

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, April 18, 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 – March 21, 2017

Approval of the March Operational Checks

Approval of March Financial Reports

Director's Report & Friends Report

Strategic Plan Report

7:10 Public Comment

7:15 Presentation – John Hanifan, Chelsea City Manager, discussing the DDA

7:25 Actions Items

1. Donations

7:30 Discussion Items

1. Local Community Stabilization Authority Check

7:45 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Fundraising Committee

7:50 Public Comment

7:55 Other Items

8:00 Adjournment

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

Tuesday, March 21, 2017 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: J. Wilczynski, J. Carr, E. Sensoli, TJ Helfferich.

Trustees Absent: C. Taylor, S. Lackey, A. Merkel

Staff: Director L. Coryell, Assistant Director L. Ballard, & C. Berggren.

Guests: None

Welcome and Call to Order

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

Agenda Review and Additions

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve the agenda as presented. Discussion: None

All Ayes: 4-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve the minutes of the February 21, 2017 Board Meeting. Discussion: TJ noted that she would still like to see page #s added, if at all possible.

All Ayes: 4-0

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to accept the General Fund Operational checks for February, 2017. Discussion: None

All Ayes 4-0

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to accept Financial Reports for February, 2017. Discussion: J. Carr asked if the amount on page 13 for eBooks was for the month or for the year. Lori clarified it was a yearly total.

All Ayes: 4-0

Director's Report Update:

L. Coryell update:

- L. Coryell began by answering a previous question about the # of non-residential cardholders from local businesses. There are 141 non-residential cardholders from local businesses.
- Noted that the Authors in Chelsea annual event begins tomorrow and the big public portion will be held from 6:30-8pm at WSEC.
- Reminded all that there is still time to vote in the March Madness Final 4.
- Discussed the restructuring of the management team and librarian staff with Karen's impending retirement. There will be a shift of 1 from the management team to regular staff, as all the librarians will report to Keegan. Karen's replacement will still be a Youth/Teen librarian, just not a manager. The librarians will all move upstairs and the Adult Services office will be enlarged and renamed Information Services. There will also be a conference table for department meetings. This will mean taking some exist space (the area where the tax forms and microfilm machine are located) and putting up a wall. The added benefits, besides being less top-heavy managerial-wise, will be better communication and improved flexibility amongst librarians. Will also help to keep Keegan off of the information desk, so she can work on projects.
 - TJ asked where the microfilm machine would move to. No definitive answer available on that yet. Also asked if Keegan would be receiving a raise with the added responsibility. Lori acknowledged that there would be a pay bump.

Strategic Plan Update:

- L. Coryell reported that we've been working on finalizing the metrics for the Strategic Plan, as well as reorganizing with Design Think. Design Think will help the library take better advantage of its existing space. Keegan has been working on this and we plan to use a combination of cognitive mapping and patron interviewing to collect data.
- There is still a question about how to handle Design Think data, once collected, and whether to hire outside help to assist in converting data to action.
 - J. Wilczynski stated that he thinks it's a good idea to bring in an expert with outside perspective.

Friends Report Update:

L. Coryell announced that the Friends of the CDL want to invite the members of the board to their staff appreciation luncheon event on April 12th from noon to 1:30 in the McKune room.

Other Reports Notes:

- L. Coryell discussed the Washtenaw Reads event in Ann Arbor that had approximately 600 pax in attendance and featured a particularly diverse crowd. She said that CDL will be participating in the event again next year and that Keegan is on the committee to choose the next title. Also, the really nice thing about this partnership is that the Ann Arbor library pays the bill for the event and to bring the author in for the discussion.
- J. Wilczynski asked L. Ballard about the damage mentioned in her report caused by the planned power outage. L. Ballard replied that the damaged bulbs will be replaced under warrantee and that the city has agreed to pay for the electrician that was needed to fix the blown bulbs.
- J. Carr asked about the new hire to Adult Services, Laura Brown, and suggested that maybe she could come to the next board meeting. Also, mentioned that she's been listening to radio program being broadcast from CDL and wondered if, as part of our agreement, they could advertise our book sales. L. Coryell said she would email David about that possibility.

Public Comment: None

Action Item #1: Donations and Budget Adjustments

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve and acknowledge the presented 2017 February donations of \$ 8,500.00.

Discussion: None

All Ayes: 4-0

Discussion Item #1: Budget Development Calendar

- The board looked at the proposed schedule for developing the 2018 budget and acknowledged that it looked good.

Discussion Item #2: Local Community Stabilization Authority Check

- This discussion was shelved until next month's meeting due to three board members being absent and the importance of everyone's input on this subject.

Committee Reports

Policy Committee – A meeting was scheduled for Monday, March 27 from 12-12:30 in Lori's office

Finance Committee –

Personnel Committee –

Nominating Committee –

Fundraising Committee – A question was raised whether the minutes from the last meeting have been approved yet? A. Merkel will need to verify.

Public and Board Comment: None

Other Items: None

Adjourn:

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to adjourn the meeting at 7:19pm.

All Ayes: 4-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

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

	TOTAL					
	Jan 17	Feb 17	Mar 17	Jan - Mar 17	Budget	% of Budget
Ordinary Income/Expense						
Income						
402 · District Revenue	827,294	707,905	56,763	1,591,962	1,613,369	99%
501.001 · Grants	1,000	0	0	1,000	1,000	100%
539.000 · State Grants	0	0	0	0		
540.100 · State Aid	0	0	0	0		
574.100 · Penal Fines	0	0	0	0	8,500	0%
607.100 · Non-Resident Fees	696	636	328	1,660	23,000	0%
645.100 · Copiers & Printers	92	1,000	699	1,791	5,500	30%
655.100 · Circulation Fines	1,650	2,200	1,624	5,474	7,500	24%
665.100 · Interest	21	32	36	89	23,500	23%
666.100 · Investment Earnings	6	6	4,223	4,235	45,500	9%
666.500 · Investment Change in Value	354	1,593	(1,699)	248		
674 · Contribution & Donation-Public	1,260	8,500	100	9,860	25,394	39%
675 · Donations Private	0	0	0	0	1,000	0%
Total Income	832,373	721,872	62,074	1,616,319	1,754,263	92%
Gross Profit	832,373	721,872	62,074	1,616,319	1,754,263	92%
Expense						
701 · Personnel Expenses	46,315	80,054	116,689	243,058	1,066,156	23%
727 · Supplies	1,386	1,298	2,257	4,941	17,200	29%
801 · Professional Services	12,400	1,957	10,147	24,504	62,325	39%
803 · Maintenance Service Contracts	3,182	9,290	10,022	22,494	116,769	19%
850 · Telecommunications	(2,411)	929	2,105	623	31,178	2%
880 · Promotional Materials	2,213	3,567	7,182	12,962	55,745	23%
884 · Programming	3,929	1,889	18,287	24,105	86,144	28%
885 · Volunteer	0	16	177	193	2,250	9%
920 · Utilities	0	4,725	4,106	8,831	60,100	15%
960 · Board Expense	268	184	80	532	3,350	16%
965 · Automation Services	14,383	0	0	14,383	46,212	31%
967 · Equipment	2,195	2,325	4,074	8,594	23,800	36%
969 · Continuing Education Expenses	641	1,794	1,181	3,616	21,102	17%
980 · Capital Expense	0	0	0	0	37,500	0%
982 · Collection Expense	845	22,963	13,695	37,503	183,973	20%
Total Expense	85,346	130,991	190,002	406,339	1,813,804	22%
Net Ordinary Income	747,027	590,881	(127,928)	1,209,980	(1,407,465)	
Other Income/Expense						
Other Expense						
999.001 · Transfer to Capital Improvement	0	0	0	0	(22,500)	0%
999.002 · Transfer to Capital Reserve Fun	0	0	0	0	5,000	0%
999.025 · Carry from General Fund	0	0	0	0	(42,041)	0%
Total Other Expense	0	0	0	0	(59,541)	0%
Net Other Income	0	0	0	0	59,541	0%
Net Income	747,027	590,881	(127,928)	1,209,980	0	100%

Chelsea District Library

List of Checks for Board Approval

March 2017

04/12/17

Date	Num	Name	Memo	Paid Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
03/02/2017	02132017PRST	Alerus Financial	03/03/17 PR	1,731.28
03/03/2017	PR03032017		RETIREMENT	-1,731.28
03/16/2017	02272017PRST	Alerus Financial	03/17/17 PR	1,731.28
03/17/2017	PR03172017		RETIREMENT	-1,731.28
03/30/2017	03132017PRST	Alerus Financial	03/31/17 PR	1,731.28
03/31/2017	PR03312017		RETIREMENT	-1,731.28
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
03/03/2017	PR03032017		WAGES	34,216.28
03/17/2017	PR03172017		WAGES	33,943.38
03/31/2017	PR03312017		WAGES	35,191.67
Total 701.100 - Wages - Other				103,351.33
Total 701.100 - Wages				103,351.33
701.110 - Retirement-Contributions				
03/02/2017	02132017PRST	Alerus Financial	03/03/17 PR	1,374.91
03/03/2017	PR03032017		RETIREMENT PICK UP	-1,374.91
03/16/2017	02272017PRST	Alerus Financial	03/17/17 PR	1,374.91
03/17/2017	PR03172017		RETIREMENT PICK UP	-1,374.91
03/30/2017	03132017PRST	Alerus Financial	03/31/17 PR	1,374.91
03/31/2017	PR03312017		RETIREMENT PICK UP	-1,374.91
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
03/03/2017	PR03032017		401 A MATCHING	1,347.22
03/17/2017	PR03172017		401 A MATCHING	1,349.32
03/31/2017	PR03312017		401 A MATCHING	1,349.32
Total 701.115 - 401A Retirement Matching				4,045.86
701.200 - FICA				
03/03/2017	PR03032017		FICA EMPLOYER	2,617.64
03/17/2017	PR03172017		FICA EMPLOYER	2,596.74
03/31/2017	PR03312017		FICA EMPLOYER	2,692.23
Total 701.200 - FICA				7,906.61
701.300 - Flex Benefits				
03/02/2017	02102017ST	Unum Life Insurance Co.	2017 Premium March	655.61
03/03/2017	PR03032017		Dep Life (CA & DL & HI)	-10.81
03/17/2017	PR03172017		Dep Life (CA & DL & HI)	-10.81
03/30/2017	03102017ST	Unum Life Insurance Co.	2017 Premium April	654.43

Chelsea District Library

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March 2017

04/12/17

Date	Num	Name	Memo	Paid Amount
03/31/2017	PR03312017		Dep Life (CA & DL & HI)	-10.81
Total 701.300 · Flex Benefits				1,277.61
701.400 · Unemployment				
03/30/2017	03312017QTR	Michigan Municipal League-Unemp		107.33
Total 701.400 · Unemployment				107.33
Total 701 · Personnel Expenses				116,688.74
727 · Supplies				
727.200 · General Operations				
03/02/2017	463273	Smart Office Solutions	General Supplies	72.21
03/16/2017	3180693	Baudville	Brass Anniversary Lapel Pins	56.10
03/16/2017	463870	Smart Office Solutions	General Supplies	63.47
03/16/2017	03032017ST	Zoran, Amy	Cards	32.00
Total 727.200 · General Operations				223.78
727.300 · Material Processing				
727.320 · Matl Processing Cases				
03/20/2017			Circ Receipts - L/D	-4.25
Total 727.320 · Matl Processing Cases				-4.25
727.330 · Matl Processing Other				
03/02/2017	6058540	Demco Inc.	Book Tape	143.23
03/30/2017	6091900	Demco Inc.	Book Tape	62.17
03/30/2017	205756	Hawk Labeling Systems	Label Maker Tapes	886.74
Total 727.330 · Matl Processing Other				1,092.14
727.340 · Repairs				
03/30/2017	6090155	Demco Inc.	Cloth Book Tape	134.00
03/30/2017	6091900	Demco Inc.	Book Tape	62.17
Total 727.340 · Repairs				196.17
Total 727.300 · Material Processing				1,284.06
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
03/02/2017	02212017COS...	Ballard, Linda P.	Paper Towel Rolls	15.69
03/02/2017	463238	Smart Office Solutions	Trifold Towels	23.97
03/02/2017		Smart Office Solutions	Trifold Towels	23.97
03/02/2017	463273	Smart Office Solutions	Paper Cleaning Products	127.92
03/16/2017	463870	Smart Office Solutions	Paper Supplies	127.92
Total 727.510 · Cleaning Paper Products				319.47
727.520 · Cleaning Supplies				

04/12/17

Chelsea District Library

List of Checks for Board Approval

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Date	Num	Name	Memo	Paid Amount
03/02/2017	02212017COS...	Ballard, Linda P.	Wipes, Sanitizers, Spoons	31.17
03/02/2017	300690799	Cintas Corporation-300	Soap	7.26
03/02/2017	40101154	Great Lakes Ace Hardware	Dust Pans	36.08
03/02/2017	463370	Smart Office Solutions	Trash Liners	48.17
03/16/2017	300705067	Cintas Corporation-300	Soap	16.35
03/30/2017	300714473	Cintas Corporation-300	Soap	12.70
Total 727.520 · Cleaning Supplies				151.73
727.530 · Cleaning Rugs				
03/02/2017	300690799	Cintas Corporation-300	Rugs 02/17/2017	54.07
03/16/2017	300705067	Cintas Corporation-300	Rugs 03/10/2017	54.07
03/30/2017	300714473	Cintas Corporation-300	Rugs 03/24/2017	54.07
Total 727.530 · Cleaning Rugs				162.21
Total 727.500 · Cleaning				633.41
727.800 · Maintenance				
727.810 · Maintenance Light Bulbs				
03/30/2017	2017-103241CL	Hawks & Associates Inc	Replacements/Planned Power Outage - City to Reimburse	115.80
Total 727.810 · Maintenance Light Bulbs				115.80
Total 727.800 · Maintenance				115.80
Total 727 · Supplies				2,257.05
801 · Professional Services				
801.010 · Attorney				
03/16/2017	710025	Foster Swift Collins & Smith	Legal Advice on TIFA	38.00
Total 801.010 · Attorney				38.00
801.020 · Auditor				
03/16/2017	EL-26383	Abraham & Gaffney P.C.	Preliminary planning & Audit Fieldwork	6,800.00
03/16/2017	58411	Andrews Hooper Pavlik PLC	Assistance for Successor Auditor	524.00
Total 801.020 · Auditor				7,324.00
801.040 · Bookkeeper				
03/02/2017	201705	Budzinski & Associates	1/2 March 2017 Billing	350.00
03/16/2017	201706	Budzinski & Associates	1/2 March 2017 Billing	350.00
Total 801.040 · Bookkeeper				700.00
801.041 · Payroll Services				
03/16/2017	17623613	Payroll 1	2017 February	178.52
Total 801.041 · Payroll Services				178.52
801.079 · Library Strategic Plan				

Chelsea District Library

List of Checks for Board Approval

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04/12/17

Date	Num	Name	Memo	Paid Amount
03/02/2017	1340	Bridgeport Consulting, LLC	Strategic Planning Dec 2016 & Jan 2017	1,424.38
03/15/2017	03092017ST	Keybank	Xylem Design - Exhibit Display Easel	1.74
03/16/2017	03022017ST	Ahrens, Andy	Remove Concrete for Fairy Garden	150.00
03/16/2017	03092017ST	Keybank	Xylem Design - Exhibit Display Easel	262.24
Total 801.079 · Library Strategic Plan				1,838.36
801.300 · Banking Fees				
801.310 · Bank Fees				
03/31/2017			Service Charge	12.40
Total 801.310 · Bank Fees				12.40
801.350 · Credit Card Fee Circ				
03/06/2017	CCFee022017		February 2017 CC Fee	55.73
Total 801.350 · Credit Card Fee Circ				55.73
Total 801.300 · Banking Fees				68.13
Total 801 · Professional Services				10,147.01
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
03/01/2017	463469	Smart Office Solutions	Assembly & Installation of Towel Dispensers	1.84
03/02/2017	2017-0224	Hawks & Associates Inc	Remainder LED Phase 2 - Portico	71.00
03/02/2017	2017-0228	Hawks & Associates Inc	9 LED bulbs after City Scheduled Power Outage	525.00
03/02/2017	463469	Smart Office Solutions	Assembly & Installation of Towel Dispensers	133.16
03/15/2017	03092017ST	Keybank	Zoro.com - Toilet Sensor	1.15
03/16/2017	03092017ST	Keybank	Zoro.com - Toilet Sensor	172.93
03/30/2017	19031	Ken Cook's Plumbing and Heating Inc.	Flush Valve Repair - Connector Toilet	447.00
03/30/2017	18693	Ken Cook's Plumbing and Heating Inc.	Assess Basement Leak/Bay	267.00
03/30/2017	18931	Ken Cook's Plumbing and Heating Inc.	Replace Faucet - Women's Bathroom	800.00
03/30/2017	18903	Ken Cook's Plumbing and Heating Inc.	Replace Faucet - Women's Bathroom	158.00
Total 803.010 · Maint Svc Contingency				2,577.08
803.100 · Copier				
803.101 · Public Copier				
03/02/2017	66476996	Wells Fargo Bank, NA	Public Copy Lease 2017 February	161.00
03/16/2017	81241	J. McEldowney Inc..	February Public Copy Maintenance	104.55
03/30/2017	66649158	Wells Fargo Bank, NA	Public Copy Lease 2017 March	161.00
Total 803.101 · Public Copier				426.55
803.102 · Staff Copier				
03/02/2017	66486981	Toshiba Financial Services	Mar 2017 Staff Copier Lease & Maintenance	567.65
Total 803.102 · Staff Copier				567.65

04/12/17

Chelsea District Library

List of Checks for Board Approval

March 2017

Date	Num	Name	Memo	Paid Amount
Total 803.100 · Copier				994.20
803.200 · HVAC				
803.210 · HVAC MA				
03/02/2017	29697	H.V. Burton Company	Annual Water Testing	425.00
Total 803.210 · HVAC MA				425.00
Total 803.200 · HVAC				425.00
803.300 · Technology				
803.330 · Printers				
03/02/2017	IN825866	Michigan Office Solutions	Staff Printer Maintenance - Feb 2017	150.61
03/30/2017	IN844363	Michigan Office Solutions	Staff Printer Maintenance - March 2017	150.61
Total 803.330 · Printers				301.22
803.385 · Laminator Maint Agreement				
03/30/2017	422645	ACCO Brands USA LLC	Laminator Agreement - 03/26/17 to 03/25/2018	567.84
Total 803.385 · Laminator Maint Agreement				567.84
803.395 · Website Hosting & Service				
03/15/2017	03092017ST	Keybank	Vimeo Inc - 2017 Annual Renewal	0.40
03/15/2017	03092017ST	Keybank	1and1.com - Old Website Support	-0.19
03/15/2017	03092017ST	Keybank	1and1.com - Old Website Support	-0.30
03/15/2017	03092017ST	Keybank	1and1.com - Old Website Support	-1.06
03/15/2017	03092017ST	Keybank	1and1.com - Old Website Support	-0.40
03/15/2017	03092017ST	Keybank	1and1.com - Old Website Support	-1.15
03/15/2017	03092017ST	Keybank	1and1.com - Old Website Support	-1.70
03/15/2017	03092017ST	Keybank	1and1.com - Old Website Support	-0.14
03/15/2017	03092017ST	Keybank	1and1.com - Old Website Support	-2.52
03/15/2017	03092017ST	Keybank	1and1.com - Old Website Support	-0.46
03/15/2017	03092017ST	Keybank	1and1.com - Old Website Support	-2.37
03/15/2017	03092017ST	Keybank	1and1.com - Old Website Support	-0.53
03/15/2017	03092017ST	Keybank	1and1.com - Old Website Support	-0.07
03/15/2017	03092017ST	Keybank	1and1.com - Old Website Support	-0.13
03/15/2017	03092017ST	Keybank	1and1.com - Old Website Support	-0.08
03/15/2017	03092017ST	Keybank	1and1.com - Old Website Support	-1.74
03/16/2017	03092017ST	Keybank	Vimeo Inc - 2017 Annual Renewal	59.55
Total 803.395 · Website Hosting & Service				47.11
Total 803.300 · Technology				916.17
803.600 · Building Maintenance				
803.605 · Janitorial				
03/02/2017	11135	A Production Cleaning Company Inc.	Cleaning 02/12 - 02/25/2017	1,440.85
03/16/2017	11143	A Production Cleaning Company Inc.	Cleaning 02/26 - 003/11/2017	1,440.85
03/30/2017	11156	A Production Cleaning Company Inc.	Cleaning 03/12 - 03/25/2017	1,440.85

Chelsea District Library

List of Checks for Board Approval

March 2017

04/12/17

Date	Num	Name	Memo	Paid Amount
Total 803.605 · Janitorial				
803.610 · Lawn/Snow Service				
803.612 · Snow				
03/30/2017	S16464	Osinski Inc.	Snow - 02/01-03/17/2017	787.00
Total 803.612 · Snow				
Total 803.610 · Lawn/Snow Service				
Total 803.600 · Building Maintenance				
Total 803 · Maintenance Service Contracts				
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
03/14/2017	02252017ST	A T & T	01/26/17-02/25/17 Billing (Feb)	330.14
03/30/2017	03252017ST	A T & T	02/26/17-03/25/17 Billing (Mar)	330.14
Total 850.120 · Telephone				
850.121 · Director's Cell Phone				
03/30/2017	9781139835	Verizon Wireless	2017 Mar Director's Cell Phone	51.65
Total 850.121 · Director's Cell Phone				
Total 850.100 · Local & Long Distance Charges				
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
03/20/2017			Circ Receipts - L/D	-100.00
03/30/2017	9781139835	Verizon Wireless	2017 Mar Library Hotspots	120.84
Total 850.311 · WiFi Hotspots				
850.910 · WiFi Hot Spots - Restricted				
03/02/2017	261402854-026	Sprint	15 Hotspots Data Charges February 2017	686.08
03/30/2017	261402854-027	Sprint	15 Hotspots Data Charges March 2017	686.08
Total 850.910 · WiFi Hot Spots - Restricted				
Total 850.300 · TLN Internet Service				
Total 850 · Telecommunications				
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
03/02/2017	69	5 Healthy Towns Foundation	2 1/8 Page Ads in Bi-Annual Magazine	165.00
03/02/2017	2380-R	The Sun Times	Coupon Ad 02/22/17	60.00
03/16/2017	2504-R	The Sun Times	Coupon Ad 03/08/17	60.00

Chelsea District Library

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04/12/17

Date	Num	Name	Memo	Paid Amount
03/30/2017	2569-R	The Sun Times	Coupon Ad 03/15/17	60.00
03/30/2017	2632-R	The Sun Times	Coupon Ad 03/22/17	60.00
Total 880.110 · Media Buy				405.00
Total 880.100 · Advertising				405.00
880.200 · Publications				
880.240 · Newsletter				
03/02/2017	236325	Print-tech Inc.	Print & Mail Spring Newsletter	4,104.92
Total 880.240 · Newsletter				4,104.92
Total 880.200 · Publications				4,104.92
880.300 · Marketing Supplies				
880.320 · Misc Marketing Supplies				
03/02/2017	02272017FT	Roberts, Patty	2017 Festival of Tables Decorations	19.80
Total 880.320 · Misc Marketing Supplies				19.80
Total 880.300 · Marketing Supplies				19.80
880.400 · Program Promotion				
880.410 · Adult Program Promotion				
880.412 · Midwest Literary Walk				
03/16/2017	236889	Print-tech Inc.	Midwest Lit Walk Postcards	409.00
03/16/2017	236920	Print-tech Inc.	Midwest Lit Walk Banners	562.24
03/16/2017	237028	Print-tech Inc.	Midwest Lit Walk Tabloid Posters	63.60
03/30/2017	1194883SC	iPromoteu.com Inc	MWLV Coasters	284.71
03/30/2017	237244	Print-tech Inc.	Midwest Lit Walk Lobby Posters	79.76
Total 880.412 · Midwest Literary Walk				1,399.31
Total 880.410 · Adult Program Promotion				1,399.31
880.420 · Youth / Teen Promotion				
880.422 · Authors in Chelsea				
03/02/2017	236390	Print-tech Inc.	Authors in Chelsea Flyer	686.04
03/02/2017	236391	Print-tech Inc.	Authors in Chelsea Posters	67.21
03/02/2017	236403	Print-tech Inc.	Authors in Chelsea Banners	459.28
Total 880.422 · Authors in Chelsea				1,212.53
Total 880.420 · Youth / Teen Promotion				1,212.53
Total 880.400 · Program Promotion				2,611.84
880.500 · Purchased Services				
880.510 · General Purchased Services				
03/15/2017	03092017ST	Keybank	Uberflip - 03/2017	0.19
03/15/2017	03092017ST	Keybank	Adobe Stock Monthly - March	0.07

Chelsea District Library

List of Checks for Board Approval

March 2017

04/12/17

Date	Num	Name	Memo	Paid Amount
03/16/2017	03092017ST	Keybank	Uberflip - 03/2017	30.66
03/16/2017	03092017ST	Keybank	Adobe Stock Monthly - March	9.92
Total 880.510 · General Purchased Services				40.84
Total 880.500 · Purchased Services				40.84
Total 880 · Promotional Materials				7,182.40
884 · Programming				
884.110 · Adult Speakers				
884.117 · Oral History Project				
03/16/2017	09262016ST	Promote Michigan		250.00
Total 884.117 · Oral History Project				250.00
884.119 · General Adult Events				
03/16/2017	077152867586	Amazon.com	Supplies	52.64
03/16/2017	03092017PRG	Filiplak, Susan R	03/09 Women in Tap Dance	150.00
03/16/2017	03102017SP	Meloche , Emily	SmartyPants - March	100.00
03/30/2017	04222017EXPO	Chelsea Senior Citizens Center	Spring Expo Main Exhibit Area	75.00
03/30/2017	03282017SP	Meloche , Emily	SmartyPants - April	100.00
03/30/2017	04062017WWI	Fiems, Dennis H	April WWI Program	125.00
Total 884.119 · General Adult Events				602.64
Total 884.110 · Adult Speakers				852.64
884.120 · Adult Supplies				
884.122 · Craft Supplies				
03/16/2017	077152867586	Amazon.com	Supplies	82.28
Total 884.122 · Craft Supplies				82.28
884.126 · General Adult Programs				
03/16/2017	03032017MM	Andrews, Ron	March Madness Supplies	48.68
Total 884.126 · General Adult Programs				48.68
Total 884.120 · Adult Supplies				130.96
884.210 · Youth Speakers				
884.211 · Authors in Chelsea				
884.922 · Youth Prog Rest Gifts Authors				
03/30/2017	03222017AIC	Zubik, Jessica	AIC Lunch 3/22/2017	31.80
03/30/2017	03162017INV	Chelsea House Victorian Inn	3/21-3/22/2017 AInC Accommodations	515.16
03/30/2017	03232017EXP	Korman, Gordon	3/22-3/23 AInC Expenses	121.86
03/30/2017	03232017AinC	Donnell, Edith	AinC Lunches	46.57
Total 884.922 · Youth Prog Rest Gifts Authors				715.39
884.211 · Authors in Chelsea - Other				

Chelsea District Library

List of Checks for Board Approval

March 2017

04/12/17

Date	Num	Name	Memo	Paid Amount
03/16/2017	03232017A/C	Jennifer Richard Jacobson	3/22-3/23 Authors in Chelsea	3,900.50
03/16/2017	03232017A/C	Korman, Gordon	3/22-3/23 Authors in Chelsea	8,230.40
03/16/2017	03232017A/C	Schmidt, Gary D.	Authors in Chelsea 3/22-3/23	3,600.00
Total 884.211 · Authors in Chelsea - Other				15,730.90
Total 884.211 · Authors in Chelsea				16,446.29
884.212 · General Youth Programs				
03/02/2017	02262017BAL	Arab American National Museum	What We Carried Exhibit - Balance	500.00
Total 884.212 · General Youth Programs				500.00
884.215 · Early Literacy				
03/02/2017	02142017BT	Maveal, Jackie	02/14/17 BabyTimes (2)	100.00
03/30/2017	03232017ST	DeMea, Karla	03/23/2017 Story Time	50.00
03/30/2017	03232017BT	Maveal, Jackie	03/21/17 BabyTimes (2) & ToddlerTime	150.00
Total 884.215 · Early Literacy				300.00
Total 884.210 · Youth Speakers				17,246.29
884.220 · Youth Supplies				
884.222 · General Youth Programs				
03/02/2017	3109749	Ellison Educational Equipment Inc.	General Supplies	36.00
03/30/2017	101648736011	Amazon.com	Puppet Supplies	21.98
Total 884.222 · General Youth Programs				57.98
884.228 · Authors in Chelsea				
03/15/2017	03092017ST	Keybank	Meijer's - Fun Fair Supplies	0.30
03/15/2017	03092017ST	Keybank	Polly's - Fun Fair Supplies	0.14
03/16/2017	03092017ST	Keybank	Meijer's - Fun Fair Supplies	45.23
03/16/2017	03092017ST	Keybank	Polly's - Fun Fair Supplies	21.17
03/30/2017	155556698490	Amazon.com	AinC Fun Fair	88.94
Total 884.228 · Authors in Chelsea				155.78
884.230 · Youth Reading Group				
03/02/2017	2032620566	Baker & Taylor Program Account	Gordon Korman Books	93.40
Total 884.230 · Youth Reading Group				93.40
Total 884.220 · Youth Supplies				307.16
Total 884 · Programming				18,537.05
885 · Volunteer				
885.100 · Programs				
03/15/2017	03092017ST	Keybank	Positive Promotions	1.06
03/16/2017	03092017ST	Keybank	Positive Promotions	159.47

Chelsea District Library List of Checks for Board Approval March 2017

04/12/17

Date	Num	Name	Memo	Paid Amount
Total 885.100 · Programs				160.53
885.200 · Supplies				
03/30/2017	03272017	Costco	Ballard, Linda P.	
Total 885.200 · Supplies			Costco-Vol Candy	15.99
Total 885 · Volunteer				15.99
920 · Utilities				176.52
920.110 · City of Chelsea Water				
03/16/2017	03032017ST	City of Chelsea-Elect & Water	01-30-2017 to 02-28-2017	79.99
Total 920.110 · City of Chelsea Water				79.99
920.120 · City of Chelsea Sewer				
03/16/2017	03032017ST	City of Chelsea-Elect & Water	01-30-2017 to 02-28-2017	161.00
Total 920.120 · City of Chelsea Sewer				161.00
920.130 · City of Chelsea Electric				
03/16/2017	03032017ST	City of Chelsea-Elect & Water	01-30-2017 to 02-28-2017	2,666.40
Total 920.130 · City of Chelsea Electric				2,666.40
920.150 · City of Chelsea Sprinkler				
03/16/2017	03032017ST	City of Chelsea-Elect & Water	01-30-2017 to 02-28-2017	28.47
Total 920.150 · City of Chelsea Sprinkler				28.47
920.200 · McKune Gas				
03/16/2017	03072017ST	DTE Energy	2017 February	1,170.29
Total 920.200 · McKune Gas				1,170.29
Total 920 · Utilities				4,106.15
960 · Board Expense				
960.200 · Director Expense				
03/15/2017	03092017ST	Keybank	EventBrite - Rotary Luncheon Peacemaking in Our Courts	0.53
03/16/2017	03092017ST	Keybank	EventBrite - Rotary Luncheon Peacemaking in Our Courts	79.47
Total 960.200 · Director Expense				80.00
Total 960 · Board Expense				80.00
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
03/15/2017	03092017ST	Keybank	Tesco Technologies - Cable for Community Radio	1.70
03/16/2017	03092017ST	Keybank	Tesco Technologies - Cable for Community Radio	255.71
03/16/2017	070731595231	Amazon.com	Toshiba Strata for new staff	86.49

Chelsea District Library

List of Checks for Board Approval

March 2017

04/12/17

Date	Num	Name	Memo	Paid Amount
03/16/2017	034579310062	Amazon.com	Low angle Monitor Mounts	199.95
03/16/2017	034570946594	Amazon.com	Sheets for Grant Survey	23.40
03/16/2017	142760050864	Amazon.com	Painters Tape for 3D Printer	9.87
03/16/2017	206810620068	Amazon.com	UPS for Server Room	139.95
03/16/2017	R12891480101	PCM-G	10 Monitors	1,851.54
03/30/2017	03152017ST	Comcast (Xfinity)	2 Months Modem Rental Fee	20.00
Total 967.120 · Computers				2,588.61
Total 967.100 · Equipment Hardware				2,588.61
967.200 · Equipment Software				
03/15/2017	03092017ST	Keybank	Mar 2017 Ninite Pro-Monthly non-Windows Updates	0.13
03/15/2017	03092017ST	Keybank	Mar - Bisect Hosting - Hosted Minecraft Server Svcs	0.08
03/15/2017	03092017ST	Keybank	Adobe Creative Cloud Suite-Marketing	2.52
03/15/2017	03092017ST	Keybank	Adobe Creative Cloud Suite-Network Administration	2.37
03/16/2017	03092017ST	Keybank	Mar 2017 Ninite Pro-Monthly non-Windows Updates	19.87
03/16/2017	03092017ST	Keybank	Mar - Bisect Hosting - Hosted Minecraft Server Svcs	12.38
03/16/2017	03092017ST	Keybank	Adobe Creative Cloud Suite-Marketing	378.95
03/16/2017	03092017ST	Keybank	Adobe Creative Cloud Suite-Network Administration	357.51
Total 967.200 · Equipment Software				773.81
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
03/16/2017	206810620068	Amazon.com	Ball Bearings & Fishing Line	13.94
03/20/2017			Circ Receipts	-1.00
Total 967.310 · Makerspace Furnishings				12.94
967.320 · Furniture				
03/02/2017	02172017AMAZ	Ballard, Linda P.	Amazon-Youth Step Stool	35.95
Total 967.320 · Furniture				35.95
967.330 · Equipment - non-Computer				
03/01/2017	463469	Smart Office Solutions	Towel Dispensers	9.18
03/01/2017	463471	Smart Office Solutions	Towel Dispensers	-11.02
03/02/2017	463469	Smart Office Solutions	Towel Dispensers	664.50
Total 967.330 · Equipment - non-Computer				662.66
Total 967.300 · Equipment Furniture & Fixtures				711.55
Total 967 · Equipment				4,073.97
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.121 · Youth & Teen Services Travel				
03/02/2017	02282017TLN	Donnell, Edith	3 TLN Meetings	105.93

Chelsea District Library

List of Checks for Board Approval

March 2017

04/12/17

Date	Num	Name	Memo	Paid Amount
03/16/2017	218792	ALA - Registration	ALA Reg#218792 - J. Zubik	285.00
03/16/2017	03012017AANM	Zubik, Jessica	Return Arab American Exhibit	55.42
Total 969.121 · Youth & Teen Services Travel				446.35
969.124 · Technology Services Travel				
03/02/2017	02272017ILS	Andrews, Ron	ILS Demo Meetings (5)	187.02
03/16/2017	03102017ILS	Andrews, Ron	ILS Committee	36.11
Total 969.124 · Technology Services Travel				223.13
969.144 · Committee Meetings				
03/02/2017	02272017ILS	Abcouwer, Leslie	ILS Demo Meetings(3)	138.00
03/02/2017	02282017ILS	Lancaster, Terri	ILS Demo Meetings (3)	119.20
03/16/2017	03092017TLN	Lancaster, Terri	TLN Circ Meeting 3/09	39.32
03/30/2017	02272017ILS	Bell, Melanie	3 ILS Demos	53.61
03/30/2017	03212017TLN	Bell, Melanie	TLN Tech Meeting	33.70
Total 969.144 · Committee Meetings				383.83
Total 969.100 · Staff Travel				1,053.31
Total 969.001 · Travel				1,053.31
969.300 · Memberships				
969.310 · Director Memberships				
03/15/2017	03092017ST	Keybank	ALA Membership Renewal	0.46
03/16/2017	03092017ST	Keybank	ALA Membership Renewal	68.54
Total 969.310 · Director Memberships				69.00
Total 969.300 · Memberships				69.00
969.600 · Staff Training				
969.610 · Workshops				
03/16/2017	337582	Midwest Collaborative for Library Service	Focus on Your Users: Improving Spaces & Services	59.00
Total 969.610 · Workshops				59.00
Total 969.600 · Staff Training				59.00
Total 969 · Continuing Education Expenses				1,181.31
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
03/02/2017	658879	MicroMarketing LLC	Audio Books January	197.67
03/02/2017	659552	MicroMarketing LLC	Audio Books January	97.69
03/02/2017	660026	MicroMarketing LLC	Audio Books January	63.75
03/02/2017	94749633	Midwest Tape	94749633 - Jan Audio Books	34.99
03/02/2017	94774268	Midwest Tape	94774268 - Jan Audio Books	179.96

Chelsea District Library

List of Checks for Board Approval

March 2017

04/12/17

Date	Num	Name	Memo	Paid Amount
03/07/2017			Circ Receipts - L/D	-44.99
03/16/2017	657486	MicroMarketing LLC	Audio Books January	34.00
03/16/2017	660854	MicroMarketing LLC	Audio Books January	34.00
03/16/2017	661910	MicroMarketing LLC	Audio Books January	59.50
03/16/2017	662759	MicroMarketing LLC	Audio Books January	25.50
03/16/2017	94790908	Midwest Tape	94790908 - Jan Audio Bks	38.99
03/16/2017	94814219	Midwest Tape	94814219 - Jan Audio Bks	159.96
03/16/2017	94816252	Midwest Tape	94816252 - Jan Audio Bks	19.99
03/16/2017	75489684	Recorded Books Inc.	The Fortunes	29.99
03/20/2017			Circ Receipts - L/D	-10.00
Total 982.120 · Adult Books on Disc				921.00
982.140 · Youth Books on Disc				
03/02/2017	1080931155	Penguin Random House LLC	1080931155	30.00
03/02/2017	1080931704	Penguin Random House LLC	1080931704	215.75
03/02/2017	1080994176	Penguin Random House LLC	1080994176	54.00
03/02/2017	75476042	Recorded Books Inc.	75476042	13.90
03/02/2017	75481223	Recorded Books Inc.	75481223	78.97
Total 982.140 · Youth Books on Disc				392.62
Total 982.100 · Audio Books				1,313.62
982.400 · Non Print				
982.416 · eContent/Kindle				
03/30/2017	171327082264	Amazon.com	Youth Kindle Content	215.37
Total 982.416 · eContent/Kindle				215.37
982.420 · Adult Music on CD				
03/02/2017	94793068	Midwest Tape	94793068 - Feb Music CDs	111.92
03/16/2017	94816256	Midwest Tape	94816256 - Feb Music CDs	36.77
03/30/2017	94860464	Midwest Tape	94860464 - Feb Music CDs	34.77
03/30/2017	94860465	Midwest Tape	94860465 - Mar Music CDs	98.74
03/30/2017	94880262	Midwest Tape	94880262 - Mar Music CDs	62.36
Total 982.420 · Adult Music on CD				344.56
982.450 · Youth Music CD				
03/02/2017	B44073940	Baker & Taylor-Entertainment	B44073940	16.63
03/02/2017	T54551820	Baker & Taylor-Entertainment	T54551820	203.94
Total 982.450 · Youth Music CD				220.57
982.460 · DVD Feature				
03/02/2017	94793066	Midwest Tape	94793066 - Feb Feat DVDs	215.90
03/16/2017	94816254	Midwest Tape	94816254 - Feb Feat DVDs	163.11
03/30/2017	94839540	Midwest Tape	94839540 - Feb Feat DVDs	97.95
03/30/2017	94839541	Midwest Tape	94839541 - Mar Feat DVDs	238.89
03/30/2017	94860463	Midwest Tape	94860463 - Feb Feat DVDs	91.96

Chelsea District Library

List of Checks for Board Approval

March 2017

04/12/17

Date	Num	Name	Memo	Paid Amount
03/30/2017	94860466	Midwest Tape	94860466 - Mar Feat DVDs	56.97
03/30/2017	94880260	Midwest Tape	94880260 - Jan Feat DVDs	19.99
03/30/2017	94880263	Midwest Tape	94880263 - Mar Feat DVDs	149.53
Total 982.460 · DVD Feature				1,034.30
982.461 · Lucky Day DVDs				
03/02/2017	94793065	Midwest Tape	94793065 - Feb LD DVDs	157.93
03/16/2017	94816253	Midwest Tape	94816253 - Feb LD DVDs	91.96
03/30/2017	94839543	Midwest Tape	94839543 - Mar LD DVDs	418.61
03/30/2017	94860461	Midwest Tape	94860461 - Feb LD DVDs	45.98
03/30/2017	94860467	Midwest Tape	94860467 - Mar LD DVDs	21.99
03/30/2017	94880264	Midwest Tape	94880264 - Mar LD DVDs	104.95
Total 982.461 · Lucky Day DVDs				841.42
982.470 · DVD Non-Fiction				
03/16/2017	94839544	Midwest Tape	94839544 - Feb NF DVDs	23.99
03/30/2017	94860468	Midwest Tape	94860468 - Feb NF DVDs	71.96
Total 982.470 · DVD Non-Fiction				95.95
982.480 · Youth Video DVD				
03/02/2017	94769047	Midwest Tape	94769047	23.99
03/02/2017	94793064	Midwest Tape	94793064	45.98
03/07/2017			Circ Receipts - L/D	-43.99
03/30/2017	94880265	Midwest Tape	94880265	141.14
Total 982.480 · Youth Video DVD				167.12
982.490 · Videogames				
03/07/2017			Circ Receipts - L/D	-55.00
Total 982.490 · Videogames				-55.00
Total 982.400 · Non Print				2,864.29
982.600 · Periodical & Newspapers				
982.620 · Daily Newspapers				
03/16/2017	03062017ST	Jackson Citizen Patriot	renew annual subscription 03/25/2017	301.60
03/30/2017	03162017ST	The Ann Arbor News	Annual Subscription	192.40
03/30/2017	50931	The Sun Times	Yearly Subscription	230.00
Total 982.620 · Daily Newspapers				724.00
Total 982.600 · Periodical & Newspapers				724.00
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				

Chelsea District Library

List of Checks for Board Approval

March 2017

Date	Num	Name	Memo	Paid Amount
03/30/2017	2032728116	Baker & Taylor-Enhance Adult	2032728116	114.39
Total 982.710 · Adult Large Print				114.39
982.720 · Adult Print General				
03/02/2017	2032624465	Baker & Taylor-Adult	2032624465	314.06
03/02/2017	2032638572	Baker & Taylor Books-Automatically Yours	2032638572	65.61
03/16/2017	2032638688	Baker & Taylor-Adult	2032638688	217.03
03/16/2017	2032647171	Baker & Taylor-Adult	2032647171	351.23
03/16/2017	2032669556	Baker & Taylor-Adult	2032669556	401.06
03/16/2017	2032675965	Baker & Taylor-Adult	2032675965	392.66
03/16/2017	2032662398	Baker & Taylor Books-Automatically Yours	2032662398	16.00
03/16/2017	2032686421	Baker & Taylor Books-Automatically Yours	2032686421	30.92
03/20/2017			Circ Receipts - L/D	-83.00
03/30/2017	289735804758	Amazon.com	Books	41.14
03/30/2017	2032653547	Baker & Taylor-Adult	2032653547	24.72
03/30/2017	2032699751	Baker & Taylor-Adult	2032699751	448.58
03/30/2017	2032704382	Baker & Taylor-Adult	2032704382	417.77
03/30/2017	2032713207	Baker & Taylor-Adult	2032713207	748.02
03/30/2017	2032729528	Baker & Taylor-Adult	2032729528	248.61
Total 982.720 · Adult Print General				3,634.41
982.740 · Multiple Book Copies				
03/02/2017	2032646974	Baker & Taylor Books Adult Multiples	2032646974	139.07
03/16/2017	2032686305	Baker & Taylor Books Adult Multiples	2032686305	44.70
Total 982.740 · Multiple Book Copies				183.77
Total 982.705 · Adult Print				3,932.57
982.755 · Youth Print				
982.760 · Youth Print General				
03/02/2017	2032631131	Baker & Taylor-Youth	2032631131	137.13
03/02/2017	2032641874	Baker & Taylor-Youth	2032641874	497.04
03/02/2017	2032650081	Baker & Taylor-Youth	2032650081	251.38
03/02/2017	2032630941	Baker & Taylor-Teen Fiction	2032630941	64.00
03/02/2017	2032653962	Baker & Taylor-Teen Fiction	2032653962	11.43
03/02/2017	2032636788	Baker & Taylor-Unlabeled	2032636788	95.88
03/02/2017	2032636789	Baker & Taylor-Unlabeled	2032636789	34.63
03/02/2017	2032636790	Baker & Taylor-Unlabeled	2032636790	37.09
03/02/2017	2032648645	Baker & Taylor-Unlabeled	2032648645	22.38
03/02/2017	2032648646	Baker & Taylor-Unlabeled	2032648646	20.90
03/02/2017	2032648647	Baker & Taylor-Unlabeled	2032648647	42.11
03/02/2017	1372730217	Lakeshore	Youth Collection - Big Books	74.67
03/02/2017	02152017LD	Livonia Civic Center Library	Lost/Damaged Book	15.23
03/02/2017	2032624596	Baker & Taylor-Youth	2032624596	224.28
03/02/2017	2032636175	Baker & Taylor-Auto Yours Cats	2032636175	71.37
03/02/2017	2032628062	Baker & Taylor-Unlabeled	2032628062	21.72
03/02/2017	2032628063	Baker & Taylor-Unlabeled	2032628063	5.35

Chelsea District Library

List of Checks for Board Approval

March 2017

Date	Num	Name	Memo	Paid Amount
03/02/2017	2032628064	Baker & Taylor-Unlabeled	2032628064	19.24
03/02/2017	2032628065	Baker & Taylor-Unlabeled	2032628065	24.74
03/02/2017	2032628066	Baker & Taylor-Unlabeled	2032628066	126.53
03/02/2017	2032628067	Baker & Taylor-Unlabeled	2032628067	48.43
03/02/2017	2032628459	Baker & Taylor Program Account	Kwam Alexander Books	74.08
03/07/2017			Circ Receipts - L/D	-98.82
03/15/2017	0002935160	Baker & Taylor-Auto Yours Cats	0002935160	-9.89
03/15/2017	2032670505	Baker & Taylor-Auto Yours Cats	2032670505	9.89
03/16/2017	2032673084	Baker & Taylor-Youth	2032673084	130.66
03/16/2017	2032670505	Baker & Taylor-Auto Yours Cats	2032670505	79.81
03/16/2017	2032675403	Baker & Taylor-Auto Yours Cats	2032675403	29.06
03/16/2017	2032665799	Baker & Taylor-Teen Fiction	2032665799	256.19
03/16/2017	2032689227	Baker & Taylor-Teen Fiction	2032689227	53.16
03/16/2017	2032673640	Baker & Taylor-Unlabeled	2032673640	274.30
03/16/2017	2032674686	Baker & Taylor-Unlabeled	2032674686	107.10
03/16/2017	2032687852	Baker & Taylor-Unlabeled	2032687852	121.74
03/20/2017			Circ Receipts - L/D	-34.97
03/30/2017	2032703930	Baker & Taylor-Youth	2032703930	227.08
03/30/2017	2032729456	Baker & Taylor-Youth	2032729456	65.11
03/30/2017	2032701572	Baker & Taylor-Auto Yours Cats	2032701572	109.13
03/30/2017	2032706748	Baker & Taylor-Auto Yours Cats	2032706748	28.99
03/30/2017	2032708132	Baker & Taylor-Unlabeled	2032708132	228.27
03/30/2017	2032709630	Baker & Taylor-Unlabeled	2032709630	139.29
03/30/2017	2032725935	Baker & Taylor-Unlabeled	2032725935	391.04
Total 982.760 · Youth Print General				4,026.75
982.765 · Youth/Teen Special Needs Coll				
03/02/2017	2032652390	Baker & Taylor-Unlabeled	2032652390	85.20
Total 982.765 · Youth/Teen Special Needs Coll				85.20
Total 982.755 · Youth Print				4,111.95
Total 982.700 · Print				8,044.52
982.800 · Collection Enhancement				
982.810 · Adult Enhancement				
03/02/2017	2032630895	Baker & Taylor-Enhance Adult	2032630895	84.78
Total 982.810 · Adult Enhancement				84.78
Total 982.800 · Collection Enhancement				84.78
982.910 · Adult Collection Restricted				
03/02/2017	2032641724	Baker & Taylor-Adult Memorial	2032641724	186.38
03/16/2017	2032653960	Baker & Taylor-Adult Memorial	2032653960	83.99
03/16/2017	2032676034	Baker & Taylor-Adult Memorial	2032676034	322.77
03/30/2017	2032703915	Baker & Taylor-Adult Memorial	2032703915	70.88

Chelsea District Library
List of Checks for Board Approval
March 2017

04/12/17

Date	Num	Name	Memo	Paid Amount
Total 982.910 · Adult Collection Restricted				664.02
Total 982 · Collection Expense				13,695.23
TOTAL				190,252.36

Chelsea District Library

Profit & Loss Prev Year Comparison

January through March 2017

	Jan - Mar 17	Jan - Mar 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,591,962.00	1,514,040.48	77,921.52	5.15%
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	1,658.70	1,382.06	276.64	20.02%
645.100 · Copiers & Printers	1,791.00	1,690.97	100.03	5.92%
655.100 · Circulation Fines	5,475.05	4,890.02	585.03	11.96%
665.100 · Interest	89.65	65.69	23.96	36.47%
666.100 · Investment Earnings	4,235.26	4,266.57	-31.31	-0.73%
666.500 · Investment Change in Value	247.10	26,220.45	-25,973.35	-99.06%
674 · Contribution & Donation-Public	9,860.00	9,935.00	-75.00	-0.76%
Total Income	1,616,318.76	1,566,091.24	50,227.52	3.21%
Gross Profit				
Expense				
701 · Personnel Expenses	243,058.00	201,235.92	41,822.08	20.78%
727 · Supplies	4,940.59	4,351.06	589.53	13.55%
801 · Professional Services	24,504.10	28,429.73	-3,925.63	-13.81%
803 · Maintenance Service Contracts	22,494.03	22,049.64	444.39	2.02%
850 · Telecommunications	621.97	-1,175.94	1,797.91	152.89%
880 · Promotional Materials	12,962.94	14,478.55	-1,515.61	-10.47%
884 · Programming	24,105.06	15,171.74	8,933.32	58.88%
885 · Volunteer	192.51	185.60	6.91	3.72%
920 · Utilities	8,831.48	6,425.11	2,406.37	37.45%
960 · Board Expense	531.62	536.34	-4.72	-0.88%
965 · Automation Services	14,383.13	13,726.22	656.91	4.79%
967 · Equipment	8,594.46	9,909.28	-1,314.82	-13.27%
969 · Continuing Education Expenses	3,615.50	10,075.40	-6,459.90	-64.12%
980 · Capital Expense	0.00	9,810.00	-9,810.00	-100.0%
982 · Collection Expense	37,503.14	34,307.20	3,195.94	9.32%
Total Expense	406,338.53	369,515.85	36,822.68	9.97%
Net Ordinary Income	1,209,980.23	1,196,575.39	13,404.84	1.12%
Net Income	1,209,980.23	1,196,575.39	13,404.84	1.12%

CHELSEA DISTRICT LIBRARY

Fund Balances

March-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
\$1,265,185.72	-\$830,456.25	\$434,729.47
\$2,475.95	\$0.11	\$2,476.06
<u>\$1,267,661.67</u>	<u>-\$830,456.14</u>	<u>\$437,205.53</u>

Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

Investment Partners Total

\$1,337,857.59	\$2,523.54	\$1,340,381.13
\$0.00	\$700,000.00	\$700,000.00
<u>\$1,337,857.59</u>	<u>\$702,523.54</u>	<u>\$2,040,381.13</u>

Total General Fund

<u>\$2,605,519.26</u>	<u>-\$127,932.60</u>	<u>\$2,477,586.66</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$759,704.16</u>	<u>\$88,399.88</u>	<u>\$848,104.04</u>
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Chelsea District Library Investment Account

As of 03/31/2017

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
	Total Investment	1,077,957

Investment Activity

Date	Value
3/31/2017	1,340,381
Invested	1,077,957
Increase 6/2009 – 12/31/2016	257,942
2017 Change (Current Year)	4,482
Withdrawal / Deposit	0

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)	262,424
	1,340,381

Report for 03/31/2017

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

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
Operating 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)	\$69,795	\$63,002	\$63,002
Income														
Total Income	\$647,073	\$592,932	\$60,275	\$50,947	\$7,308	\$72,483	\$4,452	\$52,010	\$6,533	\$3,617	\$3,829	\$203,560	\$1,705,019	
Other Income PPT \$														
Expenditures														
Total Expenditure	\$136,500	\$131,639	\$190,732	\$148,414	\$151,642	\$139,163	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,806,026	
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	\$437,205	\$339,738	\$195,404	\$128,724	\$81,278	\$88,608	\$86,999	\$100,958	\$124,994	\$168,043	
Total Income	\$647,073	\$720,685	\$60,275	\$50,947	\$7,308	\$72,483	\$4,452	\$52,010	\$6,533	\$3,617	\$3,829	\$203,560	\$1,832,772	
Money Market Flow			(\$700,000)				\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$0	\$0	
Expenditures	\$136,500	\$131,639	\$190,732	\$148,414	\$151,642	\$139,163	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,806,026	
Net cash flow	\$510,573	\$589,046	(\$830,457)	(\$97,467)	(\$144,334)	(\$66,680)	(\$47,446)	\$7,330	(\$1,609)	\$13,959	\$24,036	\$69,795	\$26,746	
Ending balance	\$678,616	\$1,267,662	\$437,205	\$339,738	\$195,404	\$128,724	\$81,278	\$88,608	\$86,999	\$100,958	\$124,994	\$194,789	\$194,789	

\$ 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 March 2017

	Jan - Mar 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
501.001 · Grants			
501.200 · Chelsea Garden Club Grant	1,000	1,000	0
Total 501.001 · Grants	1,000	1,000	0
539.000 · State Grants			
539.300 · Michigan Humanities Council	0		
Total 539.000 · State Grants	0		
674 · Contribution & Donation-Public			
674.110 · Designated Adult Programming	4,000	10,644	(6,644)
674.111 · Designed Youth Programming	3,600	7,500	(3,900)
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
Total 674 · Contribution & Donation-Public	9,860	25,394	(15,534)
675 · Donations Private			
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
Total 675 · Donations Private	0	1,000	(1,000)
Total Income	10,860	27,394	(16,534)
Gross Profit	10,860	27,394	(16,534)
Expense			
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)
Total 801.900 · Professional Restricted Gifts	0	1,250	(1,250)
Total 801 · Professional Services	0	1,250	(1,250)
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WiFi Hot Spots - Restricted	1,372	2,000	(628)
Total 850.300 · TLN Internet Service	1,372	2,000	(628)
Total 850 · Telecommunications	1,372	2,000	(628)
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	715	2,500	(1,785)
884.953 · Youth Prog Rest Chelsea Ed Foun	198	1,180	(982)
Total 884.211 · Authors in Chelsea	913	3,680	(2,767)
Total 884.210 · Youth Speakers	913	3,680	(2,767)
884.400 · Sonic Sundays			
884.960 · Sonic Sundays Restricted Gift	2,500	2,000	500
Total 884.400 · Sonic Sundays	2,500	2,000	500

Chelsea District Library
Donation and Restricted
January through March 2017

	Jan - Mar 17	Budget	\$ Over Budget
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	0	2,000	(2,000)
Total 884.500 · Artist In Residence	0	2,000	(2,000)
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	0	1,500	(1,500)
884.912 · Adult Prog Rest Gifts General	0	2,050	(2,050)
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 Restrictd Gift			
884.932 · MHC - World War I Grant	0	494	(494)
Total 884.930 · Oral History Restrictd Gift	0	494	(494)
Total 884.910 · Adult Programming Restricted	0	8,694	(8,694)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	0	500	(500)
884.923 · Youth Prog Rest Gifts SRP	0	2,543	(2,543)
Total 884.920 · Youth Programming Restricted	0	3,043	(3,043)
Total 884 · Programming	3,413	19,417	(16,004)
982 · Collection Expense			
982.500 · Local History Preservation			
982.941 · Chelsea Standard Digitize - Res	0	1,508	(1,508)
Total 982.500 · Local History Preservation	0	1,508	(1,508)
982.910 · Adult Collection Restricted	1,873	2,280	(407)
982.920 · Youth Collection Restricted	150	259	(109)
Total 982 · Collection Expense	2,023	4,047	(2,024)
Total Expense	6,808	26,714	(19,906)
Net Ordinary Income	4,052	680	3,372
Net Income	4,052	680	3,372

DIRECTOR'S REPORT

Library Director's Report on March 2017

Respectfully submitted for April 2017 Board Meeting

Staff News

Time does fly! Karen Persello celebrated her thirteen-year anniversary on March 1st.

Speaking of Karen, please mark your calendars for Karen's retirement celebration on Friday, May 12th. We will be hosting an open house in her honor in McKune. The public is invited to honor Karen's years of service here at CDL and wish her well in this next chapter of her story.

Financial Matters

Per a recommendation by Andrews Hooper Pavlik PLC (the firm that audited our 2015 financial statements) canceled checks from the March 2017 Chelsea State Bank statement were reviewed electronically for any unusual or improper items.

National Surveys

I completed and filed the following surveys this month:

- The Public Library Data Services Statistical Report for 2016
- The 2016 U.S. Department of Commerce Survey of Local Government Finance

Millage Campaign

The Library's two operating millages expire in December of 2019. In an effort to put the wheels in motion for a ballot initiative sometime in 2018, I reached out to Shirley Bruursema who has successfully coached libraries through millage campaigns and helped pass 80-plus successful library millage elections since 2000. She was invaluable in the CDL 2014 millage campaign. Linda and I will meet with her in May to develop our millage calendar.

National Library Week

National Library Week is April 9th through 15th this year. CDL celebrates with the clever "Blind Date with a Book" campaign in our Youth and Adult areas. Books are wrapped in paper concealing the titles and authors and tagged with enticing clues hinting at their contents. Adventurous readers willing to take a chance on book love may rendezvous with these mysterious titles throughout the week. A big thanks to all library staffers for creating such beguiling book date prospects!

2016 Audit

We received the 2016 Audit draft from Abraham & Gaffney and are currently reviewing it. The Finance Committee is scheduled to meet with Abraham & Gaffney on April 27th to finalize the audit for presentation and approval at the May board meeting.

Out and About -- March 2017

- Attended Rotary meeting. Karen Persello accompanied me and spoke about Authors in Chelsea – March 7th
- Met with Elaine Logan, Director, Mardigan Library, UM-Dearborn, to discuss performance reviews/evaluations – March 13th

- Attended Washtenaw Reads Steering Committee meeting at AADL – March 20th
- Participated in Authors in Chelsea dinner – March 22nd
- Attended SASUG (Shared Automated System Users Group) meeting at Novi Library – March 23rd
- Attended Chelsea Area Chamber of Commerce Business After Hours at Welfare Building – March 23rd
- With Keegan Sulecki, met with Aubrey Martindale of Chelsea Alehouse to discuss Trivia Night and Midwest Lit Walk – March 27th

Looking Ahead to April 2017

- Meet with Trinh Pifer, Chelsea Senior Center, to discuss collaboration with CDL – April 6th
- Friends' Staff Appreciation Luncheon – April 12th
- Sustainable Thinking for the Future of Libraries webinar – April 13th
- 2030 Lunch & Learn – April 17th
- Rotary STRIVE banquet – April 19th
- Spring Expo – April 22nd
- CDL hosts Ionia Community Library tour – April 28th

Strategic Plan 2017-19 Update

- The goal metrics are complete and will be distributed at the board meeting.
- Developing update alerts on CDL website to keep public informed on our Strategic Plan progress.
- Detailed demographic information on the residents in our service area is complete. This data will be invaluable in the next three years as we respond to the Strategic Plan and determine programming, services, and collections. This lengthy document has been shared with board members and may be accessed as a shared google document via their Chelsea District Library email accounts.
- The three-word mission statement (Engage, Inspire, Equip) promotional campaign is targeted for rollout in May. See Patty Roberts' report for banner designs.

Goal Progress

Goal 1.1 Realize the Highest Potential of the Library Facility

- Keegan Sulecki is leading a staff team in the Design Think process relative to this plan goal. This team is gathering observational and patron interview and engagement data to determine how the public uses our facility and envision improvements for their usage.

Goal 1.2 Continue to Diversify the Library's Revenue Sources

- Secured \$1,000 donation for Music in the Air concert.

Goal 2.1 Increase Awareness/Visibility of the Library

- Library Awareness Party planned for June 2nd at the Feeney home. This event will highlight the Library's cultural programming and feature concert pianist Jacopo Giacomuzzi.

Goal 2.3 Strengthen and Sustain School Relationships

- Quarterly homeschool meet-ups scheduled.

Goal 3.1 Enhance Offerings for Teenage Patrons

- School lunchtime and teacher interviews are scheduled for April to gain insight into teens' passions and goals.

Goal 3.2 Provide Leadership Around Diversity, Equity, and Inclusion

- The Film Forum series will begin during the summer. The first film screening will take place in June and highlight Gay Pride Month. A local exhibit will be hosted in conjunction with this screening.
- Special need request verbiage included in youth program descriptions.

Chelsea District Library
Assistant Director's Report
March 2017

Facility

LED- I have submitted the bills for the bulbs and labor to replace them due to the City's planned power outage. We should receive a reimbursement from the City in April.

HVAC- aside from the boiler repair I mentioned last month, we also had the chiller repair/repiping I mentioned in December's report. No new Freon needed at this time but we won't know for sure until it is running all out in cooling season.

Plumbing- the upper connector bath toilet had another issue related to the auto-flush mechanism so I made the decision to have it replaced with an "old school" flush handle. Sometimes the older technology is best 😊

Exterior- I spent some time this month arranging masonry companies to come out and give us estimates on the banner installations we are planning on both the front and back of our building. We asked the city public works department first and they are willing to help with some of the work but not the part that requires cutting into the stone columns out front.

Spring is just around the corner so that means we need to replace the water spigot out front by the flag pole. It has been repaired three times by two different companies, so replacement is next. This will require cutting into the north wall in the youth stacks but I think we can get away with just moving some books and shelving, not having to remove the whole range. Keep your fingers crossed!

Volunteers

We logged 117 non-book sale volunteer hours in March, book sale volunteers logged 197 hours for a total of 314 hours this month. The Friends are still trying to fill a few key positions on their board so if you know anyone you think would be a good Communications or Membership chair, please let Lori, Linda or Gary Munce know. They need to be computer literate and be an articulate, enthusiastic representative of the Friends at library events and out in the community.

Strategic Plan

We finalized goal metrics this month and I am working on the demographics group to build our district users profile. We also began work on combining our librarians into one department- Information Services. This will require some rearranging of offices and some minor construction, so we have contacted the company who did the painting and repair work on McKune last year to give us a quote. Their work was excellent and they were great to work with!

I am still regularly attending community center meetings where we are discussing next steps. We have still not received word from the school district regarding the results of the Kingscott study of the Washington Street campus but I will pass along any updates as we receive them.

Respectfully submitted- Linda Ballard, Assistant Director

Chelsea District Library
2017 Volunteer Hours[illegible]

Program Report: March

Date	Event	Attendance
3/7	Smarty Pants Trivia Smackdown	44
3/8	Place That Face	9
3/9	'Herstory' of Tap Dance *	17
3/15	Grow Your Business 1:1	1
3/15	Tantre Farm	24
3/16	Books & Banter	5
3/20	Altered Book Craft	16
3/28	Ancestry Aficionados	3
3/18	Reading Glasses Book Club	11
Technology Programming		
3/1, 3/15	3D Printing & Scanning Session	0, 1
3/14, 3/28	Computer Training 1:1	1, 0
3/18	Facebook: Getting Off to a Safe Start	6
Outreach		
3/2	Computer Training 1:1 at Chelsea Retirement Community	6
3/6	Silver Maples Visit to Chelsea	8
3/7	iPad Class at Chelsea Retirement Community	6
3/9, 3/15, 3/16	Book Clubs: Silver Maples, Senior Center, Pines	11, 9, 9
Total Programs: 20	Attendance Total:	187

*Denoted Strategic Plan Initiative

Upcoming Programs

We have our 9th Annual Midwest Literary Walk in April and along with it we are revisiting an event from past Walks by hosting a separate Open Mic Night in partnership with Serendipity Books. With a great lineup of authors this year and the addition of this event, we are sure this will be the best Walk yet!

Collections

In March we spent a lot of time reorganizing collection responsibility to plan for the start of our new full-time librarian. Since we were short staffed, not much happened in the way of collection projects beyond future planning. In April, we hope to work on some deep collection analysis and some targeted weeding.

Statistics

	March 2017	March 2016
2nd floor Ref Desk Interactions	1,082	1,790
Homebound Book Delivery	131	164
Inter-library Loan	16	11
Zinio Checkouts	383	275

From Keegan Sulecki, Head of Adult Services

March was a very busy month as we anticipated the start of our new full-time librarian, Laura Brown. Laura started on March 13th so a lot of time was spent designing a schedule that would ensure she was introduced to our team and gained strong foundational knowledge of our policies and procedures. In addition, March 30 was the deadline for our summer programming so our staff spent a lot of time planning some fantastic programming we hope the community will be excited about. This required some conversations to help establish new partnerships with area businesses and organizations such as Wines on Main, Robin Hills Farm, and Thompson's Pizza. We are hoping all this effort leads to an exciting and successful adult summer lineup.

From Shannon Powers, Adult Services Librarian

March was a good month for planning summer programs and establishing new partnerships. I met with Michelle Mykala at Thompson's Pizzeria to discuss ideas for promoting biblioboard at their business, and to plan a Family Feud style game night in August. Additional future programs include a July presentation by Luke Shaefer, author of \$2.00 a Day, and a showing of the documentary 13th in May. 13th will be the first installment of a new program series we're calling Film Forums. Other highlights from this month included a library tour I led for a group from Silver Maples (several of the visitors signed up for our homebound services or new library cards), a round of trivia I hosted at March's Smarty Pants Trivia Smackdown, and a soft launch of the Basic Reads collection.

From Laura Brown, Adult Services Librarian

I started work at CDL on March 13. I've completed my training and have been working both Adult and Youth Reference desks independently. My experience at Jackson District Library as a Business and Reference Librarian has created a smooth transition into my current CDL position. I very much appreciate CDL's organized and friendly staff, and I am excited to be working here! I've had the pleasure of attending book clubs at both the Senior Center and the Pines and will be attending Reading Glasses next month. I've organized a MakerChelsea event for adults this summer, and I have been analyzing CDL's audiobook collection.

Chelsea District Library
Monthly Youth Report—March 2017
Submitted by: Karen Persello, Head of Youth & Teen Services

Programs and Attendance (previous year)

Family:	2	(4)	programs	Attendance:	170	(180)
Youth:	22	(23)	programs	Attendance:	468	(397)
Outreach:	39	(67)	programs	Attendance:	1725	(2629)
Teen:	5	(3)	programs	Attendance:	30	(33)
Total:	64	(97)	programs	Attendance:	2393	(3239)

Date	Name of Program	Children	Teens	Adults	Total
Family/Parent					
3/4	Authors in Chelsea Fun Fair				50
3/22	Authors in Chelsea Meet the Authors Night				120
Youth					
3/1	Dr. Seuss' Birthday storytime	20		17	37
3/2	Ballet storytime with Ballet Chelsea	30		35	65
3/6	LEGO Club	7		2	9
3/7, 14, 21, 28	Babytime (8)	67		64	131
3/9, 16, 23, 30	Toddler time (4)	58		58	116
3/9, 16, 23, 30	Storytime (4)	37		28	66
3/13	Minecraft Monday				19
3/14	Tween Book Club: Masterminds				16
3/17	READ to the Library Dog	9			9
Community Outreach					
3/2	AinC book delivery to SME (15 classes)-KP				390
3/3	Jordan Miller's 4 th grade class visit-ED; North Creek Family Reading Night-ED, JZ				200
3/8	Special needs storytime (2)-ED, KP				6
3/13	ECC storytimes (2)-KP, JZ				44
3/19	Parent Education Series: Middle School Success				25
3/22-23	Authors in Chelsea author visits to NCE, SME, BMS: assemblies, presentations, workshops, lunches (16)-KP, JZ, ED				1025
3/24	Chelsea Co-op Preschool-guest reader (KP, JZ)				20
3/27	Lambs Preschool-guest reader (JZ)				15
Teen					
3/18	SAT Practice with Sylvan		14		14
3/24, 31	Skynet Junior Scholars (2); Skynet Senior Scholars (2)		16		16

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

Date	Total
March 2017	704 (432)
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 Highlights

From Karen

- Authors in Chelsea was again a great success this year, with all three authors entertaining and enthralling the 120 students, parents, teachers, and librarians who attended the evening Meet & Greet at the WSEC on March 22. Also, all of the more than 1000 students in grades 1-6 got to hear authors Jennifer Jacobson, Gordon Korman, and Gary Schmidt speak about writing and their books during the school days of March 22-23. Many thanks go to Gary Schmidt for filling in for author Lynda Hunt at the last minute!
- Summer Reading/Summer Learning is nearly upon us with STEM activities, fun programs, the Kickoff and Finale, Discovery Center, Challenge Cards, Math & Science stations, and, of course, the Reading Challenge all being planned for the nearly 1200 children who take part each summer.

Youth Department Volunteers: Youth Service Group

- YSG volunteered 25 hours in March
- YSG teens helped oversee Skynet Jr Scholars and Minecraft Monday.

March Community Outreach & Meetings:

3/1, 7	SRSLY Strategic Planning meetings (ED)
3/2	Ballet storytime with Ballet Chelsea (JZ)
3/6	Meeting with Book Farm vendor (KP, JZ)
3/7	Rotary presentation on Authors in Chelsea (KP)
3/7, 14, 21, 28	Management meetings (KP)
3/31	Dental Health storytime-with Adiska Family Dental (KP)

Future Program Highlights:

4/7	Homeschool Meetup
4/8	Sensory storytime
4/11	Bunny evening storytime-with live bunnies
4/12	Youth & Teen 3D Printing workshop
4/13	SRSLY Minecraft Party-partnering with SRSLY
4/23	Parent Education Series: Keep Learning Alive during Summer Break-partnering with FUMC
4/28	Parents Night Out-partnering with Garden Mill, Just Imagine, and Chelsea Alehouse

From Jessica, Youth and Teen Librarian

March was all about two of my favorite programs, Authors in Chelsea and Summer Reading.

- North Creek teachers had some wonderful feedback about Authors in Chelsea and Jennifer Jacobson, author of the *Andy Shane* beginner chapter book series. They thought the books were perfect for their students and that Jennifer was an inspiring presenter who helped their students see the connections between their school work and what "real" writers do. I enjoyed chatting with Jennifer between sessions, and she gave me a couple leads on other authors to consider for future events, too.
- Throughout March, I took an online course offered by *LJ* and *SLJ* about developing computer coding programs for kids and teens. This led to the implementation of an "Hour of Code" program that I'll be running over the summer. "Hour of Code" is an initiative that has allowed thousands of kids worldwide to get a taste of computer coding, and I'm excited to introduce it to Chelsea!
- The Youth Dept. finalized our Summer Reading plans. I will be coordinating another dance storytime with Ballet Chelsea. The TLN Performers Showcase in October led to some worthwhile performers. We'll be having The Storytellers with stories and music from around the world, and we'll have Alex Thomas back to do another hands-on animation program.

From Edith, Youth and Teen Librarian

- Completed planning summer programming for teens
- Attended SRSLY Strategic Planning Meetings and Adult Steering Committee meeting
- Helped plan additional library activities with SRSLY for April
- Rescheduled an author for Authors in Chelsea after a last minute cancellation; oversaw Gary Schmidt's visit to Beach.
- Presented two sessions of Skynet Junior & Senior Scholars while volunteer teacher Meg Gower was out of town.
- Wrote press releases and promotional emails for CEF Gala, and officially ended my term as a board member

Chelsea District Library

Report Period: March 2017

USAGE SUMMARY	
Total Usage (Homework Help, Skills Building, Writing Lab, Test Center Visits, and Database Usage)	233
Database Usage	203
Homework Help, Skills Building, Writing Lab, and Test Prep Sessions	30
Homework Help/ Skills Building Sessions	21
Average Length of Tutoring Session (minutes)	3
Test Center Visits	0
Writing Lab Submissions	9
App Visits	11
Unique Visits	28

DATABASE USAGE	
App Usage	100%

SESSIONS BY LOCATION	
Chelsea District Library MI	21

AVERAGE NUMBER OF SESSIONS PER HOUR OF THE DAY (MILITARY TIME)	
17	0.13
18	0.35
19	0.03
20	0.13
21	0.03
Average:	0.13

AVERAGE NUMBER OF SESSIONS PER DAY OF THE WEEK	
Sunday	0.5
Monday	0.5
Tuesday	1.25
Wednesday	3
Average:	1.31

TUTORING SUBJECTS REQUESTED %	
Algebra 1	42.86%
Middle School Math	23.81%

Math Grade 2

4.76%

TUTORING SERVICES BREAKDOWN

Homework Help

70.0%

Writing Lab

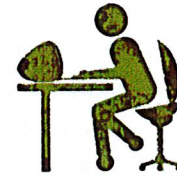
30.0%

POST-SESSION SURVEY

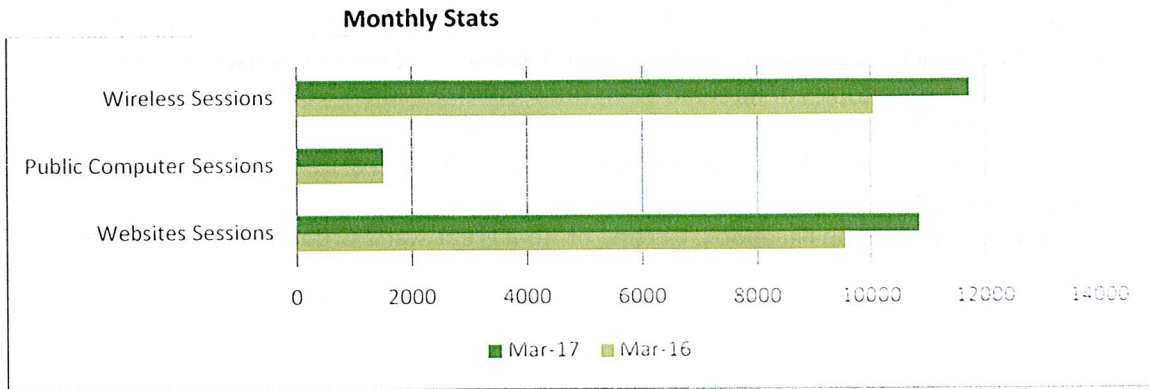
	Yes	No
Are you glad your organization offers this service?	100%	0%
Would you recommend this service to a friend?	100%	0%
If you received homework help, did this service help you complete your homework assignment or learn something new?	100%	0%
For Students: Is this service helping you improve your grades?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

Technology

Summary of March 2017



Statistics



- Wireless sessions increased from 10,055 sessions in March 2016 to 11,725 in March 2017.
- Public computer usage was constant with 1,518 sessions in March 2016 to 1,519 sessions in March 2017.
- Website sessions increased from 9,559 sessions in March 2016 to 10,848 sessions in March 2017
- Board asked for specific data regarding data usage on the township hall hotspots. Sylvan Twp used 1.097 GB in March Lima Twp used 1.063 GB in Mar . We just received the Feb. stats for Lyndon Twp and the rest of the hotspots that are available for checkout. Basicall stats from Sprint are a month behind. In Feb 2017 Lyndon Twp used 90.52 GB. Patrons who checked out our hotspots used 519.81 GB in Feb.
- 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

The highlight for March was a quick trip to Rochester, NY. I was fortunate enough to be asked by TLN consortium to make site visits in Rochester and Ithaca, NY for our perspective Carl and Polaris vendors. We visited libraries in Monroe County in Rochester who are using the Carl system and then drove to Ithaca to visit the Finger Lakes Consortium who use the Polaris system. It was a great trip to not only take notes on perspective systems, but to visit these other libraries and see what they are doing.

Budget

- Continues to move smoothly

Collections

- Completed weed in Feature DVDs and Classical music CD genres

Programming

- iPad@CRC, CT 1:1 and CRC 1:1 continue to go well.
- March Madness display was a big success this year. We had 90 paper ballots, placed, crumpled and thrown into the "hoop" to vote for their favorite book and authors. Wait until next year.
- iPad workshop have changed at little. First session is on a topic of their choice - this month was the best way to search Google. So we talked about using the best keywords to find information on their topics of interest. Then the second session is a hands-on 1:1 session with other volunteers helping.
- Planning and trainer search for Summer Programming. Created article and material for summer newsletter
- Had a great workshop on Facebook: Getting off to a great start! Great questions and very active participants
-

Meetings

- Meeting with Lori and Terri to discuss minor changes to the McKune Room agreement and AV reservation forms.

Technology

- Trying to setup meeting with MOS to discuss budgetary plans for copiers when leases expire next year.
- Phone meeting with Nick from Midwest Tapes to discuss possible Hoopla account for 2018.
- Started discussion on 2018 technology planning
- Two meeting with Demographics committee in support of Strategic Planning
- Assisted Melanie in conversational and demo meetings to replace our aging phone system and replace it with a VOIP solution. Time line was setup and we are hoping to have the new system installed by June 1.

From: Melanie Bell – Network Administrator

Mobile Beacon Grant Update

- Escalated issues with Manage Mobility. They have guaranteed delivery of the equipment on the week of April 10th.

Servers and Network:

- Ran updates on all the servers.

Public and Staff Computers:

- Purchased 15 new machines for public and staff. Ron and I will work on deploying this summer.
- Setup calendar alerts for circ staff so that they can better track changes to their schedule.
- Setup a new computer and low mount monitors for Ron. Replaced Keegans laptop with Ron's old surface pro 4 and dual monitor setup.
- Setup a new low mount monitor for Edith.
- Setup a new profile, email and phone for our new librarian Laura Brown.

Website:

Technology

Monthly Summary - Page 2

March 2017

- Update website weekly with new March Madness polls and brackets.
- Went live with the new Midwest Literary Walk website. Had some issues moving it to our new host but was able to resolve all DNS issues.
- Jessica and I updated the Authors in Chelsea site to reflect the change in Authors.
- Updated changed policies and board office positions on website.

Other:

- Attended TLN Technology Committee meeting where we discussed loaning iPads through the use of vendor software and equipment.
- Worked 1:1 with patron for 3D printing session.
- Ron and I met with VOIP vendors. We are moving the deployment on VOIP up to June 1st to help the office shuffle.
- Attended Michigan Broadband Cooperative and chaired Washtenaw Broadband Initiative meeting. Representative Donna Lasinski attended the Washtenaw Broadband Initiative meeting and updated us on the Special Assessment District amendment that would allow townships to pay for broadband through a Special Assessment District.
- Worked on demographics chart and spreadsheet for Chelsea District Library service area for strategic planning.
- Ron and I met with Eric Blum of Lincoln Township Public Library to answer questions regarding our hotspot and kindle checkout programs.
- Researched and ordered exhibit display furniture.
- Keegan and I prepped for and taught and Altered Books class.
- Lori and I conducted an interview with Michigan Radio reporter Tyler Scott regarding the library's broadband initiative.

Ron Andrews & Melanie Bell

April, 10 2017

MARKETING BOARD REPORT

March 2017

Marketing Highlights

Summer Newsletter

We've been busy working on the programming and content for our summer newsletter! We received a number of submissions for the summer cover and decided on one that will be a nice fit for both our summer reading program and the quarter's theme of "Building a better world". The newsletter will be filled with the countless ways the library and the community are working toward this theme, including a feature article by Chris Berggren centered around our new mission statement, a new column in which we will share ways we are engaging and supporting our service district's townships (thank you Elizabeth Sensoli for this wonderful suggestion!), and our Perspective column showcasing the many ways community members have helped make the world a better place.



Authors in Chelsea



Jennifer Jacobson | North Creek School



Gordan Korman | South Meadows School

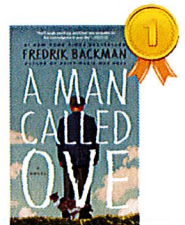


Gary Schmidt | Beach Middle School

This year's program was a great success! Even if there was a last minute hiccup! After all the promotion materials were created and distributed, ad artwork finalized and scheduled, and social media platforms updated with program information and graphics, the author for Beach Middle School cancelled resulting in all the marketing materials having to be updated with the new author. An updated release was issued, promo materials were adjusted and we were back on track! I had the opportunity to see Gordan Korman in action with South Meadows' students — it was so much fun to see inspiration bloom across the students' faces as they listened to Mr. Korman. The evening "Meet and Greet" was just as delightful, and managed to draw some guests from outside the Chelsea community.

March Madness – CDL Style

Did you get a chance to play along? CDL staff and patrons had a lot of fun playing CDL's version of March Madness! Although we offered online voting, the majority of voters tried their hand at "taking a shot" at the 2nd floor library display to cast their votes! This year's final round came down to *A Man Called Ove* by Fredrik Backman and *Commonwealth* by Ann Patchett with *A Man Called Ove* winning it all. While my "favorite" didn't take home the hardware, I did get a few new titles for my reading list! If you missed this year's fun, we hope you'll join us next March!



2017 Midwest Literary Walk



There was a lot of activity this month preparing for the promotion of our 9th annual Midwest Literary Walk! The new website (using CDL website branding) was finalized and made live – visit midwestliterarywalk.org or select the events tab on the main CDL website. Postcards and posters were created and printed for distribution to our partners and Chelsea businesses and organizations. We continue to partner with local businesses to offer discounts to participants the day of the event — including south end newcomer Thompson's Pizza. Ads have appeared in the spring Community Observer and the April Ann Arbor Observer. They will also appear in The Sun Times and Chelsea Update during April. A press release was issued and was picked up by MLive; we also expect it to run in the local media during April. Last year we created coasters for this event and they were a big hit! So we are printing more this year to be used by the Chelsea Alehouse and the Common Grill two weeks prior to the event. A social media campaign has been kicked off — watch for Facebook and Twitter posts to share with your friends to help us get the word out about this year's lineup! Our media partners have all committed to helping promote the event as follows: ChelseaMich.com – homepage ad with listings under major and upcoming events; Literati Bookstore – distribution of postcards and brochures, an in-store display of this year's authors' books, and promotion through their social media platforms and digital newsletter; and WDET will air live interviews with our authors throughout the month of April. Avenue banners are now lining Main Street and content has been scheduled to run on all CDL marketing channels. Lori and Keegan appeared on the 4/4/17 airing of the Lucy Ann Lance show to boast about this year's author lineup. The event has been posted on several major southeast Michigan area calendars and we have also connected with the Jackson District Library for additional exposure to the

MARKETING BOARD REPORT

March 2017

literary lovers in their area. In addition to the Walk, we are also promoting the Open Mic night to be held at Serendipity Books on 113 W. Middle St. on Thursday, April 20. We hope you'll join us for these two fun events and bring along a friend or two!

Strategic Plan

It is very exciting to help execute the library's new strategic plan! The two committees I participate in made great headway this month. The metrics committee finalized the metrics to measure our success for all but one of the plan's goals. The demographics committee made major headway on gathering information in order to create an overall profile of our service district and individual profiles of the townships and city of Chelsea. This will be very useful information for future program, collection and service decision-making.

I have also been working on the marketing campaign to promote our new mission statement and the plan's progress. To gain public awareness of our new mission statement and to strengthen the CDL brand, we will be running a marketing campaign that will prominently incorporate the mission statement's three key words: Engage | Inspire | Equip. These words have already been incorporated into the cover of our newly re-designed quarterly newsletter. Next, we will be creating a banner campaign to be installed on both the east and west sides of the library's building, and surrounding light poles. Our name badges, business cards, and email signatures will also get an updated look incorporating these key words. We hope to have everything in place for a campaign rollout in May.



Building east side banners

Miscellaneous Marketing

- Basic Reads promotion
- Promote Smarty Pants Trivia 4 year anniversary
- Training for new librarian – Laura Brown
- Introduction of Laura Brown to our community – social media, eNews, CDL website, in-library monitors
- Create new job posting for youth librarian on social media, eNews, CDL website
- Assist with Japanese Sister City glass case display and library visit coordination
- Update Parents' Night Out bookmark
- Update Library Card brochure
- Work with Mel to make "My Account" prominent on CDL website homepage

Outreach

- Meet new resident and pick up large book donation to library.
- 3/23/17 – Chamber After Hours at Welfare Building

Respectfully submitted,
Patty Roberts
Marketing Coordinator

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Chelsea District Library's 8th Annual Authors in Chelsea To Present Three Prominent Children's Authors and the "Power of Writing"

From Patti Roberts

The Chelsea District Library will hold its 8th annual Authors in Chelsea event on Wednesday, March 22 and Thursday, March 23. This two-day event brings three nationally known authors into Chelsea schools to present assemblies and workshops on writing. The library is also holding a special evening Meet the Authors event on March 22 from 6:30-8pm for the Chelsea community to meet all three authors.

This event is for families and the general public, and takes place in Room 100 of the Washington Street Education Center at 512 Washington Street.

"Our evening event is always so much fun," remarked

Karen Persello, Head of Youth and Teen Services at the library. "It's great to see all three authors at one event and listen to them talk about their writing."

Books will be available for purchase in the WSEC lobby, and from Chelsea's Just Imagine bookstore.

This year's line-up includes Gordon Korman, New York Times bestselling author of more than 80 books for kids and teens, including the adventurous Everest and Island trilogies, and the Mastermind series and many others.

Also, author Jennifer Jacobson, author of more than a dozen books, including the early-reader Andy Shane series.

Finally, two-time Newbery Honor winning author Gary Schmidt will return to Chelsea to present and lead writing workshops for 6th grade students.

The purpose of Authors in Chelsea is to provide 1st-6th grade students with close contact with award-winning authors in order to explore the art and craft of writing, encourage them to read and appreciate literature, and learn to appreciate "the Power of Writing."

New this year is Authors in Chelsea Challenge Cards. When students complete a challenge (write a book review or invite a friend to the Meet and Greet, for example), they receive an entry into the Authors in Chelsea grand prize drawing where they might win a family membership to the Henry Ford, or an annual pass to the Ann Arbor Hands-on Museum, or a climbing pass to Planet Rock. Challenge Cards are available at the first floor Information Desk in the library and the grand prize winners will be drawn at the March 22 evening Author Meet and Greet.

Support from the Chelsea Education Foundation and the Friends of the Chelsea District Library has allowed for the purchase of more than 300 books by this year's visiting authors.

For further information about the Authors in Chelsea program, visit www.chelseadistrictlibrary.org/authors-in-chelsea.



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- March 28 "How Great Thou Art" With Turkey Feet
- March 31 Music of Holt Diamond & Tom Jones with Zander's Chicken Dinner in Frankenhurst
- March 31 Birch Run Factory Outlet or Frankenhurst Tour for the day...\$39
- April 13-15 Noah's Ark and The Creation Museum
- April 18 "Motown" Fisher Theatre...Also April 22
- April 23-30 New Orleans Cajun Country Cities
- April 28 Detroit on the Rise
- May 8 Holland Tulip Festival
- May 16 Historic Churches of Detroit
- May 21 Flower Days at Eastern Market
- May 27-30 Grand Hotel... Mackinac Island
- June 4 Tigers vs White Sox
- June 17-25 Rocky Coast of Maine and Boston
- June 19-22 Mississippi River Cruise (Our 30th Year)
- Aug 28 - Sept 1 New York City: Deluxe Tour
- Sept 3-4 Labor Day Bridge Walk...Or Ride
- Trips pick up in Ann Arbor and Chelsea
- Sept 14-25 National Parks, Iceland...Hawaii

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Gary Schmidt returns for Authors in Chelsea

 chelseaupdate.com/gary-schmidt-returns-authors-chelsea/

3/14/2017

Last week, the **Chelsea District Library** faced a shakeup in its **Authors In Chelsea** line-up.

Unfortunately, **Lynda Hunt** is no longer able to appear at Authors in Chelsea. However, Michigan author **Gary Schmidt** has stepped up and will be here in her place.

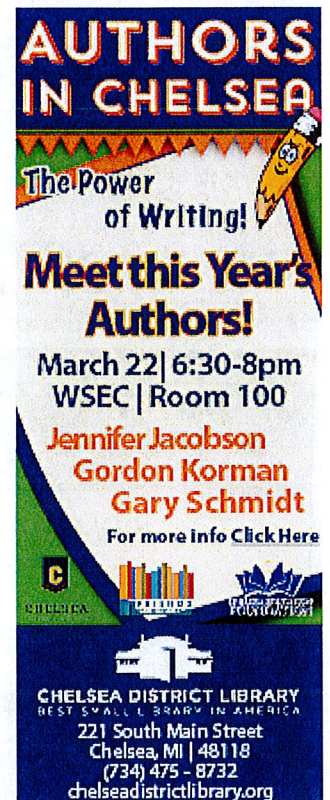
Youth and Teen Librarian **Edith Donnell** said that, "Mr. Schmidt appeared as part of Authors in Chelsea in 2015 and captivated his student and public audiences with his storytelling skills. Beach Middle School staff was disappointed to hear that Lynda Hunt will not be here, but thrilled to know that such a popular author will be returning."

Schmidt takes writing very seriously, so much so that he actually uses a typewriter to create all of his novels. He is a professor of English at Calvin College in Grand Rapids. He received both a Newbery Honor and a Printz Honor for Lizzie Bright and the Buckminster Boy and a Newbery Honor for The Wednesday Wars.

He lives with his family on a 150-year-old farm in Alto, Mich., where he splits wood, plants gardens, writes, and feeds the wild cats that drop by.

He will present and lead writing workshops for 6th graders at Beach Middle School.

To find out more about this year's Authors in Chelsea program visit www.chelseadistrictlibrary.org/authors-in-chelsea or call the library at 734-475-8732 and ask for a youth librarian.



AUTHORS IN CHELSEA




The Power of Writing!

Meet this Year's Authors!

March 22 | 6:30-8pm
WSEC | Room 100

Jennifer Jacobson
Gordon Korman
Gary Schmidt

For more info [Click Here](#)

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Chelsea, MI | 48118
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chelseadistrictlibrary.org

Authors to visit with readers during literary walk in downtown Chelsea



(Courtesy: Chelsea District Library)



By **Logan T. Hansen** | lhansen@mlive.com

Follow on Twitter

on April 02, 2017 at 12:00 PM, updated April 03, 2017 at 10:51 AM

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x

CHELSEA, MI - The Chelsea District Library's Midwest Literary Walk, showcasing nationally recognized authors and poets at venues throughout downtown, is set to take place Saturday, April 29.

From 1-5 p.m., the ninth incarnation of the literary walk will feature an author panel with Peter Ho Davies and Derek Palacio at the First Congregational Church; a presentation from University of Michigan professor Heather Ann Thompson on her book *Blood in the Water: The Attica Prison Uprising of 1971 and Its Legacy* at the Chelsea Depot; and an interview with Kwame Alexander, an award-winning author and poet, at Main Street Church.

Alexander will be interviewed by fellow poet Aira D. Matthews, whose first collection of poems, *simulacra*, was the winner of the 2016 Yale Series of Younger Poets.

Ann Arbor's Literati Bookstore will have books from each author/poet available for purchase at the literary walk locations, and there will also be time reserved for book signings.

A casual afterglow featuring the Ann Arbor-based band The Hot Club will take place at the Chelsea Alehouse, 420 Main St., at the conclusion of the literary events. The band will perform swing and jazz from the 1930s and '40s.

More information and specific times for the events can be found at **midwestliterarywalk.org**.

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**Circulation Supervisor's Report
March 2017**

- Circulation – 27,351 or 2% lower than last March;
76,164 YTD or 4% lower than this time last year.
- Patron Count- 13,850 or even with last March (Est.);
39,268 YTD or 8% lower than this time last year (Est.).
** Does not include offsite programs.
- Circulation by township- for March
 - Dexter = 10% of total transactions – same as last month
 - Lima = 15% of transactions – higher than last month
 - Lyndon = 16% of transactions – lower than last month
 - Sylvan = 15% of transactions - same as last month
 - Chelsea = 35% of transactions – lower than last month
- March Circulation: 78% were items from Chelsea and 22% were inter-loaned items.——
- Automated phone renewals in March – 20, Self-check was 11% of items checked out in March:
Overdrive = 1703 in March; Zinio = 383 in March.
- Registrations for March– 75 new cards; 9493 total card holders
*Dexter = 1209 cards; Lima = 1107 cards; Lyndon = 1514 cards
*Sylvan = 1610 cards; Chelsea = 3502 cards; Nonresident = 551 cards

Circulation Activities:

- We received 3 to 9 tubs in the run each day M-F with a total of 145.5 in March.
- Clean up on the patron & collection database continues. We removed 35 patrons and 68 items in March.
- We have updated our population figures for Lima & Dexter townships. This is a result of our work on the strategic plan and mapping out our district. You will notice on the breakdown of transactions for each entity, they are a percentage now and not a fraction. The number of residents in Dexter Township that are part of the library district is now 2604 up from 1994, and Lima Township is now 1909 down from 2480. The City of Chelsea, Sylvan & Lyndon townships of course remain at 100% as each of these entities are not split by school districts.
- 3/2 - Attended a “Design Think” webinar. This will be part of our strategic plan.
- 3/6 - Silver Maples tour. Emily Meloche brought over a group from Silver Maples and Shannon showed off many of the options they have for special needs and gave them a tour of the building. I was able to answer their questions about circulation and we even signed up one resident for a card.
- 3/23 – Authors In Chelsea: Visited North Creek and attended the presentation Jennifer Jacobson put on for the 1st graders. The youth really enjoyed her telling how writing stories starts before you can even write and watching the youth doing the “Egyptian” along with the video that she brought.

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	9597
February	60	8	1	1	70	9528
March	67	3	2	3	75	9493
April					0	
May					0	
June					0	
July					0	
August					0	
September					0	
October					0	
November					0	
December					0	
Totals					243	

Average Daily Door Count 2017									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	% Diff
Jan.	511	468	477	465	404	417	298	13136	14377 -9%
Feb.	574	516	478	475	422	413	337	12282	12325 0%
March	464	519	485	511	415	450	266	13850	16072 -14%
April								14857	
May								14833	
June								20468	
July								20181	
August								14488	
Sept.								12759	
Oct.								12587	
Nov.								12166	
Dec.								11064	
Total								39268	176177
Monthly average								13,089	14,681
Avg. % increase									-8%

New People/Door counter went live on July 2016

Registered Card Holders												
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017		
District	8280	8708	9113	8898	9147	9002	9083	9109	9064	8942		
Dexter	1198	1216	1258	1197	1222	1206	1211	1215	1230	1209		
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	1610		
CityChel	2900	3020	3184	3165	3386	3409	3538	3572	3562	3502		
NonRes	933	977	960	902	744	640	649	655	625	551		
Freedom	107	81	58	18	7	6	6	6	7	6		
Sharon	151	153	150	149	141	118	122	118	110	106		
Waterloo	391	421	423	411	365	336	348	352	333	276		
GrassLk					15	26	29	28	25	25		
Other	284	322	329	324	216	154	144	151	150	138		
Totals	9213	9685	10073	9800	9891	9642	9732	9764	9689	9493		

Trans	% Tot	SEMCOG Dec2010	% of Pop
Mar-17	Trans	Pop.	Regist % of Entity Pop.
22,109		15010	
2144	10%	2604	46%
3329	15%	1909	61%
3552	16%	2720	57%
3257	15%	2833	60%
7831	35%	4944	69%
			58%
234	1%		
715	3%		
1020	5%		
27	0%		
	100%		

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

% of Lima & Dexter Township population that is in the CDL area was updated March 2017.

Chelsea District Library
2017

Average Daily Circulation							2017		%Diff.
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	2016	
Jan.	840	700	811	760	673	463	25453	26455	-4%
Feb.	818	853	854	808	601	468	23360	25063	-7%
March	835	852	798	834	720	482	27351	27839	-2%
April								25179	
May								23647	
June								27254	
July								28112	
August								26760	
Sept.								22787	
Oct.								23845	
Nov.								23872	
Dec.								22824	
Total							76164	303637	
Mnth Avg							25,388	25,303	
Avg.% Inc.									-4%

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

with OD & Zinio
ckouts.

SifChk/ Check-outs only				
2016 Totals	2017 Total	Days	Per Day ChkOuts	%
2820	3061	30	102	11%
2608	2384	27	88	11%
3032	3042	31	98	11%
2941				
2580				
2901				
3528				
3554				
2221				
2447				
2689				
2142				
33463	8487			11%

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

2017	Items Added	Total Items
Jan	936	71,943
Feb	573	71,312
Mar	758	71,604
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	2,267	71,620

Zinio Circ (downloadable e-magazines)				
	2017	2016	2015	2014
Jan	292	219	206	
Feb	271	297	413	
Mar	383	207	275	
April		254	245	
May		213	201	275
June		291	263	202
July		160	265	293
Aug		203	369	251
Sept		125	162	208
Oct		262	179	219
Nov		267	207	241
Dec		343	205	279
Total		2,841	2,990	1,968

Overdrive Circ (downloadable e-books, audio books and music)				
2017	2016	2015	2014	2013
1577	1752	1295	1295	957
1401	1638	1418	1244	861
1703	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
4681	18198	17541	15850	11625

Item Circulation 2017

[illegible]

COMMUNICATIONS

Minutes
Board of Education
Chelsea School District
February 27, 2017

Present: Anne Mann, Tammy Lehman, Laura Bush, Greg Rhodes, Dana Durst, Shawn Quilter, Kristin van Reesema, Carly Critchfield, Patrick Bertoni

Administrators: Julie Helber, Superintendent; Marcus Kaemming, Executive Director of Instruction, Curriculum and Human Resources; Michelle Cowhy, Executive Director of Finance and Administrative Services; Lisa Nickel, Director of Special Education; Scott Wooster, Technology Director; Mike Kapolka, High School Principal; Luman Strong, North Creek Principal; Stacie Battaglia, South Meadows Principal; Andrew Neidlinger, High School Assistant Principal; Matt Ceo, Middle School Assistant Principal (arrived at 6:43 p.m.)

Call to order/roll call/consent grouping/adoption of agenda – Meeting was called to order by President Mann at 6:30 PM. Motion by Tammy Lehman, supported by Dana Durst, to adopt the agenda.

ALL AYES, 7-0

Motion by Laura Bush, supported by Shawn Quilter, to approve the minutes of the January 23, 2017, Board Meeting and the regular and Closed Session minutes of the February 13, 2017, Work Session.

ALL AYES, 7-0

Communications - None

Special Presentations:

- SRSLY representatives Reiley Curran and Jesse Kaufman presented MiPHY and Chelsea School District student and parent survey results. The data is used to help SRSLY in its strategic planning.

Discussion ensued.

- Marcus Kaemming provided the Board with an update on the Curriculum and Instruction changes currently in process and plans for future modifications and improvements to the District's curriculum.

Staff Reports

- North Creek - Luman Strong
- South Meadows - Stacie Battaglia
- Operations - Denis Taylor
- Technology - Scott Wooster
- Food Service - Carrie Hall
- Transportation - Rick Boham
- Special Education - Lisa Nickel
- CHS - Mike Kapolka
- Beach Middle - Nick Angel
- Finance and Administrative Services - Michelle Cowhy
- Instruction, Curriculum and Human Resources - Marcus Kaemming
- Athletics - Brad Bush

Discussion ensued.

Minutes
Board of Education
Chelsea School District
February 27, 2017

Board Member Reports:

- Tammy Lehman, Board liaison to the high school, met with Principal Kapolka to discuss high school events, activities and awards.
- Laura Bush attended the Reproductive Health Committee meeting.

Public Input:

- Bonnie Desai, paraprofessional, read a prepared statement as to why she wants union representation.
- Patti Mitchell, paraprofessional, read a prepared statement as to why she wants union representation.
- Suzanna Bucholz, paraprofessional, read a prepared statement in support of forming a union.
- Tracy Dalton, food service worker, read a prepared statement in support of forming a union.
- Susanne Vanden Bosch, community member, commended the District's paraprofessional staff for supporting all students not just those with special needs; she also spoke in support of allowing a select group of employees to form a union.
- Mike Kizer, Robotics' Club advisor, told the Board of the successful year the club is having and asked to provide a presentation at an upcoming Board meeting.
- Rick Catherman, CEA president, applauded the employee group who are seeking representation; he asked the Board to reconsider its current position and allow a select group of employees to form a union.
- Jason Eyester, community member, spoke of the need to ensure wholesome and nutritious food in our schools by not contracting with a global, for-profit corporation and to bring back in-house service.
- Guillaume Coussement, community member, spoke of his concern for the limited amount of time students have for lunch and for the District to look into healthier and less expensive meals; he referenced France's ability to do this.

Superintendent/Board Discussion - None

Consent Action Items:

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

- Action Item 55-16-17. Superintendent Helber recommends the Board appoint Marcus Kaemming and Kitty Golding as Reproductive Health Committee Co-Chairs

ALL AYES, 7-0

Information and Discussion:

- The District received a donation from the Veteran of Foreign Wars (VFW) in excess of \$1,000 to help financially support students going on the Washington, DC field trip.
- The District received an anonymous donation in excess of \$1,000 to help financially support students going on the Washington, DC field trip.
- A field trip request from the girls cross country team to attend training camp in Holland, MI from August 9-11, 2017.

Public Input:

- Patti Mitchell, paraprofessional, gave the Board a letter written by one of the students she provides assistance to.
- Jennifer Kundak, community member, echoed and supported the comments made by several paraprofessionals; she asked the Board to respectfully consider their right to seek representation.

Superintendent Report - Superintendent Helber reported on the following:

- Evaluation Training - a Personnel Committee meeting is scheduled for tomorrow to look at timelines for evaluation and format based upon our evaluation training.
- SEVIS Update - Revisions submitted today to allow the District to be an issuing body of an F1 Visa for foreign exchange students - EMU also working on this.
- Strategic Planning as it relates to Graduate Learner Profile (GLP) - making plans to meet with Shawn, Dana, Laura (SIP/Curriculum Chairs) to review the ILG work and provide input on next steps.
- Bond team - Kingscott has completed the facility study and Clark putting clear estimates on the projects next week; the bond group will meet to review these projects.
- Looking at software for our high school counseling department that will streamline the EDP process, scheduling, and college and career readiness. We currently use Career Cruising software but it does not have the capabilities the Naviance has. The high school counseling department and administration has reviewed the product and sees great possibilities. We are looking at reduced pricing by cooperating with other local districts. Manchester, Saline, Whitmore Lake, and Chelsea are all looking at cooperative pricing. Ypsilanti may come on board in the future.
- Administrators have submitted their self-evaluations using our new Multi-dimensional Framework for Administrators. I am meeting with them this week to review their self-evaluations, discuss evidence, and discuss their goals. The framework is really guided for principals so we are modifying some of the rubric to fit other positions.
- Received bids for North Creek; competitive pricing.
- South Entrance bids due next week and we are hoping for the same
- Count Day - Preliminary results look like an increase of 12 students from the fall count. The fall count is used for 90% of the funding and the Winter Count for 10% of the total.
- 1/2 Day professional development (PD) next Friday - Dr. Marshall from Washtenaw County Public Health to present to staff on mental health issues (depression, substance abuse, etc.) in Washtenaw County, part of our District Wellness committee initiative.

Commendations/Thank-you:

- Action item 56-16-17. Motion by Dana Durst, supported by Laura Bush, to thank Don Wright and Jennifer Vetter for organizing the 7th Annual Michigan Public High School Hockey Showcase at the Arctic Arena; to commend Lee Argir for being named a National Merit Scholarship Finalist; to thank Sue Jacobs for raising money for the 8th grade Washington, DC trip; and to commend One Act for placing 2nd in Division 2.

ALL AYES, 7-0

**Minutes
Board of Education
Chelsea School District
February 27, 2017**

Upcoming Events

- Friday, March 10 - No School for Students - 1/2 PD Day for Teachers
- Monday, March 13 - 6:30 PM - Board Meeting - *Beach Middle School*
- Monday, March 27 - 6:30 PM - Board Meeting - WSEC
- Monday, April 3 - Friday, April 7 - No School - Spring Break
- Friday, April 14 - No School - Good Friday
- Monday, April 17 - 6:30 PM - Board Meeting - WSEC

Other:

- Kristin van Reesema gave her Board report stating she attended an MASB Conference, a City of Chelsea meeting and asked about the Community Center.

Meeting was adjourned at 7:57 PM

Respectfully submitted,

**Laura C. Bush
Board Secretary**

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

April 18, 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.

<u>Income Line -</u>		<u>Expense Line</u>
3-24-17	Chelsea Lions Club	YP-Summer Reading Program
		674.111
		884.923
		\$100.00

Sub Total: \$100.00

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

Sub Total: \$

Acknowledge the donations below toward the CDL Endowment.

Sub Total: \$

Total General Donations: \$100.00

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet April 18, 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

Fundraising Committee

Minutes: Jan. 31, 2017

Most of our discussion was about "awareness" meetings. We are NOT fundraising at this time. We are just making the public more aware of what the library does for the community. We will be running for a millage, probably starting in 2018, and do not want to ask for money at this time and save our "asks" for passage of a millage.

Will Johnson has offered his book as a bonus for donations of \$1000.00. We are grateful for the offer but feel we need to concentrate on raising awareness of the library in advance of the upcoming millage.

We then looked at six "cultivation" events in the upcoming two years. The plan at this point is to target different groups of the population at each event, and try to coordinate each event with a program that has already been planned at the library. Important points to remember are:

Timing
Content
Location
Target Audience

Tentative plans include:

June 2017 "Arts" There will be a pianist playing at the library, and we could coordinate a party the night before. Peter Feeney has offered his parents' home for this. But still to be determined.

Sept. 2017 "Millennials". Event with Paul Burch at Robin Hills Farm?

Winter 2018 "Kids Programs" at the library & around town

Fall 2018 "Farmer Exhibit" would coordinate something with outlying townships

Submitted by

Anne Merkel
Fundraising Committee Chair

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

Approved: January 17, 2017

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

