

**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, March 21, 2017—6:45 p.m.**

**McKune Room**

**AGENDA**

**6:45 Board Meeting**

Welcome and Call to Order

Agenda review and additions

**6:50 Compulsory Segments**

Minutes Approval – February 21, 2017

Approval of the February Operational Checks

Approval of February Financial Reports

Director's Report & Friends Report

Strategic Plan Report

**7:05 Public Comment**

**7:15 Actions Items**

1. Donations

**7:20 Discussion Items**

1. Budget Development Calendar
2. Local Community Stabilization Authority Check

**7:35 Reports**

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Fundraising Committee

**7:45 Public Comment**

**7:50 Other Items**

**8:00 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, February 21, 2017 6:45pm  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** J. Wilczynski, E. Sensoli, J. Carr, A. Merkel,  
S. Lackey, TJ Helfferich.

**Trustees Absent:** C. Taylor, with notice.

**Staff:** Director Lori Coryell, Assistant Director Linda Ballard, T. Lancaster, & C. Berggren.

**Guests:** Stephanie Willette, Chelsea Farmer's Market  
David Pittman, Make This World Foundation,/Community Radio

**Welcome and Call to Order**

S. Lackey called the meeting to order at 6:45 p.m.

**Agenda Review and Additions**

MOTION made by J. Wilczynski, SECONDED by E. Sensoli to approve the agenda as presented. Discussion: None All Ayes: 6-0

**Oath of Office for TJ Helfferich:** Officiated by L. Coryell

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the minutes of the January 17, 2017 Board Meeting. Discussion: None All Ayes: 6-0

MOTION made by J. Carr, SECONDED by J. Wilczynski to accept the General Fund Operational checks for January 2017. Discussion: None All Ayes 6-0

MOTION made by J. Carr, SECONDED by E. Sensoli to accept Financial Reports for January 2017. Discussion: Question for Mary B. about why there is no balance in account GL 017.003? (On Feb. 22, Mary explained to C. Berggren and L. Ballard that money is moved into this account in a large lump sum in early March.) All Ayes: 6-0

**Director's Report Update:**

L. Coryell update:

- New Newsletter was shown and received many compliments from board.
- C. Berggren was complimented on the article he wrote for the Newsletter.
- Terri's husband, Danny, constructed a large, free-standing display board for our March Madness event and future needs.

- Festival of Tables is this coming Saturday (2/25) and the library's table will be Peanuts themed.
  - J. Carr pointed out that on Friday from 6-8p.m. there is a preview where people can vote for their favorite table for the Golden Plate Award.
- MLA will be supporting House Bill 4162, which would amend the Michigan Public Improvements Act to allow townships to use special assessments to fund broadband and communications projects in areas that still need high-speed Internet.
- On the ongoing question about whether the library will receive TIFA money, L. Coryell spoke with our attorney and was told that if there are outstanding bonds, the DDA will continue to capture the library's tax until there are no more bonds. These captured funds will be used for the same purposes as previously allowed.
- Made changes to the Dashboard, changing Attendance to Patron Engagement and adding Awareness Opportunities as a category. And added Hotspot usage data (E. Sensoli wondered if the usage data can be broken down further into city and township numbers?)

### **Strategic Plan Update:**

- Created a projects on Asana to achieve and measure goals for the Strategic Plan.
- Adding the 3 catch words "Engage\*Inspire\*Equip" to the logo, which will mean a rollout of new name tags, business cards, and library advertising (banners, web page).

### **Friends Report Update:**

L. Coryell gave the Friends update:

Friends had meeting on Feb. 4: G. Munce will continue as interim president for 4 months, at which point Gary Zenz will take over. Nancy Neff is Treasurer and Sue Skindziel is secretary. They approved the library's 2017 wish list of \$18,450. Staff appreciation lunch set for April 12.

### **Other Reports Notes:**

- J. Wilczynski asked about hacking attempts mentioned in Mel's report. L. Coryell replied that that's why we have Mel and that problem is taken care of.
- Terri is going to add a dividing line to her Monthly Checkouts and %s chart to help make read easier.
- TJ wondered if page numbers could be added to the entire packet. C. Berggren and T. Lancaster agreed to give that a try for March's packet.



## **Presentations:**

### **Stephanie Willette, Chelsea Farmer's Market**

The DDA is doing construction this summer on the Palmer Lot, which will displace the Chelsea Farmer's Market. The market is planning to use the library's lower lot for its Saturday market (Wednesday's market will leave the downtown area) and have an arrangement to use the church's bathrooms. Realize that parking is an issue and will put up signs to reserve some of the spots for library parking only. Hope to add activities on Main St. for kids, maybe in a cross-promotion with library. Maybe some good opportunities there? Between 8a.m.-1p.m. the market usually draws about 800 patrons.

Stephanie also asked L. Ballard about access to an outlet in the parking lot, but there is not a power source nearby, so she was going to see about if the church has an outlet.

J. Wilczynski asked if the market looked into Timbertown as a location, but Stephanie emphasized that they wanted to remain in the downtown area.

### **David Pittman, Make This World Foundation/Community Radio**

Got an FM license to become 102.3 FM WEGB: Ann Arbor station, with Chelsea area transmission and library is mounting a small antenna on the roof and allowing a transmitter to be housed in the closet of the computer lounge. Goal of the station is to reach people old and young across a wide spectrum. Will be producing 35 hours of original programming per week. Once the antenna is up and studio space is found (Huron High School is hosting, but the station is looking for multiple location to transmit from—also a location in Detroit), the station will start broadcasting via traditional radio band, streaming and internet. As a partner, the CDL will be able to promote upcoming programs and broadcast our programming via the station. The station's focus is Education, Environment, and the Arts. Also opportunity for local musicians to get radio play, which they'd never get on traditional radio. Will be connecting 3 very different communities in Chelsea, Ann Arbor, and Detroit. The antenna may have limitations (have to wait and see how far the broadcasts will reach), but remote transistors can be set up to extend the signal to reach the other target communities (Ann Arbor and Detroit).

**Public Comment:** None

### **Action Item #1: Donations and Budget Adjustments**

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve and acknowledge the presented 2017 January donations of \$2,744.17.

Discussion: None

All Ayes: 6-0

**Action Item #2: Donations and Changes to the 2016 FY Budget**

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept non-monetary donations estimated at \$20,894.00, which changes the 2016 FY Budget. Discussion: For future the board would prefer that the \$ amount is clearly defined as non-monetary, so there is no confusion that this is actual money being added to budget. All Ayes: 6-0

**Committee Reports**

**Policy Committee** – Set meeting date whenever policies are ready for review.

**Finance Committee** – 2/16, 4/27, 8/4 and 10/26 at 2:00 PM. The Audit/Finance meeting is 4/27 at 1:00 PM. J. Wilczynski reported that the committee's 2/16 meeting included himself, S. Lackey, L. Coryell, and M. Budzinski and minutes draft is complete. The auditor's suggestion of revising depreciation valuations was discussed.

**Personnel Committee** – No report. TJ had questions about committee's function. Conducts Director's review. Won't meet until September.

**Nominating Committee** – No report

**Fundraising Committee** – Set meeting date. Minutes that were sent and appear in packet have not officially been approved, but did have a good meeting.

**Public and Board Comment:** None

**Other Items:**

E. Sensoli wondered how Sunday's immigration event went. L. Ballard reported it went very well, with no disturbances, partially due to how the presenter laid out the information and designated what groups in particular were being discussed.

J. Carr mentioned that she tried to follow the program via live-stream, but couldn't connect. L. Ballard reported that the live-stream didn't actually happen because it was only a backup plan in case of an overflow crowd. It would've allowed overflow patrons to follow the program from another part of the library, but noted in the future we will make that clearer. J. Carr said she would like to see more live-streaming of programs, as it would be helpful for the mobility challenged.

**Adjourn:**

MOTION made by J. Wilczynski, SECONDED by A. Merkel to adjourn the meeting at 7:53p.m. All Ayes: 6-0

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Janice L. Carr, Board Secretary

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Date

# **FINANCE REPORTS**



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

	TOTAL			
	Jan 17	Feb 17	Jan - Feb 17	Budget \$ Over Budget % of Budget
Ordinary Income/Expense				
Income				
402 · District Revenue	827,294	707,905	1,535,199	1,613,369 (78,170) 95%
501.001 · Grants	1,000	0	1,000	1,000 0 100%
539.000 · State Grants	0	0	0	8,500 (8,500) 0%
540.100 · State Aid	0	0	0	23,000 (23,000) 0%
574.100 · Penal Fines	0	0	0	5,500 (4,168) 24%
607.100 · Non-Resident Fees	696	636	1,332	7,500 (6,408) 15%
645.100 · Copiers & Printers	92	1,000	1,092	23,500 (19,650) 16%
655.100 · Circulation Fines	1,650	2,200	3,850	45,500 (45,488) 0%
665.100 · Interest	21	32	53	12 1,947
666.100 · Investment Earnings	6	6	12	24,394 (14,634) 40%
666.500 · Investment Change in Value	354	1,593	1,947	1,000 (1,000) 0%
674 · Contribution & Donation-Public	1,260	8,500	9,760	1,753,263 (199,018) 89%
675 · Donations Private	0	0	0	1,753,263 (199,018) 89%
Total Income	832,373	721,872	1,554,245	1,753,263
Gross Profit	832,373	721,872	1,554,245	1,753,263
Expense				
701 · Personnel Expenses	46,315	80,054	126,369	1,066,156 (939,787) 12%
727 · Supplies	1,386	1,298	2,684	17,200 (14,516) 16%
801 · Professional Services	12,400	1,957	14,357	62,325 (47,968) 23%
803 · Maintenance Service Contracts	3,182	9,290	12,472	116,769 (104,297) 11%
850 · Telecommunications	(2,411)	929	(1,482)	31,178 (32,660) (5%)
880 · Promotional Materials	2,213	3,567	5,780	55,745 (49,965) 10%
884 · Programming	3,929	1,889	5,818	85,144 (79,326) 7%
885 · Volunteer	0	16	16	2,250 (2,234) 1%
920 · Utilities	0	4,725	4,725	60,100 (55,375) 8%
960 · Board Expense	268	184	452	3,350 (2,898) 13%
965 · Automation Services	14,383	0	14,383	46,212 (31,829) 31%
967 · Equipment	2,195	2,325	4,520	23,800 (19,280) 19%
969 · Continuing Education Expenses	641	1,794	2,435	21,102 (18,667) 12%
980 · Capital Expense	0	0	0	37,500 (37,500) 0%
982 · Collection Expense	845	22,963	23,808	183,973 (160,165) 13%
Total Expense	85,346	130,991	216,337	1,812,804 (1,596,467) 12%
Net Ordinary Income	747,027	590,881	1,337,908	(59,541) 1,397,449
Other Income/Expense				
Other Expense				
999.001 · Transfer to Capital Improvement	0	0	0	(22,500) 22,500 0%
999.002 · Transfer to Capital Reserve Fun	0	0	0	5,000 (5,000) 0%
999.025 · Carry from General Fund	0	0	0	(42,041) 42,041 0%
Total Other Expense	0	0	0	(59,541) 59,541 0%
Net Other Income	0	0	0	59,541 (59,541) 0%
Net Income	747,027	590,881	1,337,908	0 1,337,908 100%



# Chelsea District Library

## List of Checks for Board Approval

### February 2017

03/14/17

Date	Num	Name	Memo	Paid Amount
<b>701 - Personnel Expenses</b>				
<b>701.100 - Wages</b>				
<b>701.120 - Retirement Pick up</b>				
02/02/2017	01162017ST	Alerus Financial	02/03/17 PR	1,812.44
02/03/2017	PR02032017		RETIREMENT	-1,812.44
02/16/2017	01302017PRST	Alerus Financial	02/17/17 PR	1,731.28
02/17/2017	PR02172017		RETIREMENT	-1,731.28
Total 701.120 - Retirement Pick up				0.00
<b>701.100 - Wages - Other</b>				
02/03/2017	PR02032017		WAGES	35,525.34
02/17/2017	PR02172017		WAGES	36,129.27
Total 701.100 - Wages - Other				71,654.61
Total 701.100 - Wages				71,654.61
<b>701.110 - Retirement-Contributions</b>				
02/02/2017	01162017ST	Alerus Financial	02/03/17 PR	1,374.91
02/03/2017	PR02032017		RETIREMENT PICK UP	-1,374.91
02/16/2017	01302017PRST	Alerus Financial	02/17/17 PR	1,374.91
02/17/2017	PR02172017		RETIREMENT PICK UP	-1,374.91
Total 701.110 - Retirement-Contributions				0.00
<b>701.115 - 401A Retirement Matching</b>				
02/03/2017	PR02032017		401 A MATCHING	1,261.14
02/17/2017	PR02172017		401 A MATCHING	1,678.46
Total 701.115 - 401A Retirement Matching				2,939.60
<b>701.200 - FICA</b>				
02/03/2017	PR02032017		FICA EMPLOYER	2,717.75
02/17/2017	PR02172017		FICA EMPLOYER	2,763.93
Total 701.200 - FICA				5,481.68
<b>701.300 - Flex Benefits</b>				
02/03/2017	PR02032017		Dep Life (CA & DL & HI)	-10.81
02/17/2017	PR02172017		Dep Life (CA & DL & HI)	-10.81
Total 701.300 - Flex Benefits				-21.62
Total 701 - Personnel Expenses				80,054.27
<b>727 - Supplies</b>				
<b>727.200 - General Operations</b>				
02/01/2017	462177	Smart Office Solutions	Eraser, Squeegie	3.54
02/01/2017	P7	Smart Office Solutions	Eraser Credit	-3.54
02/02/2017	01282017COS...	Ballard, Linda P.	Copy Paper	199.12

# Chelsea District Library

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### February 2017

03/14/17

Date	Num	Name	Memo	Paid Amount
02/02/2017	01282017COS...	Ballard, Linda P.	Wipes	13.49
02/02/2017	462501	Smart Office Solutions	Misc Office Supplies	196.65
02/02/2017	462647	Smart Office Solutions	Misc Office Supplies	46.12
02/15/2017	463034	Smart Office Solutions	Paid Date Stamp Defective	-43.63
02/15/2017	463009	Smart Office Solutions	Replacement Date Paid Stamp	43.63
02/16/2017	3791/154	Great Lakes Ace Hardware	General Supplies	18.91
02/16/2017	02092017ST	Keybank	Amazon - Small Security Safe	45.04
Total 727.200 · General Operations				519.33
727.300 · Material Processing				
727.320 · Matl Processing Cases				
02/03/2017			Circ Receipts - L/D	-4.25
02/16/2017	15093	Budget Library Supplies	Single DVD cases & Tray	467.00
02/16/2017	209108	Findaway World, LLC	Launchpad Replacement Accessories	57.89
02/22/2017			Circ Receipts - L/D	-4.25
Total 727.320 · Matl Processing Cases				516.39
727.330 · Matl Processing Other				
02/16/2017	460377	BroDart Co. Library Supplies	Series Labels	33.57
Total 727.330 · Matl Processing Other				33.57
727.340 · Repairs				
02/16/2017	267917856676	Amazon.com	Replacement USB Chargers & Cables-Collection	42.76
Total 727.340 · Repairs				42.76
Total 727.300 · Material Processing				592.72
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
02/02/2017	462501	Smart Office Solutions	Tissue, Trash Liners	65.95
Total 727.510 · Cleaning Paper Products				65.95
727.520 · Cleaning Supplies				
02/02/2017	300672142	Cintas Corporation-300	Soap	7.26
02/16/2017	300681434	Cintas Corporation-300	Soap	7.26
Total 727.520 · Cleaning Supplies				14.52
727.530 · Cleaning Rugs				
02/02/2017	300672142	Cintas Corporation-300	Rugs 01/20/2017	54.07
02/16/2017	300681434	Cintas Corporation-300	Rugs 02/03/2017	54.07
Total 727.530 · Cleaning Rugs				108.14
Total 727.500 · Cleaning				188.61
727.700 · Postage				



# Chelsea District Library List of Checks for Board Approval February 2017

03/14/17

Date	Num	Name	Memo	Paid Amount
02/27/2017	727.720	Postage-Operating Postage	Postage Reimbursement	-3.12
	Total 727.720	Postage-Operating Postage		-3.12
	Total 727.700	Postage		-3.12
	Total 727	Supplies		1,297.54
	801	Professional Services		
02/16/2017	801.010	Attorney	Legal Advice on TIFA	76.00
	707373	Foster Swift Collins & Smith		76.00
	Total 801.010	Attorney		
	801.040	Bookkeeper		
02/02/2017	201703	Budzinski & Associates	1/2 February 2017 Billing	450.00
02/16/2017	201704	Budzinski & Associates	1/2 February 2017 Billing	450.00
	Total 801.040	Bookkeeper		900.00
	801.041	Payroll Services		
02/02/2017	19696299	Payroll 1	2016 December	236.30
02/16/2017	17345856	Payroll 1	2017 January & Yearend	608.72
	Total 801.041	Payroll Services		845.02
	801.079	Library Strategic Plan		
02/16/2017	02092017ST	Keybank	Chelsea Bakery-Strategic Plan Openhouse	30.00
02/16/2017	02092017ST	Keybank	Staples - Signs for Strategic Plan Openhouse	152.60
	Total 801.079	Library Strategic Plan		182.60
	801.300	Banking Fees		
02/28/2017	801.310	Bank Fees	Service Charge	10.20
	Total 801.310	Bank Fees		10.20
	801.350	Credit Card Fee Circ		
02/06/2017	CCFeb012016		Jan 2017 Credit Card Fees	157.95
	Total 801.350	Credit Card Fee Circ		157.95
	801.360	Pay Pal Fees		
02/14/2017			Circ Paypal 4th Qtr 2016	21.62
	Total 801.360	Pay Pal Fees		21.62
	Total 801.300	Banking Fees		189.77

# Chelsea District Library

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### February 2017

03/14/17

Date	Num	Name	Memo	Paid Amount
Total 801 - Professional Services				
2,193.39				
<b>803 - Maintenance Service Contracts</b>				
<b>803.010 - Maint Svc Contingency</b>				
02/02/2017	7152465986	Schindler Elevator Corp	Emergency Battery Replaced	542.95
02/16/2017	687971-0	Wyandotte Electric Supply Co.	Bollard Glass Bulb Covers	240.53
Total 803.010 - Maint Svc Contingency				783.48
<b>803.100 - Copier</b>				
<b>803.101 - Public Copier</b>				
02/02/2017	66309445	Wells Fargo Bank, NA	Public Copier 2017 January	161.00
02/02/2017	66328266	Wells Fargo Bank, NA	Public Copier 2017 Tax	51.31
02/16/2017	80846	J. McEldowney Inc..	January Public Copy Maintenance	87.88
Total 803.101 - Public Copier				300.19
<b>803.102 - Staff Copier</b>				
02/02/2017	66321391	Toshiba Financial Services	Feb 2017 Staff Copier Lease & Maintenance	570.07
Total 803.102 - Staff Copier				570.07
Total 803.100 - Copier				870.26
<b>803.300 - Technology</b>				
<b>803.310 - Bibliotheca/3M</b>				
02/16/2017	S10023892-US	Bibliotheca, LLC	RFID Annual Maintenance 04/15/17-04/14/2018	2,464.00
Total 803.310 - Bibliotheca/3M				2,464.00
<b>803.330 - Printers</b>				
02/02/2017	IN801633	Michigan Office Solutions	Staff Printer Maintenance - Jan 2017	150.61
Total 803.330 - Printers				150.61
<b>803.395 - Website Hosting &amp; Service</b>				
02/16/2017	02092017ST	Keybank	Survey Monkey-Subscription Renewal	300.00
02/16/2017	02092017ST	Keybank	Survey Monkey-Extended Support	21.57
Total 803.395 - Website Hosting & Service				321.57
Total 803.300 - Technology				2,936.18
<b>803.600 - Building Maintenance</b>				
<b>803.605 - Janitorial</b>				
02/02/2017	11111	A Production Cleaning Company Inc.	Cleaning Carpet/Chairs	464.00
02/02/2017	11110	A Production Cleaning Company Inc.	Cleaning 01/15 - 01/28/2017	1,440.85
02/16/2017	11121	A Production Cleaning Company Inc.	Cleaning 01/29 - 02/11/2017	1,440.85
Total 803.605 - Janitorial				3,345.70
<b>803.610 - Lawn/Snow Service</b>				

# Chelsea District Library

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### February 2017

03/14/17

Date	Num	Name	Memo	Paid Amount
02/16/2017	803.612 · Snow S16431	Osinski Inc.	Snow - 01/05-01/31/2017	1,119.00
	Total 803.612 · Snow			1,119.00
	Total 803.610 · Lawn/Snow Service			1,119.00
02/16/2017	803.620 · Trash 17768	City of Chelsea	January 2017 Trash	50.00
	Total 803.620 · Trash			50.00
02/16/2017	803.630 · Elevator 1241436	State of Michigan-Elevator Safety Divisio	2017 Elevator Inspections	185.00
	Total 803.630 · Elevator			185.00
	Total 803.600 · Building Maintenance			4,699.70
	Total 803 · Maintenance Service Contracts			9,289.62
	850 · Telecommunications			
	850.100 · Local & Long Distance Charges			
02/02/2017	850.120 · Telephone 01252017ST	A T & T	12/26/16-01/25/17 Billing (Jan)	419.24
02/16/2017	02092017ST	Keybank	AT & T Dec Telephone Service	331.82
	Total 850.120 · Telephone			751.06
	850.121 · Director's Cell Phone			
02/16/2017	9779463584	Verizon Wireless	2017 Feb Director's Cell Phone	51.65
	Total 850.121 · Director's Cell Phone			51.65
	Total 850.100 · Local & Long Distance Charges			802.71
	850.300 · TLN Internet Service			
02/16/2017	850.311 · WiFi Hotspots 9779463584	Verizon Wireless	2017 Feb Library Hotspots	125.81
	Total 850.311 · WiFi Hotspots			125.81
	Total 850.300 · TLN Internet Service			125.81
	Total 850 · Telecommunications			928.52
	880 · Promotional Materials			
	880.100 · Advertising			
02/02/2017	880.110 · Media Buy 01292017Qtr1	Chelsea Update	January/February/March Ads	255.00
02/02/2017	2104-R	The Sun Times	Coupon Ad 01/18/17	60.00
02/16/2017	2164-R	The Sun Times	Coupon Ad 01/25/17	60.00

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03/14/17

Date	Num	Name	Memo	Paid Amount
02/16/2017	2217-R	The Sun Times	Coupon Ad 02/01/17	60.00
02/16/2017	2273-R	The Sun Times	Coupon Ad 02/08/17	60.00
Total 880.110 · Media Buy				495.00
<b>880.140 · Sponsorships</b>				
02/02/2017	01302017SPON	Chelsea Area Festivals & Events	Sounds & Sights Silver Sponsorship 2017	500.00
Total 880.140 · Sponsorships				500.00
Total 880.100 · Advertising				995.00
<b>880.300 · Marketing Supplies</b>				
<b>880.320 · Misc Marketing Supplies</b>				
02/16/2017	3942/154	Great Lakes Ace Hardware	Spray Paint for Festival Table	2.99
Total 880.320 · Misc Marketing Supplies				2.99
Total 880.300 · Marketing Supplies				2.99
<b>880.400 · Program Promotion</b>				
<b>880.410 · Adult Program Promotion</b>				
<b>880.412 · Midwest Literary Walk</b>				
02/02/2017	01252017MLW	City of Chelsea	2017 Midwest Literary Walk Banners	30.00
Total 880.412 · Midwest Literary Walk				30.00
Total 880.410 · Adult Program Promotion				30.00
<b>880.420 · Youth / Teen Promotion</b>				
<b>880.422 · Authors in Chelsea</b>				
02/02/2017	01252017AIC	City of Chelsea	2017 Authors in Chelsea Banners	55.00
Total 880.422 · Authors in Chelsea				55.00
<b>880.423 · Summer Reading Program</b>				
02/16/2017	02132017SRP	City of Chelsea	SRP 2017 Banner Installation	95.00
Total 880.423 · Summer Reading Program				95.00
Total 880.420 · Youth / Teen Promotion				150.00
<b>880.430 · Library Program Promotion</b>				
<b>880.431 · General Library Prog Promotion</b>				
02/02/2017	236065	Print-tech Inc.	Eat Healthy Program Cards	93.65
Total 880.431 · General Library Prog Promotion				93.65
Total 880.430 · Library Program Promotion				93.65
Total 880.400 · Program Promotion				273.65

# Chelsea District Library

## List of Checks for Board Approval

### February 2017

03/14/17

Date	Num	Name	Memo	Paid Amount
<b>880.500 - Purchased Services</b>				
<b>880.510 - General Purchased Services</b>				
02/16/2017	02092017ST	Keybank	Uberflip - 02/2017	30.85
02/16/2017	02092017ST	Keybank	Adobe Stock Monthly - February	9.99
02/16/2017	01292016ST	Chelsea Lions Club	Flag Service 2017	40.00
Total 880.510 - General Purchased Services				80.84
<b>880.520 - Professional Services</b>				
<b>880.521 - Graphic Design Services</b>				
02/02/2017	JAN2017A	Koepping, Luna Marie Elizabeth	Authors in Chelsea Brochure Design	140.00
02/16/2017	0139	MC creative design & photography LLC	2017 New Design-Spring Newsletter	2,075.00
Total 880.521 - Graphic Design Services				2,215.00
Total 880.520 - Professional Services				2,215.00
Total 880.500 - Purchased Services				2,295.84
Total 880 - Promotional Materials				3,567.48
<b>884 - Programming</b>				
<b>884.110 - Adult Speakers</b>				
02/16/2017	102558799330	Amazon.com	The Crossover books	162.24
Total 884.110 - Midwest Literary Walk				162.24
<b>884.119 - General Adult Events</b>				
02/16/2017	02082017SP	Meloche, Emily	SmartyPants - February	50.00
Total 884.119 - General Adult Events				50.00
Total 884.110 - Adult Speakers				212.24
<b>884.120 - Adult Supplies</b>				
<b>884.121 - Refreshments</b>				
02/16/2017	02092017ST	Keybank	Chelsea Bakery - MLK Day Refreshments	10.00
02/16/2017	02092017ST	Keybank	Meijer - Great Game Day Refreshments	28.95
02/16/2017	02092017ST	Keybank	Meijer - UFO Day Refreshments	11.47
02/16/2017	02092017ST	Keybank	Meijer - UFO Day Refreshments	1.99
Total 884.121 - Refreshments				52.41
<b>884.123 - CSC Movie License</b>				
02/02/2017	01252017ML	Chelsea Senior Citizens Center	1/2 of Annual Movie License	161.51
Total 884.123 - CSC Movie License				161.51
<b>884.126 - General Adult Programs</b>				
02/16/2017	02092017ST	Keybank	JoAnn Fabrics - UFO Day Crafts	7.48

# Chelsea District Library List of Checks for Board Approval February 2017

03/14/17

Date	Num	Name	Memo	Paid Amount
Total 884.126 · General Adult Programs				
				7.48
Total 884.120 · Adult Supplies				
				221.40
884.130 · Chelsea Reads				
884.131 · Chelsea Reads				
02/16/2017	213289252775	Amazon.com		
Total 884.131 · Chelsea Reads				
			\$2.00 a Day Books	299.40
Total 884.130 · Chelsea Reads				
				299.40
884.210 · Youth Speakers				
884.211 · Authors in Chelsea				
884.953 · Youth Prog Rest Chelsea Ed Foun				
02/02/2017	2032587567	Baker & Taylor Program Account		
02/16/2017	2032604101	Baker & Taylor Program Account	Gordon Korman Books	32.72
			Gordon Korman Books	46.72
Total 884.953 · Youth Prog Rest Chelsea Ed Foun				
				79.44
Total 884.211 · Authors in Chelsea				
				79.44
884.212 · General Youth Programs				
02/02/2017	01202017HSCC	Johnston, Jennifer R		
02/02/2017	01202017HSOC	Maveal, Jackie	01/20 Childcare for Homeschool Mtg	50.00
			01/20 HomeSchool Child Care	50.00
Total 884.212 · General Youth Programs				
				100.00
884.215 · Early Literacy				
02/16/2017	02222017DASA	Batthey, Beith		
02/16/2017	02092017ST	DeMea, Karla	02/22 Dance Along/Sing Along	90.00
02/16/2017	02072017BT	Maveal, Jackie	02/09/2017 Story Time	50.00
			02/07/17 BabyTimes (2)	100.00
Total 884.215 · Early Literacy				
				240.00
Total 884.210 · Youth Speakers				
				419.44
884.220 · Youth Supplies				
884.227 · Outreach				
02/16/2017	02092017ST	Keybank	Oriental Trading - Outreach Supplies	129.29
Total 884.227 · Outreach				
				129.29
884.228 · Authors in Chelsea				
02/16/2017	02092017ST	Keybank	Oriental Trading - Authors in Chelsea Giveaways	132.33
Total 884.228 · Authors in Chelsea				
				132.33
Total 884.220 · Youth Supplies				
				261.62
884.260 · Teen Speakers				
884.264 · Teen General Programs				

03/14/17

# Chelsea District Library

## List of Checks for Board Approval

### February 2017

Date	Num	Name	Memo	Paid Amount
02/16/2017	02252017TCP	Batley, Beth	02/25 Teen Craft Program	180.00
Total 884.264 · Teen General Programs				180.00
Total 884.260 · Teen Speakers				180.00
<b>884.270 · Teen Supplies</b>				
02/16/2017	02092017ST	Keybank	JoAnn Fabrics - Teen Crochet Program 01/28/2017	50.92
Total 884.272 · Teen General Programs				50.92
<b>884.276 · Teen Refreshments</b>				
02/16/2017	02092017ST	Keybank	Cottage Inn - BMS Skype Author Visit 01/24/2017	16.78
Total 884.276 · Teen Refreshments				16.78
Total 884.270 · Teen Supplies				67.70
<b>884.400 · Sonic Sundays</b>				
02/16/2017	02262017SS	Chelsea School District	BMS Fiddle Club 02/26/2017	200.00
Total 884.410 · Sonic Sundays				200.00
Total 884.400 · Sonic Sundays				200.00
<b>884.700 · Consortium Meetings</b>				
02/16/2017	02092017ST	Keybank	Polly's - Refreshments for TLN Meetings	27.03
Total 884.700 · Consortium Meetings				27.03
Total 884 · Programming				1,888.83
<b>885 · Volunteer</b>				
02/02/2017	01282017COS...	Ballard, Linda P.	Volunteer Candy	15.99
Total 885.200 · Supplies				15.99
Total 885 · Volunteer				15.99
<b>920 · Utilities</b>				
02/16/2017	02022017ST	City of Chelsea-Elect & Water	12-29-2016 to 01-30-2017	73.55
Total 920.110 · City of Chelsea Water				73.55
<b>920.120 · City of Chelsea Sewer</b>				
02/16/2017	02022017ST	City of Chelsea-Elect & Water	12-29-2016 to 01-30-2017	153.56
Total 920.120 · City of Chelsea Sewer				153.56

# Chelsea District Library

## List of Checks for Board Approval

### February 2017

03/14/17

Date	Num	Name	Memo	Paid Amount
02/16/2017	920.130 - City of Chelsea Electric 02022017ST	City of Chelsea-Elect & Water	12-29-2016 to 01-30-2017	2,703.20
	Total 920.130 - City of Chelsea Electric			2,703.20
02/16/2017	920.150 - City of Chelsea Sprinkler 02022017ST	City of Chelsea-Elect & Water	12-29-2016 to 01-30-2017	28.47
	Total 920.150 - City of Chelsea Sprinkler			28.47
02/16/2017	920.200 - McKune Gas 02072017ST	DTE Energy	2017 January	1,766.55
	Total 920.200 - McKune Gas			1,766.55
	Total 920 - Utilities			4,725.33
	960 - Board Expense			
02/02/2017	960.200 - Director Expense 2032582310	Baker & Taylor-Staff	Senior Center Festival of Tables	5.77
02/02/2017	02252017FOT	Chelsea Senior Citizens Center	2 Tkts Festival of Tables	40.00
02/16/2017	02092017ST	Keybank	Smokehouse 52-Lunch w/Pete Feeney	42.91
02/16/2017	02092017ST	Keybank	Chelsea Grille - Lunch w/Rick Taylor	34.40
02/16/2017	047459277494	Amazon.com	Yellow mugs for Festival of Tables	61.02
	Total 960.200 - Director Expense			184.10
	Total 960 - Board Expense			184.10
	967 - Equipment			
	967.100 - Equipment Hardware			
02/16/2017	967.120 - Computers 073743278297	Amazon.com	Monitors for Youth & Reference machines	260.00
02/16/2017	292316563455	Amazon.com	Monitors for Youth & Reference machines & Spares	199.98
02/16/2017	069533065874	Amazon.com	Power cables for grant computers & external floppy drive	486.49
	Total 967.120 - Computers			946.47
	Total 967.100 - Equipment Hardware			946.47
	967.200 - Equipment Software			
02/16/2017	02092017ST	Keybank	Feb 2017 Ninite Pro-Monthly non-Windows Updates	20.00
02/16/2017	02092017ST	Keybank	Feb - Bisect Hosting - Hosted Minecraft Server Svcs	12.46
02/16/2017	02092017ST	Keybank	Asana - Project Mgmt Software for Mgmt Team	500.00
02/16/2017	02092017ST	Keybank	TechSoup - Server & Financial Software	452.00
	Total 967.200 - Equipment Software			984.46
	967.300 - Equipment Furniture & Fixtures			
	967.310 - Makerspace Furnishings			
02/03/2017			Circ Receipts	-0.90



# Chelsea District Library

## List of Checks for Board Approval

### February 2017

03/14/17

Date	Num	Name	Memo	Paid Amount
	Total 967.310	· Makerspace Furnishings		-0.90
02/02/2017	967.330	· Equipment - non-Computer		
	860AAA	ELM USA Inc		
	Total 967.330	· Equipment - non-Computer	Warranty Disc Machine	395.00
	Total 967.300	· Equipment Furniture & Fixtures		395.00
	Total 967	· Equipment		394.10
	969	· Continuing Education Expenses		2.325.03
	969.001	· Travel		
	969.100	· Staff Travel		
	969.144	· Committee Meetings		
02/02/2017	01242017TLN	Andrews, Ron	eContent Policy Committee	39.48
02/16/2017	02022017Econ	Andrews, Ron	eContent Policy Committee 02/02/2017	41.94
02/16/2017	02072017MAM	Zubik, Jessica	Mitten Award Meeting	92.11
	Total 969.144	· Committee Meetings		173.53
	969.145	· Workshops		
02/02/2017	REG#12536	State of Michigan Library of Michigan	Project Outcome - Patty & Ron	50.00
	Total 969.145	· Workshops		50.00
	Total 969.100	· Staff Travel		223.53
	Total 969.001	· Travel		223.53
	969.300	· Memberships		
	969.310	· Director Memberships		
02/16/2017	02092017ST	Keybank	ALA - Lori Coryell Membership	68.00
	Total 969.310	· Director Memberships		68.00
	969.311	· Assistant Director		
02/02/2017	MLA2017Dues	Michigan Library Association	L. Ballard	85.00
	Total 969.311	· Assistant Director		85.00
	969.321	· Head of Youth & Teen Svc Member		
02/02/2017	MLA2017Dues	Michigan Library Association	J. Zubik	85.00
02/16/2017	02092017ST	Keybank	ALA - Karen Persello Membership	137.00
02/16/2017	02092017ST	Keybank	ALA - Jessica Zubik Membership	68.00
	Total 969.321	· Head of Youth & Teen Svc Member		290.00
	969.322	· Head of Adult Svc Membership		
02/02/2017	MLA2017Dues	Michigan Library Association	S. Powers	85.00

# Chelsea District Library

## List of Checks for Board Approval

### February 2017

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Date	Num	Name	Memo	Paid Amount
Total 969.322 · Head of Adult Svc Membership				
				85.00
969.323 · Head of Circ Svc. Membership				
02/02/2017	MLA2017Dues	Michigan Library Association	MLA Dues - Terri Lancaster	85.00
Total 969.323 · Head of Circ Svc. Membership				
				85.00
969.324 · Head of Tech Svc Membership				
02/16/2017	02092017ST	Keybank		
Total 969.324 · Head of Tech Svc Membership				
			ALA & PLA Memberships - Ron Andrews	210.00
969.343 · Other Membership				
02/02/2017	MLA2017Dues	Michigan Library Association		210.00
Total 969.343 · Other Membership				
			MLA Dues - M.Bell, L.Smith	170.00
969.400 · Trustees Memberships				
02/02/2017	MLA2017Dues	Michigan Library Association		170.00
Total 969.400 · Trustees Memberships				
			6 Board Members	300.00
Total 969.300 · Memberships				
				300.00
969.600 · Staff Training				
02/16/2017	02092017ST	Keybank		1,293.00
Total 969.610 · Workshops				
Total 969.600 · Staff Training				
			EventBrite/Library Journal-Coding Program Workshop	277.13
Total 969 · Continuing Education Expenses				
				277.13
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
02/02/2017	94644843	Midwest Tape	94644843 - Nov Audio Bks	19.99
02/02/2017	94678075	Midwest Tape	94678075 - Dec Audio Bks	29.99
02/03/2017			Circ Receipts - L/D	-35.75
Total 982.120 · Adult Books on Disc				
				14.23
Total 982.100 · Audio Books				
				14.23
982.400 · Non Print				
982.412 · EBooks/Overdrive Advantage				
02/02/2017	CD-1576-1014-...	OverDrive	Adult eBooks	7,500.00
02/02/2017	CD-1576-1014-...	OverDrive	Youth eBooks	1,500.00
02/02/2017	CD-1576-1014-...	OverDrive	Teen eBooks	1,000.00

# Chelsea District Library

## List of Checks for Board Approval

### February 2017

Date	Num	Name	Memo	Paid Amount
Total 982.412 · EBooks/Overdrive Advantage				
982.414 · eBooks / Schools				
02/02/2017	CD-1576-1014-...	OverDrive	Highschool eBooks	10,000.00
Total 982.414 · eBooks / Schools				
982.416 · eContent/Kindle				
02/02/2017	275313778770	Amazon.com	Kindle Adult Content	4,500.00
Total 982.416 · eContent/Kindle				
982.420 · Adult Music on CD				
02/16/2017	94769250	Midwest Tape	94769250 - Feb Music CDs	299.96
Total 982.420 · Adult Music on CD				
982.460 · DVD Feature				
02/02/2017	94693128	Midwest Tape	94693128 - Jan Feat DVDs	89.94
02/03/2017			Circ Receipts - L/D	89.94
02/16/2017	94713210	Midwest Tape	94713210 - Jan Feat DVDs	892.83
02/16/2017	94732246	Midwest Tape	94732246 - Jan Feat DVDs	-29.99
02/16/2017	94752340	Midwest Tape	94752340 - Jan Feat DVDs	192.71
02/16/2017	94769045	Midwest Tape	94769045 - Jan Feat DVDs	113.95
02/16/2017	94769049	Midwest Tape	94769049 - Feb Feat DVDs	61.97
Total 982.460 · DVD Feature				
982.461 · Lucky Day DVDs				
02/02/2017	94693172	Midwest Tape	94693172 Jan LD DVDs	19.99
02/16/2017	94713212	Midwest Tape	94713212 - Jan LD DVDs	316.26
02/16/2017	94732248	Midwest Tape	94732248 - Jan LD DVDs	54.97
02/16/2017	94752342	Midwest Tape	94752342 - Jan LD DVDs	26.99
02/16/2017	94769048	Midwest Tape	94769048 - Feb LD DVDs	22.99
Total 982.461 · Lucky Day DVDs				
982.470 · DVD Non-Fiction				
02/02/2017	94713129	Midwest Tape	94713129 - Nov/Dec NF DVDs	107.95
02/02/2017	94713214	Midwest Tape	94713214 - Jan NF DVDs	529.16
02/16/2017	94732360	Midwest Tape	94732360 - Jan NF DVDs	11.99
02/16/2017	02092017ST	Keybank	You're Looking at Me - DVD & License	76.77
Total 982.470 · DVD Non-Fiction				
982.480 · Youth Video DVD				
02/02/2017	94693134	Midwest Tape	94693134	37.58
02/02/2017	94713213	Midwest Tape	94713213	53.00
02/02/2017	94732249	Midwest Tape	94732249	179.34
Total 982.480 · Youth Video DVD				

# Chelsea District Library

## List of Checks for Board Approval

### February 2017

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Date	Num	Name	Memo	Paid Amount
Total 982.400 · Non Print				
				17,681.56
982.500 · Local History Preservation				
982.510 · Local History Preservation				
02/16/2017	02092017ST	Keybank	Josten's Inc - Chelsea Highschool Yearbook	65.00
Total 982.510 · Local History Preservation				
				65.00
Total 982.500 · Local History Preservation				
				65.00
982.600 · Periodical & Newspapers				
982.630 · Magazines				
02/03/2017			Circ Receipts - L/D	-5.00
Total 982.630 · Magazines				
				-5.00
Total 982.600 · Periodical & Newspapers				
				-5.00
982.700 · Print				
982.705 · Adult Print				
982.720 · Adult Print General				
02/02/2017	2032568277	Baker & Taylor-Adult	2032568277	571.41
02/02/2017	2032595306	Baker & Taylor-Adult	2032595306	482.62
02/02/2017	2032589920	Baker & Taylor Books-Automatically Yours	2032589920	61.81
02/03/2017			Circ Receipts - L/D	-97.84
02/14/2017			Circ Paypal 4th Qtr 2016 - L/D	-45.98
02/16/2017	2032601406	Baker & Taylor-Adult	2032601406	492.53
02/16/2017	2032601513	Baker & Taylor-Adult	2032601513	489.76
02/16/2017	2032614079	Baker & Taylor Books-Automatically Yours	2032614079	112.80
02/22/2017			Circ Receipts - L/D	-82.00
Total 982.720 · Adult Print General				
				1,985.11
982.740 · Multiple Book Copies				
02/16/2017	2032597958	Baker & Taylor Books Adult Multiples	2032597958	104.88
02/16/2017	2032621625	Baker & Taylor Books Adult Multiples	2032621625	14.90
Total 982.740 · Multiple Book Copies				
				119.78
Total 982.705 · Adult Print				
				2,104.89
982.755 · Youth Print				
982.760 · Youth Print General				
02/02/2017	2032582582	Baker & Taylor-Teen Fiction	2032582582	110.86
02/02/2017	2032583313	Baker & Taylor-Auto Yours Cats	2032583313	34.42
02/02/2017	2032573124	Baker & Taylor-Unlabeled	2032573124	14.14
02/02/2017	2032573125	Baker & Taylor-Unlabeled	2032573125	11.00
02/02/2017	2032573126	Baker & Taylor-Unlabeled	2032573126	22.54
02/02/2017	2032574182	Baker & Taylor-Unlabeled	2032574182	402.63
02/02/2017	2032581888	Baker & Taylor-Unlabeled	2032581888	10.59
02/02/2017	2032581889	Baker & Taylor-Unlabeled	2032581889	53.21

# Chelsea District Library

## List of Checks for Board Approval

February 2017

Date	Num	Name	Memo	Paid Amount
02/02/2017	2032581890	Baker & Taylor-Unlabeled	2032581890	14.14
02/02/2017	2032581914	Baker & Taylor-Unlabeled	2032581914	30.76
02/02/2017	2032586337	Baker & Taylor-Unlabeled	2032586337	10.60
02/02/2017	2032586338	Baker & Taylor-Unlabeled	2032586338	24.05
02/02/2017	2032586339	Baker & Taylor-Unlabeled	2032586339	32.77
02/02/2017	2032586340	Baker & Taylor-Unlabeled	2032586340	23.08
02/02/2017	2032586340	Baker & Taylor-Unlabeled	2032586340	25.34
02/02/2017	2032596429	Baker & Taylor-Unlabeled	2032596429	115.18
02/02/2017	2032596431	Baker & Taylor-Unlabeled	2032596431	38.19
02/02/2017	2032596432	Baker & Taylor-Unlabeled	2032596432	25.55
02/02/2017	2032596644	Baker & Taylor-Unlabeled	2032596644	10.60
02/02/2017	032596645	Baker & Taylor-Unlabeled	2032596645	5.35
02/02/2017	2032596646	Baker & Taylor-Unlabeled	2032596646	100.20
02/02/2017	2032596647	Baker & Taylor-Unlabeled	2032596647	9.91
02/02/2017	ERG6773A	The Book Farm Inc	ERG6773A	36.90
02/03/2017			Circ Receipts - L/D	-75.10
02/14/2017			Circ Paypal 4th Qtr 2016 - L/D	-25.32
02/16/2017	2032604827	Baker & Taylor-Youth	2032604827	302.17
02/16/2017	2032610891	Baker & Taylor-Youth	2032610891	328.65
02/16/2017	2032604408	Baker & Taylor-Auto Yours Cats	2032604408	53.19
02/16/2017	2032607467	Baker & Taylor-Auto Yours Cats	2032607467	5.90
02/16/2017	2032605096	Baker & Taylor-Teen Fiction	2032605096	40.66
02/16/2017	2032603988	Baker & Taylor-Unlabeled	2032603988	267.63
02/16/2017	2032603989	Baker & Taylor-Unlabeled	2032603989	11.00
02/16/2017	2032610858	Baker & Taylor-Youth Memorial	2032610858	41.38
02/22/2017			Circ Receipts - L/D	-24.49
Total 982.760 · Youth Print General				2,087.68
Total 982.755 · Youth Print				2,087.68
Total 982.700 · Print				4,192.57
<b>982.910 · Adult Collection Restricted</b>				
02/02/2017	2032580324	Baker & Taylor-Adult Memorial	2032580324	366.83
02/16/2017	2032604925	Baker & Taylor-Adult Memorial	2032604925	97.03
02/16/2017	2032617489	Baker & Taylor-Adult Memorial	2032617489	400.76
Total 982.910 · Adult Collection Restricted				864.62
<b>982.920 · Youth Collection Restricted</b>				
02/16/2017	207749	Findaway World, LLC	Built from Scratch w/Launchpad	149.99
Total 982.920 · Youth Collection Restricted				149.99
Total 982 · Collection Expense				22,962.97
<b>TOTAL</b>				<b>131,226.73</b>



Chelsea District Library  
Profit & Loss Prev Year Comparison  
January through February 2017

	Jan - Feb 17	Jan - Feb 16	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402 - District Revenue	1,535,199.42	1,350,536.35	184,663.07	13.67%
501.001 - Grants	1,000.00	0.00	1,000.00	100.0%
539.000 - State Grants	0.00	3,600.00	-3,600.00	-100.0%
607.100 - Non-Resident Fees	1,331.16	1,114.56	216.60	19.43%
645.100 - Copiers & Printers	1,091.95	759.75	332.20	43.73%
655.100 - Circulation Fines	3,850.83	3,224.47	626.36	19.43%
665.100 - Interest	53.59	35.63	17.96	50.41%
666.100 - Investment Earnings	12.57	16.94	-4.37	-25.8%
666.500 - Investment Change in Value	1,946.25	24,981.69	-23,035.44	-92.21%
674 - Contribution & Donation-Public	9,760.00	9,935.00	-175.00	-1.76%
<b>Total Income</b>	<b>1,554,245.77</b>	<b>1,394,204.39</b>	<b>160,041.38</b>	<b>11.48%</b>
<b>Gross Profit</b>				
<b>Expense</b>				
701 - Personnel Expenses	126,369.26	124,436.75	1,932.51	1.55%
727 - Supplies	2,683.54	2,781.72	-98.18	-3.53%
801 - Professional Services	14,357.09	13,571.35	785.74	5.79%
803 - Maintenance Service Contracts	12,472.03	10,011.72	2,460.31	24.57%
850 - Telecommunications	-1,482.96	-3,507.32	2,024.36	57.72%
880 - Promotional Materials	5,780.54	12,353.63	-6,573.09	-53.21%
884 - Programming	5,818.01	3,719.07	2,098.94	56.44%
885 - Volunteer	15.99	42.47	-26.48	-62.35%
920 - Utilities	4,725.33	4,615.56	109.77	2.38%
960 - Board Expense	451.62	229.38	222.24	96.89%
965 - Automation Services	14,383.13	13,726.22	656.91	4.79%
967 - Equipment	4,520.49	9,383.74	-4,863.25	-51.83%
969 - Continuing Education Expenses	2,434.19	9,904.61	-7,470.42	-75.42%
980 - Capital Expense	0.00	9,810.00	-9,810.00	-100.0%
982 - Collection Expense	23,807.91	17,328.47	6,479.44	37.39%
<b>Total Expense</b>	<b>216,336.17</b>	<b>228,407.37</b>	<b>-12,071.20</b>	<b>-5.29%</b>
<b>Net Ordinary Income</b>	<b>1,337,909.60</b>	<b>1,165,797.02</b>	<b>172,112.58</b>	<b>14.76%</b>
<b>Net Income</b>	<b>1,337,909.60</b>	<b>1,165,797.02</b>	<b>172,112.58</b>	<b>14.76%</b>

## CHELSEA DISTRICT LIBRARY

Fund Balances

February-17

### 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
\$676,139.34	\$589,046.38	\$1,265,185.72
\$2,475.86	\$0.09	\$2,475.95
<u>\$678,615.20</u>	<u>\$589,046.47</u>	<u>\$1,267,661.67</u>

### Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

#### Investment Partners Total

\$1,336,258.75	\$1,598.84	\$1,337,857.59
\$0.00	\$0.00	\$0.00
<u>\$1,336,258.75</u>	<u>\$1,598.84</u>	<u>\$1,337,857.59</u>

### Total General Fund

<u>\$2,014,873.95</u>	<u>\$590,645.31</u>	<u>\$2,605,519.26</u>
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### Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$525,685.39</u>	<u>\$234,018.77</u>	<u>\$759,704.16</u>
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[illegible]



Chelsea District Library Investment Account  
As of 02/28/2017

Original Investment

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

Investment Activity

Date	Value
2/28/2017	1,337,858
Invested	1,077,957
Increase 6/2009 – 12/31/2016	257,942
<b>2017 Change (Current Year)</b>	<b>1,959</b>
<b>Withdrawal / Deposit</b>	<b>0</b>

Investment Distribution

Fund	Value
Capital Reserve Fund	875,800
Capital Improvement Fund	77,500
General Fund from Investment	124,657
Investment Services Fund (Interest - Fees + Change in Value)	259,901
	1,337,858

Note: 2017 Budget moves \$22,500 from Capital Improvement Fund to General Fund  
 Note: 2017 Budget moves \$20,000 from General Fund to Capital Reserve Fund  
 Note: 2017 Budget moves \$15,000 from Capital Reserve Fund to General Fund

Report for 02/28/2017

Note: Fund Adjusts entered 1/3/2017

# Chelsea District Library Cash Flow 2017

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Budget
Opening cash on hand	\$168,043	\$615,120	\$1,009,169	\$1,008,120	\$907,951	\$763,617	\$696,937	\$549,491	\$406,821	\$255,212	\$119,171	(\$6,793)	\$168,043	
Total income	\$606,140	\$525,680	\$171,162	\$48,245	\$7,308	\$72,483	\$4,452	\$52,010	\$6,533	\$3,617	\$3,829	\$203,560	\$1,705,019	
Total expenditures	\$159,063	\$131,631	\$172,211	\$148,414	\$151,642	\$139,163	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,810,060	
Net cash flow	\$447,077	\$394,049	(\$1,049)	(\$100,169)	(\$144,334)	(\$66,680)	(\$147,446)	(\$142,670)	(\$151,609)	(\$136,041)	(\$125,964)	\$69,795	(\$105,041)	
Ending balance	\$615,120	\$1,009,169	\$1,008,120	\$907,951	\$763,617	\$696,937	\$549,491	\$406,821	\$255,212	\$119,171	(\$6,793)	\$63,002	\$63,002	
<b>Income</b>														
Total income	\$647,073	\$592,932	\$71,162	\$40,060	\$7,308	\$72,483	\$4,452	\$52,010	\$6,533	\$3,617	\$3,829	\$203,560	\$1,705,019	
Other income PPT \$		\$127,753	(\$47,891)										\$79,862	
<b>Expenditures</b>														
Total Expense	\$136,500	\$131,639	\$172,211	\$148,414	\$151,642	\$139,163	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,787,505	
Other														

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Actual / Budget
Operating cash on hand	\$168,043	\$678,616	\$1,267,662	\$418,722	\$310,368	\$166,034	\$99,354	\$51,908	\$59,238	\$57,629	\$71,588	\$95,624	\$168,043	
Total income	\$647,073	\$720,685	\$23,271	\$40,060	\$7,308	\$72,483	\$4,452	\$52,010	\$6,533	\$3,617	\$3,829	\$203,560	\$1,764,881	
Money Market Flow			(\$700,000)				\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$0	\$0	
Expenditures	\$136,500	\$131,639	\$172,211	\$148,414	\$151,642	\$139,163	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,787,505	
Net cash flow	\$510,573	\$589,046	(\$48,940)	(\$108,354)	(\$144,334)	(\$66,680)	(\$147,446)	(\$142,670)	(\$151,609)	\$13,959	\$24,036	\$69,795	(\$2,624)	
Ending balance	\$678,616	\$1,267,662	\$418,722	\$310,368	\$166,034	\$99,354	\$51,908	\$59,238	\$57,629	\$71,588	\$95,624	\$165,419	\$165,419	

\$ 700,000 to money market 03/17  
add back as needed

Other Income	Process	Location
\$22,500	Capital Improvement Funds - add when transferred	Investment Account
\$45,500	Investment Interest - add when transferred	Investment Account
\$0	Capital Reserve Funds - add when transferred	Investment Account
\$42,041	Money from 2016 Budget - included in Balance Fwd	Checking Account

**Chelsea District Library**  
**Donation and Restricted**  
January through February 2017

	Jan - Feb 17	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
501.001 · Grants			
501.200 · Chelsea Garden Club Grant	1,000	1,000	0
<b>Total 501.001 · Grants</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>
539.000 · State Grants			
539.300 · Michigan Humanities Council	0		
<b>Total 539.000 · State Grants</b>	<b>0</b>		
674 · Contribution & Donation-Public			
674.110 · Designated Adult Programming	4,000	9,644	(5,644)
674.111 · Designed Youth Programming	3,500	7,500	(4,000)
674.120 · Undesignated Donation	10		
674.121 · Annual Giving	0	5,000	(5,000)
674.141 · Designated Technology	2,000	2,000	0
674.145 · Designated Professional	250	250	0
<b>Total 674 · Contribution &amp; Donation-Public</b>	<b>9,760</b>	<b>24,394</b>	<b>(14,634)</b>
675 · Donations Private			
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
<b>Total 675 · Donations Private</b>	<b>0</b>	<b>1,000</b>	<b>(1,000)</b>
<b>Total Income</b>	<b>10,760</b>	<b>26,394</b>	<b>(15,634)</b>
<b>Gross Profit</b>	<b>10,760</b>	<b>26,394</b>	<b>(15,634)</b>
<b>Expense</b>			
801 · Professional Services			
801.900 · Professional Restricted Gifts			
801.905 · Strategic Plan - General	0	250	(250)
801.910 · Chelsea Garden Club FairyGarden	0	1,000	(1,000)
<b>Total 801.900 · Professional Restricted Gifts</b>	<b>0</b>	<b>1,250</b>	<b>(1,250)</b>
<b>Total 801 · Professional Services</b>	<b>0</b>	<b>1,250</b>	<b>(1,250)</b>
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	0	2,000	(2,000)
<b>Total 850.300 · TLN Internet Service</b>	<b>0</b>	<b>2,000</b>	<b>(2,000)</b>
<b>Total 850 · Telecommunications</b>	<b>0</b>	<b>2,000</b>	<b>(2,000)</b>
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	0	2,500	(2,500)
884.953 · Youth Prog Rest Chelsea Ed Foun	198	1,180	(982)
<b>Total 884.211 · Authors in Chelsea</b>	<b>198</b>	<b>3,680</b>	<b>(3,482)</b>
<b>Total 884.210 · Youth Speakers</b>	<b>198</b>	<b>3,680</b>	<b>(3,482)</b>
884.400 · Sonic Sundays			
884.960 · Sonic Sundays Restricted Gift	2,500	2,000	500
<b>Total 884.400 · Sonic Sundays</b>	<b>2,500</b>	<b>2,000</b>	<b>500</b>

**Chelsea District Library**  
**Donation and Restricted**  
January through February 2017

	Jan - Feb 17	Budget	\$ Over Budget
<b>884.500 · Artist In Residence</b>			
884.970 · Artist In Residence Restricted	0	2,000	(2,000)
<b>Total 884.500 · Artist In Residence</b>	0	2,000	(2,000)
<b>884.910 · Adult Programming Restricted</b>			
884.911 · Adult Prog Rest Gifts Comedy Sh	0	1,500	(1,500)
884.912 · Adult Prog Rest Gifts General	0	1,050	(1,050)
884.913 · Adult Prog Rest Gifts SRP	0	650	(650)
884.914 · Adult Prog Rest Gifts MWest LW	0	3,000	(3,000)
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
884.930 · Oral History Restrcted Gift			
884.932 · MHC - World War I Grant	0	494	(494)
<b>Total 884.930 · Oral History Restrcted Gift</b>	0	494	(494)
<b>Total 884.910 · Adult Programming Restricted</b>	0	7,694	(7,694)
<b>884.920 · Youth Programming Restricted</b>			
884.921 · Youth Prog Rest Gifts Genl	0	500	(500)
884.923 · Youth Prog Rest Gifts SRP	0	2,500	(2,500)
<b>Total 884.920 · Youth Programming Restricted</b>	0	3,000	(3,000)
<b>Total 884 · Programming</b>	2,698	18,374	(15,676)
<b>982 · Collection Expense</b>			
<b>982.500 · Local History Preservation</b>			
982.941 · Chelsea Standard Digitize - Res	0	1,508	(1,508)
<b>Total 982.500 · Local History Preservation</b>	0	1,508	(1,508)
982.910 · Adult Collection Restricted	1,209	2,280	(1,071)
982.920 · Youth Collection Restricted	150	150	0
<b>Total 982 · Collection Expense</b>	1,359	3,938	(2,579)
<b>Total Expense</b>	4,057	25,562	(21,505)
<b>Net Ordinary Income</b>	6,703	832	5,871
<b>Net Income</b>	6,703	832	5,871

# **DIRECTOR'S REPORT**





**Library Director's Report on February 2017**  
**Respectfully submitted for March 2017 Board Meeting**

**Staff News**

Anniversaries and Announcements

Terri Lancaster celebrated her 16-year work anniversary on February 12<sup>th</sup>. She is an invaluable part of the CDL team, and we are so grateful she is here!

Karen Persello, Head of Youth & Teen Services announced her retirement. Her last day of work will be May 18<sup>th</sup>. While we will miss Karen greatly, we are excited for her as she embarks on the next chapter in her life. Karen leaves a wonderful legacy here at CDL!

Change in Management Team Structure

Karen's retirement announcement provided an opportunity to consider the CDL management structure and explore alternatives to the current configuration. This process resulted in the following changes that will be implemented in the coming months:

- Consolidation of the Reference Librarians into one team under the newly formed Information Services Department. Keegan Sulecki will assume the responsibilities of Head of Information Services (job description attached to this report), and all Reference Librarians – Youth, Teen, and Adult – will report to her.
- Elimination of the Head of Youth & Teen Services and Head of Adult Services positions.
- Adult Services Librarian job title changed to Adult Librarian (job description attached to this report).
- Youth/Teen Services Librarian job title changed to Youth/Teen Librarian (job description attached to this report).

We look forward to even more quality programs, initiatives, and services as a result of this change.

**Financial Matters**

- Per a recommendation by Andrews Hooper Pavlik PLC (the firm that audited our 2015 financial statements) canceled checks from the February 2017 Chelsea State Bank statement were reviewed electronically for any unusual or improper items.
- We received the Personal Property Tax Reimbursement check from the State of Michigan for 2015 and 2016. A portion of these funds will go to debt servicing. With Board approval, the remainder will go towards Strategic Plan initiatives.

### **Washtenaw Reads**

Approximately 600 people turned out for the Washtenaw Reads culminating event on February 7<sup>th</sup> at Rackham Auditorium on the campus of the University of Michigan. The evening was informative and moving as the authors of *\$2 a Day: Living on Almost Nothing in America*, Kathryn Edin and Luke Shaefer, discussed their work and the stories of the people featured in the book. The Q&A that followed was passionate and enlightening. Keegan Sulecki's report will give details on participation in the Read at CDL. I am already looking forward to next year's Read!

### **Out and About -- February 2017**

- Attended Washtenaw Reads event at Rackham Auditorium (introduced authors) – February 7<sup>th</sup>
- Attended fundraiser banquet for Comfort Inn's Bruce Szcodronski – February 9<sup>th</sup>
- Attended CTAP (Community Tourism Actin Plan) meeting – February 14<sup>th</sup>
- Attended Lyndon Township Board meeting to gain support for LSTA *Rover* grant application – February 15<sup>th</sup>
- Attended Rotary STRIVE meeting to discuss student banquet – February 22<sup>nd</sup>
- Attended Jackson Rotary meeting (Underground RR presentation) – February 22<sup>nd</sup>
- With Chris Berggren, met with Jeremy Hodges of Robin Hills Farm to discuss program collaboration – February 24<sup>th</sup>
- Attended and staffed CDL table at Chelsea Senior Center Festival of Tables fundraiser – February 25<sup>th</sup>
- Attended Rotary presentation on Peacemaking in Our Courts and Communities with Judge Tim Connors – February 28<sup>th</sup>

### **Looking Ahead to March 2017**

- Michigan Radio interview with Melanie Bell – March 2<sup>nd</sup>
- Karen Persello's Authors in Chelsea presentation at Rotary meeting – March 7<sup>th</sup>
- Meet with Elaine Logan, Director, Mardigan Library, UM-Dearborn – March 13<sup>th</sup>
- Washtenaw Read Steering Committee meeting – March 20<sup>th</sup>
- Authors in Chelsea dinner – March 22<sup>nd</sup>
- Chelsea Area Chamber of Commerce Business After Hours – Welfare Building Tour – March 23<sup>rd</sup>

## **Strategic Planning Update**

- Strategic Plan, 2017-19 available on website for public viewing.
- Rollout of the new mission statement is taking shape with a launch date of May 1<sup>st</sup>.
- Demographics team gathering data to create profiles of the City and Townships in the service area to use in programming, services, and resources decisions.
- Metrics for Strategic Plan goals completed and reviewed by Management Team.



## **Chelsea District Library Position Description**

**Position Title:** *Head of Information Services*  
**Reports to:** Library Director  
**Hours:** 40 hours per week, including weekends and evenings  
**Classification:** Full-time, salaried, exempt  
**Salary Range:** \$45,822 - \$60,599

### **Purpose and Scope:**

The Head of Information Services serves as part of the library's management team to produce the highest possible quality library service to the Chelsea District Library user base. They supervise youth, teen and adult librarian staff, and coordinate reference, collection development, community outreach, programming, and technology activities, including desk procedures, and staff training.

### **Specific Duties:**

1. Ensures that patrons find the information they seek, using all formats, including print, multimedia and digital resources, and accessing it through traditional tools as well as databases, computers and mobile devices.
2. Assists with annual budget preparation and ensures assigned line items are managed within budgetary limits.
3. Oversees the selection of materials for the library collection for all populations, in all formats, and within budgetary limits.
4. Provides direct public services at the Adult and Youth information desks.
5. Provides training, guidance, leadership and supervision to all Information Services staff.
6. Represents the library at community functions and oversees library outreach by all Information Services staff.
7. Assists library director in the development of educational and recreational programming for all audiences.
8. Works with management team to monitor and make decisions about the purchasing and processing procedures of library materials.
9. Compiles and reports library statistics.
10. Coordinates marketing and publicity of library events and services with marketing staff.
11. Attend and participate in staff meetings and work groups; assists with non-Information staff training as needed.
1. Attends Board and community meetings as needed.
12. Oversees, maintains, promotes and provide access to the local history and genealogy collection and develops and executes content creation projects. Serves as liaison for local, regional and state agencies for this purpose.
13. Responsible for managing tax forms, reference, and interlibrary loan services.
14. Works with the management group to develop goals and priorities, recommend policy, clarify procedures, and ensure effective communication with all levels of library staff.
15. Contributes to professional library organizations and participates in continuing education opportunities.
1. Other related duties as required.

### **Qualifications Required:**

1. Master's Degree in Library or Information Science from ALA-Accredited school.
2. At least 5 years' experience selecting materials, planning and implementing programming, and providing reference services for the adult population as a professional in public libraries.
3. At least 3 years' experience training, supervising, and evaluating the work of others.
4. Proficiency with library and online resources.
5. Strong customer service skills and dedication to public service.
6. Strong interpersonal communication skills and a demonstrated ability to work with colleagues, library users, and vendors in a professional and courteous manner.
7. Demonstrated proficiency with PC and Internet applications, and mobile devices.
8. Ability to handle confidential and sensitive information in an appropriate and secure manner.
9. Ability to plan and carry out work with minimal supervision.

### **Qualifications Preferred:**

1. Experience with an automated ILS.
2. Willingness to explore and adopt new technologies.
3. Experience in writing and administering grants.
4. Experience with large-scale digitization projects.



## **Chelsea District Library**

### **Position Description**

**Position Title:** Youth/Teen Librarian  
**Reports To:** Head of Information Services  
**Hours:** 40 hours/week, including weekdays, evenings and weekends  
**Classification:** Full-time, salaried, exempt  
**Salary Range:** \$36,456 - \$48,213

#### **Purpose and Scope:**

Under the supervision of the Information Services Head, performs varied professional work focusing on our youth and teen population including reference, collection development, community outreach, and programming. Performs professional library service assisting patrons in the selection and use of library materials.

#### **Specific Duties:**

1. Assist patrons on site, by telephone, or via the Internet finding the information they request, utilizing all formats of information, including print, multimedia and digital resources, and accessing it through traditional tools as well as databases, computers and mobile devices.
2. Plan, organize, and supervise programs for youth and teens .
3. Create bibliographies, user guides, displays, promotional materials to spotlight youth/teen collections, services, and programs.
4. Use outreach to connect with community organizations and promote the library as a resource.
5. Participate in youth and teen collection development as assigned.
6. Participate in continuing education opportunities.
7. Contribute content to the library website and social media outlets as needed.
8. Attend and participates in staff meetings and work groups.
9. Assist in training and overseeing the work of volunteers assigned to youth/teen activities.
10. May oversee library operations in absence of supervisory staff.
11. Assist at check-out desk if necessary.
12. Other duties as assigned.

#### **Qualifications Required:**

1. Master's degree in library or information science from an ALA-Accredited school.
2. Demonstrated proficiency with library and online resources.
3. Knowledge of collection development and reference resources.
4. Strong customer service skills and dedication to public service.
5. Experience providing youth and teen reference services in a public library setting.
6. Strong interpersonal communication skills and a demonstrated ability to work with colleagues, library users, and vendors in a professional and courteous manner.
7. Demonstrated proficiency with PC and Internet applications, and mobile devices.
8. Ability to handle confidential and sensitive information in an appropriate and secure manner.
9. Ability to organize work under minimal supervision.

#### **Qualifications Preferred:**

1. Experience using automated ILS.
2. Experience selecting youth and teen materials in a public library setting.
3. Willingness to explore and adopt new technologies.
4. Experience in writing and administering grants.





**Chelsea District Library  
Position Description**

**Position Title:** Adult Librarian  
**Reports To:** Head of Information Services  
**Hours:** 40 hours/week, including weekdays, evenings and weekends  
**Classification:** Full-time, salaried, exempt  
**Salary Range:** \$36,456 - \$48,213

**Purpose and Scope:**

Under the supervision of the Information Services Head, performs varied professional work focusing on our adult population, including reference, collection development, community outreach, and programming. Performs professional library service assisting patrons in the selection and use of library materials.

**Specific Duties:**

1. Assist patrons on site, by telephone, or via the Internet finding the information they seek, using all formats, including print, multimedia and digital resources, and accessing it through traditional tools as well as databases, computers and mobile devices.
2. Plan, organize, and supervise programs for adults and seniors.
3. Create bibliographies, user guides, displays, promotional materials to spotlight adult collections, services, and programs.
4. Use outreach to connect with community organizations and promote library as a resource.
5. Participate in collection development as assigned.
6. Participate in continuing education opportunities.
7. Maintain and improve the local history and genealogy collections and increase access to the collection through promotion and organization and digitization projects.
8. Contribute content to the library website and social media outlets as needed.
9. Attend and participate in staff meetings and work groups.
10. Assist in training and overseeing the work of volunteers assigned to adult-level activities.
11. May oversee library operations in absence of supervisory staff.
12. Assist at check-out desk if necessary.
13. Other duties as assigned.

**Qualifications Required:**

1. Masters degree in library or information science from an ALA-Accredited school.
2. Demonstrated proficiency with library and online resources.
3. Knowledge of collection development and reference resources.
4. Strong customer service skills and dedication to public service.
5. Experience providing adult level reference services in a public library setting.
6. Strong interpersonal communication skills and a demonstrated ability to work with colleagues, library users, and vendors in a professional and courteous manner.
7. Demonstrated proficiency with PC and Internet applications, and mobile devices.
8. Ability to handle confidential information in an appropriate and secure manner.
9. Ability to organize work under minimal supervision.

**Qualifications Preferred:**

1. Experience using an automated ILS.
2. Experience selecting adult level materials in a public library setting.
3. Willingness to explore and adopt new technologies.
4. Experience in writing and administering grants.



### Chelsea District Library Performance Dashboard February 2017

	Feb-16	Feb-17	%change from last Feb	2016 to date	2017 to date
<b>Circulation - Total</b>	<b>25063</b>	<b>23360</b>	<b>-7%</b>	<b>51518</b>	<b>48813</b>
Items	23128	21573	-7%	47612	45073
E-books/E-audio	1638	1401	-14%	3390	2978
E-magazines	297	271	-9%	516	563
Non-Traditional		34	NA	0	77
Hotspots		13	NA	0	30
Deposit Collection Circulation	NA	68	NA	0	92
<b>Self-Check Items - Total</b>	<b>2608</b>	<b>2384</b>	<b>-9%</b>	<b>5428</b>	<b>5445</b>
<b>New Cards - Total</b>	<b>64</b>	<b>70</b>	<b>9%</b>	<b>158</b>	<b>168</b>
<b>Reference Desk Interactions - Total</b>	<b>1698</b>	<b>1936</b>	<b>14%</b>	<b>3788</b>	<b>3737</b>
<b>Patron Engagement - Total</b>	<b>1058</b>	<b>1754</b>	<b>66%</b>	<b>3395</b>	<b>3856</b>
Youth Program Attendance	169	265	57%	463	605
Adult Program Attendance	261	316	21%	512	717
Teen Program Attendance	66	6	-91%	178	15
General Program Attendance	131	120	-8%	450	363
Outreach -- Youth	352	1003	185%	769	1429
Outreach -- Teen	54	0	-100%	956	15
Outreach -- Adult	25	44	76%	67	83
Awareness Opportunities			NA	0	629
<b>Programs/Visits Offered - Total</b>	<b>59</b>	<b>79</b>	<b>34%</b>	<b>161</b>	<b>148</b>
Youth	13	16	23%	31	34
Adult	12	16	33%	22	30
Teen	10	1	-90%	19	2
General	4	2	-50%	9	8
Outreach -- Youth	14	39	179%	33	60
Outreach -- Teen	2	0	-100%	37	1
Outreach -- Adult	4	5	25%	10	11
Awareness Events			NA	0	2
<b>Door Count - Total</b>	<b>NA</b>	<b>12282</b>	<b>NA</b>	<b>0</b>	<b>12282</b>
<b>WiFi Data Usage (GB) - Total</b>	<b>599.7</b>	<b>762.976</b>	<b>27%</b>	<b>1310.7</b>	<b>2445.93</b>
Library Internal Public WiFi	599.7	760.98	27%	1310.7	1561.09
Total Hotspot WiFi	NA	0.998	NA	NA	883.848
Lyndon Twp Hotspot	NA		NA	NA	112.71
Lima Twp Hotspot	NA	0.193	NA	NA	1.847
Sylvan Twp. Hotspot	NA	0.805	NA	NA	2
Hotspots available for checkout.	NA		NA	NA	770.14
<b>Computer Usage/Sessions - Total</b>	<b>8865</b>	<b>11085</b>	<b>25%</b>	<b>18752</b>	<b>23897</b>
Workstations	1383	1277	-8%	2834	2583
Wireless	7482	9808	31%	15918	21314
<b>Website Stats</b>					
Website Sessions	9471	8813	-7%	19598	19140
Website Users	5222	5624	8%	10673	11982
<b>Homebound &amp; Deposit Coll. Items</b>	<b>125</b>	<b>141</b>	<b>13%</b>	<b>241</b>	<b>265</b>



**Chelsea District Library  
Assistant Director's Report  
February 2017**

**Facility**

Well, I jinxed myself by reporting last month that all the LEDs were still working ☹️ Right after the scheduled City power outage on February 11<sup>th</sup>, nine of the four-pin bulbs stopped working! Our lighting vendor sent his electrician out and found two of the fixtures had fried wires and seven just had bad bulbs. We contacted the City and John Hanifan assures us they will pay for that repair. The bulbs may be covered under warrantee but if not, we will bill the City for those also.

Carpet- we are going to put the new carpet in the computer lab on hold for a few months while we work through reevaluating how we use our space. If that area turns out to be one that need rethinking, better to hold off and not have to impact carpeting that was newly installed.

HVAC- unfortunately we had a major leak in one of our two pumps. We found it fairly quickly but it may impact our water usage for the month as well as incurring a sizable repair bill. The good news is we did not need a new pump, just a gasket/coupling. The not-so-good news is that when the mechanic went to switch over to the #2 boiler while he repaired the pump, it was not working either! But it only needed a minor repair so we were up and running that same day.

We also had to replace a faucet in the women's bath on the second floor- first one in ten years so that's not too bad.

The larger capacity toilet paper and paper towel holders are in place and working well. Not only will we save money on supplies but our cleaning crew will spend less time changing out those rolls. Win-Win.

**Volunteers**

We logged 107 non-book sale volunteer hours in February. Book sale volunteers logged 157 hours this month. The Friends had their annual meeting February 4<sup>th</sup> which neither Lori or I was able to attend as we were both out of town. Lori did get an update from Gary Munce and you will find that in her report.

**Strategic Plan**

We are making steady progress on our new plan. After prioritizing our goals over the next three years, we set several strategies for each goal for 2017. Lori and I then assigned management level staff to each strategy; they will decide which staff they will assign to help and how they will accomplish each strategy. We will discuss any issues and progress each week at our management meetings.

I am still regularly attending community center meetings where we are discussing next steps but we are still waiting for the results of the Kingscott study regarding the Washington Street campus. Once we have their feedback, we will have a better idea of how to proceed.

Respectfully submitted- Linda Ballard, Assistant Director

Chelsea District Library  
2017 Volunteer Hours[illegible]

### Program Report: February

February was a great month with our final Sonic Sunday events and also the conclusion of our first Washtenaw Reads program. Our author event, which took place at Rackham Auditorium includes over 600 attendees (this number is not included in the chart to avoid inflating our February numbers). The authors were inspiring speakers and we are interesting in having Luke Shaefer provide a follow-up program in the future.

Date	Event	Attendance
2/5, 2/12	Sonic Sunday: Jon Taylor Trio, Jen Sygit & Sam Corbin	32, 70
2/7	Smarty Pants Trivia Smackdown	56
2/8	Place That Face	23
2/11	Purple Rose Theatre Reading	68
2/15	Grow Your Business 1:1	2
2/15	Books & Banter	5
2/22, 2/27	Washtenaw Reads: Poverty Here*, Eating Healthy on a Budget	10, 13
2/28	Reading Glasses: a Book Club	11
<b>Technology Programming</b>		
2/1, 2/15	3D Printing/Scanning Sessions	0, 0
2/6	Introduction to Photoshop Elements	8
2/14, 2/28	Computer Training 1:1	9, 2
2/28	Ancestry Aficionados	7
<b>Outreach Programming</b>		
2/2	Computer Training 1:1 @ CRC	6
3/7, 2/21	iPad Class at Dancey	5, 4
2/15, 2/16	Book Clubs: Senior Center, Pines	12, 8
<b>Total Programs: 21</b>	<b>Attendance Total:</b>	<b>351</b>

\*Denoted Strategic Plan Initiative

### Upcoming Programs

We have some exciting programs in March including an altered books craft and a related contest. We will also observe Women's History Month with a program on the 'Herstory' of Tap Dancing Women. Finally, we are very excited to have Tante Farm join us to present as part of our annual partnership program with Chelsea Garden Club.

### Collections

We are very excited for our soon to be available Basic Reads collection. The books are getting cataloged and processed and should begin appearing on the shelves in March. We will do a soft



launch of this collection over the summer as we add items before doing a larger announcement in the fall.

#### **Statistics**

	<b>February 2017</b>	<b>February 2016</b>
<b>2<sup>nd</sup> floor Ref Desk Interactions</b>	1,077	1,300
<b>Homebound Book Delivery</b>	141	125
<b>Inter-library Loan</b>	7	10
<b>Zinio Checkouts</b>	271	297

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

February was a very busy month that included interviewing for a new Adult Services librarian. We are happy to announce that Laura Brown will be joining us starting on March 13<sup>th</sup>. Her skills and enthusiasm will be a great addition to our team. I was also part of The Library Network demos featuring three vendors for Integrated Library Systems (systems that support our circulation and our catalog) as our consortia considers moving to a new vendor. Lastly, I worked closely with Shannon and forming our summer programming lineup.

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

February wrapped up Washtenaw Reads and related events. Highlights included the author visit I attended with Keegan and Lori at Rackham Auditorium. Attendance was high and the presentation hit up many relevant topics while also providing a good venue for library outreach. The community read program I hosted, Eating Healthy on a Budget, was also well received by attendees, and our related Food Drive was very successful, providing Faith In Action with seven large boxes of canned and nonperishable food items. Beyond Washtenaw Reads, this month continued the transition in programming and collection responsibilities, including taking over running Place that Face, our Ralph Guenther photo collection program at the Chelsea Senior Center, and joining Jessica in the maintenance, selection, and promotion of the CDL Garage.



**Chelsea District Library  
Monthly Youth Report—February 2017**

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

**Programs and Attendance (previous year)**

Family:	2	(3)	programs	Attendance:	120	(61)
Youth:	16	(13)	programs	Attendance:	265	(169)
Outreach:	39	(16)	programs	Attendance:	1003	(406)
Teen:	1	(10)	programs	Attendance:	6	(66)
<b>Total:</b>	<b>58</b>	<b>(42)</b>	<b>programs</b>	<b>Attendance:</b>	<b>1394</b>	<b>(702)</b>

Date	Name of Program	Children	Teens	Adults	Total
<b>Family/Parent</b>					
2/19	Immigrants, Refugees, and the Arab American Experience				40
2/26	Sonic Sunday: BMS Fiddle Club				80
<b>Youth</b>					
2/2, 9	Toddler time (2)	29		25	54
2/2, 9	Storytime (2)	16		13	29
2/7, 14, 21, 28	Babytime (8)	66		67	133
2/7	K-2 Tuesday	2			2
2/9	READ to the Library Dog	8			8
2/13	Minecraft Monday	15			15
2/22	Dance Along, Sing Along	12		12	24
<b>Community Outreach</b>					
2/3	AinC book delivery to SME (21 classes)-KP				540
2/8	Special needs storytime (2)-ED, JZ				9
2/11	ECC preschool carnival-KP, JZ				100
2/15	ECC storytime (2)-ED, JZ				42
2/17	Gretchen's House storytime -ED				5
2/23	AinC class visits at NCE (14 classes)-JZ				307
<b>Teen</b>					
2/25	Teen Crafting: Weave a Rug		6		

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

Date	Total
February 2017	672 (398)
January 2017	623 (630)
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 Highlights

### From Karen

- I was pleased to be able to deliver 200 books by Gordon Korman, one of our **Authors in Chelsea**, to twenty-one South Meadows Elementary classrooms, media center, and special ed classroom this month, in order to prepare the students for his visit on March 22-23. These books, along with 220 given to North Creek and Beach Middle Schools, were purchased with a generous \$1500 grant from the Chelsea Education Foundation.
- The "What We Carried" exhibit from the Arab American National Museum concluded this month, and was the subject of an Mlive article, as well as many compliments from Chelsea patrons. "I loved the exhibit;" "Wonderfull" "I think it is absolutely beautiful and very moving;" "It touched my heart;" "Thank you for sharing a bit of the joys & sorrows of your lives;" "So many of the examples bring tears to my eyes;" "Awesome, amazing, poignant;" "It reaches to the heart of anyone who has had to leave home—I ache for these people." These are just a few of the many positive comments about this memorable exhibit.

### Youth Department Volunteers: Youth Service Group

- YSG volunteered 13 hours in February
- YSG teen volunteers provided cleaning and crafting support after school

### February Community Outreach & Meetings:

2/7, 14, 28	Management meetings (KP)
2/8	Demco STEAM Webinar (KP)
2/9	Diversity Webinar (KP)
2/16, 22, 28	ILS demos (ED)
2/23	Programming meeting (KP, JZ, ED)
2/24	Staff meeting (KP, JZ, ED)
2/8, 22	Director meetings (KP)

### Future Program Highlights:

3/1	Dr. Seuss Birthday storytime
3/2	Ballet storytime
3/4	Authors in Chelsea Fun Fair
3/14	Tween Book Club: <i>Masterminds</i> by Gordon Korman
3/18	SAT Practice Test
3/19	Parent Education Series: Strategies for Middle School
3/22-23	Authors in Chelsea school and evening events

### From Jessica, Youth and Teen Librarian

February was spent preparing for our two biggest programs of the year:

- I visited North Creek 1st and 2nd graders for a second time to talk about Authors in Chelsea. I read aloud from one of the *Andy Shane* beginner chapter books by Jennifer Jacobson, discussed what to expect from her visit, and passed out friendship bracelets as a reminder that AIC is coming up.
- I also finalized Jennifer Jacobson's itinerary with the school staff. In addition, Luman Strong (NCE principal) will be including a shout-out to Authors in Chelsea in one of his parent emails in March.
- As a whole, the Youth Dept. continued to work on our summer program schedule. I contacted Tracy Heydlauff and Jeanne Caselli, and both are interested in continuing with the Summer Tutoring program for the third year. Last summer, this program provided free tutoring to 14 elementary students who were identified by their teachers as needing extra support in reading and/or math skills.

### From Edith, Youth and Teen Librarian

- Prepared and oversaw the 3/19 program on immigration and refugees
- Took down and packed up the "What We Carried Exhibit, and helped JZ transport it to Dearborn
- Attended TLN presentations of SirsiDynix, Polaris and TLC (CARL)
- Presented storytimes at ECC, Gretchen's House, and the special needs classroom
- Presented the evening Valentine's Day storytime

## Chelsea District Library

Report Period: February 2017

USAGE SUMMARY	
Total Usage (Homework Help, Skills Building, Writing Lab, Test Center Visits, and Database Usage)	156
Database Usage	142
Homework Help, Skills Building, Writing Lab, and Test Prep Sessions	14
Homework Help/ Skills Building Sessions	7
Average Length of Tutoring Session (minutes)	6
Test Center Visits	0
Writing Lab Submissions	7
App Visits	9
Unique Visits	28

DATABASE USAGE	
Skill Surfer	20%
App Usage	80%

SESSIONS BY LOCATION	
Chelsea District Library MI	7

AVERAGE NUMBER OF SESSIONS PER HOUR OF THE DAY (MILITARY TIME)	
18	0.07
19	0.18
<b>Average:</b>	<b>0.12</b>

AVERAGE NUMBER OF SESSIONS PER DAY OF THE WEEK	
Wednesday	1.75
<b>Average:</b>	<b>1.75</b>

TUTORING SUBJECTS REQUESTED %	
Math Grade 7	57.14%
Middle School Math	42.86%

TUTORING SERVICES BREAKDOWN	
Homework Help	50.0%
Writing Lab	50.0%

<b>Middle School</b>			<b>33%</b>
	Grade 8 Math	100%	

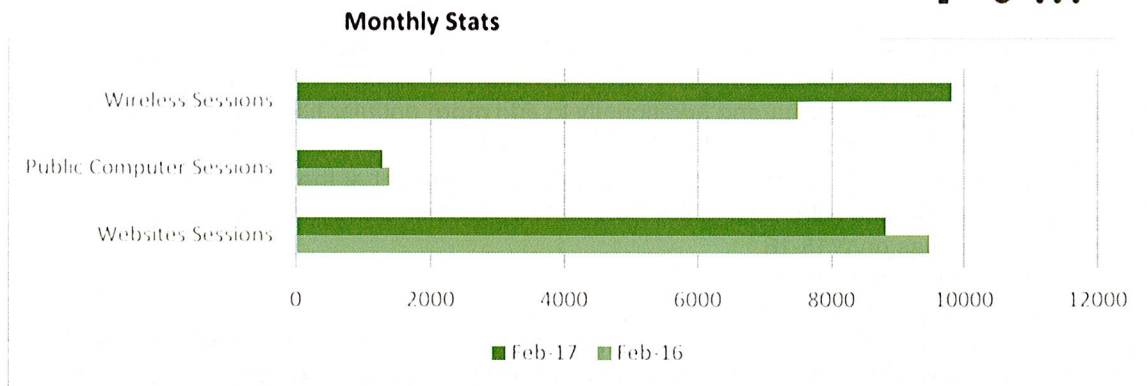


## Technology

### Summary of February 2017



## Statistics



- Wireless sessions increased from **7,482** sessions in Feb 2016 to **9,808** in Feb 2017.
- Public computer usage decreased from **1,383** sessions in Feb 2016 to **1,277** sessions in Feb 2017.
- Website sessions decreased from **9,471** sessions in Feb 2016 to **8,813** sessions in Feb 2017.
- Sprint has not reported the February hotspot numbers yet so I cannot give you a total data used on the hotspots available for checkout.
- Board asked for specific data regarding data usage on the township hall hotspots. Sylvan Twp used .805 GB in Feb. Lima Twp used .193 GB in Feb and we don't have the stats for Lyndon yet (Sprint has not reported them yet). In Jan 2017 Lyndon Twp used 112.71 GB. When looking at these numbers please be aware that the Lyndon Twp hotspot has been around for 2 years longer than the other relatively new hotspots and is therefore more well known.

### From: Ron Andrews – Head of Technology

February was a very busy month for me. The majority of my time this month was spend at ILS demos at the Redford Twp District Library taking notes and seeing presentations.

#### **Budget**

- Continues to move smoothly

#### **Collections**

- DVD orders continue to go well. It's been a challenge to get award winning DVDs to shelf in time since many are not street ready until after most award shows. Starting in March I will be doing more frequent orders in an effort to get more timely titles to the shelf quicker.

#### **Programming**

- Our Photoshop Elements workshop went very well. We had good attendance and some great questions were asked. I think the participants left with some great introductory knowledge of this powerful software.
- iPad@CRC, CT 1:1 and CRC 1:1 continue to go well. I am starting to explore the possibilities of offering the 1:1 program at some of the Township halls – more as that progresses.

#### **Meetings**

- March Madness display came as a result of a conversation with Lori. I designed and coordinated our great design group (Amy, Mindy and Melanie) into making this fun take-off on the sport related games a reality. Thanks goes to Dan Lancaster for building us a great reusable display board. I spent a day painting the board and then the design group met on 2/26 to layout the grid and place the titles on the board. Thanks goes to Mindy's family for providing out basketball goal so that participants can "make their shots" for their winning titles.
- eContent Committee did meet on 2/2 to start the voting process to increase our OverDrive/Destination Download budget. Hopes that this increase will allow us to get a start on fixing the huge holds problem and additionally to add more popular titles. The Overdrive contract is also up for renewal and TLN will be handling this.
- As I mentioned earlier, most of my time this month has been spent at the ILS Demos for our three top choices. Demos were held at the Redford Twp District Library as follows:
  - TLC/Carl was on 2/15-16
  - iii/Polaris was on 2/22-23
  - SirsiDynix was on 2/27-28

I was present for all but the last demo. It was immensely interesting to see how far integrated library systems have come since our last demos at TLN two years ago. All three vendors did great presentations and I and the other staff attending (Keegan, Edith, Melanie, Terri and Leslie) gained a lot of insight and thoughts on which would best suit our needs for and upgrade or totally new ILS system for TLN. The ILS/RFP committee will be meeting on March 10 to review the comments and voting from the demo participants. It is expected that we as a committee will then make a recommendation to the SAS and the TLN Excom.

### **Technology**

- Assisted Melanie with replacement PCs and staff needs for computing
- Started discussions for upcoming 2018 technology budget strategies and research.

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

### **Mobile Beacon Grant Update**

Met with Manage Mobility to confirm final configuration of the Mobile Beacon Grant hotspots. Hoping to have hotspots in hand early March so I can give them to our partners to distribute. Have discussed using the Mobile Lab to host computer 1:1 sessions at Lima and Lyndon Twp. Still need to meet with Sylvan and Dexter Twp.

### **Servers and Network:**

- Received an alert on failed backups for one of the servers. Had to reconfigure some of the backup settings and all appears to be working once again.
- Ordered Windows Server 2016 through Techsoup for installation later in the year.
- Worked with non-profit organization "Make This World Foundation" and their installation crew to install an antenna on our roof and a transmitter in one of our wiring closets for the purposes of broadcasting non-partisan community radio on channel 102.3FM.

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

- Began research for annual purchase of new machines for staff and public. Have received two quotes so far.
- Replaced bookkeeper's old computer with a new Windows 10 machine and reinstalled financial software.

#### Website:

- Changes made in January to the login URL for our websites have succeeded in reducing the number of hacking attempts made on the sites to zero.
- Investigating purchase of an SSL certificate (https) for the website as Google has started listing all sites not using SSL as not secure.
- Updated website to reflect the new pallet of colors that were adopted for branding purposes.
- Finished tweaks and updates to the Midwest Literary Walk site. Will go live with it in March.
- Updated the Stories of Chelsea site to be compatible with PHP7 as our host now charges for PHP 5 support.
- Updated March Madness website with the titles for the first 16 books that will be voted on. Also helped Ron, Mindy, and Amy with setting up the physical display within the Library.

#### Other:

- Attended TLN Technology Committee meeting where we discussed physical security access and security cameras.
- Attended three full day patron/item database demos with a number of other staff. Vendors were: Sirsi/Dynix (who we are currently using), ILL (triple I) whose Polaris system looks great on the backend and better than our current system on the front end, and The Library Corporation whose CarlX solutions looks great on the front end and very good on the backend.
- Lori and I attended the Lyndon Twp. board meeting to talk about hosting classes at the township hall and get their agreement to partner with us if we get the LSTA grant.

*Ron Andrews & Melanie Bell*

March 13, 2017





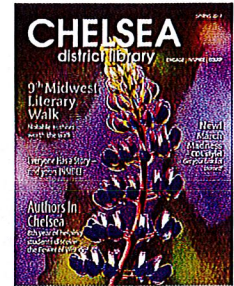
# MARKETING BOARD REPORT

February 2017

## Marketing Highlights

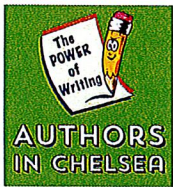
### Spring and Summer Newsletters

The spring newsletter rolled out as scheduled the weekend of February 17<sup>th</sup> – I hope you have had a chance to read it and liked what you saw! The website and eNews were updated with the new digital edition and hard copies were displayed around the library and dropped at various businesses and organizations around town.



We have already begun work on the summer edition! The theme will be “Building a Better World,” which will be carried throughout the program content, feature article, and the Perspective Column. In the spring newsletter, community members were asked to send us (in one sentence) something big or small they’ve participated in that has helped make the world a better place. We have received several responses, but are still looking for more. We are also asking for cover art image submissions — this deadline is March 15. Help us expand our reach for these requests by sharing our Facebook and Twitter posts with friends and family, or forwarding our eNews with these particular requests.

### Authors In Chelsea



Marketing efforts continued in February for the 8<sup>th</sup> year of our popular Authors in Chelsea program. Brochures were created for distribution to the students in North, South, and Beach Middle schools, along with being displayed in the library. Promotional slides were created for our in-library monitors and Chelsea Update blog posts. A large poster was created and is now part of a display in the lobby. The large program banner was installed on the Freer Rd/Old US 12 fence along with the avenue banners with updated date footers. Ads were created and will run in the Sun Times and on Chelsea Update during the month of March. A press release was sent to local media about grant awards that support this program. We hope you will mark your calendar for March 22 and join us at 6:30 at the WSEC, Room 100 for a meet and greet with this year’s authors.

### March Madness – CDL Style

We are excited to offer this new and fun literary version of college basketball’s March Madness! The competing titles represent the top 16 most requested adult books in 2016. Play online at [chelseadistrictlibrary.org/march-madness](http://chelseadistrictlibrary.org/march-madness) OR “toss” in your vote at the 2<sup>nd</sup> floor display! Beginning March 13, each Monday we will announce the winning titles and open the next set of brackets. The Championship contest will take place the week of March 27. Make sure to share the fun with your friends and family through our social media posts or good old fashion word of mouth. We hope your favorite title makes it to the final round, but if not, maybe you’ll find a couple new titles to add to your reading list!



### 2017 Midwest Literary Walk



We are currently ramping up for our 9<sup>th</sup> annual Midwest Literary Walk (MLW). In an effort to expand the demographics of our audience, this year’s presenters include Kwame Alexander, author of the popular YA books *Booked* & *Crossover*; Heather Ann Thompson whose book *Blood in the Water* tell the civil rights story of the Attica Correctional Facility uprising, Peter Ho Davies and Derek Palacio whose novels highlight Chinese-American and Cuban-American cultures respectively; and Aireya D. Matthews, an emerging poet whose poems cross historical boundaries and speak emphatically from a racialized America. To create more of a “walk” to the event, we have added the Chelsea First Congregational Church as a venue. A new website has been created for this program using our CDL website template to ensure CDL branding consistency. MLW Facebook and Twitter platforms have been updated with 2017 dates and lineup, and print materials are in the design and scheduling phase.

### Strategic Plan

With the approval of the 2017-19 strategic plan, all departments are moving forward to execute assigned strategies. To help manage this large undertaking, I entered all the tasks into the online project management service Asana, which will allow us to follow each other’s progress and communicate with the team respective to our assigned tasks. Currently, I am working on the marketing of our new mission statement, consistency of our branding, refreshing of our sponsorship program, tools to evaluate collection, program, and service patron outcomes, and identifying the most effective social media platforms for our service district. I am also part of two teams: the first will identify initiative metrics and second will work on creating a multi-layered profile of our services district.

### Miscellaneous Marketing

- Create marketing schedules for all promotional channels for the spring quarter
- Create March promotional content for library monitors, website highlights and trending, and community calendar submissions
- Attend Fundraising Committee meeting to identify and plan for 2017 fundraising activity

## MARKETING BOARD REPORT

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February 2017

- Work with Youth department to craft press release about "What We Carried" exhibit and community narrative and send to media outlets (picked up by MLive.)

### Outreach

- Festival of Tables — Our "Snoopy/Peanut Gang" table was a great success this year! The team had a lot of fun putting together the decorating elements, and I especially enjoyed helping host the table during the luncheon! There were lots of opportunities to talk to the many guests and share all the wonderful things the library has to offer. Our efforts were rewarded with the LOL (Laugh Out Loud) award chosen by the Chelsea Senior Center and the Golden Plate Award chosen by the public. We had so much fun that we are already brainstorming next year's theme!
- Started dialog between Thompson's Pizzeria and the CDL adult department about potential partnerships
- Started dialog between local-area teacher and CDL youth department regarding a nature/art program for our summer STEAM programming.



Respectfully submitted,  
Patty Roberts  
Marketing Coordinator



# Photo exhibit showcasing immigrants, refugees lands at Chelsea library



By Logan T. Hansen | lhansen@mlive.com

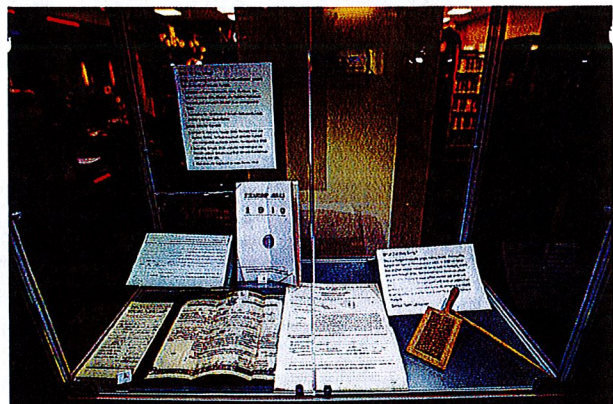
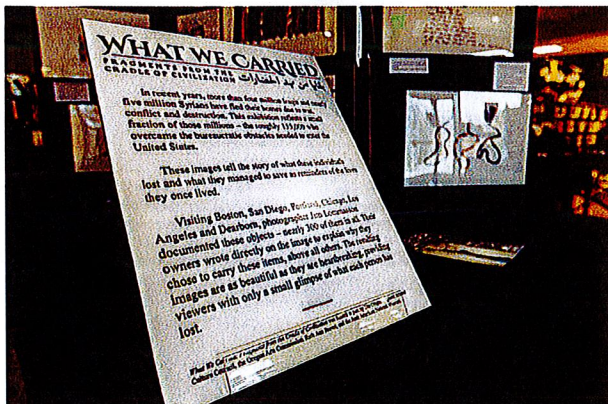
Follow on Twitter

on February 09, 2017 at 6:24 AM, updated February 09, 2017 at 6:25 AM

CHELSEA, MI - A photographic exhibition that tells the stories of immigrants and refugees from across the United States has populated the lobby of the Chelsea District Library since early January, and staff said the response from patrons is overwhelmingly positive.

**"What We Carried: Fragments from the Cradle of Civilization,"** a traveling exhibit from the [Arab American National Museum](#) in Dearborn, comprises a series of images captured by Portland, Oregon-based photographer Jim Lommasson.

The photographs depict objects that individuals or families from Syria and Iraq brought with them to remind them of the homes they left behind, including children's toys, family heirlooms and various other items.



"The exhibit gives us all the opportunity to imagine what object we might have kept in a similar situation," Karen Persello, head of the museum's youth and teen services, said.

"Nearly all of our ancestors came from someplace else, and we all have a story to tell."

In light of storytelling, each image in the exhibit is accompanied by a caption to help visitors learn the stories behind the objects pictured, which represent immigrants and refugees from across the U.S.

"What We Carried" is scheduled to be on display in the library's lobby through Friday, Feb. 24.



The library simultaneously invites Chelsea area families to participate in a community display called "What Did They Bring?" -- a chance for locals to display a treasured memento from "the old country" with a story attached to it.

Persello said items of this nature already on display include a zither from Germany, a noodle maker from Hungary and naturalization and traveling documents from Turkey and Serbia.

Anyone wishing to submit an item or photograph is encouraged to reach out to Persello at [kpersello@chelseadistrictlibrary.org](mailto:kpersello@chelseadistrictlibrary.org).

Additionally, a panel presentation titled "**Immigrants, Refugees, and the Arab American Experience**" is set for 2-3:30 p.m. Sunday, Feb. 19 at the library in conjunction with "What We Carried."

The presentation will feature representatives from the Arab American National Museum and the Arab Community Center for Economic and Social Services.

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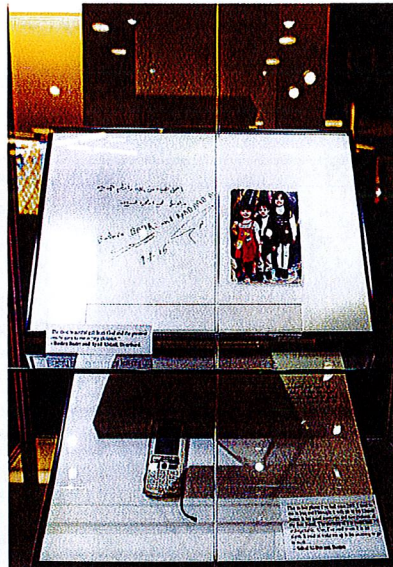
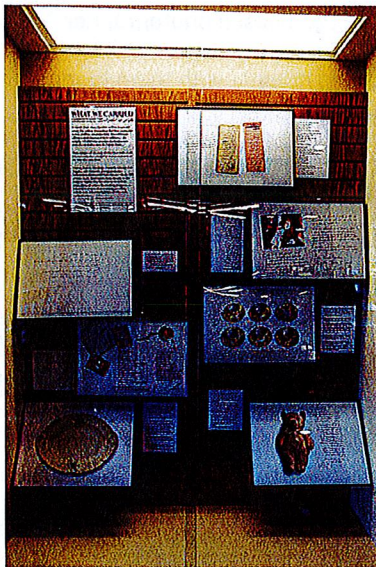
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# Chelsea library receives 2 grants for Authors in Chelsea

 [chelseupdate.com/chelsea-library-receives-2-grants-authors-chelsea/](http://chelseupdate.com/chelsea-library-receives-2-grants-authors-chelsea/)

2/21/2017

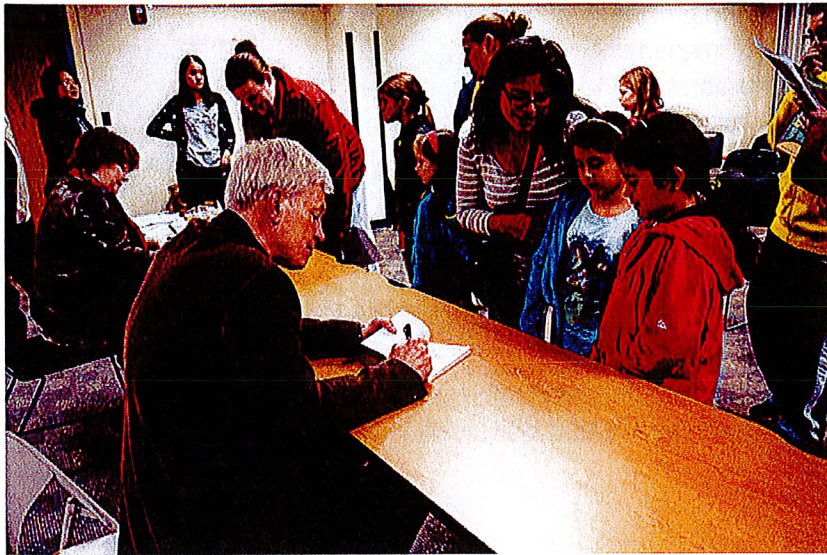


Photo by Burrill Strong A scene from a previous Authors in Chelsea event

(Chelsea Update would like to thank Patty Roberts for the information in this story.)

The **Chelsea District Library** has been awarded two grants in support of its 2017 **Authors in Chelsea** program.

Authors in Chelsea brings nationally known authors to Chelsea schools, providing children close contact with award-winning authors to explore the power of writing, and encourages students to read and appreciate literature. The event takes place each year in March and also includes an evening Author Meet and Greet for the entire Chelsea community.

The **Chelsea Education Foundation** awarded the library \$1,500 to help pay for books by the visiting authors for school classrooms and media centers, and the **Friends of Chelsea District Library** awarded the library \$2,500 to assist in paying authors' appearance fees.

This year's program will see participation from 1,025 children in grades 1-6.

"We could not offer this great program without the financial support of the Chelsea Education Foundation and the Friends of the Chelsea District Library," says **Karen Persello**, head of Youth and Teen Services at the library in a press release.

"This is our eighth Authors in Chelsea, and it promises to be a very inspiring and memorable experience for the community," she said.

"This year, we are excited to have visits from authors Jennifer Jacobson, Gordon Korman, and Lynda Mullaly Hunt, on March 22 and 23. Because of the generosity of these two local fundraising organizations, Chelsea schoolchildren will be offered the unique opportunity to attend presentations on writing from each author," Persello said.

**About The Chelsea Education Foundation:**

The Chelsea Education Foundation provides funding for a wide spectrum of educational activities to benefit the residents of Chelsea, Michigan. A non-profit, tax-exempt organization, Friends and supporters organized CEF in 1990 to provide a link between school, business, and community to help strengthen Chelsea's future.

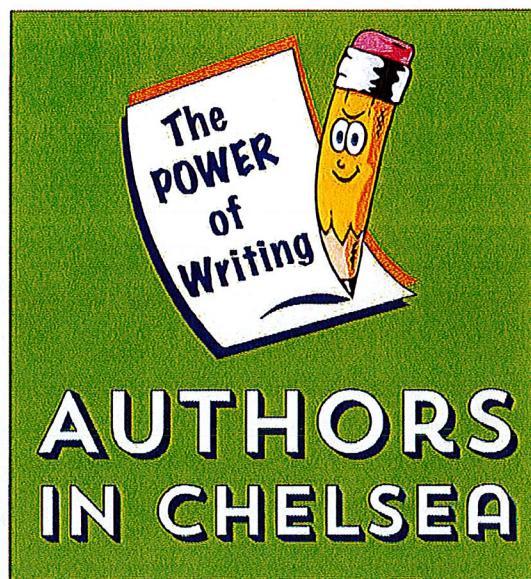
**About the Friends of Chelsea District Library:**

The mission of the Friends of Chelsea District Library is to provide financial assistance for special library programs, and to supplement materials and equipment; to increase the visibility of the library in the community; provide volunteer aid to the library; and to recognize library staff annually.

**About the Chelsea District Library:**

The Chelsea District Library is a not-for-profit organization whose mission is to provide equal access to quality resources that serve the lifelong cultural, educational and informational needs and interests of all people. The library currently serves 15,100 residents in the Chelsea district, which includes the City of Chelsea and the Dexter, Lima, Lyndon, and Sylvan townships. Approximately 16,000 individuals visit the library each month.

For more information visit [www.chelseadistrictlibrary.org](http://www.chelseadistrictlibrary.org).

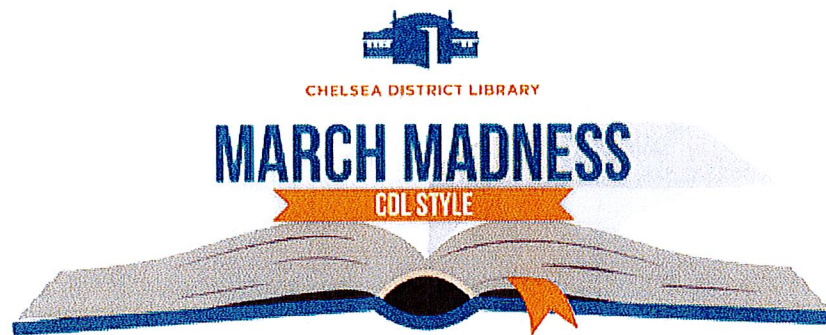




# March Madness: Chelsea District Library style

 [chelseaupdate.com/march-madness-chelsea-district-library-style/](http://chelseaupdate.com/march-madness-chelsea-district-library-style/)

2/26/2017



By Lisa Carolin

Whether you're a college basketball fan or not, the **Chelsea District Library** is offering its own version of March Madness, a "CDL style tournament."

The library's tournament begins March 1 with the announcement of its Sweet 16 brackets.

"We have a [webpage](#) on our website for the tournament," said **Patty Roberts**, marketing coordinator for the library. "The bracket match-ups will appear March 1, and people will have one week to vote their favorite book each round."

Participants will have the choice to vote online or in person at the library, where a display will be located on the second floor where they can vote.

"The 16 titles were chosen from the top titles requested by our patrons in 2016," said Roberts. "This year we are only including adult titles, which are all fiction."

A sneak preview of those titles include "A Man Called Ove" by Fredrick Backman, "Me Before You" by Jojo Moyes, and "Night School" by Lee Child.

Roberts said, "Although this year's tournament is mostly for adults, there is a fun website where kids can participate in a similar type tournament [here](#) and there are three different age group tournaments-Picture Book, Middle Grade Novel, and Young Adult Novel."

Voting dates will be: Sweet 16: March 1-12; Elite 8: March 13-19; Final 4: March 20-26; Championship Game: March 27-April 2; and the winner will be announced on April 3.







**Circulation Supervisor's Report  
February 2017**

- Circulation – 23,360 or 7% lower than last February;  
48,813 YTD or 5% lower than this time last year.
- Patron Count- 12,282 or even with last February (Est.);  
25,418 YTD or 4% lower than this time last year (Est.).  
\*\* Does not include offsite programs.
- Circulation by township- for February
  - Dexter = 10% of total transactions – lower than last month
  - Lima = 13% of transactions – same as last month
  - Lyndon = 17% of transactions – higher than last month
  - Sylvan = 15% of transactions - higher than last month
  - Chelsea = 36% of transactions – higher than last month
- February Circulation: 77% were items from Chelsea and 23% were inter-loaned items.
- Automated phone renewals in February – 12, Self-check was 11% of items checked out in February; Overdrive = 1401 in February; Zinio = 271 in February.
- Registrations for February– 70 new cards; 9528 total card holders
  - \*Dexter = 1211 cards; Lima = 1107 cards; Lyndon = 1514 cards
  - \*Sylvan = 1608 cards; Chelsea = 3525 cards; Nonresident = 563 cards

**Circulation Activities:**

- We received 4 to 8 tubs in the run each day M-F with a total of 123.5 in February.
- Clean up on the patron & collection database continues. We removed 69 patrons and 77 items in February.
- Leslie Abcouwer and I attended the demos at the Redford Township Library. These demos were presented by two companies that we are looking at for a possible new ILS (integrated library system) as well as our current system.

Respectfully submitted,  
Terri Lancaster  
Head of Circulation

Chelsea District Library  
Monthly New Registration 2017

District	NonRes	School	Other	Total Month	Grand Total
January	82	10	4	2	98
February	60	8	1	1	70
March					0
April					0
May					0
June					0
July					0
August					0
September					0
October					0
November					0
December					0
Totals					168

Average Daily Door Count 2017

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	2016	% Diff
Jan.	511	468	477	465	404	417	298	13136	14377	-9%
Feb.	574	516	478	475	422	413	337	12282	12325	0%
March									16072	
April									14857	
May									14833	
June									20468	
July									20181	
August									14488	
Sept.									12759	
Oct.									12587	
Nov.									12166	
Dec.									11064	
Total								25418	176177	
Monthly average								12,709	14,681	
Avg. % increase										-4%

New People/Door counter went live on July

Registered Card Holders												
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017		
District	8280	8708	9113	8898	9147	9002	9083	9109	9064	8965		
Dexter	1198	1216	1258	1197	1222	1206	1211	1215	1230	1211		
Lima	1086	1124	1176	1169	1174	1156	1133	1109	1109	1107		
Lyndon	1477	1605	1673	1567	1579	1538	1539	1546	1522	1514		
Sylvan	1619	1743	1822	1800	1786	1693	1662	1667	1641	1608		
CityChel	2900	3020	3184	3165	3386	3409	3538	3572	3562	3525		
NonRes	933	977	960	902	744	640	649	655	625	563		
Freedom	107	81	58	18	7	6	6	6	7	5		
Sharon	151	153	150	149	141	118	122	118	110	110		
Waterloo	391	421	423	411	365	336	348	352	333	277		
GrassLk					15	26	29	28	25	25		
Other	284	322	329	324	216	154	144	151	150	146		
Totals	9213	9685	10073	9800	9891	9642	9732	9764	9689	9528		

Trans	% Tot	SEMOG Dec2010	% of Pop	Regist
Feb-17	Trans	Pop.		
19,051		14971		
1814	10%	1994	60%	1/3 Dexter
2500	13%	2480	47%	3/4 Lima
3215	17%	2720	57%	Lyndon
2896	15%	2833	60%	Sylvan
6898	36%	4944	69%	CityChel
			58%	
385	2%			
586	3%			
746	4%			
11	0%			
	100%			

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

Chelsea District Library  
2017

	Average Daily Circulation					2017 Total	2016 Total	%Diff.
	Mon.	Tues.	Wed.	Thurs.	Fri.			
Jan.	840	700	811	760	720	25453	26455	-4%
Feb.	818	853	854	808	737	23360	25063	-7%
March							27839	
April							25179	
May							23647	
June							27254	
July							28112	
August							26760	
Sept.							22787	
Oct.							23845	
Nov.							23872	
Dec.							22824	
Total						48813	303637	
Month Avg						24,407	25,303	
Avg.% Inc.								-5%

with OD & Zinio  
ckouts.

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

2016 Totals	SiftChk/ Check-outs only			
	2017 Total	Days	Per Day	ChkOuts %
2820	3061	30	102	11%
2608	2384	27	88	11%
3032				
2941				
2580				
2901				
3528				
3554				
2221				
2447				
2689				
2142				
33463	5445			11%

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

Zinio Circ (downloadable e-magazines)				
2017	2016	2015	2014	
Jan	292	219	206	
Feb	271	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

2017	Items Added	Total Items
Jan	936	71,943
Feb	573	71,312
Mar		
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	1,509	143,255

Overdrive Circ (downloadable e-books, audio books and music)				
2017	2016	2015	2014	2013
1577	1752	1295	1295	957
1401	1638	1418	1244	861
	1552	1502	1366	960
	1386	1278	1293	1066
	1464	1425	1027	948
	1344	1445	1343	900
	1508	1570	1379	1013
	1618	1516	1262	1095
	1438	1448	1341	883
	1571	1512	1498	1023
	1504	1585	1340	889
	1423	1547	1462	1030
2978	18198	17541	15850	11625

### Item Circulation 2017

[illegible]

**COMMUNICATIONS**



Minutes - Work Session/Board Retreat  
Board of Education  
Chelsea School District  
February 13, 2017

Present: Anne Mann, Laura Bush, Greg Rhodes, Dana Durst, Shawn Quilter,  
Kristin van Reesema

Absent: Tammy Lehman

Administrators: Julie Helber, Superintendent

The meeting began at 5:00 PM

Public Input:

- Heather Hopkins, district paraprofessional, read a prepared statement encouraging the Board to let a select group, of paraprofessionals, food service staff and the auditorium manager, become its own bargaining unit.

The Board took a brief pause in the proceedings to allow the audience's departure.

The Board participated in the MASB's three-hour superintendent evaluation training program.

Motion by Dana Durst, supported by Greg Rhodes, to go into Closed Session for the Director of Operations' personnel matter, per the request of the Operations Director. (MCL 380.503)

ALL AYES 6-0

The Board returned to Open Session at 8:31 PM

Other:

- School Messenger

Meeting was adjourned at 9:06 PM

Respectfully submitted,

Laura C. Bush  
Board Secretary





**CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
7:30 A.M., THURSDAY, February 2, 2017**

**Present:** Executive Director & City Staff Liaison Hanifan, Fairfield, Finger, Heydlauff, Lindauer, O'Reilly, Livengood, Merkel, Patrais, Schwarz

**Absent:** Sanville

**Others Present:** City Council Member Albertson; Bob Pierce Chelsea Chamber of Commerce

1. Executive Director John Hanifan opened the meeting at 7:33 a.m. noting a quorum was present.
2. Public Comment – none
3. **Motion by Lindauer second by Finger to approve the regular agenda. All Ayes.**
4. **Business:**
  - Hanifan provided a brief overview of the 2016-17 DDA Budget which would require modification with options for Bond Financing; estimate \$50K/yr bond payments. There are two more years for Palmer Lot payments then budget eases again.
  - Reviewed and discussed the Budget, Design and options presented by MC Smith & Associates. Hanifan will follow up to have an updated plan and budget for the next DDA Board Meeting.
  - Reviewed and discussed the Draft Purchase Agreement for the sale of the Mack Building. **Motion by Merkel, second by Lindauer to approve and move forward with the execution of the Purchase Agreement to sell the Mack Building to 'Mack Building LLC' (Joseph Ziolkowski). All ayes, motion carried.**  
It was noted that closing is expected to occur in approximately 2 weeks.

Motion by Finger, second by Heydlauff to adjourn the meeting at 8:42 am.  
The next Regular Board Meeting is scheduled for Thursday, February 16, 2017.

Minutes respectfully submitted by,  
Kathy Finger  
DDA, Secretary

Minutes approved at the February 16, 2017 DDA Board of Directors Meeting



# **ACTION ITEMS**



# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

March 21, 2017 Board Packet

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

Accept February donations and changes to the 2017 FY Budget.

	Income Line -	Expense Line
2-17-17	Michael Kunkel & Henry Cox	Jacopo Concert – Adult
	674.110	884.912
		\$1,000.00

Sub Total: \$1,000.00

Acknowledge the donations below that are already in the 2017 budget.

2-7-17	Friends of CDL	Purple Rose Readings	884.915	\$1,000.00
2-7-17	Friends of CDL	Sonic Sunday – Adult	884.960	\$1,000.00
2-7-17	Friends of CDL	Sonic Sunday – Youth	884.960	\$1,000.00
2-7-17	Friends of CDL	Hotspot lending/data	850.900	\$2,000.00
2-7-17	Friends of CDL	Authors in Chelsea – Youth	884.922	\$2,500.00

Sub Total: \$7,500.00

Acknowledge the donations below toward the CDL Endowment.

Sub Total: \$

Total General Donations: \$

Janice L. Carr, Board Secretary

Date



# **DISCUSSION ITEMS**





# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

## **Library Board Fact Sheet** March 21, 2017 Meeting

### **FY 2018 Budget Development Calendar**

#### **Background:**

The 2018 budget development process will be starting soon and the board reviews the calendar for this process. The time line is guided by the fact that we have to submit our L-4029 form to the townships, city & county by September 30<sup>th</sup>.



**Chelsea District Library  
Budget Development Calendar  
For FY 2018  
Dates to be confirmed by Director & Treasurer**

<b>Activity</b>	<b>2018 Budget Year (Dates in 2017)</b>
<b>Set Budget Preparation Calendar</b> Meet with board treasurer	Week of March 6th
<b>Review Budget Process with Board</b>	March 21 <sup>st</sup> Board Meeting
<b>Staff Prepare Budget Materials</b>	March 28 <sup>th</sup> (Pre-Budget) May 2 <sup>nd</sup> May 9 <sup>th</sup> May 16 <sup>th</sup> May 23 <sup>rd</sup> May 30 <sup>th</sup>
<b>Qualifying Statement filed with State Treasury Dept. by Director</b>	After audit approval & filed with state by auditor
<b><u>First</u> Presentation to the Finance Committee</b>	June 6 <sup>th</sup>
<b><u>Second</u> Presentation to the Finance Committee</b>	June 13 <sup>th</sup>
<b>Full Board to Discuss Hearing Notice</b>	June 20 <sup>th</sup> Board Meeting
<b><u>Third</u> Presentation to the Finance Committee</b>	June 27 <sup>th</sup> -If Needed
<b>Distribute Budget Materials to Board</b>	July 18 <sup>th</sup> Board Meeting
<b>Board Action to Approve Hearing Notice and Hearing Date</b>	July 18 <sup>th</sup> Board meeting
<b>Submit Hearing Notice to <i>The Sun Times/Chelsea Update</i></b>	July 19 <sup>th</sup> Deadline [Wednesday]
<b>Announce Budget Hearing Published in <i>The Sun Times/Chelsea Update</i></b>	July 26 <sup>th</sup> Publication Date [Wednesday]
<b>Put Budget Out for Public Inspection</b>	July 26 <sup>th</sup>
<b>Budget Hearing</b>	August 15 <sup>th</sup> Board Meeting
<b>Budget Approval Levy Amount Approval</b>	September 19 <sup>th</sup> Board Meeting
<b>Turn in Form L-4029 (Levy amount) to County and Township Clerks</b>	<b>September 20<sup>th</sup> Key Deadline</b>
<b>Budget Takes Effect</b>	<b>January 1<sup>st</sup>, 2018</b>



## **Discussion Item #2**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** March 21, 2017 Meeting

#### **Local Community Stabilization Authority Check**

**Background:**

The library received a \$127,753.42 check from the Local Community Stabilization Authority, as reimbursement for personal property tax lost from previous years, which is money that is not accounted for in the current budget. A total of \$47,891.16 was transferred to Debt Retirement, leaving \$79,862.26 for library needs, present and future. We would like to move this money to this year's budget, under Strategic Planning (801.090), as soon as possible, so that it can be utilized.



# **COMMITTEE INFO & MINUTES**





Chelsea District Library  
Finance Committee Minutes  
February 16, 2017

Present: Board Members - Susan Lackey, Jerry Wilczynski. Charlie Taylor absent with notice  
Staff Present – Lori Coryell and Mary Budzinski

Call to Order: Jerry Wilczynski called the meeting to order at 2:00 PM

Quarterly Reconciliation Report:

Mary Budzinski presented the 941 Employer's Quarterly Federal Tax Return for the fourth quarter of 2016. She also shared the library's detailed account transaction report for the fourth quarter and the 941 Reconciliation report for 2016 demonstrating that the library's records and the federal filing report are in sync. Board members present thanked Mary for her diligence.

Other Business:

Staff advised the board that the new accounting firm recommended that the library revise its policy on recording depreciation so that not all building capital improvements are depreciated over a 30 year period. It was proposed that the policy committee address a recommendation from staff that permits our accountant to use judgement in prorating depreciation of new assets on a reasonable use life basis. For example, replacements of carpeting depreciate over say ten years as opposed to thirty years.

There being no further business to discuss, the Finance Committee was adjourned at 2:25 PM.



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

Governance  
**Appendix #3**

Approved: January 17, 2017

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

Janice L. Carr

\_\_\_\_\_  
Janice L. Carr, Board Secretary

1-17-17

\_\_\_\_\_  
Date

