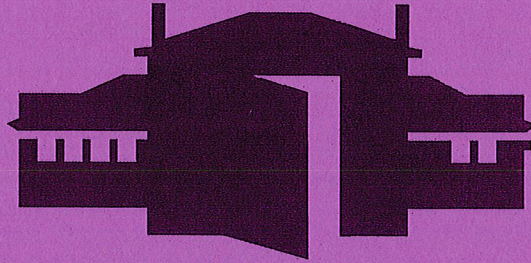


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



CHELSEA DISTRICT LIBRARY
BEST SMALL LIBRARY IN AMERICA

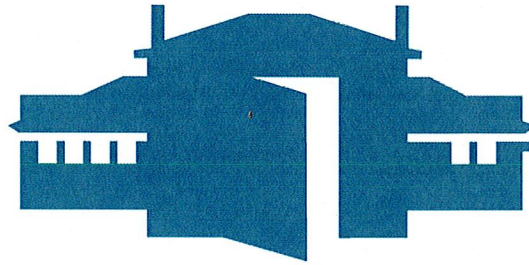
**Serving Dexter, Lima, Lyndon & Sylvan
Townships and the City of Chelsea**

**January 17, 2017
6:45 pm**

**McKune Room at Chelsea District
Library**

**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**

**January 17, 2017
6:45 pm**

**McKune Room at Chelsea District
Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, January 17, 2017—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda review and additions

Oath of Office for all Board Members – Judge Richard E. Conlin

6:50 Compulsory Segments

Board Meeting Minutes Approval – December 20, 2016

Closed Session Minutes Approval – December 20, 2016

Approval of the December Operational Checks & Financials

Director & Friends Report

7:10 Public Comment

7:15 Action Items

2017 Board Officers

C. Taylor

New officers to continue the meeting.

2017 Board Committees

C. Taylor

Donations

L. Coryell

8:15 Discussion Items

2016 Budget Adjustment (move to Action)

L. Coryell

Library Tax Capture Relief Bills (TIFA)

L. Coryell

Strategic Plan Update

L. Coryell

8:30 Reports

Policy Committee – set date

Finance Committee

Personnel Committee

Fundraising Committee – set date

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, December 20, 2016 6:45 pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: Jerry Wilczynski, Charlie Taylor, Elizabeth Sensoli, Jan Carr, Susan Lackey (arrived 7:50)

Trustees Absent: – Anne Merkel, TJ Helfferich– With notice

Staff: Director L. Coryell, Assistant Director L. Ballard & T. Lancaster.

Guests: Kerry Sheldon of Bridgeport Consulting, Lisa Carolin – Chelsea Update

Welcome and Call to Order

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

Agenda Review and Additions

1. Discussion Item #6 Capital Improvement Fund

MOTION made by E. Sensoli, **SECONDED** by C. Taylor to approve the agenda as revised.
Discussion: None All Ayes: 4-0

Compulsory Segments:

Minutes and Approval of Checks & Financials

MOTION made by E. Sensoli, **SECONDED** by C. Taylor to approve the minutes of the November 15, 2016 Board Meeting. Discussion: None All Ayes: 4-0

MOTION made by E. Sensoli, **SECONDED** by J. Carr to approve the General Fund Operational checks & accept the financial reports for November 2016. Discussion: J. Wilczynski commented that the financial looked good. All Ayes: 4-0

Director's Report Update:

L. Coryell update:

- The Michigan State House & Senate passed SB 579 and SB 619-624 regarding DDA's & the TIFA tax. Lori has asked John Hanifan to come to a library board meeting and review this with the library board.
- The board & staff donated \$330.00 for our South Africa exchange librarian Vidie to help her cover education expenses for her daughter.
- We will have our first meeting with the new auditors on January 9th in the Learning Lab.
- J. Wilczynski congratulated M. Bell on the Mobil Beacon grant. Staff have already met with Faith In Action & the Senior Center regarding using the hot spots and will meet with the Chelsea School District after the first of the year. The Mobil Beacon hot spots will use Sprint for a provider.
- Several corrections need to be made on the organizational chart for 2017.

Friends Report Update:

L. Coryell gave the Friends update:

- A committee has been formed to recommend officers for February 4, 2017 annual meeting.

- Friends are working on a new website.
- They are also looking at reviewing and updating their by-laws to include members-at-large.

Strategic Plan Update: Bridgeport Consulting – Kerry Sheldon

Kerry Sheldon from Bridgeport Consulting reviewed the draft of the 2017-2019 Strategic Plan.

- There was great engagement with the board, staff and community.
- On the strategic plan, bullet the values instead of numbering them as they aren't in any specific order.
- A draft of the metrics was handed out with some discussion.
- Review the metrics and what do we really want to measure – this will be reviewed by the staff. This is a good starting point
- The open house is January 11th, 5-7 pm.
- C. Taylor commented that the whole process has been a real pleasure.

Public Comment:

None

Action Item #1: Approval of the November & December (to date) Donations

MOTION made by J. Carr, SECONDED by E. Sensoli to approve and acknowledge the presented November & December donations of \$3,300.58. Discussion: None All Ayes: 5-0

Action Item #2: 2017 Library Calendar of Operations

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve the presented 2017 Library Calendar of Operations. Discussion: None. All Ayes: 5-0

Action Item #3: 2017 Library Board Meeting Calendar

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the presented 2017 Library Board Meeting Calendar. Discussion: None. All Ayes: 5-0

Action Item #4: Budget Carryover 2016 to 2017

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the presented budget carryovers from 2016 to 2017. Discussion: None. All Ayes: 5-0

Action Item #5: 2017-2019 Strategic Plan

MOTION made by S. Lackey, SECONDED by C. Taylor to approve the presented 2017-2019 Strategic Plan. Discussion: A few minor changes were recommended by the staff at their monthly meeting. These will be updated in the final copy. All Ayes: 5-0

Discussion Item #1: 2017 Board Officers

C. Taylor reviewed the presented officers for 2017. This will move to action in January 2017

Discussion Item #2: 2016 Board Committees

C. Taylor reviewed the presented committee appointments for 2017. This will move to action in January 2017.

Discussion Item #3: 2016 December Budget Adjustment

This budget adjustment is needed to cover the cost of the strategic plan.

MOTION made by J. Carr, SECONDED by S. Lackey to move discussion item #3 to action item #6.
Discussion: None. All Ayes: 5-0

Action Item #6: 2016 December Budget Adjustment

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve the presented 2016 December budget adjustment. Discussion: None. All Ayes: 5-0

Discussion Item #4: Will Johnson Fundraiser

J. Wilczynski reviewed this with the board. Will Johnson has written a book about his life in Chelsea and has offered the book to five local non-profits for a fundraiser. These funds would be designated to the library endowment. The fundraising committee will work on a plan for promoting the book, possibly to include a "Evening with Will".

Discussion Item #6: Capital Improvement Fund Commitment

L. Coryell reviewed this with the board. Per our auditors the board made a decision to commit a set dollar amount to be committed to the Capital Improvement Fund of \$100,000. With the transfer of \$33,000.00 to the capital improvements improvement fund the balance will be brought back up to \$100,00.00.

MOTION made by C. Taylor, SECONDED by E. Sensoli to move discussion item #6, Capital Improvement Fund Commitment to action item #8. Discussion: None All Ayes: 5-0

Action Item #8: Capital Improvement Fund Commitment

MOTION made by J. Carr, SECONDED by S. Lackey to approve a transfer of \$33,000.00 to bring the total to a \$100,000.00 balance in the Capital Improvement Fund. Discussion: None All Ayes: 5-0

Committee Reports

Policy Committee –No Report

Finance Committee –No Report

Fundraising Committee – Reviewed the new donor page on the library website.

Personnel Committee – Met December 13th. Forms for the director's review.

Nominating Committee – Met on November 25th - See the discussion items #1 & #2.

Discussion Item #5: Director's Annual Review

Jan Carr opened discussion of the director's annual review. L. Coryell asked to move this to the end of the meeting and to move the meeting to closed session except T. Lancaster & L. Ballard.

MOTION made by C. Taylor, SECONDED by S. Lackey to move the meeting to closed session for personnel discussion at 7:40 PM. Discussion: None

Roll call vote: Anne Merkel - Absent, Elizabeth Sensoli –Aye, Jerry Wilczynski – Aye, Susan Lackey - Aye, TJ Helfferich– - Absent, Charlie Taylor – Aye, Jan Carr – Aye. All Ayes – 5-0

MOTION made by J. Carr, SECONDED by S. Lackey to move the meeting back to open session for approval of the director's review at 8:00 PM. Discussion: None

Roll call vote: Anne Merkel - Absent, Elizabeth Sensoli –Aye, Jerry Wilczynski – Aye, Susan Lackey - Aye, TJ Helfferich– - Absent, Charlie Taylor – Aye, Jan Carr – Aye. All Ayes – 5-0

MOTION made by S. Lackey, SECONDED by C. Taylor to move discussion item #5 to action item #7. Discussion: None. All Ayes: 5-0

Action Item #7: Approval of Director's Annual Review

Based on overwhelming positive evaluations of the director's first year's performance, the personnel committee recommends to the board an annual increase of 2.4% (\$2000.00) and 240 PTO hours be added to the Director's current PTO bank which Lori graciously accepted.

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the director's annual increase as recommended by the personnel committee. Discussion: None All Ayes: 5-0

Public and Board Comment:

None

Other Items:

C. Taylor: Was happy to see the letter that went out in the winter tax bill to Dexter Township/Pinckney Schools/Chelsea District Library patrons letting them know that they are part of the Chelsea District Library, and if they get their card at CDL they can also use it at Dexter District Library and Pinckney District Library.

J. Wilczynski thanked T. Lancaster for being the recording secretary the past eleven years and that this was her last meeting.

Adjourn:

MOTION made by E. Sensoli, SECONDED C. Taylor to adjourn the meeting at 8:05 p.m. All Ayes: 5-0

Janice L. Carr, Board Secretary

Date

Oath of Office

I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the office of Trustee of the Chelsea District library according to the best of my ability.

January 17, 2017

Signature

Print Name

FINANCE REPORTS

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

2016

TOTAL

	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
402 - District Revenue	840,869	509,667	163,504	32,878	407	82,359	(22,298)	0	2,682	(245)	0	(774)	1,609,049	1,605,901	3,148	100%
539,000 - State Grants	3,600	0	0	0	0	0	0	4,500	0	0	0	0	8,100	9,000	(900)	90%
540,100 - State Aid	0	0	0	4,875	0	0	0	4,940	0	0	0	0	9,815	8,200	1,615	120%
574,100 - Penal Fines	0	0	0	0	0	0	0	25,486	0	0	0	0	25,486	21,000	4,486	121%
607,100 - Non-Resident Fees	873	241	268	375	294	508	241	490	401	669	169	990	5,519	5,000	519	110%
645,100 - Copiers & Printers	111	649	931	569	511	135	708	989	705	135	917	652	7,012	7,800	(788)	90%
655,100 - Circulation Fines	1,492	1,732	1,866	1,926	2,332	1,940	2,177	2,207	1,954	1,903	1,332	1,937	22,598	23,000	(402)	98%
665,100 - Interest	18	17	30	27	23	17	14	9	6	5	22	4	192	192	0	100%
666,100 - Investment Earnings	0	17	4,250	39	17,898	2,318	41	37	4,250	28	17,876	2,283	49,037	41,000	8,037	120%
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)	(17,499)	(4,392)	(3,123)			
674 - Contribution & Donation-Public	335	9,600	0	6,080	765	5,160	3,100	11,755	200	50	1,046	1,950	40,041	49,306	(9,265)	81%
675 - Donations Private	0	0	0	0	0	0	0	0	0	0	0	6,777	6,777	4,000	2,777	169%
Total Income	865,256	528,946	171,888	45,220	19,028	101,968	(14,755)	41,361	13,775	(5,474)	3,863	9,427	1,780,503	1,774,207	6,296	100%
Gross Profit	865,256	528,946	171,888	45,220	19,028	101,968	(14,755)	41,361	13,775	(5,474)	3,863	9,427	1,780,503	1,774,207	6,296	100%
Expense																
701 - Personnel Expenses	51,523	72,913	76,799	107,376	75,681	76,812	75,733	75,619	112,420	76,458	71,500	104,396	977,230	1,014,996	(37,766)	96%
727 - Supplies	2,236	546	1,569	1,343	2,121	647	1,451	1,147	462	1,973	892	1,584	15,971	18,900	(2,929)	85%
801 - Professional Services	11,952	1,619	14,858	3,355	1,080	923	7,764	4,661	3,879	4,911	6,735	7,346	69,083	74,912	(5,829)	92%
803 - Maintenance Service Contracts	2,580	7,432	12,038	11,229	7,499	10,742	6,167	11,694	4,609	8,316	5,157	14,846	102,309	112,510	(10,201)	91%
850 - Telecommunications	0	(3,507)	2,331	1,002	699	2,283	3,289	1,387	4,232	1,223	1,183	1,658	15,780	21,090	(5,310)	75%
880 - Promotional Materials	1,273	11,081	2,125	3,694	7,171	2,171	1,760	8,033	1,538	2,278	6,713	2,652	50,489	53,535	(3,046)	94%
884 - Programming	2,241	1,479	11,453	8,075	5,890	13,679	15,638	10,712	2,531	3,876	3,300	2,264	81,138	83,742	(2,604)	97%
885 - Volunteer	16	27	143	0	0	0	0	48	0	20	1,021	201	1,476	1,550	(74)	95%
920 - Utilities	0	4,616	1,810	6,993	3,823	3,352	4,288	4,505	5,646	4,932	4,322	4,290	48,577	60,100	(11,523)	81%
960 - Board Expense	70	159	307	230	605	84	258	24	70	98	124	344	2,373	3,650	(1,277)	65%
965 - Automation Services	13,726	0	0	9,731	0	0	9,731	125	0	800	10,258	0	44,371	44,555	(184)	100%
967 - Equipment	0	9,384	526	2,331	1,850	6,454	685	1,605	1,917	2,149	1,904	167	28,972	31,175	(2,203)	93%
969 - Continuing Education Expenses	7,326	2,578	171	6,111	2,438	251	104	828	468	1,218	1,283	159	22,935	29,507	(6,572)	78%
980 - Capital Expense	0	9,810	0	0	4,000	0	9,303	43,423	4,290	0	2,590	889	74,305	78,000	(3,695)	95%
982 - Collection Expense	12,910	4,419	16,979	8,875	11,138	15,307	9,676	23,648	9,377	25,199	7,742	17,911	163,181	173,933	(10,752)	94%
Total Expense	105,853	122,556	141,109	170,345	123,995	132,705	145,847	187,459	151,439	133,451	124,724	158,707	1,698,190	1,802,155	(103,965)	94%
Net Ordinary Income	759,403	406,390	30,779	(125,125)	(104,967)	(30,737)	(160,602)	(146,098)	(137,664)	(138,925)	(120,861)	(149,280)	82,313	(27,948)	110,261	
Other Income/Expense																
Other Expense																
999,001 - Transfer to Capital Improvement	0	0	0	0	0	0	0	0	0	0	0	0	0	(51,000)	51,000	0%
999,002 - Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	0	0	0	0	0	0	800	(800)	0%
999,025 - Carry from General Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	22,252	(22,252)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	(27,948)	27,948	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	27,948	(27,948)	0%
Net Income	759,403	406,390	30,779	(125,125)	(104,967)	(30,737)	(160,602)	(146,098)	(137,664)	(138,925)	(120,861)	(149,280)	82,313	0	82,313	100%

Chelsea District Library

List of Checks for Board Approval

December 2016

Date	Num	Name	Memo	Paid Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
12/08/2016	12042016ST	Alerus Financial	12/09/16 PR	1,535.18
12/09/2016	PR12092016		RETIREMENT	-1,535.18
12/22/2016	122052016ST	Alerus Financial	12/23/2016 PR	1,618.80
12/23/2016	PR12232016		RETIREMENT	-1,618.80
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
12/09/2016	PR12092016		WAGES	32,502.10
12/23/2016	PR12232016		WAGES	33,079.99
12/31/2016	PRAccr2016		Accrue 01/06/2017 PR	31,046.25
Total 701.100 - Wages - Other				96,628.34
Total 701.100 - Wages				96,628.34
701.110 - Retirement-Contributions				
12/08/2016	12042016ST	Alerus Financial	12/09/16 PR	1,499.82
12/09/2016	PR12092016		RETIREMENT PICK UP	-1,499.82
12/22/2016	122052016ST	Alerus Financial	12/23/2016 PR	1,516.20
12/23/2016	PR12232016		RETIREMENT PICK UP	-1,516.20
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
12/09/2016	PR12092016		401 A MATCHING	1,176.46
12/23/2016	PR12232016		401 A MATCHING	1,260.59
Total 701.115 - 401A Retirement Matching				2,437.05
701.200 - FICA				
12/09/2016	PR12092016		FICA EMPLOYER	2,486.44
12/23/2016	PR12232016		FICA EMPLOYER	2,530.60
12/23/2016	PR12232016		3rd Party FICA EMPLOYER	193.15
Total 701.200 - FICA				5,210.19
701.300 - Flex Benefits				
12/09/2016	PR12092016		Dep Life (CA & DL & HI)	-10.83
12/20/2016	InsPrepay		Unum Life - January 2017	-653.84
12/22/2016	12102016ST	Unum Life Insurance Co.	2017 Premium January	653.84
12/23/2016	PR12232016		Dep Life (CA & DL & HI)	-10.83
Total 701.300 - Flex Benefits				-21.66
701.400 - Unemployment				
12/22/2016	20164thQtr	Michigan Municipal League-Unemp	4th Quarter 2016	9.39

Chelsea District Library

List of Checks for Board Approval

December 2016

01/09/17

Date	Num	Name	Memo	Paid Amount
Total 701.400 · Unemployment				
701.500 · Workers Comp				
12/07/2016	PrePay2017			9.39
12/08/2016	12182016ST1	Citizens Insurance Co	2017 Workmen's Comp Policy	-1,938.00
12/08/2016	12182016ST1	Citizens Insurance Co	2016 Premium-Additional	133.00
			2017 Premium - Prepay	1,938.00
Total 701.500 · Workers Comp				
				133.00
Total 701 · Personnel Expenses				
				104,396.31
727 · Supplies				
727.200 · General Operations				
12/06/2016	12022016Costco		Circ Receipts	-6.50
12/08/2016	3540/154	Ballard, Linda P.	Acoustic Panel Hooks	19.98
12/08/2016	3541/154	Great Lakes Ace Hardware	Paint Supplies for Staff Lounge	34.26
12/08/2016	12052016IN	Great Lakes Ace Hardware	Paint Supplies for Staff Lounge	15.17
12/08/2016	12092016ST	Zoran, Amy	Cards	32.00
12/14/2016	12092016ST	Keybank	JoAnns - Fabric for Staff Bulletin Boards	27.96
12/14/2016	12092016ST	Keybank	JoAnns - Fabric for Bulletin Boards	8.46
12/14/2016	12092016ST	Keybank	JoAnns - Bulletin Board Fabric	15.85
12/22/2016	461457	Smart Office Solutions	General Supplies	130.42
12/22/2016	12222016PC	Petty Cash-	Home Town Pharmacy-Soap & Kitchen supplies	6.17
12/31/2016	AccrAP161		L. Ballard Costco	57.13
Total 727.200 · General Operations				
				340.90
727.300 · Material Processing				
727.320 · Matl Processing Cases				
12/06/2016			Circ Receipts	-8.75
12/30/2016			Circ Receipts - L/D Kindle Cord & Charger	-20.00
Total 727.320 · Matl Processing Cases				
				-28.75
727.330 · Matl Processing Other				
12/22/2016	6027916	Demco Inc.	CD&Clear Packets, Book Jackets, Kapco Covers	336.20
Total 727.330 · Matl Processing Other				
				336.20
Total 727.300 · Material Processing				
				307.45
727.400 · Printer Consumables				
12/08/2016	IN762921	Michigan Office Solutions		150.61
12/22/2016	IN780601	Michigan Office Solutions	Staff Printers Maintenance - December 2016	150.61
Total 727.400 · Printer Consumables				
			Staff Printers Maintenance	301.22
727.500 · Cleaning				
727.520 · Cleaning Supplies				
12/08/2016	300635252	Cintas Corporation-300	Soap	7.26
12/22/2016	300644329	Cintas Corporation-300	Soap	7.26

Chelsea District Library

List of Checks for Board Approval

December 2016

Date	Num	Name	Memo	Paid Amount
12/31/2016	AccrAP161		Cintas	7.26
Total 727.520 · Cleaning Supplies				
727.530 · Cleaning Rugs				
12/08/2016	300635252	Cintas Corporation-300	Rugs 11/25/2016	54.07
12/22/2016	300644329	Cintas Corporation-300	Rugs 12/09/2016	54.07
12/31/2016	AccrAP161		Cintas	54.07
Total 727.530 · Cleaning Rugs				
Total 727.500 · Cleaning				
727.600 · Printing				
727.620 · Printing Forms				
12/22/2016	37185	Chelsea Print & Graphics	POs & Check Requests	396.00
Total 727.620 · Printing Forms				
Total 727.600 · Printing				
727.700 · Postage				
727.720 · Postage-Operating Postage				
12/21/2016			Circ Receipts	1.14
Total 727.720 · Postage-Operating Postage				
Total 727.700 · Postage				
727.800 · Maintenance				
727.830 · Maintenance General				
12/08/2016	3626/154	Great Lakes Ace Hardware	Toolbox/Organizer	39.57
Total 727.830 · Maintenance General				
Total 727.800 · Maintenance				
727.900 · Supplies Restricted Gifts				
12/22/2016	12222016PC	Petty Cash-	JoAnn Fabrics - Cutting board blades	13.55
Total 727.900 · Supplies Restricted Gifts				
Total 727 · Supplies				
801 · Professional Services				
801.010 · Attorney				
12/08/2016	704720	Foster Swift Collins & Smith	Image Licensing - Newsletter	684.00
Total 801.010 · Attorney				
801.040 · Bookkeeper				
12/08/2016	201623	Budzinski & Associates	1/2 December Billing	425.00

Chelsea District Library

List of Checks for Board Approval

December 2016

01/09/17

Date	Num	Name	Memo	Paid Amount
12/22/2016	201624	Budzinski & Associates	1/2 December Billing	425.00
Total 801.040 · Bookkeeper				850.00
801.041 · Payroll Services	19386299	Payroll 1		
12/08/2016			2016 November	176.30
Total 801.041 · Payroll Services				176.30
801.042 · Financial Services	19734	Public Financial Management		
12/22/2016			Annual Disclosure Filing	1,000.00
Total 801.042 · Financial Services				1,000.00
801.071 · Website Development				
12/08/2016	DEC2016A	Koepping, Luna Marie Elizabeth	Donation Page, New AinC Website, Update MWLW	675.00
12/31/2016	AccrAP161		Koepping, Luna Marie	390.00
12/31/2016	AccrAP161		Koepping, Luna Marie	435.00
Total 801.071 · Website Development				1,500.00
801.079 · Library Strategic Plan				
12/22/2016	1315	Bridgeport Consulting, LLC	Strategic Planning November 2016	3,080.63
Total 801.079 · Library Strategic Plan				3,080.63
801.200 · Insurance				
801.210 · General Liability Insurance				
12/07/2016	PrePay2017		2017 Business Policy	-9,096.00
12/08/2016	12182016ST3	Citizens Insurance Co	2017 Business Owners Policy	9,096.00
Total 801.210 · General Liability Insurance				0.00
801.220 · Directors/Officers Insurance				
12/07/2016	PrePay2017		2017 Management Policy	-1,523.00
12/08/2016	12182016ST2	Citizens Insurance Co	2017 Management Liability Premium	1,523.00
Total 801.220 · Directors/Officers Insurance				0.00
Total 801.200 · Insurance				0.00
801.300 · Banking Fees				
801.310 · Bank Fees				
12/31/2016			Service Charge	8.20
Total 801.310 · Bank Fees				8.20
801.350 · Credit Card Fee Circ				
12/07/2016	Nov16CCFee		November 2016 CC Fee	47.34
Total 801.350 · Credit Card Fee Circ				47.34

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Date	Nam	Name	Memo	Paid Amount
Total 801.300	Banking Fees			55.54
Total 801	Professional Services			7,346.47
803 - Maintenance Service Contracts				
803.010 - Maint Svc Contingency				
12/08/2016	1533172	Chelsea Lumber Company	Acoustic Panels	26.90
12/08/2016	1533174	Chelsea Lumber Company	Spray Adhesive	6.29
12/22/2016	29431	H.V. Burton Company	5 Gallon Corrosion Inhibitor	218.00
12/22/2016	1-43144343239	Johnson Controls	New VFD work	1,235.00
12/22/2016	685564-0	Wyandotte Electric Supply Co.	Bollard Glass Bulb Covers	489.70
12/31/2016	AccrAP161		Johnson Controls	5,351.29
12/31/2016	AccrAP161		R.D. Kleinschmidt	175.00
Total 803.010	Maint Svc Contingency			7,502.18
803.100 - Copier				
803.101 - Public Copier				
12/08/2016	65933976	Wells Fargo Bank, NA	Public Copier November	161.00
12/22/2016	79490	J. McEldowney Inc..	November Public Copy Maintenance	86.56
12/31/2016	AccrAP161		Wells Fargo Bank N.A.	161.00
Total 803.101	Public Copier			408.56
803.102 - Staff Copier				
12/08/2016	65979720	Toshiba Financial Services	Dec 2016 Staff Copier Lease & Maintenance	836.35
Total 803.102	Staff Copier			836.35
Total 803.100	Copier			1,244.91
803.600 - Building Maintenance				
803.605 - Janitorial				
12/08/2016	11074	A Production Cleaning Company Inc.	Cleaning 11/20-12/03/2016	1,440.85
12/22/2016	11085	A Production Cleaning Company Inc.	Cleaning 12/04-12/17/2016	1,440.85
12/31/2016	AccrAP161		A Production	1,440.85
Total 803.605	Janitorial			4,322.55
803.610 - Lawn/Snow Service				
803.611 - Lawn Service				
12/08/2016	10329	Association Maintenance Corp	Last Fall Cleanup	735.00
Total 803.611	Lawn Service			735.00
803.612 - Snow				
12/22/2016	S16405	Osinski Inc.	Snow - 12/01-12/15/2016	991.00
Total 803.612	Snow			991.00
Total 803.610	Lawn/Snow Service			1,726.00

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Date	Num	Name	Memo	Paid Amount
12/08/2016	803.620 · Trash 17691	City of Chelsea	November 2016 Trash Pickup	50.00
	Total 803.620 · Trash			50.00
	Total 803.600 · Building Maintenance			6,098.55
	Total 803 · Maintenance Service Contracts			14,845.64
	850 · Telecommunications			
	850.100 · Local & Long Distance Charges			
	850.120 · Telephone			
12/08/2016	11252016ST	A T & T	10/26/16-11/25/16 Billing (Nov)	325.95
	Total 850.120 · Telephone			325.95
	850.121 · Director's Cell Phone			
12/08/2016	9775890900	Verizon Wireless	December 2016	50.57
12/31/2016	AccrAP161		Verizon Wireless	-4.97
	Total 850.121 · Director's Cell Phone			45.60
	Total 850.100 · Local & Long Distance Charges			371.55
	850.300 · TLN Internet Service			
	850.311 · WiFi Hotspots			
12/22/2016	261402854-024	Sprint	15 Hotspots Data Charges December	244.76
12/31/2016	AccrAP161		Amazon	479.92
	Total 850.311 · WiFi Hotspots			724.68
	850.910 · WiFi Hot Spots - Restricted			
12/08/2016	9776117772	Verizon Wireless	2016 Dec Library Hotspots	120.84
12/22/2016	261402854-024	Sprint	15 Hotspots Data Charges December	441.32
	Total 850.910 · WiFi Hot Spots - Restricted			562.16
	Total 850.300 · TLN Internet Service			1,286.84
	Total 850 · Telecommunications			1,658.39
	880 · Promotional Materials			
	880.200 · Publications			
	880.220 · Misc Publications			
12/22/2016	12202016FW	Berggren, Christopher Kurt	Article for 2017 Spring Newsletter	200.00
	Total 880.220 · Misc Publications			200.00
	Total 880.200 · Publications			200.00
	880.300 · Marketing Supplies			
	880.311 · Exhibits			

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Date	Nu	Name	Memo	Paid Amount
12/22/2016	247579061913	Amazon.com	Portable Photo Stand	135.99
	Total 880.311	· Exhibits		135.99
	880.340	· Printed Items / Stationary		
12/22/2016	SI-1697968	Namify	4 Name Badges	48.19
12/22/2016	235409	Print-tech Inc.	Letterhead & Envelopes	296.10
	Total 880.340	· Printed Items / Stationary		344.29
	Total 880.300	· Marketing Supplies		480.28
	880.400	· Program Promotion		
	880.410	· Adult Program Promotion		
	880.412	· Midwest Literary Walk		
12/31/2016	AccrAP161		Print-Tech	525.17
	Total 880.412	· Midwest Literary Walk		525.17
	Total 880.410	· Adult Program Promotion		525.17
	880.430	· Library Program Promotion		
	880.431	· General Library Prog Promotion		
12/08/2016	12052016Bann...	City of Chelsea	Addition of County Read Banners 01&02 2017	30.00
12/08/2016	235148	Print-tech Inc.	VOY & FOY Posters	138.25
12/22/2016	235437	Print-tech Inc.	County Read Banners	77.64
12/31/2016	AccrAP161		Print-Tech	181.10
12/31/2016	AccrAP161		Print-Tech	77.64
12/31/2016	AccrAP161		Print-Tech	48.38
	Total 880.431	· General Library Prog Promotion		553.01
	880.433	· Sonic Sundays		
12/31/2016	AccrAP161		Print-Tech	527.88
12/31/2016	AccrAP161		Print-Tech	48.38
	Total 880.433	· Sonic Sundays		576.26
	Total 880.430	· Library Program Promotion		1,129.27
	880.440	· Service / Resource Promotion		
	880.443	· Digital Collection		
12/22/2016	461457	Smart Office Solutions	Labels	25.98
	Total 880.443	· Digital Collection		25.98
	Total 880.440	· Service / Resource Promotion		25.98
	Total 880.400	· Program Promotion		
	880.500	· Purchased Services		
	880.510	· General Purchased Services		1,680.42

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Date	Nu	Name	Memo	Paid Amount
12/14/2016	12092016ST	Keybank	Uberflip - 12/2016	30.85
12/14/2016	12092016ST	Keybank	Adobe Stock Monthly - December	9.99
Total 880.510 · General Purchased Services				40.84
880.520 · Professional Services				
880.521 · Graphic Design Services				
12/22/2016	0134	MC creative design & photography LLC	Redesign of Quarterly Newsletter Cover	250.00
Total 880.521 · Graphic Design Services				250.00
Total 880.520 · Professional Services				250.00
Total 880.500 · Purchased Services				290.84
Total 880 · Promotional Materials				2,651.54
884 · Programming				
884.110 · Adult Speakers				
884.119 · General Adult Events				
12/08/2016	275317608544	Amazon.com	Cocoa and Lollipops	57.38
12/22/2016	12162016JS	Parr, Thomas A.	December Job Seekers	25.00
Total 884.119 · General Adult Events				82.38
Total 884.110 · Adult Speakers				82.38
884.120 · Adult Supplies				
884.121 · Refreshments				
12/08/2016	12032016PR	Sulecki, Keegan	Purple Rose Refreshments	15.00
12/14/2016	12092016ST	Keybank	Meijers - Biblioboard Launch - Refreshments	25.21
12/14/2016	12092016ST	Keybank	Chelse Bakery - Biblioboard Launch - Refreshments	10.00
12/14/2016	12092016ST	Keybank	Meijers - Common Chords Refreshments	21.98
Total 884.121 · Refreshments				72.19
Total 884.120 · Adult Supplies				72.19
884.210 · Youth Speakers				
884.211 · Authors in Chelsea				
884.953 · Youth Prog Rest Chelsea Ed Foun				
12/08/2016	2032466428	Baker & Taylor Program Account	Jennie Jacobson Books	16.70
12/31/2016	AcgrAP161		Baker & Taylor-Program Account	43.80
12/31/2016	AcgrAP161		Baker & Taylor-Program Account	61.32
Total 884.953 · Youth Prog Rest Chelsea Ed Foun				121.82
Total 884.211 · Authors in Chelsea				121.82
884.215 · Early Literacy				
12/08/2016	12072016ST	Maveal, Jackie	12/06 BabyTimes(2), Hometown Holidays	200.00
12/22/2016	12082016ST	DeMea, Karla	12/16/2016 Story Time	50.00

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Date	Nu	Name	Memo	Paid Amount
12/22/2016	12132016BT	Maveal, Jackie	12/13 BabyTimes(2)	100.00
	Total 884.215 · Early Literacy			350.00
	Total 884.210 · Youth Speakers			471.82
	884.220 · Youth Supplies			
	884.223 · Holiday Programs			
12/14/2016	12092016ST	Keybank	Michaels - Craft Supplies Tween/Teen Gifts	51.59
12/14/2016	12092016ST	Keybank	JoAnns - Craft Supplies Tween/Teen Gifts	13.53
	Total 884.223 · Holiday Programs			65.12
	884.240 · Storytime Collection			
12/08/2016	2032450305	Baker & Taylor-Youth	2032450305	14.23
	Total 884.240 · Storytime Collection			14.23
	Total 884.220 · Youth Supplies			79.35
	884.270 · Teen Supplies			
	884.273 · Teen Holiday Programs			
12/14/2016	12092016ST	Keybank	Joanns - Craft Supplies Tween/Teen Gifts	58.01
12/14/2016	12092016ST	Keybank	Oriental Trading - Holiday Program Supplies	37.95
12/14/2016	12092016ST	Keybank	CVS Pharmacy - Holiday Program Supplies	24.57
12/14/2016	12092016ST	Keybank	Meijers - Holiday Program Supplies	36.92
12/22/2016	12162016HHC	Carpenter, Sharon	Hoppin' Holidays supplies	13.34
	Total 884.273 · Teen Holiday Programs			170.79
	Total 884.270 · Teen Supplies			170.79
	884.910 · Adult Programming Restricted			
	884.930 · Oral History Restrictd Gift			
	884.932 · MHC - World War I Grant			
12/08/2016	12062016ST	Burrill Strong Photography	WWI Project Kickoff Photos	100.00
	Total 884.932 · MHC - World War I Grant			100.00
	884.934 · CTAP - World War I Grant			
12/08/2016	12012016IN	Conrad, Sarah L	WWI Intern Hours Final	22.00
	Total 884.934 · CTAP - World War I Grant			22.00
	Total 884.930 · Oral History Restrictd Gift			122.00
	Total 884.910 · Adult Programming Restricted			122.00
	884.920 · Youth Programming Restricted			
	884.921 · Youth Prog Rest Gifts Genl			
12/08/2016	12072016IN	Ann Arbor Symphony Orchestra	Kinder Concerts/Chamber Concert	1,000.00

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Date	Num	Name	Memo	Paid Amount
12/31/2016	AccrAP161		Findaway	165.00
	Total 884.921	· Youth Prog Rest Gifts Genl		1,165.00
	884.923	· Youth Prog Rest Gifts SRP		
12/22/2016	12162016CT	Absolutely Baffling Magic	Deposit for SRP 7/12/17 Performance	100.00
	Total 884.923	· Youth Prog Rest Gifts SRP		100.00
	Total 884.920	· Youth Programming Restricted		1,265.00
	Total 884	· Programming		2,263.53
	885	· Volunteer		
	885.100	· Programs		
12/14/2016	12092016ST	Keybank	Common Grill - Gift Certificates	120.00
	Total 885.100	· Programs		120.00
	885.200	· Supplies		
12/08/2016	12022016Costco	Ballard, Linda P.	Volunteer Appreciation Supplies	47.75
12/14/2016	12092016ST	Keybank	Polly's - Desserts & Cups	18.47
12/14/2016	12092016ST	Keybank	Party City - Paper Goods	14.28
	Total 885.200	· Supplies		80.50
	Total 885	· Volunteer		200.50
	920	· Utilities		
	920.110	· City of Chelsea Water		
12/08/2016	12052016ST	City of Chelsea-Elect & Water	10-28-2016 to 11-30-2016	73.55
	Total 920.110	· City of Chelsea Water		73.55
	920.120	· City of Chelsea Sewer		
12/08/2016	12052016ST	City of Chelsea-Elect & Water	10-28-2016 to 11-30-2016	153.56
	Total 920.120	· City of Chelsea Sewer		153.56
	920.130	· City of Chelsea Electric		
12/08/2016	12052016ST	City of Chelsea-Elect & Water	10-28-2016 to 11-30-2016	2,932.62
	Total 920.130	· City of Chelsea Electric		2,932.62
	920.150	· City of Chelsea Sprinkler		
12/08/2016	12052016ST	City of Chelsea-Elect & Water	10-28-2016 to 11-30-2016	28.47
	Total 920.150	· City of Chelsea Sprinkler		28.47
	920.200	· McKune Gas		
12/22/2016	12062016ST	DTE Energy	2016 November	1,101.60

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Total 920.200 · McKune Gas				1,101.60
Total 920 · Utilities				4,289.80
960 · Board Expense				
960.200 · Director Expense				
12/14/2016	12092016ST	Keybank	Common Grill - Lunch after Staff Lounge Painting	72.42
12/14/2016	12092016ST	Keybank	Smokehouse52 - Lunch with staff & Nancy Paul	85.03
12/14/2016	12092016ST	Keybank	Thompson's Pizza - Black Friday Lunch	85.55
12/14/2016	12092016ST	Keybank	Common Grill - Lunc on Mobile Tech Grant	100.74
Total 960.200 · Director Expense				343.74
Total 960 · Board Expense				343.74
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
12/14/2016	12092016ST	Keybank	Paypal - Donation Testing	2.00
12/31/2016	AccrAP161		Great Lakes Ace Hardware	18.03
Total 967.120 · Computers				20.03
Total 967.100 · Equipment Hardware				20.03
967.200 · Equipment Software				
12/14/2016	12092016ST	Keybank	Dec 2016 Ninite Pro-Monthly non-Windows Updates	20.00
12/14/2016	12092016ST	Keybank	Dec - Bisect Hosting - Hosted Minecraft Server Svcs	12.46
Total 967.200 · Equipment Software				32.46
967.300 · Equipment Furniture & Fixtures				
967.330 · Equipment - non-Computer				
12/31/2016	AccrAP161		Great Lakes Ace Hardware	114.97
Total 967.330 · Equipment - non-Computer				114.97
Total 967.300 · Equipment Furniture & Fixtures				114.97
Total 967 · Equipment				167.46
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.121 · Youth & Teen Services Travel				
12/22/2016	12142016AAEx...	Zubik, Jessica	Pickup Arab American Exhibit	55.95
Total 969.121 · Youth & Teen Services Travel				55.95
969.124 · Technology Services Travel				
12/08/2016	12072016LDW	Andrews, Ron	Linked Date Workshop	48.81

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12/22/2016	12092016ILS	Andrews, Ron	ILS/RFP Meeting	22.78
	Total 969.124 · Technology Services Travel			71.59
12/08/2016	969.144 · Committee Meetings			
	12072016LDW	Lancaster, Terri	Linked Data Workshop	24.84
	Total 969.144 · Committee Meetings			24.84
	Total 969.100 · Staff Travel			152.38
	Total 969.001 · Travel			152.38
	969.600 · Staff Training			
12/22/2016	969.620 · Staff in Service	Petty Cash-		6.34
	12222016PC			6.34
	Total 969.620 · Staff in Service			6.34
	Total 969.600 · Staff Training			158.72
	Total 969 · Continuing Education Expenses			
	980 · Capital Expense			
	975.200 · Capital Maintenance			
12/31/2016	AccrAP161		Hawks & Associates	889.20
	Total 975.200 · Capital Maintenance			889.20
	Total 980 · Capital Expense			889.20
	982 · Collection Expense			
	982.100 · Audio Books			
	982.120 · Adult Books on Disc			
12/06/2016			Circ Receipts - L/D	-40.00
12/08/2016	644908	MicroMarketing LLC	Audio Books September	34.00
12/08/2016	646702	MicroMarketing LLC	Audio Books October	497.13
12/08/2016	647012	MicroMarketing LLC	Audio Books October	229.39
12/08/2016	647614	MicroMarketing LLC	Audio Books October	29.75
12/08/2016	94489998	Midwest Tape	94489998 - Oct Audio Bks	84.98
12/08/2016	94516688	Midwest Tape	94516688 - Oct Audio Bks	31.99
12/08/2016	94542517	Midwest Tape	94542517 - Oct Audio Bks	220.95
12/22/2016	649634	MicroMarketing LLC	Audio Books November	266.18
12/22/2016	650031	MicroMarketing LLC	Audio Books October	25.49
12/22/2016	650438	MicroMarketing LLC	Audio Books October	42.49
12/22/2016	650818	MicroMarketing LLC	Audio Books November	235.19
12/22/2016	94552496	Midwest Tape	94552496 - Oct Audio Bks	79.99
12/22/2016	94562289	Midwest Tape	94562289 - Oct Audio Bks	44.99
12/22/2016	94575008	Midwest Tape	94575008 - Oct Audio Bks	95.97
12/22/2016	94575142	Midwest Tape	94575142 - Nov Audio Bks	39.99
12/22/2016	94576301	Midwest Tape	94576301 - Aug Audio Bks	29.99

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Date	Num	Name	Memo	Paid Amount
12/22/2016	94576302	Midwest Tape	94576302 - Nov Audio Bks	189.96
12/22/2016	94598722	Midwest Tape	94598722 - Oct Audio Bks	59.99
12/22/2016	94598729	Midwest Tape	94598729 - Dec Audio Bks	9.99
12/22/2016	94600082	Midwest Tape	94600082 - Nov Audio Bks	139.96
12/22/2016	94600084	Midwest Tape	94600084 - Dec Audio Bks	34.99
12/31/2016	AccrAP161		Midwest Tape	9.99
12/31/2016	AccrAP161		Midwest Tape	419.88
12/31/2016	AccrAP161		Midwest Tape	147.98
12/31/2016	AccrAP161		Midwest Tape	59.99
Total 982.120 · Adult Books on Disc				3,021.20
Total 982.100 · Audio Books				3,021.20
982.400 · Non Print				
982.416 · eContent/Kindle				
12/08/2016	021061437773	Amazon.com	Adult Kindle Books	347.83
12/08/2016	294989861079	Amazon.com	Youth Kindle Content	396.44
Total 982.416 · eContent/Kindle				744.27
982.420 · Adult Music on CD				
12/06/2016			Circ Receipts - L/D	-18.99
12/08/2016	94552495	Midwest Tape	94552495 - Oct Music CDs	14.39
Total 982.420 · Adult Music on CD				-4.60
982.450 · Youth Music CD				
12/22/2016	B33706780	Baker & Taylor-Entertainment	B33706780	470.03
12/22/2016	B34078240	Baker & Taylor-Entertainment	B34078240	10.13
12/22/2016	T48700480	Baker & Taylor-Entertainment	T48700480	11.03
12/30/2016			Circ Receipts - L/D	-18.98
12/31/2016	AccrAP161		Baker & Taylor-Entertainment	13.74
12/31/2016	AccrAP161		Baker & Taylor-Entertainment	7.23
Total 982.450 · Youth Music CD				493.18
982.460 · DVD Feature				
12/08/2016	94536536	Midwest Tape	94536536 - Nov Feat DVDs	737.32
12/08/2016	94552493	Midwest Tape	94552493 - Nov Feat DVDs	131.75
12/22/2016	94575140	Midwest Tape	94575140 - Nov Feat DVDs	210.10
12/22/2016	94598725	Midwest Tape	94598725 - Nov Feat DVDs	254.01
12/31/2016	AccrAP161		Midwest Tape	120.94
Total 982.460 · DVD Feature				1,454.12
982.461 · Lucky Day DVDs				
12/08/2016	94537130	Midwest Tape	94537130 - Nov LD DVDs	154.73
12/22/2016	94575141	Midwest Tape	94575141 - Nov LD DVDs	71.16
12/22/2016	94598726	Midwest Tape	94598726 - Nov LD DVDs	15.99

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12/31/2016	AccrAP161		Midwest Tape	52.97
Total 982.461 · Lucky Day DVDs				
982.470 · DVD Non-Fiction				
12/08/2016	94493771	Midwest Tape	94493771 - Oct NF DVDs	31.98
12/08/2016	94515371	Midwest Tape	94515371 - Oct NF DVDs	69.56
12/21/2016			Circ Receipts - L/D	-12.99
12/22/2016	94552498	Midwest Tape	94552498 - Nov NF DVDs	51.97
12/22/2016	94575006	Midwest Tape	94575006 - Sept NF DVDs	23.99
12/22/2016	94575143	Midwest Tape	94575143 - Nov NF DVDs	31.98
12/22/2016	94598728	Midwest Tape	94598728 - Nov/Dec NF DVDs	199.90
Total 982.470 · DVD Non-Fiction				
982.480 · Youth Video DVD				
12/08/2016	94552497	Midwest Tape	94552497	57.97
12/08/2016	94575009	Midwest Tape	94575009	92.72
12/21/2016			Circ Receipts - L/D	-39.98
12/22/2016	94598724	Midwest Tape	94598724	62.15
12/31/2016	AccrAP161		Midwest Tape	45.98
Total 982.480 · Youth Video DVD				
982.930 · Non Print Restricted gifts				
982.931 · CD/DVD Coll Restricted Gifts				
12/22/2016	94598725	Midwest Tape	94598725 - Nov Feat DVDs	8.28
12/22/2016	94598727	Midwest Tape	94598727 - Donation for Foreign Films	46.38
Total 982.931 · CD/DVD Coll Restricted Gifts				
Total 982.930 · Non Print Restricted gifts				
Total 982.400 · Non Print				
982.500 · Local History Preservation				
982.510 · Local History Preservation				
12/08/2016	21117	ECS Conservation	Civil War Roll of Honor Conservation	1,316.00
12/22/2016	12222016PC	Petty Cash-	UPS Store - Ship Documents for Scanning	12.46
Total 982.510 · Local History Preservation				
982.941 · Chelsea Standard Digitize - Res				
12/22/2016	IN778464	Michigan Office Solutions	Microfilm Scanning	974.02
Total 982.941 · Chelsea Standard Digitize - Res				
Total 982.500 · Local History Preservation				
982.700 · Print				
982.705 · Adult Print				
Total 982.705 · Adult Print				

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Date	Num	Name	Memo	Paid Amount
982.710 - Adult Large Print				
12/08/2016	2032436246	Baker & Taylor-Enhance Adult	2032436246	82.14
12/08/2016	2032464365	Baker & Taylor-Enhance Adult	2032464365	247.39
12/22/2016	2032484968	Baker & Taylor-Enhance Adult	2032484968	172.82
12/31/2016	AccrAP161		Baker & Taylor-Adult Large Print	17.09
Total 982.710 - Adult Large Print				519.44
982.720 - Adult Print General				
12/06/2016			Circ Receipts - L/D	-96.90
12/08/2016	2032435343	Baker & Taylor-Adult	2032435343	321.92
12/08/2016	2032440973	Baker & Taylor-Adult	2032440973	558.45
12/08/2016	2032450507	Baker & Taylor Books-Automatically Yours	2032450507	288.52
12/08/2016	2032470696	Baker & Taylor-Adult	2032470696	387.44
12/08/2016	2032474118	Baker & Taylor Books-Automatically Yours	2032474118	62.88
12/08/2016	57343	The Library Network	Gordie	17.70
12/21/2016			Circ Receipts - L/D	-12.99
12/22/2016	247576552191	Amazon.com	book	17.37
12/22/2016	2032483512	Baker & Taylor-Adult	2032483512	532.96
12/22/2016	2032492902	Baker & Taylor-Adult	2032492902	304.15
12/22/2016	2032500835	Baker & Taylor-Adult	2032500835	665.47
12/22/2016	2032497927	Baker & Taylor Books-Automatically Yours	2032497927	30.89
12/30/2016			Circ Receipts - L/D	-120.90
12/31/2016	AccrAP161		Baker & Taylor-Adult	189.09
12/31/2016	AccrAP161		Baker & Taylor-Auto Yours Adult	63.46
12/31/2016	AccrAP161		Baker & Taylor-Adult Reference	136.56
12/31/2016	AccrAP161		Baker & Taylor-Unlabeled	244.30
Total 982.720 - Adult Print General				3,590.37
982.730 - Adult Ref.				
12/08/2016	2032446217	Baker & Taylor Reference Adult	2032446217	757.30
12/08/2016	2032463018	Baker & Taylor Reference Adult	2032463018	776.44
12/14/2016	12092016ST	Keybank	Intl Code Council - MI Building Code	140.98
12/22/2016	2032480548	Baker & Taylor Reference Adult	2032480548	148.91
12/22/2016	2032506027	Baker & Taylor Reference Adult	2032506027	50.69
Total 982.730 - Adult Ref.				1,874.32
982.740 - Multiple Book Copies				
12/08/2016	2032467690	Baker & Taylor Books Adult Multiples	2032467690	159.70
12/22/2016	247579061913	Amazon.com	Books	316.90
12/22/2016	2032476701	Baker & Taylor Books Adult Multiples	2032476701	142.88
Total 982.740 - Multiple Book Copies				619.48
Total 982.705 - Adult Print				6,603.61
982.755 - Youth Print				
982.760 - Youth Print General				

Chelsea District Library

List of Checks for Board Approval

December 2016

01/09/17

Date	Num	Name	Memo	Paid Amount
12/06/2016			Circ Receipts - L/D	-14.95
12/08/2016	2032451330	Baker & Taylor-Auto Yours Cats	2032451330	69.48
12/08/2016	2032467591	Baker & Taylor-Teen Fiction	2032467591	10.54
12/08/2016	2032457691	Baker & Taylor-Unlabeled	2032457691	328.77
12/08/2016	2032458379	Baker & Taylor-Unlabeled	2032458379	68.31
12/08/2016	2032478597	Baker & Taylor-Unlabeled	2032478597	27.70
12/21/2016			Circ Receipts - L/D	-95.72
12/22/2016	2032473061	Baker & Taylor-Youth	2032473061	15.77
12/22/2016	2032478079	Baker & Taylor-Auto Yours Cats	2032478079	33.87
12/22/2016	12212016LD	Southgate Library	Lost Book Paid in Chelsea	3.99
12/30/2016	AccrAP161		Circ Receipts - L/D	-12.99
12/31/2016	AccrAP161		Baker & Taylor-Unlabeled	112.91
12/31/2016	AccrAP161		Baker & Taylor-Auto Yours Cats	52.21
12/31/2016	AccrAP161		Baker & Taylor-Auto Yours Cats	158.50
Total 982.760 · Youth Print General				758.39
982.770 · Youth Ref.				999.00
12/08/2016	1545736	World Book Inc	2017 WorldBook Encyclopedia	999.00
Total 982.770 · Youth Ref.				1,757.39
Total 982.755 · Youth Print				8,361.00
Total 982.700 · Print				
982.920 · Youth Collection Restricted				574.95
12/31/2016	AccrAP161		Findaway	574.95
Total 982.920 · Youth Collection Restricted				17,911.34
Total 982 · Collection Expense				158,706.46
TOTAL				

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

	Jan - Dec 16	Jan - Dec 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,609,050.84	1,539,429.68	69,621.16	4.52%
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	5,518.98	5,724.50	-205.52	-3.59%
645.100 · Copiers & Printers	7,012.37	7,473.36	-460.99	-6.17%
655.100 · Circulation Fines	22,598.48	23,208.37	-609.89	-2.63%
665.100 · Interest	193.89	311.92	-118.03	-37.84%
666.100 · Investment Earnings	49,036.50	43,424.40	5,612.10	12.92%
666.500 · Investment Change in Value	-3,122.90	-7,923.65	4,800.75	60.59%
674 · Contribution & Donation-Public	40,040.58	35,074.83	4,965.75	14.16%
675 · Donations Private	6,776.67	11,000.00	-4,223.33	-38.39%
Total Income	1,780,507.09	1,691,608.86	88,898.23	5.26%
Gross Profit				
Expense				
701 · Personnel Expenses	977,230.44	914,068.72	63,161.72	6.91%
727 · Supplies	15,971.61	19,558.30	-3,586.69	-18.34%
801 · Professional Services	69,083.27	67,227.91	1,855.36	2.76%
803 · Maintenance Service Contracts	102,308.42	106,972.23	-4,663.81	-4.36%
850 · Telecommunications	15,779.40	18,112.73	-2,333.33	-12.88%
880 · Promotional Materials	50,488.67	40,514.44	9,974.23	24.62%
884 · Programming	81,136.00	65,358.70	15,777.30	24.14%
885 · Volunteer	1,474.79	1,805.18	-330.39	-18.3%
920 · Utilities	48,576.13	56,614.12	-8,037.99	-14.2%
960 · Board Expense	2,372.87	2,412.50	-39.63	-1.64%
965 · Automation Services	44,371.37	45,128.19	-756.82	-1.68%
967 · Equipment	28,971.85	26,730.60	2,241.25	8.39%
969 · Continuing Education Expenses	22,933.82	13,162.01	9,771.81	74.24%
980 · Capital Expense	74,305.20	84,364.69	-10,059.49	-11.92%
982 · Collection Expense	163,179.89	161,802.45	1,377.44	0.85%
Total Expense	1,698,183.73	1,623,832.77	74,350.96	4.58%
Net Ordinary Income	82,323.36	67,776.09	14,547.27	21.46%
Net Income	82,323.36	67,776.09	14,547.27	21.46%

CHELSEA DISTRICT LIBRARY

Fund Balances

December-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
\$95,726.11	\$69,840.38	\$165,566.49
\$2,475.65	\$0.10	\$2,475.75
\$98,201.76	\$69,840.48	\$168,042.24

Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

Investment Partners Total

\$1,338,007.85	-\$2,109.08	\$1,335,898.77
\$0.00	\$0.00	\$0.00
\$1,338,007.85	-\$2,109.08	\$1,335,898.77

Total General Fund

\$1,436,209.61	\$67,731.40	\$1,503,941.01
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Debt Service Fund

Bond Debt Retirement Fund Checking

\$205,563.43	\$51,719.47	\$257,282.90
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Chelsea District Library Investment Account
As of 12/31/2016

Original Investment

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

Investment Activity

Date	Value
12/31/2016	1,335,899
Invested	1,077,957
Increase 6/2009 – 12/31/2015	212,038
2016 Change (Current Year)	45,904
Withdrawal / Deposit	0

Investment Distribution

Fund	Value
Capital Reserve Fund	870,800
Capital Improvement Fund	100,000
General Fund from Investment	107,157
Investment Services Fund	257,942
(Interest - Fees + Change in Value)	
	1,335,899

Report for 12/31/2016

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

Note: 12/2016 \$33,000 Transferred from General Fund to Capital Improvement Fund

Chelsea District Library Cash Flow 2016

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Budget
Opening cash on hand	\$297,042	\$734,223	\$1,141,827	\$1,150,758	\$941,302	\$818,688	\$758,088	\$647,581	\$547,401	\$433,934	\$249,332	\$107,528	\$297,042	
Total Income	\$633,773	\$513,870	\$154,161	\$13,703	\$11,990	\$63,377	\$20,555	\$29,110	\$3,426	\$11,990	\$3,426	\$253,520	\$1,712,901	
Total expenditures	\$196,592	\$106,266	\$145,230	\$223,159	\$134,604	\$123,977	\$131,062	\$129,290	\$116,893	\$196,592	\$145,230	\$122,206	\$1,771,101	
Net cash flow	\$437,181	\$407,604	\$89,931	(\$209,456)	(\$122,614)	-\$60,600	(\$110,507)	(\$100,180)	(\$113,467)	(\$184,602)	(\$141,804)	\$131,314	(\$58,200)	
Ending balance	\$734,223	\$1,141,827	\$1,150,758	\$941,302	\$818,688	\$758,088	\$647,581	\$547,401	\$433,934	\$249,332	\$107,528	\$238,842	\$238,842	
Income														
Total Income	\$591,460	\$512,949	\$167,017	\$47,077	\$7,131	\$90,728	(\$15,656)	\$50,751	\$6,375	\$3,529	\$3,736	\$198,630	\$1,663,727	
Other Income														
Expenditures														
Total Expense	\$153,146	\$126,734	\$165,805	\$142,893	\$146,001	\$133,986	\$146,247	\$187,438	\$152,259	\$134,463	\$124,965	\$128,789	\$1,742,726	
Other	\$50,000												\$50,000	

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Actual / Budget
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	\$98,202	\$297,042	
Total Income	\$591,460	\$512,949	\$167,017	\$47,077	\$7,131	\$90,728	(\$15,656)	\$50,751	\$6,375	\$3,529	\$3,736	\$198,630	\$1,663,727	
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	\$124,965	\$128,789	\$1,792,726	
Net cash flow	(\$11,686)	\$386,215	\$1,212	(\$95,816)	(\$138,870)	(\$43,258)	(\$161,903)	(\$36,687)	(\$145,884)	(\$30,934)	\$78,771	\$69,841	(\$128,999)	
Ending balance	\$285,356	\$671,571	\$672,783	\$576,967	\$438,097	\$394,839	\$232,936	\$196,249	\$50,365	\$19,431	\$98,202	\$168,043	\$168,043	

\$ 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 December 2016

	Jan - Dec 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
539.000 · State Grants			
539.300 · Michigan Humanities Council	8,100	9,000	(900)
Total 539.000 · State Grants	8,100	9,000	(900)
674 · Contribution & Donation-Public			
674.100 · Designated Adult Collection	2,693	2,793	(100)
674.101 · Designated Youth Collection	873	888	(15)
674.102 · Designated CD/DVD Collection	145	145	0
674.110 · Designated Adult Programming	7,300	6,650	650
674.111 · Designed Youth Programming	11,730	11,380	350
674.120 · Undesignated Donation	100	7,250	(7,150)
674.121 · Annual Giving	10,000	10,000	0
674.141 · Designated Technology	7,100	7,100	0
674.143 · Designated Maintenance	100	100	0
674.200 · Friends of the Library Donation	0	3,000	(3,000)
Total 674 · Contribution & Donation-Public	40,041	49,306	(9,265)
675 · Donations Private			
675.300 · Chelsea Wellness Foundation	0	3,000	(3,000)
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
Total 675 · Donations Private	0	4,000	(4,000)
Total Income	48,141	62,306	(14,165)
Gross Profit	48,141	62,306	(14,165)
Expense			
884 · Programming			
884.130 · Chelsea Reads			
884.940 · Chelsea Read Restricted Gifts	0	3,000	(3,000)
Total 884.130 · Chelsea Reads	0	3,000	(3,000)
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	2,500	2,500	0
884.953 · Youth Prog Rest Chelsea Ed Foun	826	1,500	(674)
Total 884.211 · Authors in Chelsea	3,326	4,000	(674)
Total 884.210 · Youth Speakers	3,326	4,000	(674)
884.400 · Sonic Sundays			
884.960 · Sonic Sundays Restricted Gift	1,000	1,000	0
Total 884.400 · Sonic Sundays	1,000	1,000	0
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	1,500	1,500	0
884.912 · Adult Prog Rest Gifts General	0	0	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	8,244	8,650	(406)
Total 884.930 · Oral History Restrcted Gift	8,244	8,650	(406)
Total 884.910 · Adult Programming Restricted	14,574	14,980	(406)

Chelsea District Library
Donation and Restricted
January through December 2016

	Jan - Dec 16	Budget	\$ Over Budget
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	1,650	1,830	(180)
884.923 · Youth Prog Rest Gifts SRP	5,787	6,050	(263)
Total 884.920 · Youth Programming Restricted	7,437	7,880	(443)
Total 884 · Programming	26,337	30,860	(4,523)
982 · Collection Expense			
982.400 · Non Print			
982.930 · Non Print Restricted gifts			
982.931 · CD/DVD Coll Restricted Gifts	145	145	0
Total 982.930 · Non Print Restricted gifts	145	145	0
Total 982.400 · Non Print	145	145	0
982.500 · Local History Preservation			
982.941 · Chelsea Standard Digitize - Res	1,144	1,145	(1)
Total 982.500 · Local History Preservation	1,144	1,145	(1)
982.910 · Adult Collection Restricted	512	513	(1)
982.920 · Youth Collection Restricted	629	888	(259)
Total 982 · Collection Expense	2,430	2,691	(261)
Total Expense	28,767	33,551	(4,784)
Net Ordinary Income	19,374	28,755	(9,381)
Net Income	19,374	28,755	(9,381)

DIRECTOR'S REPORT

Library Director's Report on December 2016

Respectfully submitted for January 2017 Board Meeting

Staff News

We are all looking forward to the arrival of Chris Berggren, our new Administrative Assistant, on January 3rd and to Adult Services Librarian Shannon Powers becoming a fulltime CDL employee on January 2nd.

Congratulations to Library Aide Mary Tobin who celebrated her three-year work anniversary on December 18th!

Staff enjoyed a lovely holiday breakfast on December 16th. Mixing a little business with pleasure, we spent some of that time discussing our refreshed mission, vision, and value statements with Kerry Sheldon and Griffin Reames from Bridgeport Consulting.

Financial Matters

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

TIFA

SB 619-624 cleared both the House and Senate and were enrolled and waiting for presentation to Governor Snyder for signature at the end of December. (*Update: Governor Snyder signed the legislation on January 10, 2017.*) If a library has a millage that is being captured by a TIFA of any sort and that tax capture authority has no current outstanding debt obligation, the TIFA would immediately stop getting that captured millage and the money would go to the library unless the library board made a conscious choice to allow the capture to continue.

Washtenaw Reads

The first Washtenaw Reads author event takes place on Tuesday, February 7th from 7-9 p.m. at Rackham Auditorium on the campus of the University of Michigan. We are looking forward to Washtenaw County coming together for this important talk by **\$2.00 A DAY: LIVING ON ALMOST NOTHING IN AMERICA** co-authors Kathryn J. Edin and H. Luke Shaefer. The evening will consist of author talks, a Q&A, and book signing. Tables will be set up in the Rackham Auditorium lobby hosted by area organizations to discuss the services they provide to support fellow citizens who are in need. The groups will include: Ozone House, Alpha House, Food Gatherers, Catholic Social Services (Senior Home Services), Washtenaw County Sheriff, Ground Cover and United Way.

The Adult Services Department has created extraordinary opportunities in conjunction with the Reads, including an interactive exercise on food and poverty and organizing a food drive.

Out and About -- December 2016

- Met with Ron Andrews, Melanie Bell, Trinh Pifer, and Gary Munce to discuss Mobile Beacon grant – December 1st
- Attended CDL Volunteer Appreciation Celebration – December 6th
- Met with Linda Ballard and Charlene Harris of the Chelsea Are Garden Club to discuss grant opportunity – December 6th
- Met with Jennifer Fairfield at Garden Mill to discuss fairy garden grant – December 8th
- Attended Washtenaw County Tourism Action Plan luncheon with Keegan Sulecki to present on W.W. I grant – December 15th
- Attended friends' Book Sale meeting – December 15th
- Served Christmas luncheon at Chelsea Senior Center – December 16th
- Met with City Manager John Hanifan to discuss TIFA – December 29th
- Met with Chelsea Area Chamber of Commerce Executive Director Bob Pierce and Chelsea Farmers Market Manager Stephanie Willette – December 29th

Looking Ahead to January 2017

- Participate in Chelsea Chamber Business Leadership Award Selection – January 5th
- Meeting with AADL Director Josie Parker – January 6th
- Meeting with Chelsea District School officials to discuss Mobile Beacon grant – January 10th
- Meeting with Pete Feeney – January 11th
- Deliver Panera to St. Louis Center for Rotary --- January 16th

12/07/16

Library Offers Free Take-Home Internet

By Eric Frederick

When applying for jobs, taking an online course, finishing homework, or even setting up an e-mail account, many of the approximately 90 million Americans who do not have adequate Internet access at home turn to their local libraries. New programs offering mobile Internet access are now allowing library patrons to take the Internet with them when the library closes its doors at night.

Chelsea District Library (CDL) in Washtenaw County, Michigan began offering "CDL Hotspots" in June, allowing library card holders to check out a device which provides wireless broadband Internet access up to 40 feet for up to 10 devices. Each person or family may rent a device for up to three weeks, the same rental period allowed for most books, and rental requires only a valid CDL library card. This allows K-12 students to check out a device to finish up homework, helps students attending nearby colleges and universities cut expenses through free Internet access, gives elderly residents a way to stay in touch at home, and provides many other opportunities.

CDL Library patrons caught on immediately and showed a high level of interest in the new program. "All fifteen devices were checked out the first day we went live," said Melanie Bell, Chelsea District Library Network Administrator, "and we have had a wait list of at least twenty-five people consistently since then."

With an overwhelming response from patrons, the library is exploring avenues to get more Wi-Fi devices at affordable prices. Other libraries, as well as schools and non-profits, are doing the same, looking to the nonprofit organization Mobile Beacon. Mobile Beacon helps to bridge the digital divide by supplying mobile hotspots, computers, and unlimited broadband to other non-profits, schools, and libraries at affordable prices.

Working with other organizations including TechSoup, Digital Wish, and PCs for People, among others, Mobile Beacon distributes unlimited, affordable Internet (ten dollars a month to qualifying non-profits), computers, and hotspot devices to non-profits, schools, and libraries across the country. As of 2014, Mobile Beacon launched the largest hotspot lending program in the country, with over 10,000 4G LTE hotspots circulating across 88 libraries in New York City alone.

As Mobile Beacon and similar programs continue to expand their reach, more deserving groups are taking notice and using this valuable resource. CDL is one of many institutions across Michigan and across the country to benefit from affordable Internet, computers, and mobile hotspots. To learn more about free technology services in your area, ask the experts at your local library. To learn more about broadband and technology donations programs, visit www.mobilebeacon.org.



Chelsea District Library Performance Dashboard January 2016

	Jan-15	Jan-16	%change from last Jan	2015 to date	2016 to date
Circulation					
Items	26357	24484	-7%	26357	24484
E-books/E-audio	1295	1752	35%	1295	1752
E-magazines	206	219	6%	206	219
TOTAL	27858	26455	-5%	27858	26455
Self-Check Items					
TOTAL	1115	2820	153%	1115	2820
New Cards					
TOTAL	68	94	38%	68	94
Annual Registered Borrowers					
TOTAL				9764	
Reference					
TOTAL	1905	2090	10%	1905	2090
Program Attendance					
Youth	199	294	48%	199	294
Adult	116	251	116%	116	251
Teen	63	112	78%	63	112
General	109	319	193%	109	319
Outreach -- Youth	695	417	-40%	695	417
Outreach -- Teen	125	902	622%	125	902
Outreach -- Adult	29	42	45%	29	42
TOTAL	1336	2337	75%	1336	2337
Programs/Visits Offered					
Youth	15	18	20%	15	18
Adult	13	10	-23%	13	10
Teen	9	9	0%	9	9
General	1	5	400%	1	5
Outreach -- Youth	27	19	-30%	27	19
Outreach -- Teen	4	35	775%	4	35
Outreach -- Adult	3	6	100%	3	6
TOTAL	72	102	42%	72	102
Door Count					
TOTAL	14976	N/A	#VALUE!	14976	
WiFi Data Usage (GB)					
TOTAL	725	711	-2%	725	711
Computer Usage - Sessions					
Workstations	2693	1451	-46%	678	1451
Wireless	8442	8436	0%	1597	1713
TOTAL	11135	9887	-11%	2275	3164
OCLC Loans					
TOTAL	6	12	100%	6	12
Annual Items in Collection					
TOTAL					
Unique Website Visits					
TOTAL	9229	10127	10%	9229	10127
Homebound & Deposit Collection Items					
TOTAL	141	116	-18%	141	116

Chelsea District Library
Assistant Director's Report
December 2016

Facility

You can't imagine how happy I am to be able to report that the McKune acoustic panel project and the 2nd phase of the LED lighting conversion were concluded before the end of the year! The lighting never ceased to be a source of surprises, from wiring that didn't seem to be a problem for the old bulbs in the upstairs spine but caused electrical shorts with the new LED bulbs, to old ballasts in the McKune hanging pendants getting hot and emitting a horrible burning electrical smell on the day of our Red Cross blood drive! The electrician came right out and took off the ballast and the issue was solved but I was so ready to be done with lights at that moment.

We still need to replace the fluorescent tubes and U-lights, as well as a few specialty bulbs, but I think I will explore new carpet in the computer lab first ☺ And we will hopefully have a fairy garden to build, too.

We had our winter maintenance done on the HVAC system and our tech is strongly recommending we increase our service plan from two visits per year to four. As the system ages, dirty filters really cause it to work much harder than it should, causing extra wear-and-tear on many parts that then will need replacing sooner than their normal life-expectancy. Our tech also found a few leaks that may or may not involve Freon (cha-ching!) and some piping that needs to be repaired on the condenser. I am waiting to see the estimate for these repairs before scheduling the work as some last-minute negotiation is usual needed.

December is when our general liability, worker's comp, and crime insurance policies are paid, and we averaged just over a 3% increase across all coverages.

Volunteers

December is a slower volunteer month, especially with no book sale. That will actually change in 2017 as the Friends have decided to drop the second sale in July (it was done to coincide with the Sounds & Sights Festival but didn't prove profitable) and do a sale in December instead. They have found that adding/subtracted sales tends to throw the regulars off schedule and that is a Bad Thing.

We logged 63.75 non-book sale volunteer hours this month and 160 book sale hours, for a total of 223.75.

Strategic Plan

Lori and I worked with Bridgeport and our staff to finalize the strategic plan and were able to get many strategies in place for each goal. Staff feedback was very positive after the all-staff meeting where we accepted the new mission and vision statements. We are ready and eager to introduce the plan to the public!

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	212.00	166.00	160.00	2496.00
CPU	15.75	15.75	13.75	18.75	16.50	18.75	23.00	16.25	13.75	16.25	23.25	6.00	197.75
Local History	30.50	43.25	51.75	101.25	42.50	48.25	46.75	57.25	43.00	49.25	57.00	17.75	588.50
Program	16.25	6.00	2.00	58.00	5.50	69.25	90.50	31.75	8.25	22.00	23.50	8.50	341.50
Workroom	12.00	6.75	58.50	12.25	2.75	10.75	23.00	25.50	12.00	20.00	13.00	13.00	209.50
Friends	28.00	0.00	7.50	32.25	12.00	10.00	0.00	13.50	14.00	35.00	8.00	9.00	169.25
YSG	15.50	33.00	40.00	36.50	46.00	353.50	313.00	72.50	13.00	42.00	20.00	9.50	994.50
Monthly Totals	312.00	297.75	371.50	480.00	336.25	761.50	732.25	461.75	313.00	396.50	310.75	223.75	4997.00
<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>216.75</i>	<i>104.00</i>	<i>184.50</i>	<i>144.75</i>	<i>63.75</i>	<i>2501.00</i>

Program Report: December

In December we had our regular Common Chords Hand Bell Choir performance and Purple Rose Concert Reading, but many of our other recurring programs were cancelled for January due to the upcoming holiday.

Date	Event	Attendance
12/2	Common Chords Hand Bell Choir	55
12/3	Purple Rose Theatre Concert Reading	52
12/6, 12/20	Smarty Pants Trivia Smackdown	31, 74
12/8	Job Seekers: Prep for Success	1
12/14	Place That Face	13
Technology Programming		
12/7	3D Printing/Scanning Session	0
12/13	Computer Training 1:1	3
Outreach Programming		
12/6, 12/20	iPad Basics @ CRC	6, 2
12/1	Computer Training 1:1 @ CRC	6
Total Programs: 11	Attendance Total:	243

Upcoming Programs

We have our first Washtenaw Reads program kicking off in January. Most of the related program will fall in February to allow the community time to engage with the book. Copies are already available for checkout and have been consistently checked out during December.

We also have some great stand-alone programs in January. This includes our MLK Day Viewing of *Black & Blue: The Story of Gerald Ford, Willis Ward and the 1934 Michigan-Georgia Tech Football Game*, which will include a discussion with director Brian Kruger. In addition, Detroit-based photographer Michelle Andonian will be joining us to share the story of her grandmother, a survivor of the Armenian Holocaust.

Collections

A lot of collection work gets done in December and January. We have been weeding our collections to help freshen them up for the 2017 year. In addition, we are working on establishing a Basic Reads collection. This collection will support adult learners with literacy issues in our community, ESL learners, and also patrons who might be experience a cognitive impairment due to stroke who wish to have books on sophisticated topics at a lower reading level. We think this collection will be very beneficial in helping us support the needs of a variety of our community members.

	December 2016	December 2015
2nd floor Ref Desk Interactions	1023	1,043
Homebound Book Delivery	132	112
Inter-library Loan	8	8
Zinio Checkouts	343	205

From Keegan Sulecki, Head of Adult Services

December was a quieter month in terms of programming, but very productive all the same. I spent my time writing the final report for the Michigan Humanities Council Grant that supported the WWI Centennial project and giving a presentation to Washtenaw Conventions & Visitors Bureau about the project since we were also supported by the Community Tourism Action Plan. In addition, I prepared spreadsheets and did other housekeeping for 2017 and finalizing content for our spring 2017 newsletter. We have some exciting things to come in the New Year!

From Emily Meloche, Adult Services Librarian

December is a lighter month of programming, which allows more time for collection management. I completed a moderate weed of the nonfiction 600-900s and updated Kindles with their final selections for 2016. Additionally, prep for the 2017 Lit Walk ramped up, with much of the lineup determined (pending signed agreements). December also marked the end of a banner year of Smarty Pants Trivia -- average attendance was 55 per session, up from 40 in 2015.

From Shannon Powers, Adult Services Librarian

December was an exciting month as I met with Keegan to discuss my new responsibilities as a full time librarian. In preparation for this shift to full time, I ran circulation reports and familiarized myself with the new areas of the collection that I will select and maintain, and with Emily's assistance I reviewed the procedures for several of the programs I will be coordinating and staffing in the future. During the end of December into the first week of January I also created an interactive display for our Washtenaw Reads promotion, with the aim of educating patrons on government food assistance and poverty in Washtenaw County.

Chelsea District Library
Monthly Youth Report—December 2016

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

Programs and Attendance (previous year)

Family:	3	(1)	programs	Attendance:	135	(22)
Youth:	9	(11)	programs	Attendance:	127	(202)
Outreach:	1	(2)	programs	Attendance:	50	(170)
Teen:	2	(8)	programs	Attendance:	50	(60)
Total:	15	(22)	programs	Attendance:	362	(454)

Date	Name of Program	Children	Teens	Adults	Total
Family/Parent					
12/1	Nutcracker Ballet Storytime	45		40	85
12/10	Hoppin' Holidays with the 4-H	35		20	55
12/14	'Twas the Week Before Christmas Storytime				30
Youth					
12/6, 13	Babytime (4)	36		31	67
12/8	Toddler time	9		10	19
12/8	Storytime	6		6	12
12/12	Minecraft Monday	15			15
12/13	K-2 Tuesday	5			5
12/16	READ to the Library Dog	9			9
Community Outreach					
12/2	Hometown Holiday: Storytime at Farmers' Supply with Miss Jackie				50
Teen					
12/2	Skynet Junior Scholars: Harvest Moon finale				20
12/3	Hometown Holiday: Teen and Tween Gifts		30		30

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

Date	Total
December 2016	372 (337)
November 2016	337 (548)
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 Highlights

From Karen

- Our Volunteer of the Year award went to READ to the Library Dog trainers Barb Marshall and Michelle McCarthy. It was my honor to give a introductory testimonial as to the impact of this, our longest running program at the CDL during our Volunteer Appreciation Party. Many thanks go to Michelle for introducing the program to the library!
- This month the youth department took a trip to the Arab American National Museum in Dearborn to pick up the *What We Carried* exhibit, installed at the beginning of January in the library lobby.

Youth Department Volunteers: Youth Service Group--9.5 hrs

- YSG helped with crafting preparation for library holiday events.

December Community Outreach & Meetings:

12/3	Speech on our Volunteers of the Year: READ to the Library Dog trainers: Barb Marshall, Michelle McCarthy (KP)
12/6, 13	Management meetings (KP)
12/6	Hoppin' Holiday/4H meeting (KP, JZ)
12/14	Visit to the Arab American National Museum (KP, JZ)

Future Program Highlights:

1/4	Community Center Days
1/7	KinderConcert
1/11	How the Library Works
1/14	Sensory Storytime
1/15	Sonic Sunday: Percussion Ensembles
1/20	Homeschool Meetup; Special Needs Class Visit
1/21	Great Game Day
1/22	Sonic Sunday: A2SO Chamber Concert
1/24	Tween Book Club; Snowy Day Evening Storytime
1/28	UFO Day; Teen Beginning Crochet

From Jessica, Youth and Teen Librarian

December was all about preparing for 2017

- Emily and I rolled out the soft launch of the CDL Garage nontraditional collection. So far, it's been a hit! One suggestion has been to add age recommendations, something we will be implementing in January and February.
- With some assistance from Melanie, I found a refurbished iPad to purchase and selected a few preschool learning apps and accessories. This spring and summer, the Youth department will experiment with having a preschool iPad available in the picture book area for a week or two at a time, offering a rotation of apps and activities to supplement the Ready to Read table and the Math and Science Stations during Summer Reading.
- We purchased new play kitchen food, magnets, puzzles, and puppets in the Kidspot and picture book areas of the library (a much-needed update!).

From Edith, Youth and Teen Librarian—Welcome back, Edith!

Having just returned from my 3-month maternity leave, I am looking to the future! This month I will be:

- Planning 2017 programming schedule over-all
- Preparing for CEF Gala
- Meeting with SRSly and FIA to discuss collaborations and potential new programs
- Looking at ways to connect 2017 plans with Strategic plan goals

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Chelsea District Library

Report Period: December 2016

USAGE SUMMARY	
Total Usage (Homework Help, Skills Building, Writing Lab, Test Center Visits, and Database Usage)	433
Database Usage	417
Homework Help, Skills Building, Writing Lab, and Test Prep Sessions	16
Homework Help/ Skills Building Sessions	0
Test Center Visits	0
Writing Lab Submissions	16
ALC Visits	3
Unique Visits	58

DATABASE USAGE	
Adult Learning Center	25%
Skill Surfer	75%

TUTORING SERVICES BREAKDOWN	
Writing Lab	100.0%

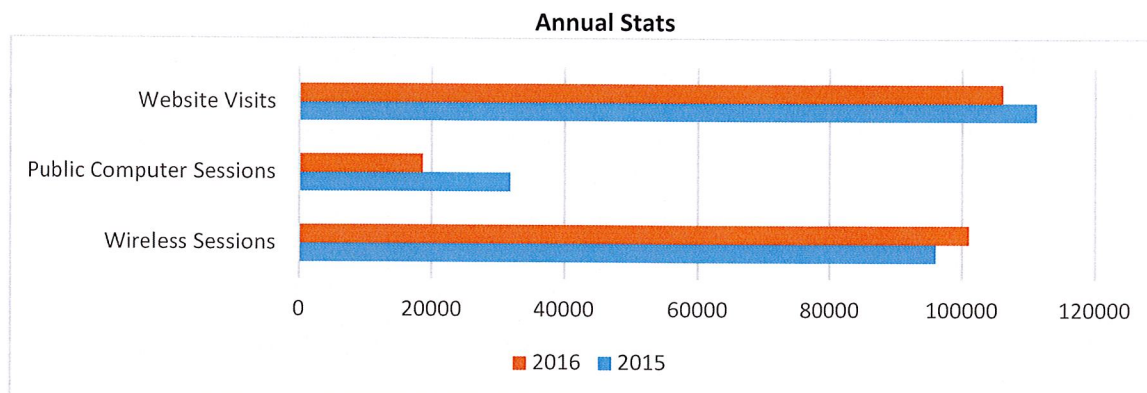
SKILLSURFER USAGE		
Middle School		33%
Grade 7 Math	75%	
Grade 7 Reading	25%	
Elementary School		25%
Grade 5 Math	100%	
Parent Corner		17%
College Entrance Exam Preparation		17%
ACT Mathematics	100%	
High School		8%

Technology

Summary of December 2016

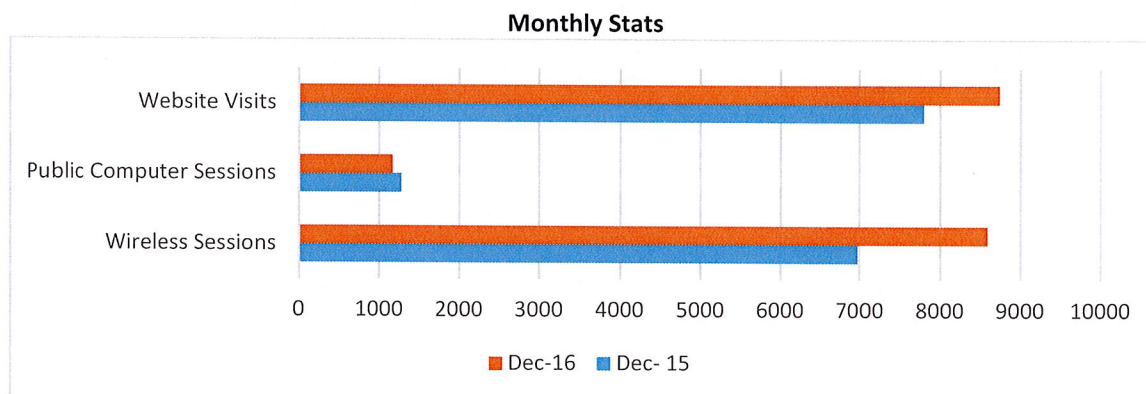


Statistics



- Wireless clients increased from **96,071** clients in 2015 to **101,034** in 2016.
- Public computer usage decreased from **31,908** sessions in 2015 to **18,627** sessions in 2016.
- Website visits decreased slightly from **111,179** visits in 2015 to **106,083** visits in 2016.

The decrease in public computer usage corresponds with a switch to a different computer management system. We moved from SAM to Envisionware. While we have been seeing a steady decline in public computer usage my suspicion is that the reason we are seeing such a dramatic difference is that Envisionware is not counting renewed time as sessions and SAM did.



- Wireless clients increased from **6,983** clients in December 2015 to **8,592** in December 2016.
- Public computer usage decreased from **1,279** sessions in December 2015 to **1,166** sessions in December 2016.
- Website visits increased from **7,802** visits in December 2015 to **8,742** visits in December 2016.

From: Ron Andrews – Head of Technology

2016 was a really good year for the Technology Department. Below please find an update for December and a review of the rest of 2016.

Budget

- Dec – spent last of video funds and balanced those budget lines.

Collections

- Completed November/December order for videos from MWT. Closed those budget lines and spent the rest of the month filling carts for the January 2017. Great collection growth this year in Feature and Lucky Day. Most growth and popularity was in our newest Foreign video titles collection. We got many complements and title suggestions for this genre.
- OverDrive and Zinio continue to be popular services. We are finding consortium wide the need for more digital audiobooks. Sadly, our attempt at adding a new digital service called Odilo failed as a result of lack of interest and extremely slow progress in software upgrades.

Programming

- Dec – Finished planning and gathering newsletter material for the upcoming Spring (Mar-May) season.
- Computer training went well this year – we continue to have good numbers at the bi-monthly sessions and the monthly session at Dancey House of the Chelsea Retirement Community.
- I was also able to start a successfully bi-monthly iPad workshop for the CRC as well and had a great time working with the seniors learning about their devices and taking pictures.
- Our new 3D Printing/Scanner program was slow in getting started, but we did have a handful of new users testing out their designs. We were also able to train 5 volunteers to work with people during this project, but scheduling did not work out. We hope to offer this again and broaden the age range to include 8-16 including their tag-along adult helper. We hope that this will garner some adult/teen users for this relatively new technology.
- Several programs got little or no attendance so we are very eager to start the data gathering portion of our new Strategic Plan to find out in more detail what our users want in regards to technology programming. We also hope to start offering some programming in 2017 at the 4 local township halls.

Meetings

- Weekly management meetings have been very useful in bringing programming and projects together and keeping a pulse on what is happening in other departments.
- I still represent the library at the ePolicy subcommittee of the eContent group for TLN. We looked at all of our electronic collections this year. OverDrive will be the next challenge as we seek ways to increase the collection budget to weigh the purchase of new titles against filling title hold requests. The budget for this service has not been updated 18 years, so we have it as first priority in the new year to come up with a new price structure for the upcoming renewal of the OverDrive services
- My other big meeting commitment has been to the ILS/RFP committee which is tasked with helping to determine the direction and vendor for a possible new vendor. From October through the first of December we were tasked with reading through 5 vendor proposals and based on a point system selected the top three vendors. Our next steps in January will be to put together a script and questions for each vendor to provide us with a demo of their classic as well as web-based systems.

Technology

- Updated Google on all the public machines to fix a security flaw.
- Attended LSTA grant webinar with Melanie, and Lori and continued work on the LSTA grant application.
- TLN has activated a redundant circuit. This means that TLN now has two networks so that if the primary network fails we will be automatically moved to the backup network.

From: Melanie Bell – Network Administrator

Servers:

Technology

- Updated passwords for all our minecraft accounts and made some changes to how the minecraft server backs up.

Public and Staff Computers:

- Received another donation of a 3D printer called the Jellybox that Charlie Taylor put together for us.
- Helped Terri, Patty, and Linda move their computers and phones as they were moving offices.
- Setup a new computer, email, and phone for our new administrative assistant Chris.
- Got automatic updates for non-windows software working on both the public and staff computers.
- Fixed issues with the public computers shutting down early occasionally.
- Acquired new cell phone for Lori as we were having some issues with her old cell.

Website:

- Updated Wordpress and plugins for the CDL site and Friends site
- Updated a number of bad links in the footer of our main site that we found.
- Patty and I met with Luna and discussed updates for the Author's in Chelsea and Midwest Literary Walk pages. Both pages have been mostly updated and should be ready for 2017.
- Worked on March Madness website per Lori and Patty's request.

Mobile Beacon Grant:

- Shipped the hotspots out to Manage Mobility for configuration and processing.
- Ordered new hard drives and RAM for the laptops to give them a bit of a boost.
- Researched laptop carts.

Other:

- Attended Michigan Broadband Cooperative Board Meeting.
- Ron and I did a little more work on finalizing the 2016 budget and prepping for the 2017 budget year.
- Ron, Lori, and I continued work on the LSTA Grant application
- Updated documentation regarding how to communicate library closings.
- Attended meeting to work on updating our vision, mission and value statements.

Submitted – January 12, 2017

MARKETING BOARD REPORT

December 2016

Marketing Highlights

Spring Newsletter

The spring quarterly newsletter redesign is under way! The refreshed publication won't hit mailboxes until mid-February, so I thought I'd share some of the project highlights:

- Cover image – we received over a dozen wonderful images from local photographers and artists. One was chosen for the spring cover and a few have been placed on file for future publications. We anticipate that we will receive more submissions for future covers once the artist community sees our first edition and how professionally their artwork will be presented.
- Cover Title – the management team has decided to table the renaming of the publication to ensure that it is in keeping with the goals of our new strategic plan. If rebranding is deemed necessary as a result of the strategic plan, the quarterly newsletter title will be incorporated into that discussion.
- Additions:
 - **Masthead** – the contents information from the cover, library information from the back page, and cover image credits will be listed together under one column on the 2nd or 3rd pages.
 - **Feature article/Newsletter Theme** – Each quarter, CDL departments will focus their programming around a central theme, which will become the theme of the newsletter. Pages 4 and 5 will offer an article on the importance or significance of that quarter's theme along with that theme's major programs. The theme for the spring newsletter is "Stories." The major programs that will be highlighted are Authors in Chelsea, and Midwest Literary Walk. Additionally we will be highlighting other ways to find a story at CDL (through collections, resources, etc.)
 - **Interest Piece** – The interest piece for spring is March Madness ~ CDL style (more information below.)
 - **Perspective Column** – this column will be placed on the back cover to add additional interest to the publication. While we hope that our non-readers will be intrigued by the new cover layout, we are also hoping that the back cover column will draw some interest as well. Additionally, this column is designed to give our patrons a voice. Each quarter we will poll our patrons about a subject that is related to the publication's theme. To launch this column, our first poll was to our staff and board. At the bottom of the spring column we will be inviting the public to respond to a question for our summer column.

• Changes:



Editor's Chair column has been renamed "Snap Shot."
Overall publication template will be less blocky and have more of a magazine feel.

Sonic Sundays

Our popular Winter Music Series is back beginning Sunday, January 15! Join us at the Chelsea High School to hear the CHS Percussion Ensemble perform. Information about the entire series is now conveniently located on its own webpage at the CDL website chelseadistrictlibrary.org/sonic-Sundays. Look for event promotion on Chelsea Update, CDL social media, CDL website, in-library monitors, and in The Sun Times News. This series is perfect way to spend your winter Sundays!

Washtenaw Reads

Washtenaw Reads kicks off in January. There is a 2nd floor display with copies of the book, ways to get involved, Read programming, and an interactive display to help those more fortunate understand the choices that the poverty stricken have to make every day. Mark your calendar to listen to co-authors Kathryn J. Edin and H. Luke Shaefer discuss the themes of **\$2.00 A Day** at Rackham Auditorium (915 E. Washington St., Ann Arbor) on Tuesday February 7, 7:00—8:30 pm. Visit wread.org to find out what our partner libraries are planning and to join in the conversation.

KATHRYN J. EDIN and H. LUKE SHAEFER



\$2.00 A DAY
Living on Almost Nothing in America



Authors in Chelsea

This popular program is back for its 8th year! It's never too early to get the kids excited about which author will be visiting their school! Author specific posters were created and will be on display at each school beginning in January. The bookplates have been printed for the hundreds of books that will be distributed to the students and plans to create the large lobby poster and program brochures are in place. We are in the final stages of rebranding the stand-alone Authors in Chelsea website to match our new website, and will migrate it over once the 2017 content has been completely updated.

MARKETING BOARD REPORT

December 2016



March Madness – CDL Style

Who says that only basketball fans can have fun filling out their brackets! This year, CDL is joining in the fun! Look for information in the spring newsletter about CDL's top 16 2016 requested reads, and how you can place your vote to see which one garners the top spot! To add to the fun – CDL mascot Paige Turner will be on hand to add some color to the tournament!



2016 MLW guests head to
2nd stop on the walk

2017 Midwest Literary Walk

The MLW committee continues to finalize the 2017 author list and venues.

Five authors have been identified and three have been confirmed: Heather Ann Thompson – *Blood in the Water*, Peter Ho Davies – *The Fortunes*, and Kwame Alexander – *Booked*. Our selection of authors reflects the library's strategic goal to add diversity and teen interest to the event's subject matter.

We are moving back to three venues this year, adding the First Congregational Church to the "walk." An Afterglow at the Alehouse will once again complete the event. We are tweaking the timing, flow and offerings based on some of the evaluations that we received last year. Additionally, we are bringing back an Open Mic event to be held the week before the walk.

We continue to work on rebranding the Midwest Literary website to match the new CDL website template and make access between sites seamless.

Outreach

- Once again the library will be participating in the Senior Center's Festival of Tables. I am part of the committee, which will design and host the CDL table. This year's theme is The Peanuts Gang. We have begun researching ideas and will hold our first planning meeting in early January.
- Lori and I met with Bob Pierce, Chelsea Chamber Executive Director and Stephanie Willette, Chelsea Farmers Market Coordinator to discuss ways to collaborate in future programming. We also discussed ways the library might be able to help with the temporary relocation of the summer market during the Palmer lot renovation. Unfortunately, we were unable to come up with a feasible solution regarding the use of the library lawns and sidewalks. We will continue to work with them to develop future programs that will benefit both parties.

2016 Marketing in Review – 2016 has been a great year at CDL! Filled with so many new and exciting programs and collections! Just in case you've forgotten all we accomplished here is a short list of the highlights!

- Marketing Channel Updates
 - Website redesign – resulted in a cleaner, more navigable website with consistent CDL branding. Separate program pages were either migrated to the main website or linked for seamless transition between the website. Separate pages were created for all major programs and the donation page received an entire overhaul.
 - Quarterly Newsletter was evaluated for improvement resulting in plans to increase promotion of all CDL products and services along with the addition of content marketing.
 - Advertising
 - Avenue street banners were completed for all major programs to so that we could have consistent exposure on main street and on the library light poles.
 - 2016 additions: Community Read, Authors in Chelsea, Stories of Chelsea, WWI Centennial Project
 - Received permission to hang school related large banners on Freer Rd/US 12 school fence.
 - Authors in Chelsea, Summer Reading Program
 - Began advertising in The Sun Times News.
 - Statistics continue to show improvements:
 - Facebook
 - Likes ↑ 17%
 - Website visits per Facebook post ↑ 79%
 - Online Calendar visits per Facebook post ↑ 61%
 - eNews
 - Subscribers ↑ 10%
 - Website visits per edition ↑ 20%
 - Chelsea Update
 - Average monthly website visits ↑ 59%

MARKETING BOARD REPORT

December 2016

- Programs
 - Authors in Chelsea – This branding for this program was overhauled adding a fun inviting look for the kids. A tagline “The Power of Writing” was added and marketing channels were updated with the new look.
 - WWI Centennial Project logo development, promotion of project and creation of avenue banners.
 - 10th Anniversary Celebration logo creation and promotion of event
 - MLW – We continued to expand our reach and partners to build event attendance and awareness, resulting in an increase of both local and out of town guests, articles in regional publications and being chosen as one of the “30 Great Small Towns for Book Lovers” by About Great Books.com.
 - Washtenaw Reads – after 5 years of participating in the 5H Community Read, CDL joined the Washtenaw Read, partnering with 7 Washtenaw libraries.
- Collections/Databases/Services
 - LCSUM campaign – redesign of current CDL card and offer of limited-design Peanuts Gang card.
 - Rebranding of Stories of Chelsea and Historic Newspaper to reflect ownership of CDL.
 - Branding for CDL Garage Collection.
 - Marketing campaign to promote Biblioboard, the online database of Ralph Guenther’s donated photographs, and solicit input for subject identification.
- Miscellaneous
 - PLA Conference – I attended my first PLA conference. Best highlight from this conference was the inspiration to refresh and re-evaluate the content for our quarterly newsletter.
 - Creation of a multi-media Annual Report.
 - Participated in the information gathering process for our 2017-19 Strategic Plan.

Respectfully submitted,
Patty Roberts
Marketing Coordinator

**Circulation Supervisor's Report
December 2016**

- Circulation – 22,824 or 7% lower than last December;
303,637 YTD or 6% lower than this time last year.
- Patron Count- 11,064 (Est.) or 1% lower than last December;
176,177 (Est) YTD or 10% lower than this time last year.
- Circulation by township- for December
 - Dexter = 11% of total transactions - higher than last month
 - Lima = 15% of transactions – lower than month
 - Lyndon = 15% of transactions – same as last month
 - Sylvan = 15% of transactions - lower than last month
 - Chelsea = 34% of transactions – same as last month
- December Circulation: 78% were items from Chelsea and 22% were inter-loaned items.
- Automated phone renewals in December– 21, Self-check was 9% of items checked out in December; Overdrive = 1423 in December; Zinio = 343 in December.
- Registrations for December – 41 new cards; 9689 total card holders
 - *Dexter = 1230 cards; Lima = 1109 cards; Lyndon = 1522 cards
 - *Sylvan = 1641 cards; Chelsea = 3562 cards; Nonresident = 625 cards

Circulation Activities:

- We received 2 to 13 tubs in the run each day M-F with a total of 116.5 in December. TLN was closed 3 days for the Christmas & New Year holidays and we received no run on 2 other days.
- CDL was closed 3 days for the Christmas & New Year holidays in December.
- Mary Tobin celebrated her 3rd anniversary on December 18th.
- Jennie Medeiros celebrated her 11th anniversary on December 27th.
- Attended a presentation on “Linked Data” at the Redford Township Library.
- Attended a webinar about “Engaging Rural Communities”.

Respectfully submitted,
Terri Lancaster
Head of Circulation

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.	759	816	786	800	644	609	418	23872	-4%
Dec.	775	822	780	772	603	697	431	22824	-7%
Total								303637	
Minth Avg								25,303	
Avg.% Inc.								with OD & Zinio ckouts.	-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	913	72,230
Dec	433	71,766
Total/Avg	8,439	72,144

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	267	207	241	
Dec	343	205	279	
Total	2,841	2,990	1,968	

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
1504	1585	1340	889	707
1423	1547	1462	1030	803
18198	17541	15850	11625	8,892

2015 Totals	SifChk/ Check-outs only			
	2016 Total	Days	Per Day	% ChkOuts
1115	2820	29	97	11%
1395	2608	27	97	10%
2488	3032	30	101	11%
2151	2941	30	98	12%
1825	2580	29	89	11%
3439	2901	30	97	11%
3560	3528	30	118	13%
3142	3554	31	115	13%
2371	2221	28	79	10%
2374	2447	30	82	10%
2544	2689	29	93	11%
2486	2142	28	77	9%
28890	33463			11%

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

**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	63	8	0	0	71
December	36	4	0	1	41
Totals					952

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.	469	482	463	482	403	391	236	12166	14108	-14%
Dec.	331	454	341	556	456	482	229	11064	13214	-16%
Total								176177	194036	
Monthly average								14,681	16,170	
Avg. % increase										-10%

New People/Door counter went live on July

Registered Card Holders

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
District	5833	7671	8280	8708	9113	8898	9147	9002	9083	9109	9064
Dexter	867	1121	1198	1216	1258	1197	1222	1206	1211	1215	1230
Lima	800	1041	1086	1124	1176	1169	1174	1156	1133	1109	1109
Lyndon	955	1333	1477	1605	1673	1567	1579	1538	1539	1546	1522
Sylvan	1119	1473	1619	1743	1822	1800	1786	1693	1662	1667	1641
CityChel	2092	2703	2900	3020	3184	3165	3386	3409	3538	3572	3562
NonRes	518	803	933	977	960	902	744	640	649	655	625
Freedom	80	102	107	81	58	18	7	6	6	6	7
Sharon	67	115	151	153	150	149	141	118	122	118	110
Waterloo	250	359	391	421	423	411	365	336	348	352	333
GrassLk							15	26	29	28	25
Other	121	227	284	322	329	324	216	154	144	151	150
Totals	6351	8474	9213	9685	10073	9800	9891	9642	9732	9764	9689

Trans	% Tot	SEMCOC Dec2010	% of Pop
Dec-16	Trans	Pop.	Regist
18,543		14971	
2057	11%	1994	60%
2782	15%	2480	47%
2752	15%	2720	58%
2851	15%	2833	64%
6339	34%	4944	64%
			58%
366	2%		
472	3%		
902	5%		
22	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, October 20, 2016**

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, 2nd by Heydlauff to adjourn the meeting at 8:05 am. All Ayes.

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Minutes approved at the DDA Board Meeting November 17, 2016

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, November 17, 2016**

DRAFT

Present: Executive Director & City Staff Liaison Hanifan, Finger, Heydlauff, Lindauer, O'Reilly, Patrais, Sanville, Schwarz, Weiser

Absent: Fairfield, Livengood, Merkel

Others Present: City Council Members Albertson; Lisa Allmendinger ChelseaUpdate.com, Stephanie Willette Chelsea Farmers Market

1. Executive Director John Hanifan opened the meeting at 7:30 a.m. with a quorum present, and welcomed Bill O'Reilly as a new DDA Board Member.
2. Public hearings on matters under consideration – none
3. Approval of the consent agenda – none
4. Public Comment
 - Stephanie Willette
5. **Motion by Lindauer second by Schwarz to approve the regular agenda. All Ayes.**
6. **Motion by Sanville second by O'Reilly to approve the minutes of the October 20, 2016 Board of Directors meeting. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board – none
9. **Reports from Officers and City Manager**
 - Hanifan provided a brief overview of the Palmer/City Center Design RFP, and after a DDA Work Session to review the strong (5) bids received the DDA recommends the MC Smith & Associates proposal.
Motion by Lindauer to accept the October 14, 2016 proposal from M.C. Smith & Associates for Planning and Design Services for the Palmer Lot based on their experience and fee structure as proposed for \$14,900.00. Second by Patrias. All Ayes. Hanifan will notify M.C. Smith & Associates and invite them to the December DDA Board Meeting.
Discussed anticipated timeline: preliminary design work by December Meeting, public input in December (including Farmer's Market), may need DDA Work Session or two, final design at the January DDA meeting, Bidding process February/March, and target April for start of construction. Will need to update the DDA Plan and complete the Bonding Process in parallel.
 - Hanifan reported City Council will be reviewing and approving the Part 2 MDEC approval process for community funding at their next meeting. Joe Ziolkowski is working on a plan to shore up the roofing for winter, and wants to target closing for just after January 1st.
10. **New Business**
 - Discussed the infrastructure (sidewalks & lighting) along the north side of the Longworth

building and impact to Jackson Street. Need to plan in DDA budget.

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

- Hometown Holiday banners are up and look great (downtown banners are new). Had a request to use the old Hometown Holiday banners on the south town poles, DDA consensus was to have the City install and use these banners as requested. A suggestion was made to keep in mind the possible redesign of all of the 4-season banners as MC Smith & Associates are working on their design service.
- Wine Women & Shopping was a very successful event (November 12, 2016).
- Chelseamich.com has a work session with City Council schedule for their November 22, 2016 meeting; DDA Board Members are welcome to attend.
- White holiday lights through downtown area will be going up Thanksgiving week.
- Cheri Albertson addressed the DDA and with the approaching Hometown Holidays events wanted to remind everyone this event reaches many from outside our immediate area, including her sister who travels from Annapolis every year.

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

Minutes respectfully submitted,
Kathy Dunn Finger, Secretary

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 17, 2017 Meeting

2017 Chelsea District Library Board Officers

Background:

Discussion on the presented officers for 2017.

President:	Charlie Taylor
President-Elect:	Susan lackey
Treasurer:	Jerry Wilczynski
Secretary:	Janice Carr

Action:

The library board approves the presented 2017 Chelsea District Library officers.

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 17, 2017 Meeting

2017 Library Board Committees

Background:

Committees for 2017 are appointed by the board president. The president has historically not chaired a committee due to their other responsibilities and the board treasurer is always the chair of the Finance committee.

Action:

The Chelsea District Library board approves the presented committee member assignments.

Janice L. Carr, Board Secretary

Date

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

Governance
Appendix #3

Approved: January 17, 2017

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

Janice L. Carr, Board Secretary

Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
January 17, 2017 Board Packet

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

Accept December donations and changes to the 2016 FY Budget.

<u>Income Line -</u>		<u>Expense Line</u>
12-21-16	Chelsea Area Chamber	CTAP – WWI
		674.110
		884.934
		\$6776.67

Sub Total: \$6776.67

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 17, 2017 Meeting

January 2017 Budget Adjustments

Background:

The library has contracted with Michigan Office Supply (MOS) to service & maintain our individual office printers. We need to move the budget funds to reflect this change.

Motion Requested:

That the Board approves the following January budget adjustments to the 2017 budget:

Amount	From	To	Reason
\$1600.00	727.400 Printer Consumables	803.103 Small Printer Maintenance	Change in how we purchase/maintain office printers.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

January 17, 2017 Meeting

2016 Budget Carryovers

Background:

Books that were ordered with the Chelsea Education Foundation grant money are backordered & a late donation was received for collection items.

Motion Requested:

That the Board approves the following January budget carryovers the 2016 budget to the 2017 budget:

Amount	From	To	Reason
\$180.00	884.953	884.953	Books backordered for AIC/CEF Grant
\$150.00	982.920	982.920	Late donation for collection
\$1,800.00	884.119	884.119	Supplement 2017 Programming

Total: \$2,130

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 17, 2017 Meeting

Library Tax Capture Relief Bills (TIFA)

Background:

Governor Snyder signed into law PA505-510 providing for specially dedicated Library millages to be exempt from a number of tax captures. The Chelsea Downtown Development Authority (DDA) has provided us with some information on how this applies to the Chelsea District Library.

COMMITTEE

INFO &

MINUTES

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

2017 Board of Trustee Meetings

Jan. 17, 2017	Tues.	6:45 PM	Board of Trustee
Feb. 21, 2017	Tues.	6:45 PM	Board of Trustee

Finance committee –TBD in Directors office

Policy committee – ?

Fundraising committee – TBD

Personnel committee –

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

Nominating Committee Minutes

The Nominating Committee met prior to the CDL Board meeting on the evening of December 20, 2016. Present were Charlie Taylor, Anne Merkel and Elizabeth Sensoli.

Committee membership for 2017 were recommended based on upcoming officer assignments and discussion between Nominating Committee members. The recommended committee membership is shown in the attached table.

After the committee meeting, all Board members were contacted to confirm that their 2017 committee assignments were suitable, and all agreed. Therefore, committee assignments will remain as recommended.

