auto Yours Cats	2032255789	178.59
10/13/2016	2032296546	Baker & Taylor-Unlabeled	2032296546	485.77
10/13/2016	2032314319	Baker & Taylor-Teen Fiction	2032314319	10.54
10/13/2016	95011273	Ingram Library Services	95011273	8.93
10/13/2016	ERG6772	The Book Farm Inc	Books for Collection	1,303.58
10/13/2016	ERG6774	The Book Farm Inc	Books for Collection	294.00
10/13/2016	ERG6773	The Book Farm Inc	Books for Collection	1,272.29
10/19/2016			Circ Receipts - L/D	-73.89
10/24/2016			Circ Paypal - L/D	-85.95
10/27/2016	2032338845	Baker & Taylor-Youth	2032338845	257.08
10/27/2016	2032341289	Baker & Taylor-Teen Fiction	2032341289	357.33
10/27/2016	2032342139	Baker & Taylor-Auto Yours Cats	2032342139	117.48
10/27/2016	2032369243	Baker & Taylor-Auto Yours Cats	2032369243	118.10
10/27/2016	2032333219	Baker & Taylor-Unlabeled	2032333219	164.39
10/27/2016	2032337933	Baker & Taylor-Unlabeled	2032337933	636.09
10/27/2016	2032352940	Baker & Taylor-Unlabeled	2032352940	381.99
10/27/2016	2032347367	Baker & Taylor Program Account	2032347367	18.52
10/27/2016	252702405409	Amazon.com	Book	4.00
10/27/2016	050387084261	Amazon.com	Book	5.98
10/27/2016	253362528038	Amazon.com	Book	4.00
10/27/2016	147844936055	Amazon.com	Book	4.00
Total 982.760 · Youth Print General				5,426.85
Total 982.755 · Youth Print				5,426.85
Total 982.700 · Print				9,317.36
<b>982.800 · Collection Enhancement</b>				
<b>982.820 · Youth Enhancement</b>				
10/27/2016	146	Boxstamps Etc., LLC	Leveled Readers Books & Labels	1,850.00
10/27/2016	228616175354	Amazon.com	Leveled Readers Folders	20.07
10/27/2016	228610247072	Amazon.com	Leveled Readers Folders	133.80
Total 982.820 · Youth Enhancement				2,003.87
Total 982.800 · Collection Enhancement				2,003.87
Total 982 · Collection Expense				25,198.82
<b>TOTAL</b>				<b>133,450.21</b>

# Chelsea District Library

## Profit & Loss Prev Year Comparison

January through October 2016

	Jan - Oct 16	Jan - Oct 15	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402 · District Revenue	1,609,824.53	1,548,858.82	60,965.71	3.94%
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	4,360.23	4,520.75	-160.52	-3.55%
645.100 · Copiers & Printers	5,442.67	6,270.81	-828.14	-13.21%
655.100 · Circulation Fines	19,329.15	19,370.53	-41.38	-0.21%
665.100 · Interest	167.70	294.86	-127.16	-43.13%
666.100 · Investment Earnings	28,877.10	25,631.99	3,245.11	12.66%
666.500 · Investment Change in Value	18,768.30	1,766.90	17,001.40	962.22%
674 · Contribution & Donation-Public	37,045.00	30,150.00	6,895.00	22.87%
675 · Donations Private	0.00	11,000.00	-11,000.00	-100.0%
<b>Total Income</b>	<b>1,767,216.36</b>	<b>1,681,750.11</b>	<b>85,466.25</b>	<b>5.08%</b>
<b>Gross Profit</b>				
<b>Expense</b>				
701 · Personnel Expenses	801,334.30	756,291.28	45,043.02	5.96%
727 · Supplies	13,495.61	13,534.31	-38.70	-0.29%
801 · Professional Services	55,002.01	57,057.18	-2,055.17	-3.6%
803 · Maintenance Service Contracts	82,305.48	88,394.38	-6,088.90	-6.89%
850 · Telecommunications	12,937.93	13,972.31	-1,034.38	-7.4%
880 · Promotional Materials	41,123.84	30,841.69	10,282.15	33.34%
884 · Programming	75,572.53	54,347.22	21,225.31	39.06%
885 · Volunteer	253.71	469.62	-215.91	-45.98%
920 · Utilities	39,964.07	43,685.49	-3,721.42	-8.52%
960 · Board Expense	1,905.04	1,825.47	79.57	4.36%
965 · Automation Services	34,113.66	31,752.12	2,361.54	7.44%
967 · Equipment	26,900.24	11,618.40	15,281.84	131.53%
969 · Continuing Education Expenses	21,491.93	11,623.75	9,868.18	84.9%
980 · Capital Expense	70,826.00	78,858.51	-8,032.51	-10.19%
982 · Collection Expense	137,526.36	133,955.66	3,570.70	2.67%
<b>Total Expense</b>	<b>1,414,752.71</b>	<b>1,328,227.39</b>	<b>86,525.32</b>	<b>6.51%</b>
<b>Net Ordinary Income</b>	<b>352,463.65</b>	<b>353,522.72</b>	<b>-1,059.07</b>	<b>-0.3%</b>
<b>Net Income</b>	<b>352,463.65</b>	<b>353,522.72</b>	<b>-1,059.07</b>	<b>-0.3%</b>



## CHELSEA DISTRICT LIBRARY

Fund Balances

October-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
\$47,888.22	-\$30,933.21	\$16,955.01
\$2,475.45	\$0.10	\$2,475.55
<u>\$50,363.67</u>	<u>-\$30,933.11</u>	<u>\$19,430.56</u>

### Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

#### Investment Partners Total

\$1,345,630.92	-\$7,990.35	\$1,337,640.57
\$300,000.00	-\$100,000.00	\$200,000.00
<u>\$1,645,630.92</u>	<u>-\$107,990.35</u>	<u>\$1,537,640.57</u>

### Total General Fund

<u>\$1,695,994.59</u>	<u>-\$138,923.46</u>	<u>\$1,557,071.13</u>
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### Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$284,915.35</u>	<u>-\$79,360.34</u>	<u>\$205,555.01</u>
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**Chelsea District Library Investment Account**  
As of 10/31/2016

**Original Investment**

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

**Investment Activity**

Date	Value
10/31/2016	1,337,641
Invested	1,077,957
Increase 6/2009 – 12/31/2015	212,038
<b>2016 Change (Current Year)</b>	<b>47,646</b>
<b>Withdrawal / Deposit</b>	<b>0</b>

**Investment Distribution**

Fund	Value
Capital Reserve Fund	870,800
Capital Improvement Fund	67,000
General Fund from Investment	140,157
Investment Services Fund	259,684
(Interest - Fees + Change in Value)	1,337,641

**Report for 10/31/2016**

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

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

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

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

Note: 04/2016 \$33,000 Transferred from Capital Improvement Fund to General Fund



# Chelsea District Library Cash Flow 2016

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$297,042	\$734,223	\$1,141,827	\$1,150,758	\$941,302	\$818,688	\$758,088	\$647,581	\$547,401	\$433,934	\$249,332	\$107,528	\$297,042
Total income	\$633,773	\$513,870	\$154,161	\$13,703	\$11,990	\$63,377	\$20,555	\$29,110	\$3,426	\$11,990	\$3,426	\$253,520	\$1,712,901
Total expenditures	\$196,592	\$106,266	\$145,230	\$223,159	\$134,604	\$123,977	\$131,062	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,771,101
Net cash flow	\$437,181	\$407,604	\$89,931	(\$209,456)	(\$122,614)	-\$60,600	(\$110,507)	(\$100,180)	(\$113,467)	(\$184,602)	(\$141,804)	\$131,314	(\$58,200)
Ending balance	\$734,223	\$1,141,827	\$1,150,758	\$941,302	\$818,688	\$758,088	\$647,581	\$547,401	\$433,934	\$249,332	\$107,528	\$238,842	\$238,842
<b>Income</b>	<b>\$591,460</b>	<b>\$512,949</b>	<b>\$167,017</b>	<b>\$47,077</b>	<b>\$7,131</b>	<b>\$90,728</b>	<b>(\$15,656)</b>	<b>\$50,751</b>	<b>\$6,375</b>	<b>\$3,529</b>	<b>\$25,149</b>	<b>\$226,391</b>	<b>\$1,712,901</b>
Total income													
Other income													
<b>Expenditures</b>	<b>\$153,146</b>	<b>\$126,734</b>	<b>\$165,805</b>	<b>\$142,893</b>	<b>\$146,001</b>	<b>\$133,986</b>	<b>\$146,247</b>	<b>\$187,438</b>	<b>\$152,259</b>	<b>\$134,463</b>	<b>\$145,230</b>	<b>\$122,206</b>	<b>\$1,756,408</b>
Total Expense													
Other	\$50,000												\$50,000

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$297,042	\$285,356	\$671,571	\$672,783	\$576,967	\$438,097	\$394,839	\$232,936	\$196,249	\$50,365	\$19,431	\$99,350	\$297,042
Total income	\$591,460	\$512,949	\$167,017	\$47,077	\$7,131	\$90,728	(\$15,656)	\$50,751	\$6,375	\$3,529	\$25,149	\$226,391	\$1,712,901
Money Market Flow	(\$400,000)							\$100,000		\$100,000	\$200,000	\$0	\$0
Expenditures	\$203,146	\$126,734	\$165,805	\$142,893	\$146,001	\$133,986	\$146,247	\$187,438	\$152,259	\$134,463	\$145,230	\$122,206	\$1,806,408
Net cash flow	(\$11,686)	\$386,215	\$1,212	(\$95,616)	(\$138,870)	(\$43,258)	(\$161,903)	(\$36,687)	(\$145,884)	(\$30,934)	\$79,919	\$104,185	(\$93,507)
Ending balance	\$285,356	\$671,571	\$672,783	\$576,967	\$438,097	\$394,839	\$232,936	\$196,249	\$50,365	\$19,431	\$99,350	\$203,535	\$203,535

\$ 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 October 2016

	Jan - Oct 16	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
539.000 · State Grants			
539.300 · Michigan Humanities Council	8,100	9,000	(900)
<b>Total 539.000 · State Grants</b>	<b>8,100</b>	<b>9,000</b>	<b>(900)</b>
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	7,300	6,600	700
674.111 · Designed 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)
<b>Total 674 · Contribution &amp; Donation-Public</b>	<b>37,045</b>	<b>47,210</b>	<b>(10,165)</b>
675 · Donations Private			
675.300 · Chelsea Wellness Foundation	0	3,000	(3,000)
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
<b>Total 675 · Donations Private</b>	<b>0</b>	<b>4,000</b>	<b>(4,000)</b>
<b>Total Income</b>	<b>45,145</b>	<b>60,210</b>	<b>(15,065)</b>
<b>Gross Profit</b>	<b>45,145</b>	<b>60,210</b>	<b>(15,065)</b>
<b>Expense</b>			
884 · Programming			
884.130 · Chelsea Reads			
884.940 · Chelsea Read Restricted Gifts	0	3,000	(3,000)
<b>Total 884.130 · Chelsea Reads</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
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)
<b>Total 884.211 · Authors in Chelsea</b>	<b>2,429</b>	<b>3,500</b>	<b>(1,071)</b>
<b>Total 884.210 · Youth Speakers</b>	<b>2,429</b>	<b>3,500</b>	<b>(1,071)</b>
884.400 · Sonic Sundays			
884.960 · Sonic Sundays Restricted Gift	1,000	1,000	0
<b>Total 884.400 · Sonic Sundays</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>
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)
<b>Total 884.930 · Oral History Restrcted Gift</b>	<b>8,138</b>	<b>9,000</b>	<b>(862)</b>
<b>Total 884.910 · Adult Programming Restricted</b>	<b>14,468</b>	<b>15,330</b>	<b>(862)</b>

Chelsea District Library  
**Donation and Restricted**  
January through October 2016

	Jan - Oct 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)
<b>Total 884.920 · Youth Programming Restricted</b>	<b>5,980</b>	<b>7,880</b>	<b>(1,900)</b>
<b>Total 884 · Programming</b>	<b>23,877</b>	<b>30,710</b>	<b>(6,833)</b>
982 · Collection Expense			
982.400 · Non Print			
982.930 · Non Print Restricted gifts			
982.931 · CD/DVD Coll Restricted Gifts	90	100	(10)
<b>Total 982.930 · Non Print Restricted gifts</b>	<b>90</b>	<b>100</b>	<b>(10)</b>
<b>Total 982.400 · Non Print</b>	<b>90</b>	<b>100</b>	<b>(10)</b>
982.500 · Local History Preservation			
982.941 · Chelsea Standard Digitize - Res	170	2,653	(2,483)
<b>Total 982.500 · Local History Preservation</b>	<b>170</b>	<b>2,653</b>	<b>(2,483)</b>
982.910 · Adult Collection Restricted	512	2,130	(1,618)
982.920 · Youth Collection Restricted	54	50	4
<b>Total 982 · Collection Expense</b>	<b>826</b>	<b>4,933</b>	<b>(4,107)</b>
<b>Total Expense</b>	<b>24,703</b>	<b>35,643</b>	<b>(10,940)</b>
<b>Net Ordinary Income</b>	<b>20,442</b>	<b>24,567</b>	<b>(4,125)</b>
<b>Net Income</b>	<b>20,442</b>	<b>24,567</b>	<b>(4,125)</b>

The first of these is the fact that the  
 government has been unable to  
 maintain a stable currency. This  
 has led to a loss of confidence  
 in the government and a  
 consequent loss of support  
 from the people. The second  
 is the fact that the government  
 has been unable to maintain  
 a stable economy. This has  
 led to a loss of confidence  
 in the government and a  
 consequent loss of support  
 from the people. The third  
 is the fact that the government  
 has been unable to maintain  
 a stable society. This has  
 led to a loss of confidence  
 in the government and a  
 consequent loss of support  
 from the people.

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

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

#### **Staff News**

Keegan Sulecki, Head of Adult Services, celebrated her two-year work anniversary on October 6<sup>th</sup> and Technical Services Assistant Lucie Smith celebrated her 15-year work anniversary on October 19<sup>th</sup>. A heartfelt congratulations to both of them! Glad to have them both on staff here-- they bring many talents and strengths to CDL!

#### **Financial Matters**

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

I met with Michael Voorheis of Chelsea State Bank Investment Services and CDL Bookkeeper Mary Budzinski on October 12<sup>th</sup> for a quarterly meeting to review the values, security ratings, etc., of CDL's investment portfolio.

#### **Strategic Planning Update**

The Strategic Planning survey completion date was extended to October 7<sup>th</sup>. We had 358 respondents to the survey. Bridgeport also conducted three focus groups. Board and staff engaged community stakeholders in dedicated meetings on the future of CDL.

##### Timeline

- Plan rollout to staff @ all staff meeting – December 16<sup>th</sup>
- Proposed Board adoption of plan – December 20<sup>th</sup> board meeting
- Plan rollout to public @ community open house – January 11<sup>th</sup>

#### **Active Shooter Trainer**

Materials requested at the October board meeting from the all staff Active Shooter training session in September follow this report (articles: *Libraries Invest in Active Shooter Training* and *The Truth Behind the Run-Hide-Fight Debate*).

#### **Updated Practice Statement: *Receiving and Paying for Goods and Services***

On the advice of library law attorney Anne Seurnyck of Foster Swift Collins, the CDL practice statement on *Receiving and Paying for Goods and Services* was revised as attached (see addition #5 ) to restrict the use of personal credit cards when making purchases on behalf of the library. To facilitate this update, department heads now have CDL credit cards in their names for purchase of authorized goods and services. These cards are stored in a locked safe until requested for use and follow CDL's *Credit Card Policy* (#555).

#### **Leadership Academy**

I "graduated" from the Michigan Library Association's Leadership Academy on October 26<sup>th</sup>. Thank you for the opportunity to learn and network with other library professionals. This training provided valuable tools and resources on leadership fundamentals (coaching and building staff), finance and budgeting, managing our library's media image, library legislation and advocacy, and building strong teams. I hope to incorporate some of the ideas I gathered into our strategic plan.

#### **Out and About -- October 2016**

- Attended Rotary meeting – October 4<sup>th</sup> ("How to Engage Someone in 15 Seconds")

- Met with Chelsea Area Chamber of Commerce's Executive Director Bob Pierce – October 5<sup>th</sup>
- Attended Friends of Chelsea District Library meeting – October 10<sup>th</sup>
- Attended Washtenaw County's Community Tourism Action Plan meeting – October 11<sup>th</sup>
- Met with Michelle Tuplin and Lucy Silverio of Serendipity Books – October 12<sup>th</sup>
- With Charlie Taylor, met with Howdy Holmes (Jiffy Mix) to discuss strategic planning – October 13<sup>th</sup>
- Attended Rotary fundraiser at the Purple Rose Theatre – October 13<sup>th</sup>
- With Keegan Sulecki, toured the Chelsea Historical Museum – October 14<sup>th</sup>
- Attended Friends of CDL Afternoon Tea – October 20<sup>th</sup>
- Attended Chelsea Area Chamber of Commerce Citizen of the Year & Lifetime Achievement Awards Banquet – October 20<sup>th</sup>
- Halloween story times at South Meadows School – October 31<sup>st</sup>

### **Looking Ahead to November 2016**

- Rotary Meeting – November 1<sup>st</sup> and 8<sup>th</sup>
- Military History Museum Visit – November 4<sup>th</sup>
- Chelsea Historical Museum Grand Re-Opening – November 10<sup>th</sup>
- Chamber Holiday Business After Hours – November 30<sup>th</sup>



## Chelsea District Library Performance Dashboard October 2016

	Oct-15	Oct-16	%change from last Oct	2015 Annual	2016 to date
<b>Circulation</b>					
Items	25729	22012	-14%	257840	239439
E-books/E-audio	1512	1571	4%	14409	15271
E-magazines	179	262	46%	2578	2231
<b>TOTAL</b>	<b>27420</b>	<b>23845</b>	<b>-13%</b>	<b>274827</b>	<b>256941</b>
<b>Self-Check Items</b>					
<b>TOTAL</b>	<b>2374</b>	<b>2447</b>	<b>3%</b>	<b>23860</b>	<b>28632</b>
<b>New Cards</b>					
<b>TOTAL</b>	<b>62</b>	<b>57</b>	<b>-8%</b>	<b>781</b>	<b>840</b>
<b>Annual Registered Borrowers</b>					
<b>TOTAL</b>					
<b>Reference</b>					
<b>TOTAL</b>	<b>2391</b>	<b>1598</b>	<b>-33%</b>	<b>20035</b>	<b>18834</b>
<b>Program Attendance</b>					
Youth	362	333	-8%	3245	3935
Adult	311	320	3%	2297	2384
Teen	67	34	-49%	847	448
General	185	280	51%	3489	3330
Outreach -- Youth	765	403	-47%	7209	6607
Outreach -- Teen	0	0	#DIV/0!	547	2317
Outreach -- Adult	121	63	-48%	505	795
<b>TOTAL</b>	<b>1811</b>	<b>1433</b>	<b>-21%</b>	<b>18121</b>	<b>18545</b>
<b>Programs/Visits Offered</b>					
Youth	19	14	-26%	159	164
Adult	18	18	0%	157	110
Teen	12	4	-67%	95	53
General	5	3	-40%	35	34
Outreach -- Youth	7	7	0%	151	158
Outreach -- Teen	0	0	#DIV/0!	24	68
Outreach -- Adult	8	8	0%	57	70
<b>TOTAL</b>	<b>69</b>	<b>54</b>	<b>-22%</b>	<b>677</b>	<b>657</b>
<b>Door Count</b>					
<b>TOTAL</b>	<b>16067</b>	<b>12587</b>	<b>-22%</b>	<b>166707</b>	<b>39834</b>
<b>WiFi Data Usage (GB)</b>					
<b>TOTAL</b>	<b>894</b>	<b>672.6</b>	<b>-25%</b>	<b>7128</b>	<b>6476.52</b>
<b>Computer Usage - Sessions</b>					
Workstations	2723	1396	-49%	27171	14112
Wireless	7722	8123	5%	80725	#REF!
<b>TOTAL</b>	<b>10445</b>	<b>9519</b>	<b>-9%</b>	<b>107896</b>	<b>91460</b>
<b>OCLC Loans</b>					
<b>TOTAL</b>	<b>2</b>	<b>16</b>	<b>700%</b>	<b>71</b>	<b>87</b>

<b>Annual Items in Collection</b>					
<b>TOTAL</b>					
<b>Unique Website Visits</b>					
<b>TOTAL</b>	8150	7406	-9%	26635	87763
<b>Homebound &amp; Deposit Collection Items</b>					
<b>TOTAL</b>	91	104	14%	1254	1026

# Libraries Invest in Active Shooter Training

## Being prepared and taking precautions against senseless acts of violence

By Kathleen Moeller-Peiffer | June 8, 2015

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Scott County (Ky.) conducted a simulation of an active shooter event in their library, producing a video. (Photo: Georgetown [Ky.] Police Department)

**T**ragic mass shootings have marred public spaces across America for more than 15 years, from the 1999 attack at Columbine High School to the 2014 Florida State University Strozier Library shooting. Many institutions now take

precautions to minimize the opportunity for such senseless acts of violence. Schools are locked, requiring visitors to be buzzed in; churches and synagogues are open only during services and may employ security guards to screen worshipers; airports, sports venues, and concert halls require patrons to go through metal detectors and handbag inspection. Notably, libraries are one of the few public places anyone can walk in, unimpeded.

If guards are on duty at a library, they are typically not armed. In small communities, only one staff member may be working in the space. This is why, in addition to fire drills and emergency planning, libraries are beginning to offer training to react to an active shooter. As defined ([https://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)) by the Department of Homeland Security, an active shooter is “an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.”

This year, the New Jersey State Library hired Camelot Security Associates, made up of former New Jersey state troopers, to conduct “Run. Hide. Fight.” training at four public libraries. Every class was filled because of the strong response, and two additional classes were added.

“An active shooter situation is a very different type of emergency than your everyday type of incident, such as tornadoes, floods, hurricanes, fires, etc.,” says Edward M. O’Neil III, owner of Camelot Security Associates. “An active shooter is typically a deranged individual looking for a soft target (limited security or no security) and making a statement by hurting or killing as many people as possible.”

“These situations are very fast moving, lasting only 10–15 minutes,” he adds, “and occur typically during times when the most people are using the facility. It is important that staff members know what options they have to protect themselves and the general public.”

“Run. Hide. Fight.” teaches a three-step approach. If it is safe to do so, the first reaction should be to run to a place of safety in order to notify the authorities. Though this “run” step goes against most librarians’ tendency to assist others in need, the trainers suggest not stopping to aid other staff members who may be injured or are unsure of what to do. They say the best way to aid others is to get police and emergency medical technicians to the location as soon as possible.

“It is important that staff members know what options they have to protect themselves and the general public.”

—Edward M. O’Neil III, security specialist

When it is not safe to run, hiding is the next best option. It’s important to be as inconspicuous as possible, silencing cell phones, turning off lights, and barricading doors. Bookshelves, loaded bookcarts, and heavy furniture can be used for barricading. The idea behind this theory is that most shooters want easy, fast targets and will not stop moving to attempt accessing a locked or blocked area.

The last option is to fight with available “weapons.” Trainers suggested heaving a fire extinguisher—or any other heavy object—at the shooter, as that might cause him to stop or pause while you run away.

New Jersey is not the only state that has recognized the vulnerability of public libraries. The Jacksonville (Fla.) Public Library held an active shooter exercise in 2011, presented by the Jacksonville sheriff’s office SWAT team. This training exercise included fully geared officers who practiced hostage negotiation scenarios, armed subject searches on all floors, and two-way communications testing throughout the facility. After the event, Jacksonville Public Library updated security guard procedures, improved two-way communications throughout the building, added CCTV cameras in assembly spaces, and created emergency binders for the facility.

The Midwest Collaborative for Library Services (MCLS) offered active shooter training in 2014, and Michigan State Police led the session instruction. The method discussed was Alert-Lockdown-Inform-Counter-Evacuate, also known as ALICE. Trooper Andrew Knapp noted that this method is not a linear or progressive system of action. Rather, staff members should choose an action based on what works best in an individual situation. He stressed that citizen preparation is necessary because it takes on average 5–6 minutes for law enforcement to arrive after a call is made.

“The Michigan State Police tend to cover very rural areas throughout the state, so there are [instances when] those response times could be 15, 20, 30 minutes,” Knapp said. “So how do you survive in the time it takes law enforcement to get there?”

Drills included ways to barricade doors and find escape routes. At one point in the training, Knapp asked one staff member to wield a toy gun while others in the group tried to subdue her, helping the audience experience how hectic an active shooter situation can become.

“You attempt to control chaos. That’s what’s going to save lives,” he said.

The primary focus of the program was to get people out of a dangerous situation safely. David Votta, the community engagement librarian for MCLS, arranged the program. The event is archived [here](https://www.youtube.com/watch?v=DIHA07-Q108) (<https://www.youtube.com/watch?v=DIHA07-Q108>).

Scott County (Ky.) Public Library also conducted active shooter staff training. It produced [a video](http://youtube.com/watch?v=y-i4MplyCno) (<http://youtube.com/watch?v=y-i4MplyCno>) of a simulated attack and response. Melissa Gibson, adult services manager at the library, says, “We are planning to have these officers return for training when our renovation is complete as we will have entirely new geography for them.”

As O’Neil says, every library is unique and should have an emergency plan designed specifically for that facility. He also stresses the importance of each staff member familiarizing himself or herself with the emergency plan and the layout of the facility, and recommends exercising the plan at least annually.

Librarians who are interested in learning more about how to arrange active shooter training for their library should start by contacting their local police department or Office of Emergency Management. ■

Kathleen Moeller-Peiffer is president of the Association of Specialized and Cooperative Library Agencies and is deputy state librarian for New Jersey.

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# The Truth Behind the Run-Hide-Fight Debate

Published on August 25, 2014



**Steve Albrecht** Follow

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By now, the Run-Hide-Fight active shooter video created by the City of Houston, Texas and the Department of Homeland Security has had nearly three million YouTube views. This suggests a lot of folks have taken the time to watch the six-minute program that now serves as the national protocol on what to do when an armed perpetrator enters a public or private business with the intent to kill.

The Run-Hide-Fight response and the accompanying video is a simple concept: if you can get out of the building safely, avoiding an armed assailant and not hurting yourself in the process (sprained ankle, a fall down the stairs, etc.), then run out and away as fast as you can. Take as many people with you as is safe, avoid going to any of the usual “staging areas” (parking lots, open concourses) like you’d do for a fire drill or a gas leak, and call 911 when it’s safe to do so.

The Hide part is a bit tougher but just as life-saving: leave your desk or work area, leave your stuff except for your cell phone, and run to the nearest “safe room” in your building. Once inside, with as many people as will fit, lock the door, barricade it with whatever heavy objects you can find, stay out of the door frame, spread out inside the room, stay low, and be quiet. If you can call out to 911 from this position without making noise, do that. The safe room is not a bulletproof chamber; it’s a break room, rest room, locker room, storage closet, utility room, training room, or supervisor’s office that can be locked, preferably without windows and off the main hallway where the shooter may pass. The purpose of hiding in the safe room is to keep you and others barricaded and out of sight until the police can arrive to engage with the bad guy or bad woman with the gun(s).

The third response is the least palatable but may be necessary to keep you and your colleagues alive: Fight Back. Almost any room in an office building, store, church, or factory will have something in it you can use for protection: a fire extinguisher (for spraying or head-bashing or both); chairs; tools; desk objects; or even heavy books. Brave and heroic people have done extraordinary things when faced with real chance-of-death events involving a shooter who has breached the safe room. Many people who did not see themselves as capable of protecting themselves or others with force have done so when called upon and saved lives.



adults on campus, to help them evacuate safely or shelter in place (most often in their locked classrooms), until the police arrive to engage the shooter. We don't suggest that 4th graders fight perpetrators with guns. But the adults on school campuses have fought back and saved lives, so the concept applies to them as employees as well.

Critics of the Run-Hide-Fight concept, and there are a vocal few, suggest that each of the three steps has its flaws. They say, "Don't leave a safe place in the building to run into harm's way! You could be much safer staying where you are and not encountering the shooter in a hallway as you try to evacuate." Or they say, "Don't run and hurt yourself as you flee! That would only make it easier for the shooter to get you." They don't like the shelter-in-place idea either, "Don't stay in one room like sitting duck! You could get killed in there! Get out of the building!" Finally, they say, "Most people aren't trained in self-defense techniques. Fighting back could get you killed!"

To all this I say, "Run when it's safe to run. Hide where it's safe to hide. Fight if you or others around you have no other options." It ain't a perfect world and under the stress of these intensely frightening events, would you be able to remember to do ten things or only three? We're simply asking all employees to remember Run-Hide-Fight, in that order, in the rare but catastrophic event where an active shooter arrives. Millions of employees in this country will go through their entire careers without ever encountering an active shooter in their workplace. A small number might. The concept was designed for all, to save the few who may need it.

Your homework today is to go to YouTube and watch the Run-Hide-Fight video. Make your own decision if you think the concept will work for you. Here's the link:

<https://www.youtube.com/watch?v=5VcSwejU2D0>

Until active shooters stop their attacks (not likely, especially with the increasing movements of international terrorists back to our shores) or someone comes up with a better plan that doesn't involve eleven steps and issuing everyone ballistic vests, I vote for Run-Hide-Fight.



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**Steve Albrecht**

HR Trainer and Security Consultant, Workplace and School Violence, Author, Dr. Steve Al...

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**Chelsea District Library  
Practice Statement**

Subject: **Receiving and Paying for Goods and Services**

Section: Budget and Finance

Date: December 8, 2004; Revised 3/2/2010; Revised 10/7/2016

**Background:**

Only library managers and the director are authorized to order goods and services or to sign for payment. Managers are specifically authorized by and are responsible to the director for signing for and monitoring specified accounts.

**Practice guidelines:**

1. Managers and the director are responsible for staying within board established budgetary limits.
2. The bookkeeper must have authorization in writing before issuing checks. All invoices presented for payment must be signed by the authorized signer of that account and accompanied by a PO or check req, and packing slip clearly marked with the date received.
3. A purchase order (PO) is used to order specified items from vendors. Its purpose is to provide written verification to the vendor of what the library is ordering, how much the library expects to pay (including shipping and handling), and that the library is tax exempt (include tax exempt number on PO.) The PO must also include the account number the library will use to pay for the item and the signature of the manager responsible for that line. Once the PO is issued to the vendor, it should not be changed.

Vendors should reference the PO number on their invoices. If there is a discrepancy between the invoice and the PO and the price is higher than stated on the PO, the vendor should be informed of the discrepancy and informed that the library will only pay its original commitment as stated on the PO.

When a large number of items are ordered under a single PO, a list may be attached. When the last item is received, it should be documented and sent to the bookkeeper along with the last invoice for payment.

4. When invoices are received for which there is no PO, a check requisition must be used that documents authorization, account number, and other information as listed above, before the bookkeeper will write the check.
5. Library-related expenses may be reimbursed if an individual paid the expenses from personal funds with pre-approval by the Director or the Director's designee. However, the Chelsea District Library prefers that library-related expenses are paid directly by the purchaser through other appropriate Library buying and paying methods.

*If a check request is issued to reimburse a manager for expenses paid by them, the director's signature is required for authorization of payment. For expenses paid to the director, the board president's signature is required.*

6. Changes in payroll can only be authorized by the director or supervising manager.

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

**Facility**

Work on the acoustic panels for McKune is progressing. Dieter Giese brought the panels to me and I arranged for Gary Munce to help cut and wrap them as soon as we decide on the fabric covering. Lori and I will make a trip into Ann Arbor to get the fabric and then it shouldn't take long to assemble them. They may even be up on the walls by Thanksgiving ☺

Cary Church and the electrician were out to fix the hanging pendants on the second floor. Turns out one had a loose wire which caused a short and probably caused the second one to go off also. New, lower wattage bulbs were put in. The second phase of the LED light project is moving forward. While the electrician was here, he put LED 4-pin bulbs in one of the four McKune pendants to make sure the fixture was compatible, and that went well. Hawks and Associates needs to submit the rebate paperwork then they can start the install.

I met with a rep from Gross Electric this month to explore some solutions for our lobby lighting. The bulbs in the hex ceiling are not bright enough so I am considering LED there, as well as some simple strip lighting above the interior benches where kids often wait in winter to be picked up.

The spigot in the front of the building near the flagpole has broken for the third time. It is the one most used by the Garden Club so when it isn't working, they have to haul water for their plantings from the spigot by the staff entrance. So far we have been able to repair it without cutting into the interior wall behind the youth series books but we may have to go that route the next time. Needless to say, that will take some careful scheduling to impact that area as much as possible.

**Volunteers**

We logged 141 non-book sale volunteer hours this month and I was not able to get the book sale stats from the Friends before I finalized this report. I will include those next month. Menu prep is underway for the annual volunteer appreciation event, and Volunteer and Friend of the Year choices are being finalized.

**Staffing**

Our all-staff meeting was combined with the strategic planning retreat this month. We made good progress on the plan, enjoyed a fantastic lunch at Common Grill, and then had two fun and informative visits to library partners Robin Hills Farm and Jiffy Mix. We heard lots of positive feedback and a few suggestions for next year.

**Outreach**

The community center committee met with members of the 5 Healthy Towns Wellness Foundation to explore possibilities for collaboration on the plan for a new community center. Nothing was finalized but they are definitely interested in joining forces if it makes sense. More exploration will be necessary to determine what, if any, partnering will work.

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*	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	16.25	0.00	0.00	168.50
Local History	30.50	43.25	51.75	101.25	42.50	48.25	46.75	57.27	43.00	49.25	0.00	0.00	513.77
Program	16.25	6.00	2.00	58.00	5.50	69.25	90.50	31.75	8.25	22.00	0.00	0.00	309.50
Workroom	12.00	6.75	58.50	12.25	2.75	10.75	23.00	25.50	12.00	12.00	0.00	0.00	175.50
Friends	28.00	0.00	7.50	32.25	12.00	10.00	0.00	13.50	14.00	35.00	0.00	0.00	152.25
YSG	15.50	33.00	40.00	36.50	46.00	353.50	313.00	72.50	13.00	42.00	0.00	0.00	965.00
<b>Monthly Totals</b>	<b>312.00</b>	<b>297.75</b>	<b>371.50</b>	<b>480.00</b>	<b>336.25</b>	<b>761.50</b>	<b>732.25</b>	<b>461.77</b>	<b>313.00</b>	<b>176.50</b>	<b>0.00</b>	<b>0.00</b>	<b>4242.52</b>
<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>176.50</i>	<i>0.00</i>	<i>0.00</i>	<i>2284.52</i>



**Program Report: October**

Date	Event	Attendance
10/1	Solar Home Tour	50
10/3	ABCs of Washtenaw Literacy	9
10/4, 10/18	Smarty Pants Trivia Smackdown	56, 59
10/8	Purple Rose Theatre Concert Reading	37
10/12	Place That Face	19
10/12	ALI: WWI The Shot That Killed Millions	31
10/13	Job Seekers: Prep for Success	2
10/19	Grow Your Business	0
10/20	Books & Banter	5
10/20	Frosting with a Flourish	23
10/25	Reading Glasses	17
<b>Technology Programming</b>		
10/5, 10/19	3D Printing/Scanning Session	1, 0
10/11, 10/25	Computer Training 1:1	5, 3
10/17	TinkerCAD	Cancelled
10/25	Ancestry Aficionados	3
<b>Outreach Programming</b>		
10/4, 10/18	iPad Basics @ CRC	8, 9
10/6	Computer Training 1:1 @ CRC	6
10/6, 10/19, 10/20	Book Clubs: Silver Maples, Senior Center, Pines	11, 6, 7
10/7, 10/7	WWI Exhibit Presentation: Senior Center, Glazier	5, 11
<b>Total Programs: 26</b>	<b>Attendance Total:</b>	<b>383</b>

**Upcoming Programs**

In November we have a special Purple Rose Theatre concert reading that will take place at the Chelsea Village Conference Center, featuring a reading of *Willow Run* by Jeff Duncan. This reading will include an optional lunch and an opportunity for participants to go to the Yankee Air Museum for a tour. CDL will also be hosting a guest exhibit from Yankee Air Museum in conjunction with the reading.

**Collections**

Adult, Youth, and Technical services staff are getting our CDL Garage items ready for the public. These items each take extra time due to the need for unique cataloging and labeling for each item, but a lot of progress has been made and we look forward to launching this collection soon! We are also making plans for after the first of the year to build collections for adult literacy, career, and study guides to better help our patrons.

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

Our WWI Exhibit will come to an end in November. Our capstone will be the Veterans Day event on Friday, November 11<sup>th</sup>. Banners will remain up until closer to the end of the month, but the exhibit pieces will come down the week after Veterans Day.

	October 2016	October 2015
<b>2<sup>nd</sup> floor Ref Desk Interactions</b>	1,032	1,938
<b>Homebound Book Delivery</b>	104	91
<b>Inter-library Loan</b>	16	2
<b>Zinio Checkouts</b>	262	179

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

October included work on a lot of exciting projects. We have been prepping for our Biblioboard, working on plans for new special collections, taking steps to improve the search ability of our Historical Newspaper Database. In addition, we are starting to promote our very first Washtenaw Read program where we will be reading and talking about the book *\$2.00 a Day*. Along with all this prep, I did have the opportunity to visit the annual Michigan Library Association conference this year, where I spoke on a panel regarding Outreach. I was able to share many information on the many wonderful partnerships CDL has and the wonderful opportunities for the community that have come out of those relationships.

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

October was full, particularly with continued prep for the upcoming launches of CDL Garage (currently in the processing stage) and Biblioboard (currently in the marketing stage). Additionally, I've worked to gather quotes on restoring or preserving CDL's Civil War ledger, had great program attendance (including a remarkably full Reading Glasses Book Club), and tried our first Saturday Smarty Pants Trivia. At that last event, we had more than 60 people attend and play, with many requesting more weekend editions of it. No promises were made, but we may look into hosting one Saturday trivia a quarter.

#### **From Shannon Powers, Adult Services Librarian**

Early in October I attended the Washtenaw Reads Publicity Committee meeting at the Ann Arbor District Library in preparation for marketing this winter's read, *\$2.00 a Day*. The meeting was a chance to meet representatives from our partner libraries and to gather promotional material. As part of this partnership, I have been compiling a list of read-alike book suggestions for the AADL-hosted website. Also in October, I did maintenance weeding of the Science Fiction and Fantasy collection, and of course attended the CDL staff day where I had the chance to contribute ideas for our new strategic planning framework.

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

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

**Programs and Attendance (previous year)**

Family:	3	(3)	programs	Attendance:	280	(105)
Youth:	14	(19)	programs	Attendance:	333	(362)
Outreach:	7	(7)	programs	Attendance:	403	(765)
Teen:	4	(12)	programs	Attendance:	34	(67)
<b>Total:</b>	<b>28</b>	<b>(41)</b>	<b>programs</b>	<b>Attendance:</b>	<b>1050</b>	<b>(1296)</b>

Date	Name of Program	Children	Teens	Adults	Total
<b>Family/Parent</b>					
10/22	KinderConcert with A2SO				60
10/24	Baffling Bill's Spooky Magic Halloween Show				120
10/26	Not-too-scary Halloween Storytime				100
<b>Youth</b>					
10/3	LEGO Club	7		2	9
10/4, 11, 18, 25	Babytime (7)	98		96	194
10/6	Toddliertime	15		17	32
10/6	Storytime	13		10	23
10/10	Minecraft Monday	20			20
10/11	K-2 Tuesday	6		6	12
10/14	READ to the Library Dog	8		8	8
10/26	Dance Along, Sing Along				35
<b>School &amp; Community Outreach</b>					
10/12	Special Ed Storytime (2)	8			8
10/19	ECC Storytimes (4)	45			45
10/31	Harvest Festival				350
<b>Teen</b>					
10/8	SAT Practice Test		9		9
10/14, 28	Skynet Junior Scholars (2)		20		20
10/22	SAT Test results		5		5

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

Date	Total
October 2016	430 (453)
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 Highlights**

### **From Karen**

- Starting this month, the youth department is pleased to be offering Special Ed Storytimes at the CSD's special ed preschool program housed at North Creek. We will soon be offering Sensory Storytimes on the weekends at the library to meet the needs of our special needs population.
- The second KinderConcert by members of the Ann Arbor Symphony Orchestra this month was a smashing success with 60 attending a "Playful Percussion" concert with movement, music, and more!

### **Youth Department Volunteers: Youth Service Group— 42 hours**

- YSG volunteers assisted with the Not-too-Scary Storytime (100 attended) and Baffling Bill's Spooky Magic Show (120 attended) and helped organize the WeDo Lego kits.

### **October Community Outreach & Meetings:**

10/4, 11, 18, 25 Management meetings (KP)

10/20 Friends Tea

10/21 Staff Inservice

### **Future Program Highlights:**

11/20 Parent Education Series: Social Media Savvy for Parents

11/22 Thanksgiving Evening Storytime

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

October was a great month for expanding some of our services and resources:

- I was able to add 23 new Leveled Reader kits to the collection. There are now a total of 156 kits in the Leveled Readers.
- Babytime attendance grew so much through August and September that we now have two sessions on Tuesday mornings. This has worked well so far and brought each session down to a more manageable number.
- Emily and I are continuing to move forward on the nontraditional collection (CDL Garage) and Lucie and Mindy have made huge strides in getting the items processed and ready for checkout. We hope to have 10 or more items ready to go by the end of November.

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

- Edith is on leave until mid-January, after giving birth to Jack, her first child on October 14. Best wishes to Edith, and we look forward to your return!

## Chelsea District Library

Report Period: October 2016

USAGE SUMMARY	
<b>Total Usage (Homework Help, Skills Building, Writing Lab, Test Center Visits, and Database Usage)</b>	<b>107</b>
<b>Database Usage</b>	<b>99</b>
<b>Homework Help, Skills Building, Writing Lab, and Test Prep Sessions</b>	<b>8</b>
Homework Help/ Skills Building Sessions	5
Average Length of Tutoring Session (minutes)	19
Test Center Visits	0
Writing Lab Submissions	3
Unique Visits	17

DATABASE USAGE	
Flashbulb	100%

SESSIONS BY LOCATION	
Chelsea District Library MI	5

AVERAGE NUMBER OF SESSIONS PER HOUR OF THE DAY (MILITARY TIME)	
15	0.03
17	0.03
19	0.03
21	0.06
<b>Average:</b>	<b>0.04</b>

AVERAGE NUMBER OF SESSIONS PER DAY OF THE WEEK	
Monday	0.4
Tuesday	0.2
Wednesday	0.4
<b>Average:</b>	<b>0.33</b>

TUTORING SUBJECTS REQUESTED %	
Algebra 1	60.0%
Math Grade 4	20.0%
Middle School Math	20.0%



### TUTORING SERVICES BREAKDOWN

Homework Help	62.5%
Writing Lab	37.5%

### POST-SESSION SURVEY

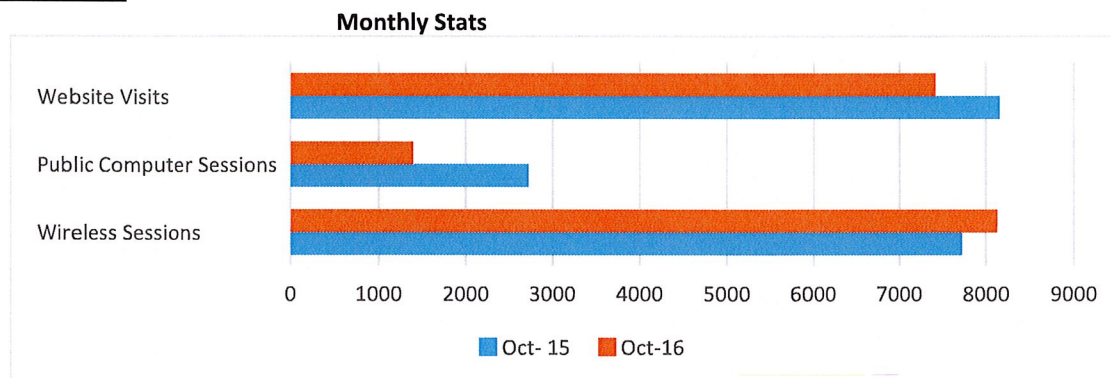
	Yes	No
Are you glad your organization offers this service?	100%	0%
Would you recommend this service to a friend?	100%	0%
If you received homework help, did this service help you complete your homework assignment or learn something new?	100%	0%
For Students: Is this service helping you improve your grades?	100%	0%
For Students: Is HelpNow helping you be more confident about your school work?	100%	0%

# Technology

## Summary of October 2016



### Statistics



- Wireless clients increased from **7,722** clients in October 2015 to **8,123** in October 2016.
- Public computer usage decreased from **2,723** sessions in October 2015 to **1,396** sessions in October 2016.
- Website visits decreased from **8,150** visits in October 2015 to **7,406** visits in October 2016.

### From: Ron Andrews – Head of Technology

Some of the highlights for October were the fantastic Board/Staff Strategic Planning session during Staff In-Service day. Wow! A lot of great ideas and wonderful facilitation! I am also putting in a lot of time in getting ready to review vendor proposals for the ILS/RFP Committee. We get the proposals to start reviewing and ranking on November 4<sup>th</sup>. More to come on this very important business for the consortium!

#### Budget

- Melanie and I started reviewing our budget lines for year-end projections and possible roll-overs. We are in good shape and staying on-track.

#### Collections

- Media is going well, but shelving space continues to be an issue for this most popular circulating collection. I will be doing a large order in November to close out the year.
- New acrylic displays have arrived and now we have new displays in the media area for: New Feature, TV. Lucie is also able to get the Staff Recommendation section back up with the new displays.
- I continue to weed Feature, Lucky Day DVDs and Classical, Easy Listening, Folk, Musicals, New Age, Religious, Soundtracks and World.

#### Programming

- The 3D Printing/Scanning seems to continue to grow slightly with a couple of more users coming on board for training and then working on their projects. Discussion started on working with the Youth department to do an intergenerational 3D Print/Scan workshop in the Spring.
- Starting to consider programming workshops for the spring with "Book" theme in mind.
- The new iPad for Seniors class at the CRC twice a month is growing. I had two more new members this past month so we are now averaging 8 seniors a session.



## **Meetings**

- As I mentioned above, the ILS/RFP committee of TLN is rolling towards the big reveal on November 4<sup>th</sup>. We have gotten lots of feedback from a large number of libraries in the consortium and that data coupled with the RFP will be our guide for ranking the vendor proposals that will be due on December 6.
- Programming committee met again to finalize Winter program and start discussions on Spring programming and possible theme.
- eContent Policy meeting 10/25 and then will be going to the entire committee meeting on 11/3.

## **Technology**

- Melanie and I met with John Headpohl from HeadTech Audio to talk about possible improvements in the McKune room regarding AV and sound. John has sent us a quote which we are now reviewing.
- Our Download Destination service of OverDrive will be updating their website to go live Monday, November 14<sup>th</sup>. I have sent material out to staff to review the new changes, most of which seem to only be cosmetic. I am collecting comments and suggestion and will be forwarding those to the eContent Policy committee to cull and forward to OverDrive.

As part of the eContent Policy committee I did create a survey for our consortia OverDrive users which will go live with the new site. We are wanting to find out whether the users want: move a diverse NEW titles, or to improve collection to supply holds on titles. We are also working on a plan to increase the funding for the service from libraries since it has not been

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

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

- We had issues with the servers not backing up their data. Moved the backup to a newer 4TB NAS and it seems to have fixed the issues.
- Fixed some networking issues (DHCP leases) which were causing patrons to be unable to connect to the wireless.
- Updated documentation for the SRSly-CDL Minecraft server and granted access to some of the server administrators.

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

- Assisted with setup for 2 Minecraft programs
- Ran two 3D printing and scanning sessions.
- Configured new Surface Pro 4 computer for Ron.
- Worked on making a clipart gallery available for all of our staff.
- John Headpohl came out and fixed the overhead speakers in the study rooms.
- Fixed an issue that was allowing adult users with a visitor slip to use the teen and kid computers.
- Fixed some issues with the circ RFID tagpads.
- Fixed some problems with the people counter.

### **Website:**

- Went live with new website for Michigan Broadband Cooperative ([mbcoop.org](http://mbcoop.org)). Made a few final tweaks after going live.

- Started work on a new Family History database. We are having problems displaying images from the old database due to some design flaws.
- Made some updates to the Friends current site and their staging site. Worked on connecting a new online membership form to their PayPal account on the staging site.
- Worked on a new donation page for the library. First draft is finished will continue working on it in November. May get our consultant to tweak the design. Also updated the kindle page.
- Email form on the website was not working correctly so made some adjustments to fix the issue.

Other:

- Chaired the Washtenaw Broadband meeting
- Attended a Michigan Broadband Cooperative meeting where we discussed WiFi hybrid solutions versus fiber and an aerial fiber build versus underground fiber.
- Ron and I put together a HotSpot display that went up for a few days and will go up again later in the year.
- Ron, Lori, and I met to work out details for the LSTA grant. Lori typed up our intent to file letter.
- Mobile Beacon Grant for hotspots was moved from Non-Profit to Education so we should hear back in November about that grant opportunity.

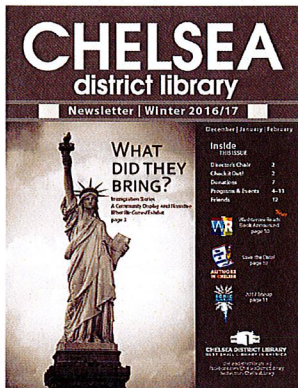
Submitted – November 10, 2016

# MARKETING BOARD REPORT

October 2016

## Marketing Highlights

### Winter Newsletter



It has been an exciting and challenging process creating our Winter 2016-17 newsletter! As mentioned in last month's report, our goal for the CDL quarterly print newsletter is to communicate all the wonderful things available at the library, not just its great programming. Additionally, we want to develop a theme for each newsletter and create a department-wide approach to support it. We feel that we have accomplished both goals in our winter newsletter and hope you like the changes! Look in your mailbox for your copy beginning November 18<sup>th</sup>.

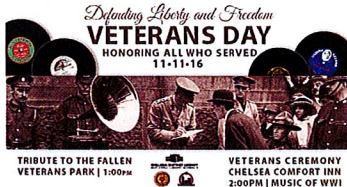
The focus of the winter newsletter cover was born from department collaboration and the inspiration of a stand-alone exhibit. In an effort to create a theme for this quarter's newsletter, the management team brainstormed ways to take one offering and expanded it into a powerful discussion. You'll see the results on page 3 – the ability to explore diversity through the stories of immigrants in several different ways: programs, an exhibit, and a community engagement project. In addition, contributions to the community engagement project will be added to our Stories of Chelsea database,

further growing our local heritage resources. You will also see articles sprinkled throughout the publication, highlighting several of our services, databases, and collections.

Lastly, there is a short article on page 2 inviting local artists and photographers to submit photographs of their work to be featured on our upcoming newsletter covers. We feel this is an especially exciting way to celebrate our local talent, while also drawing new “eyes” to our newsletter and the library!

*Soar!*  
Inspiration provided by Chelsea District Library (sample mock-up)

### Veterans Day Event/WWI Centennial: Strong Foundations | New Possibilities

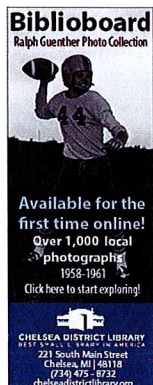


Each year, the library partners with the City of Chelsea and the Chelsea American Legion Post #31 to honor our veterans. This year's event will also coincide with the conclusion of our WWI Centennial Project. We have worked hard this year to get the word out about the event, running ads in the Chelsea Update and Sun Times News, promoting through our social media, issuing press releases, and distributing hundreds of brochures to local organizations and businesses throughout the community. In addition, this year's speaker, SPC Mike Favre is helping us reach out to our younger veterans through his

personal and business relationships. The event begins at 1pm at Veterans Park with the Posting of Colors, and South Meadows Elementary School's 3<sup>rd</sup> class singing *She's a Grand Old Flag*, followed by remarks from SPC Mike Favre and the Retiring of Colors. At 2pm, Mayor Jason Lindauer will greet guests at the Chelsea Comfort Inn & Village Center for light fare and refreshments. At 2:15pm, our final WWI Centennial Project program: *Music of WWI* will begin. We hope you'll join us for this special event as we honor all those who have served and sacrificed in war to defend our liberty and freedom.



### Biblioboard



Have you seen the teaser photos on our website, eNews, Facebook, and in the library? To help promote our newest online database **Biblioboard: Ralph Guenther Photo Collection**, we created a campaign enlisting the public to help us identify unknown subjects in the photos. Throughout the library there are shelf-talkers and table tents with many different photos from the collection, along with a display in the lobby. Also, for the past several weeks, we have been posting photos on our website, eNews, and Facebook page, along with running ads and press releases in our local media. It's been great fun and we've been thrilled with how many people have participated!

Want to find out more about this online collection of local photographs? Make sure to join us for its launch on Thursday, Nov. 17 at 7pm in McKune. Who knows, if you were around during the days of Ralph's photography career, you might even see yourself in one the photos!





# MARKETING BOARD REPORT

October 2016

## Annual Giving

There was much discussion this past month regarding an annual giving campaign. Initially, we thought that we would send an engaging mailer to past donors and created a number of drafts for review. However, after much discussion and meetings with the Fund Raising Committee it was decided that efforts would be put toward growing our sponsor base and raising awareness of the library through small group gatherings. Additionally, it was decided that the CDL website donation page should be updated to reflect the different opportunities for donation, with the ability to donate online through PayPal. Melanie Bell and I are currently working on this project, with plans to complete it by Thanksgiving.

## National Friends of Libraries Week

NFLW was celebrated October 16–24. The friends held a “Tea with Friends” event during the week along with setting up an informational table in the lobby and a display in the lobby glass case. We promoted the week on our website, eNews, Facebook and submitted a release to the local press. I created a Facebook event for the tea on the Friends page and shared on ours. Invitation flyers were created, printed and distributed along with an electronic version for email distribution. The Tea was a great success and it was fun to see guests get into the spirit by dressing up in costume!



## Strategic Plan



This month centered on reviewing the data collected from our feedback survey and focus groups. During our all-staff meeting, Bridgeport Consulting presented an initial draft of initiatives and goals, which were then discussed by the group. This being my first experience with strategic planning, I found this group exercise to be very helpful in working through the process. Bridgeport created a 2<sup>nd</sup> draft of our goals and initiative based on the all-staff meeting and presented it to the management team for further review and discussion. A final draft was once again sent to the management team for review before presenting to the CDL Board of Trustee.

## Miscellaneous Marketing

- Created Save the Date image for Midwest Literary Walk website homepage
- Determined tasks and timeline for migrating the Midwest Literary Walk and Authors in Chelsea websites to the CDL main website
- Coordinated the creation of the Sonic Sundays page on CDL main website
- Created signage and coordinated news announcements for discontinued use of the side doors for entry into the library.
- Updated website content for rebranding of Zinio digital magazine service
- Reviewed 2<sup>nd</sup> Parent Education Series program press release
- Responded to patron's request for date hyperlinks for adding events to calendar
- Created promotional images for special Halloween edition of Smarty Pants Trivia and promoted
- Created Halloween @ CDL ad for Chelsea Update
- Began reworking the invitation artwork for the Volunteer Appreciation Party
- Developed promotional campaign for upcoming changes to our eBook service OverDrive

Respectfully submitted,  
Patty Roberts  
Marketing Coordinator

# Chelsea District Library uses technology to tell local WWI stories

 [chelseaupdate.com/chelsea-district-library-uses-technology-tell-local-wwi-stories/](http://chelseaupdate.com/chelsea-district-library-uses-technology-tell-local-wwi-stories/)

10/13/2016



Photo by Burrill Strong. Visitors look at one of the 36 WWI banners displayed in Chelsea.

The 36 historic banners that make up the [Chelsea District Library's](#) community-wide historic interpretation installation, ***World War I Centennial: Strong Foundations, New Possibilities***, have found a digital home at MapMe—a publishing platform that allows for the mapping of sites and sharing of stories.

As part of MapMe, each site includes a photo, address and interactive map that shows visitors exactly where the banners are in relation to each other. Additionally, for each banner there is a detailed story that gives a look inside those from the area who served America during the Great War. The Chelsea stories can be found at <http://bit.ly/ChelseaWWI> and can be shared or bookmarked for future use.

“Visitors to town will now be able to bring up the map on their mobile device and travel through town to locate each banner,” says Keegan Sulecki, Head of Adult Services at Chelsea District Library. “We’re excited to use the technology to bring our history to life and in a way that’s convenient for our viewers. Those who have missed our guided tours will find the addition of these stories on MapMe give them more background into the individuals, groups and families featured.”

Those who have visited Chelsea to view the installation, or attended any of the events (see upcoming events below), are encouraged to complete an online survey: <http://www.surveymonkey.com/r/WWIFeedback>.

***World War I Centennial: Strong Foundations, New Possibilities***, commemorates the centennial anniversary of WWI and is made possible in part by a grant from the [Michigan Humanities Council](#), an affiliate of the [National Endowment for the Humanities](#) as well as the [Chelsea Chamber of Commerce Tourism Action Plan Program \(CTAP\)](#), through [Washtenaw County Convention and Visitors Bureau](#).

The exhibition, which runs through Veterans Day (Friday, Nov. 11) includes two dozen 36-inch x 18-inch avenue banners hung on light posts lining Main Street, as well as 12 large-format images (ranging in size from 55-inch x 91-inch to 167-inch x 96-inch), hung on exterior of 11 community buildings.



The 36 total images were among many hundreds submitted by Chelsea residents who have shared histories from the Great War. This includes the only-known remaining photograph of Herbert J. McKune, a local Chelsea soldier who died on October 4, 1918 during the Battle of Champlain in France. This photo is permanently on display at the Chelsea American Legion Post 31, which was named in his honor. A reproduction of this image is featured on a banner gracing the library's front steps.

Several WWI-era photographs, letters, stories and artifacts including a helmet, binoculars, sword, rifle, medals, journal, uniform and more from local residents, are also on display inside the Chelsea District Library. Maps for self-guided tours are available free for those who wish to explore the exhibit on their own. Private guided group tours can be made, with prior arrangement.

This project is funded in part by Michigan Humanities Council, an affiliate of the national Endowment for the Humanities. Funding was also provided through the Community Tourism Action Plan Program through Washtenaw County Convention and Visitors Bureau.

## POLICE BEAT Stockbridge Village Police

10/21 ~ 12pm, suspicious vehicle in the 400 blk of N. Clinton. SPD was alerted by a resident that a white male in a blue 2-door sedan was in the parking lot for an unknown reason possibly having car trouble. SPD responded but the subject and vehicle were gone upon arrival. The proper officials were notified. No crime.

10/24 ~ 7:50pm, fraud complaint in the 200 blk of S. Clinton. A resident reported that his credit card information had been compromised and used in the greater Detroit area. SPD is investigating this complaint.

10/25 ~ 7pm, report of Methamphetamine-making components left at SAESA. SPD was called by SAESA personnel and advised that an unknown subject had dropped off a bag containing what was identified as components used for making methamphetamine. SPD secured the items and later safely disposed of

them. The finder was not identified.

10/26 ~ 12:20am, domestic assault complaint in the 100 blk of Rice St. SPD responded to the scene and discovered the male half had already fled the scene. A report was taken and formal charges will be sought through the Ingham Co. Prosecutor's office for the Palmyra, MI. man.

10/28 ~ 11am, weapons complaint in the 400 blk of N. Clinton. SPD was notified that a juvenile was found in possession of a couple of knives. No threats were made to anyone on premises. This is under investigation by SPD.

10/29 ~ 6:15pm, civil complaint in the 200 blk of N. Clinton St. SPD responded to a complaint that was determined to be civil in nature between two residents about joint property. No crime.

10/30 ~ 11am, traffic stop in the 300 blk of W. Main

St. Upon contact with the driver, SPD discovered that a driver, a 40-yr-old Webberville woman, was driving on a suspended license. She was cited and released.

11:26am, traffic stop at Main and Wood St. for expired license. SPD made contact with the driver, a 39-yr-old Howell man, and discovered he did not have a license in his possession and it was not valid. He was cited and released.

12:50pm, traffic stop in the 4600 blk of S. M-52 for defective equipment. Upon contact with the driver, a 34-yr-old Stockbridge man, SPD discovered the man was driving on a suspended license and he had a valid warrant out for his arrest out of Stockbridge PD. He was arrested and lodged in the Ingham Co. Jail. Formal charges will be sought for the suspended driving charge.

6:30 pm: Lock-out service in the 300 blk of Vernal.

## Chelsea Veterans Day Observance

From Keegan Sulecki, Head of Adult Services

Chelsea District Library (CDL) is pleased to announce the 2016 Veterans Day observance in partnership with the City of Chelsea and American Legion Post #31 Chelsea on Friday, November 11. Local veterans and the public are encouraged to join us for these free events, starting with a Tribute to the Fallen in Veterans Park at 1pm, where Chelsea Mayor, Jason Lindauer, will introduce this year's speaker, Mike Favre. Mike Favre joined the army in 1989 and participated in ground combat during Operation Desert Storm, for which his task force received the Citation for Valorous Unit Award. He also received the Combat Infantry Badge and the Personal Letter of Tribute from Congress amongst other awards for his service.

Favre was honorably discharged in 1992 and went on to earn a Masters in Education in Sports and Recreation Administration. He has served as Strength and Conditioning Specialist on the United States

received many awards, such as 2011 NSCA Collegiate Strength & Conditioning Coach of the Year. Favre is currently the Director of Olympic Sports Strength & Conditioning at the University of Michigan and resides with his wife, Bridget, and three children in Chelsea, MI.

Following this tribute, our veterans, their families, and members of the public are invited to reconvene at the Chelsea Comfort Inn at 2pm for the presentation The Music of WWI. John Hauger, a collector of antique records and phonographs, will discuss how music was used to influence popular opinion during the Great War. In addition, a motorcycle from the era, a rare 1911 Flanders 4 first built by the Flanders Manufacturing Company in

Chelsea, will be on display courtesy of the Chelsea Historical Society. Light refreshments will also be provided.

This presentation also concludes the WWI Centennial: Strong Foundations, New Possibilities project that included the display of enlarged WWI era photographs throughout downtown Chelsea. This project was funded in part by Michigan Humanities Council, an affiliate of the National Endowment for the Humanities and Washtenaw Area Convention and Visitors Bureau through the Community Tourism Action Plan.

For more information call the City of Chelsea, (734) 475-1771 or the Chelsea District Library (734) 475-8732.



## Saline Drug Task Force Considering Expanded Focus

By Angelo Parlove, [agparlove@msn.com](mailto:agparlove@msn.com)

The Saline Community Addiction Prevention Task Force is looking to rally the community for an event that would tackle subject matter beyond drug addiction, such as socio-emotional and mental health.

"If we're going to put a lot of effort into this, we want a good crowd there. We would have to consider how we would market this differently," said Task Force Member Steve Laatsch. "We should try to bring in as many youth from across the county as we can."

Reeling from low turnouts at prior events, the drug task force wants to attract a larger public audience. Expanding events to include mental health awareness may be the approach it takes.

developing, would likely feature the showing of the 40-plus minute documentary "Chasing The Dragon: The Life Of An Opiate Addict." The documentary was released by the FBI and DEA to educate young people on addiction and features first-person accounts of addicts and their families on their experiences.

"Awhile back I went to the screening of Chasing The Dragon, obviously connected to the heroin and prescription pills and the issue we're certainly having in Washtenaw County, which is significant," said Laatsch, who is an assistant superintendent at Saline Area Schools. "We're discussing the idea of showing a screening of

serves youth and families, including issues of chemical dependency and substance abuse, was excited about the possibility of such a community event in Saline. "If you did a big kind of theme under mental health and substance abuse,

something at the school, what an innovative approach to pull everyone in," said Spitsbergen, who attended the drug task force meeting on Oct. 27. "I would certainly love to be a part of anything like that."

## Biblioboard Now Available In Chelsea

From Emily Meloche, Adult Services Librarian  
Chelsea-area photographer Ralph Guenther took photos from the late 1950s-mid 2000s, and following his retirement, his family donated his collection of negatives to the library. Beginning November 17, selections from the Ralph Guenther Collection will be available to view online on Biblioboard.

Biblioboard is an online interface that allows users to view galleries of Guenther's photos from the comfort of their own homes. By creating a user profile, you can mark images as favorites and comment on images. CDL

**BIBLIOBOARD**  
RALPH GUENTHER PHOTO COLLECTION

Join us for the launch of our newest online collection, Thursday, November 17 @ 7pm.  
For more information, visit [storiesofchelsea.org/biblioboard](http://storiesofchelsea.org/biblioboard)

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# Expanded Focus

By Angelo Parlove, [agparlove@msn.com](mailto:agparlove@msn.com)

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"If we're going to put a lot of effort into this, we want a good crowd there. We would have to consider how we would market this differently," said Task Force Member Steve Laatsch. "We should try to bring in as many youth from across the county as we can."

Reeling from low turnouts at prior events, the drug task force wants to attract a larger public audience. Expanding events to include mental health awareness may be the approach it takes.

"I think for parents it's a lot safer to talk about anxiety today, maybe not six years ago, seven years ago, but it's a little safer now to talk about depression, about autism," said Mark Schuby, a social worker at Saline Area Schools.

Fire Chief Craig Hoeft, who is also a task force board member, agreed with Schuby. "We've tried the drug and alcohol, we just don't get folks to come," he said.

The community event, which is in the very early stages of planning and

developing, would likely feature the showing of the 40-plus minute documentary "Chasing The Dragon: The Life Of An Opiate Addict." The documentary was released by the FBI and DEA to educate young people on addiction and features first-person accounts of addicts and their families on their experiences.

"Awhile back I went to the screening of Chasing The Dragon, obviously connected to the heroin and prescription pills and the issue we're certainly having in Washtenaw County, which is significant," said Laatsch, who is an assistant superintendent at Saline Area Schools.

"We're discussing the idea of showing a screening of that, but potentially making that a bigger event, where it is a public forum on socio-emotional and mental health as well."

After the film viewing, the event would then present panel discussions or break-out sessions with topics about substance abuse, prevention and mental health. The event would likely take place on a weekday evening and last no longer than two hours.

Brian Spitsbergen, the director of community relations at Growth Works, an organization that

serves youth and families, including issues of chemical dependency and substance abuse, was excited about the possibility of such a community event in Saline.

"If you did a big kind of theme under mental health and substance abuse,

something at the school, what an innovative approach to pull everyone in," said Spitsbergen, who attended the drug task force meeting on Oct. 27. "I would certainly love to be a part of anything like that."

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Join the library to mark the launch of this online photo collection and to celebrate the efforts of the volunteers who worked to scan and identify photos. On Thursday, November 17 from 7-8pm, enjoy light refreshments, get a quick tutorial on how to navigate Biblioboard, and explore the database yourself on provided laptops. To register, call 734-475-8732 ext. 503.


At launch, Biblioboard will feature over 1000 images from 1958-1961, but more years will be continually added. Photos include a wide variety of portraits, full sets of wedding photos, photos taken for Chelsea School Yearbooks, and much more. Browse collections, or enter names into the search box to find people you know.

To see more photos from the Ralph Guenther Collection, attend Place That Face, a program held from 12:30-2 on the second Wednesday of each month at the Chelsea Senior Center. At Place That Face, attendees see the latest digitized images from the Ralph Guenther Collection and work to identify the subjects of each photo.

Visit [StoriesOfChelsea.org/Biblioboard](http://StoriesOfChelsea.org/Biblioboard) to access the online collection, read a tutorial on how to use Biblioboard, and get updates of the latest added years.

### BIBLIOBOARD

RALPH GUENTHER PHOTO COLLECTION



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**CHELSEA DISTRICT LIBRARY**  
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**\*\*TRUCKS & SUVs\*\***

2004 Mercury Mountaineer low mileage, 3rd seat	\$5995
2000 Ford Ranger	\$2995
1999 Chevy Blazer S10 4x4 red, 4x4, very nice	\$3995

**\*\*CARS\*\***

2006 Chevy Cobalt local trade	\$2995
2003 Lincoln Town Car Cartier edition	\$6995
2005 Buick Lacrosse	\$2995
2006 Ford Taurus Very Nice, Low Miles	\$4995
2004 Ford Freestar Red	\$3295
2003 Lincoln Town Car silver, sharp	\$5495
2005 Ford focus	\$3495

**\*\*NEW ARRIVALS\*\***

2000 Ford Windstar Minivan	\$1295
2004 PT Crusier	\$2995
2001 Pontiac Grand Prix GT2 door, low miles, very sharp	\$3495

**WINTER VEHICLE SPECIAL**

2003 Ford Taurus very nice	\$2995
2003 Mercury Sable 4 door, 128k miles	\$1995
2001 Ford Taurus silver	\$1995
2001 Ford Taurus	\$1995
1998 Ford Escort white	\$1495
1998 Ford Escort four door, automatic	\$995
2001 Ford Taurus white	\$1995

Hot homemade soups are back!  
Daily soup specials

Chili available everyday

**Auto-Owners**  
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## **Circulation Supervisor's Report October 2016**

- Circulation – 23,845 or 13% lower than last October;  
256,941 YTD or 6% lower than this time last year.
- Patron Count- 12,587 or 22% lower than last October;  
152,947 (est) YTD or 8% lower than this time last year.
- Circulation by township- for October
  - Dexter = 11% of total transactions- same as last month
  - Lima = 16% of transactions – higher than last month
  - Lyndon = 15% of transactions – higher than last month
  - Sylvan = 15% of transactions - same as last month
  - Chelsea = 34% of transactions – same as last month
- October Circulation: 78% were items from Chelsea and 22% were inter-loaned items.
- Automated phone renewals in October– 26, Self-check was 10% of items checked out in October; Overdrive = 1571 in October; Zinio = 262 in October.
- Registrations for October– 57 new cards; 9752 total card holders
  - \*Dexter = 1236 cards; Lima= 1099 cards; Lyndon= 1538 cards
  - \*Sylvan= 1641 cards; Chelsea= 3603 cards; Nonresident= 635 cards

### **Circulation Activities:**

- We received 4 to 8 tubs in the run each day M-F with a total of 118 in October. We were closed for the Staff & Board retreat on October 21st.
- I attended the Rotary lunch on October 4<sup>th</sup> at Silver Maples.
- I also attended the Michigan Library Association conference on October 26<sup>th</sup> & 27<sup>th</sup> in Lansing. Some of the sessions I attended were Ready, Set, Hire! presented by John Keister; It's All About the Experience; Creating a Learning Community for Library Staff; Proactive Community Outreach (Keegan's was on this panel); Soup to Nuts: Rapid Iteration for Innovative Customer Service; Digital Engagement that Creates Library Fans; Detroit Soup Thursday lunch keynote speaker; Recording Reference Transactions. Some were very good and others didn't live up to their description. The talk I enjoyed the most was Amy Kaherl with Detroit Soup. What they are doing in Detroit, getting people involved in entrepreneurial projects and awareness of the different communities made me want to attend one of these "Soups" and see what is happening first hand.

Respectfully submitted,  
Terri Lancaster  
Circulation Supervisor

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.	783	80	730	703	667	653	390	23845	-13%
Nov.								24842	
Dec.								24613	
<b>Total</b>								256941	
<b>Mnth Avg</b>								25,694	
<b>Avg.% Inc.</b>								with OD & Zinio	-6%

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

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	711	72,902
Nov		
Dec		
<b>Total/Avg</b>	<b>7,093</b>	<b>80,192</b>

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	262	179		219
Nov		207		241
Dec		205		279
<b>Total</b>	<b>2,231</b>	<b>2,990</b>		<b>1,968</b>

SifChk/ Check-outs only				
2015	2016	Days	Per Day	%
<b>Totals</b>	<b>Total</b>	<b>29</b>	<b>97</b>	<b>11%</b>
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	3528	31	115	13%
3560	3554	28	79	10%
2371	2221	30	82	10%
2374	2447			
2544				
2486				
<b>28890</b>	<b>28632</b>			<b>11%</b>

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

Overdrive Circ (downloadable e-books, audio books and music)				
2016	2015	2014	2013	2012
1752	1295	1295	957	674
1638	1418	1244	861	691
1552	1502	1366	960	764
1386	1278	1293	1066	698
1464	1425	1027	948	709
1344	1445	1343	900	813
1508	1570	1379	1013	847
1618	1516	1262	1095	776
1438	1448	1341	883	705
1571	1512	1498	1023	705
	1585	1340	889	707
	1547	1462	1030	803
<b>15271</b>	<b>17541</b>	<b>15850</b>	<b>11625</b>	<b>8,892</b>

**Chelsea District Library  
Monthly New Registration 2016**

District	NonRes	School	Other	Total Month	Grand Total
January	84	7	0	3	94
February	57	4	0	3	64
March	54	8	0	1	63
April	45	7	0	0	52
May	54	7	0	1	62
June	90	15	2	0	107
July	80	7	0	2	89
August	80	2	0	1	83
September	148	20	1	0	169
October	49	6	1	1	57
November					0
December					0
<b>Totals</b>					<b>840</b>

**Average Daily Door Count 2016**

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	2015	% Diff
Jan.			Estimate					14377	14976	-4%
Feb.			Estimate					12325	12839	-4%
March			Estimate					16072	16742	-4%
April			Estimate					14857	15476	-4%
May			Estimate					14833	15614	-5%
June			Estimate					20468	20571	-1%
July			Estimate					20181	20699	-3%
August	567	511	543	538	432	378	249	14488	16985	-15%
Sept.	566	443	488	616	534	383	321	12759	16745	-24%
Oct.	643	477	379	361	429	490	291	12587	16067	-22%
Nov.								14108		
Dec.								13214		
Total								152947	194036	
Monthly average								15,295	16,170	
Avg. % increase										-8%

New People/Door counter went live on July

**Registered Card Holders**

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
<b>District</b>	<b>5833</b>	<b>7671</b>	<b>8280</b>	<b>8708</b>	<b>9113</b>	<b>8898</b>	<b>9147</b>	<b>9002</b>	<b>9083</b>	<b>9109</b>	<b>9117</b>
Dexter	867	1121	1198	1216	1258	1197	1222	1206	1211	1215	1236
Lima	800	1041	1086	1124	1176	1169	1174	1156	1133	1109	1099
Lyndon	955	1333	1477	1605	1673	1567	1579	1538	1539	1546	1538
Sylvan	1119	1473	1619	1743	1822	1800	1786	1693	1662	1667	1641
CityChel	2092	2703	2900	3020	3184	3165	3386	3409	3538	3572	3603
<b>NonRes</b>	<b>518</b>	<b>803</b>	<b>933</b>	<b>977</b>	<b>960</b>	<b>902</b>	<b>744</b>	<b>640</b>	<b>649</b>	<b>655</b>	<b>635</b>
Freedom	80	102	107	81	58	18	7	6	6	6	7
Sharon	67	115	151	153	150	149	141	118	122	118	115
Waterloo	250	359	391	421	423	411	365	336	348	352	340
GrassLk							15	26	29	28	25
Other	121	227	284	322	329	324	216	154	144	151	148
<b>Totals</b>	<b>6351</b>	<b>8474</b>	<b>9213</b>	<b>9685</b>	<b>10073</b>	<b>9800</b>	<b>9891</b>	<b>9642</b>	<b>9732</b>	<b>9764</b>	<b>9752</b>

Trans	% Tot	SEMCOG Dec2010	% of Pop
<b>Oct-16</b>	<b>Trans</b>	<b>Pop.</b>	<b>Regist</b>
<b>19,239</b>		<b>14971</b>	
2057	11%	1994	60%
2998	16%	2480	47%
2829	15%	2720	58%
2937	15%	2833	64%
6627	34%	4944	64%
			58%
452	2%		
511	3%		
775	4%		
53	0%		
			100%

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

**Item Circulation 2016**

[illegible]



# COMMUNICATIONS



**CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS  
MEETING 7:30 A.M., THURSDAY,  
September 15, 2016**

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

**Absent:** Fairfield, Heydlauff, Sanville

**Others Present:** City Council Members Albertson & Pacheco, Lisa Allmendinger ChelseaUpdate.com, Bob Pierce Chamber of Commerce, David Steinhauer

1. Executive Director John Hanifan opened the meeting at 7:30 a.m. noting a quorum was present.
2. Public hearings on matters under consideration – none
3. Approval of the consent agenda – none
4. Public Comment - none
5. **Motion by Lindauer second by Schwarz to approve the regular agenda. All Ayes.**
6. **Motion by Weiser second by Livengood to approve the minutes of the August 18, 2016 Board of Directors meeting. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board – none
9. **Reports from Officers and City Manager**
  - Reviewed current Budget and funds expected from the State which replace the personal property tax. Based on the update projection, and after some discussion and a recommendation by Weiser to increase the proposed funding from \$12,500 to \$13,000: **A motion was made by Finger to amend the 2016-2017 DDA Budget line item to fund the marketing efforts of Chelseamich.com with \$13,000.00. Patrias seconded the motion; all Ayes.**
  - Hanifan reported the state funding for the Mack building is moving through the process a bit slower than hoped and tentatively October 20, 2016 is the target for funds to be released. Joe Ziolkowski remains optimistic about the project and working towards a closing and a temporary roof structure this fall.
  - The deadline for the Palmer Project RFQ was extended to be broader bid coverage, and should be ready for the October DDA meeting.
10. **New Business**
  - Weiser reported on the activities and new tenants in the clock tower complex, and reported the new Mexican restaurant was open.
  - Schwarz extended an invitation to everyone to attend the WW1 Walking Tour on Sunday from 1:00-3:00 pm.

**11. Announcements**

- Bob Pierce extended his appreciation for the 2016-2017 funding approval, and reported on several projects and updates. The 2016 Lifetime Achievement Award went to Dudley Holmes & the 2016 Citizen of the Year is Art Finger, the banquet will be on October 20, 2016, everyone is invited. \$35/adult, \$15/child. Smoke & Ale fest is coming up on October 8<sup>th</sup>. Thanked Patti Schwarz for her efforts on the WW1 project.

12. Motion by Finger second by Lindauer to Adjourn at 7:55 am. All Ayes.

Minutes respectfully submitted,  
Kathy Dunn Finger, Secretary  
Minutes approved at the October 20,  
2016 DDA Board of Directors  
Meeting

**CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
7:30 A.M., THURSDAY, October 20, 2016**

**DRAFT**

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

**Absent:** Lindauer, Livengood, Schwarz

**Others Present:** City Council Members Albertson & Pacheco; Lisa Allmendinger ChelseaUpdate.com, Bob Pierce Chamber of Commerce, David Steinhauer, Michael Jackson of Vogel's & Fosters, Pam Conn of Wines on Main, Hank Muir, Bill O'Reilly of CAHS, Stephanie Willette Chelsea Farmers Market

1. Executive Director John Hanifan opened the meeting at 7:45 a.m. once a quorum was present.
2. Public hearings on matters under consideration – none
3. Approval of the consent agenda – none
4. Public Comment
  - Michael Jackson asked about the Parking Lot Plan for the repair of the Municipal Parking Lot behind Vogel's & Fosters, it is in bad repair.
  - Bill O'Reilly introduced himself as the new President for the Chelsea Historical Society & Museum and extended an invitation to the Grand re-opening celebration Thursday, November 10, 2015 (5-8pm).
5. **Motion by Fairfield second by Finger to approve the regular agenda. All Ayes.**
6. **Motion by Merkel second by Sanville to approve the minutes of the September 15, 2016 Board of Directors meeting, with a corrected spelling of R. Weiser's name. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board – none
9. **Reports from Officers and City Manager**
  - City Manager Hanifan reviewed the REU Assistance Application from Bill & Pam Conn for the 'Winey Donkey dba Wines on Main'; \$15,000 with a 10-year special assessment (\$1500/year credit).  
**Merkel made a motion to approve the REU Application to the DDA for 'Winey Donkey dba Wines on Main' in the amount of \$15,000 with a 10-year special assessment agreement; Patrias seconded the motion. All Ayes.**
  - Hanifan reported the MDEC approval process of the Mack Building redevelopment has received Part 1 review & approval, and Part 2 approval is in process and expected soon (up to a \$500K incentive). State has authorized Joe Ziolkowski to spend some funds to shore up the roofing for winter.
  - Hanifan reported the City has received (5) solid bids from great companies for the Design Process of the Palmer/City Center project. After some discussion, a Work Session for October 27, 2016 was called to review the (5) bids in greater detail and be ready to vote at the November DDA meeting.



**10. New Business - none**

**11. Unfinished Business**

- Projects under consideration: Railroad barrier project, finishing 2 stamped cross walks (\$18K/crosswalk +/-), repair/repaint existing crosswalks, coordinate signage for parks and other areas of town to be consistent. Historic building lighting in the past mentioned the court house; depot and parking new parking lot behind the Church (plan for and add to budget cycles). Municipal Parking Lot repairs.

**12. Announcements**

- Fairfield announced the Wine Women & Shopping event coming up November 12, 2016. Thank you to the City for getting up the downtown banners.
- Weiser announced the Sylvan Building had 3 vacancies; all are now filled and provided an update on the Clocktower building.
- Bob Pierce, Chamber of Commerce – announced the Chelsea Ale Fest was a great success this year! He also reminded everyone that the Chambers Lifetime Achievement (Dudley Holmes) & 2016 Citizen of the Year (Art Finger) Award Dinner is this evening.
- October 27, 2016 from 7-9 pm at the WSEC the Chamber is hosting a School Board forum with the 6 candidates running for 3 seats.
- Chelseamich.com has a work session with City Council schedule for their November 22, 2016 meeting.
- Hanifan commented that the question regarding the Municipal Parking Lot maintenance is the next large project the DDA will be addressing.

**Adjournment – Motion by Merkel, 2<sup>nd</sup> by Heydlauff to adjourn the meeting at 8:05 am. All Ayes.**

Minutes respectfully submitted,  
Kathy Dunn Finger, Secretary

Minutes  
Board of Education  
Chelsea School District  
October 10, 2016

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

Absent: 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; Luman Strong, North Creek 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 6:30 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 of the September 26, 2016, Board Meeting.

ALL AYES, 7-0

Motion by Tammy Lehman, supported by Laura Bush, to accept the August 2016 Finance Report and place it on file.

ALL AYES, 7-0

Communications:

Special Presentations:

- Mike Kapolka introduced Patrick Berton, the newest student liaison to the Board
- Gary Steller, Lee Andrea, Rob Adkins and Sarah Haselschwardt spoke to the Board about Kingscott's ability to provide a comprehensive facilities assessment; one the includes a "living" document, which provides a timeframe and an updateable spreadsheet for the current and future project needs of the district.
- The district administrative team discussed District Goal - Communication and the various ways they are implementing social media and technology in their buildings and departments in order to attain this goal. Two-way communications with parents, staff, community members and community agencies were highlighted.

Board Member Reports:

- Dana Durst visited Beach Middle School, as the Board's liaison, and enjoyed watching the students use iQuest and their iPads. Several students stated that their favorite part of school is the teachers.

Public Input - None

Superintendent/Board Discussion - None

Consent Action Item:

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

- Action Item 25-16-17. Superintendent Helber recommends the Board approve the annual 8th Grade American History Studies field trip request trip to Washington, DC from April 25-29, 2017.
- Action Item 26-16-17. Superintendent Helber recommends the Board approve the hiring of Kingscott to prepare the District's Facility Assessment Report.

ALL AYES, 7-0

Information and Discussion:

- St. Barnabas Church donation to Chelsea High School. Principal Kapolka stated the money would help students with through the "You Matter" and "I Matter" campaigns.

Public Input - None

Superintendent Report - Superintendent Helber reported on the following:

- Superintendent Helber thanked Rick Boham, Transportation Supervisor, for sitting through the entire meeting; she then proceeded to introduce Rick to the Board.
- Superintendent Helber and Teresa Zigman met with Paul Stauder of BFM and Matt Hiser, our attorney, to discuss the bond projects and the sale of bonds.
- The Board Candidate Forum will be held October 27 at 7:00 PM in the Board Room.
- The Count Day estimate the paper reported was incorrect; we are currently down 54 students; we need to look at other revenue streams.
- The third grade retention bill passed; we will continue to do a great job of closely monitoring our youngest students.
- The District's and CEA's memorandum of understanding formula to pay staff whatever is over 15% of the fund equity is being looked at by Superintendent Helber and Teresa Zigman to find an equitable way to pay back our staff who have taken cuts in the past.

Commendations/Thank-you - None

Upcoming Events

- Monday, October 24 - 6:30 PM - Board Meeting - WSEC
- Thursday, October 27 - 7:00 PM - Candidate Forum - WSEC
- Monday, November 14 - 6:30 PM - Board Meeting - CHS
- Tuesday, November 22 - 1/2 Day for Students
- Wednesday, November 23 - No School
- 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

Minutes  
Board of Education  
Chelsea School District  
October 10, 2016

Other - None

Meeting was adjourned at 7:42 PM

Respectfully submitted,

Anne E. Mann  
Board Secretary



# ACTION ITEMS



Action Item #1

Chelsea District Library  
Board of Trustees

Library Board Fact Sheet

November 15, 2016 Board Packet

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

Accept October donations and changes to the 2016 FY Budget.

		Income Line - Expense Line	
10/8/16	Williams	Adult Programming	674.110 884.912 \$50.00
10/19/16	Lockwood	Non-Res to DVD Collection	674.102 982.931 \$45.00

Total: \$95.00

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

10/31/16	Washington	Undesignated	674.120 N/A \$50.00
----------	------------	--------------	---------------------

Total: \$50.00

Total General Donations: \$145.00

Janice L. Carr, Board Secretary

Date

## **Action Item #2**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** November 15, 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

---

Janice L. Carr, Board Secretary

---

Date

## **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 in writing before working overtime, including how much overtime is needed. Manager will respond to request in writing and, if approved, state how overtime will be paid, either in cash or compensatory time. 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.

<b>D. Assignment of Additional Work Hours</b>
---

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. November 15, 2016 by Board action

## **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 24<sup>th</sup>
  - i. December 25<sup>th</sup>
  - 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. November 15, 2016 by Board action

## **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.

<b>D. Process for Responding to Requests for Employment References</b>
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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.

<b>E. Persons Authorized to Respond to Requests for Reference Information</b>
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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. November 15, 2016 by Board action

**Chelsea District Library  
Policy and Procedure**

**Policy Section:1. Governance**

Board Approval Date: March 17, 2009

Reviewed: November 15, 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

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

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Date

**Chelsea District Library  
Policy and Procedure**

**Policy Section 3: Collection Development**

Board Approval Date: April 19, 2005

Revised: November 15, 2016

**Subject: 321 Art Selection Policy**

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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.

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

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Date

**Chelsea District Library  
Policy and Procedure**

Policy Section: **4. Facility and Equipment**  
Revision: 3/16/10, 4/19/11, 11/15/16

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.
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.



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.
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.
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.
8. The Library prohibits the use of tobacco, alcohol or controlled substances in the Library Meeting Rooms.
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).
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.
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.
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.
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 before the scheduled meeting time will forfeit the entire deposit.

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.
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.
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.
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

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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: November 15, 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.

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

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Date



# DISCUSSION ITEMS



# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

## **Library Board Fact Sheet** November 15, 2016 Meeting

2017 Calendar of Library Operations and Holidays

### **Background:**

Discussion on the 2017 calendar of library operations and holidays. No staff in service date has been decided and can be added at a later time.

This will move to Action in December.



**Chelsea District Library Board**  
**2017 Chelsea District Library**  
**Calendar of Library Operations and Holidays**

**Governance****Appendix #1****Adopted: December 20, 2016****Regular Library Hours** (Labor Day to Memorial Day):

10:00 AM to 9:00 PM Monday through Thursday  
 10:00 AM to 6:00 PM Friday  
 10:00 AM to 5:00 PM Saturday  
 1:00 PM to 5:00 PM Sunday

**Summer Library Hours** (Memorial Day to Labor Day):

10:00 AM to 8:00 PM Monday through Thursday  
 10:00 AM to 6:00 PM Friday  
 10:00 AM to 3:00 PM Saturday  
 1:00 PM to 5:00 PM Sunday

The Library is closed on designated holidays, and one additional day for staff in-service at the director's discretion. Holidays on which the Library is closed are:

Sunday, January 1	[New Year's Day]
Monday, February 20	[President's Day]
Sunday, April 16	[Easter Sunday]
Sunday, May 28	[Shared System Not Available]
Monday, May 29	[Memorial Day]
Monday, July 3	[Close at 5:00 PM]
Tuesday, July 4	[Independence Day]
Sunday, September 3	[Shared System Not Available]
Monday, September 4	[Labor Day]
Wednesday, November 22	[Close at 5:00 PM]
Thursday, November 23	[Thanksgiving Day]
Sunday, December 24	[recognizing Christmas Eve]
Monday, December 25	[recognizing Christmas Day]
Sunday, December 31	[New Year's Eve]
TBD	[Closed for Staff In-Service]

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**Janice L. Carr, Board Secretary**


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**Date**

## **Discussion Item #2**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** November 15, 2016 Meeting

2017 Library Board Meeting Calendar

**Background:**

Discussion on the dates for the 2017 board meetings. No retreat date has been decided and can be added at a later time.

This will move to Action in December.

**Chelsea District Library  
Board of Trustees  
Board Meetings 2017**

**Location: McKune Meeting Room unless otherwise indicated**

**Time: 6:45 pm, unless otherwise indicated**

**Governance  
Appendix #2**

**Adopted: December 20, 2016**

**January 17, 2017**

**February 21, 2017**

**March 21, 2017**

**April 18, 2017**

**May 16, 2017**

**June 20, 2017**

**July 18, 2017**

**August 15, 2017**

**September 19, 2017**

**October 17, 2017**

**November 21, 2017 (Week of Thanksgiving)**

**December 19, 2017**

**TBD**

**Board Retreat**

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**Janice L. Carr, Secretary**

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**Date**

## **Discussion Item #3**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet**

November 15, 2016 Meeting

#### **Budget Carry-Over from 2016 to 2017**

##### **Background:**

The Board needs to approve the budget adjustments to the 2016 & 2017 budgets before the end of the fiscal year. The staff are still working on adjustments and what amounts will be moved. A detail of the requested adjustments will be presented at the board meeting.

# **Discussion Item #4**

Chelsea District Library  
Board of Trustees

## **Library Board Fact Sheet** November 15, 2016 Meeting

2017-2019 Strategic Plan

### **Background:**

The board discussed the 2017-2019 Strategic Plan presented by Griffin Reams of Bridgeport Consulting.

This will move to Action in December 2016.



# **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

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Janice L. Carr, Board Secretary

1/19/16

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Date

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