

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, May 16, 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 – April 18, 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 Presentations – Ron Andrews discussing ILS

– Bill Tucker discussing Abraham & Gaffney's FY 2016 audit of CDL

7:35 Actions Items

1. Donations

7:40 Discussion Items

1. FY 2016 Audit

7:50 Reports

Policy Committee – March Policy Committee minutes

Finance Committee – April Finance Committee minutes; First Budget Pres. June 6, Second Budget Pres. June 13

Personnel Committee

Nominating Committee

Fundraising Committee

7:55 Public Comment

8:00 Other Items

8:05 Adjournment

Public Participation

Meetings held by the Chelsea District Library are for the purpose of conducting library business. A Chelsea District Library meeting is not a “public meeting.” It is a “meeting held in public.” The difference between these two types of meetings is that a public meeting is usually designed for the free flow of information among all in attendance, whereas a meeting held in public is for observation and “Public Input” at specific times on the agenda.

Public Participation at Open Meetings

Meetings held by the Chelsea District Library are for the purpose of conducting library business. Public input is allowed during set times of these meetings and for specific amounts of time.

There are two ways to participate in a Board meeting:

- You may call the Board President or Library Director at least five days in advance of the Board meeting and ask to be placed on the agenda. The Board President or the Library Director shall use their discretion in accepting these requests. The Board decides what agenda items are to be discussed when they formally adopt the agenda at the start of their meeting. Once approved, you will be allowed to make your presentation to the Board.
- You may address the Board during agenda items listed as “Comments from the Public.”

Individuals who are addressing the Board at a Board Meeting must state their name and the name of the organization or group they are representing, if that is the case.

Board members may question speakers, but the Board will not enter into debate or conversation during this portion of the meeting. In general, issues are referred to the Director for investigation, study and recommendation, designation as a future agenda item, or answered through written communication.

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

Tuesday, April 18, 2017 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: C. Taylor, S. Lackey, J. Wilczynski, J. Carr, E. Sensoli, & TJ Helfferich.

Trustees Absent: A. Merkel

Staff: Director Lori Coryell, Assistant Director Linda Ballard, M. Budzinski, & C. Berggren.

Guests: John Hanifan, Laura Brown, & Marcia White.

Welcome and Call to Order

C. Taylor called the meeting to order at 6:45 p.m.

Agenda Review and Additions

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

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by E. Sensoli, **SECONDED** by TJ Helfferich to approve the minutes of the March 21, 2017 Board Meeting. Discussion: None All Ayes: 6-0

MOTION made by J. Wilczynski, **SECONDED** by J. Carr to accept the General Fund Operational Checks for March, 2017. Discussion: J. Wilczynski asked why personnel expenses were higher in Feb. than Jan. and still higher in March. M. Budzinski explained that Jan. is always lower and that March was higher because of having three payrolls. Feb., she explained was the most accurate of the three, and that's the total that most months will be. TJ asked how often we clean our rugs. L. Ballard answered that a full cleaning is done twice a year and partial cleanings quarterly.

All Ayes 6-0

MOTION made by J. Carr, **SECONDED** by S. Lackey to accept Financial Reports for March, 2017. Discussion: Board wants the order Operational Checks and Financial Reports changed in the packet to reflect the order in which they're approved.

All Ayes: 6-0

Director's Report Update:

- L. Coryell began by introducing recently hired FT Adult Services Librarian, Laura Brown, to the Board. The Board welcomed Laura to the library and S. Lackey commended L. Coryell on the hiring process and finding excellent candidates. L. Coryell also mentioned that we are close to making an offer for the soon-to-be-vacant FT Youth/Teen Services Librarian position and so perhaps in May there will be another introduction.
- Announced that the library didn't get the LSTA Grant and explained that the grant's explanation stated that our need was a convenience and not a necessity. Clearly demographics worked against us in this case. S. Lackey asked if we gave the grant committee Zip Code or Census Tract data. L. Coryell replied that we used Census Tract data and S. Lackey stated that was the better of the two options. J. Carr asked about who received the grant(s). No official announcement has been made, but L. Coryell shared that she knows the Ypsilanti District Library received one of them.
- TLN is in the process of evaluating and choosing a new operating system and L. Coryell explained that CDL has been very active in this process. Five staff members attended the demos for the potential systems and Ron Andrews was chosen to go to NY with a committee to review libraries which use the two finalists, as voted on by TLN. The next step is a library director vote and then TLN will formally choose the next operating system. J. Wilczynski asked if there was a significant difference between the choices and L. Coryell stated that she believes one is clearly better in terms of patron usability. E. Sensoli asked if the new system will be more expensive and L. Coryell answered that the change will actually save the library money.

Friends Report Update:

L. Coryell explained that the Friends did not meet since the last update and there is nothing new to report.

Strategic Plan Update:

L. Coryell handed out the Goal Metrics for the CDL Strategic Plan 2017-19.

- J. Wilczynski asked how the CDL planned to offer internet access to 100% of service area by 2019. L. Coryell replied that there is no definitive answer, but this is a goal of the library and that Mel has been very active in adding hotspots.
- S. Lackey asked what constitutes a public contribution. L. Coryell replied that that is a grant.
- C. Taylor gave the Goal Metrics a glowing review and thanked L. Coryell for her work in their creation.

Other Reports Notes: None

Presentations: John Hanifan, Chelsea City Manager, discussing the DDA

John Hanifan began by supplying background information on when and why the DDA was formed, the perimeters of downtown, and what projects the DDA actively maintains (lots of parking lots). He then unveiled the just-approved plans for the public outdoor event space that will be built this summer/fall to replace the Palmer Lot. The space includes a stage with a structure attached behind it, which will offer storage and public restrooms. Will also have a special drinking fountain for refilling water bottles and solar-powered cellphone chargers.

- J. Carr asked about parking and was told that the limited parking (roughly 24 perimeter spots) was by design, as the DDA hopes this venue will be a walking/biking destination that will bring more foot traffic to the downtown area. The goal is to have the farmer's market use the space and to partner with the CDL, as well. C. Taylor offered that he thinks that this project will benefit both the downtown and CDL immensely.
- C. Taylor asked who will be in charge of scheduling events at the new venue and was told the city will handle that.
- TJ Helfferich and E. Sensoli asked about the public parking lot behind Purple Rose Theatre and John replied that that will be the DDA's next big project—likely for 2019. TJ mentioned that there are drainage problems with the current lot, as well as the noticeable surface deterioration.

Overall the Board offered overwhelming approval of the project and thought the space/venue could be used by the library for future events.

Public Comment:

- Linda gave complimentary overtures to the city for always working with the library and helping us.
- C. Taylor asked about TIFA and if we planned on trying to recapture that money in the future. L. Coryell explained that we'll need to see in 2020 when the new millage takes effect, but that presently we would continue to let that money go to the DDA. S. Lackey said that she had talked to people in other districts that had simply changed the millage to cover the lost revenue from TIFA and this should be considered an option during the upcoming millage campaign.

Action Item #1: Donations and Budget Adjustments

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve and acknowledge the presented 2017 March donations of \$100.

Discussion: None

All Ayes: 6-0

Discussion Item #1: Local Community Stabilization Authority Check

L. Coryell provided background on the 2012 bill that originally took this revenue away from libraries and the 2014 voter proposal that required reimbursement. In late February, the library received a check for \$127,753.42 from the Local Community Stabilization Authority to cover this reimbursement. Part of that money had to go toward debt retirement, but the remaining \$79,862.26 can be used for operating costs and we would like to add this money to the 2017 budget, under Strategic Planning (801.090), so that it can be utilized.

- M. Budzinski offered additional information that the size of this payment was meant to cover 2014 to 2016, but that for some reason the payout was larger than anticipated due to surplus of funds. Even in prior years, we'd received smaller checks, just to cover the bond, but in the future, Mary thinks the amount will be about \$30,000.
- J. Wilczynski asked why the library can't use the entire amount for operational costs, as the debt retirement was paid in full for past years, even without this revenue that was taken away. M. Budzinski explained that part of the reason the check was so high was because the debt service fund was built in. She also said that she had spoken to state officials and was given worksheets to calculate this exact amount. L. Coryell assured J. Wilczynski that the library did their homework on this and stated that many libraries probably didn't and that they would likely find out their mistake at their next audit. S. Lackey conferred that that is probably true.
- C. Taylor asked if this means that we'll pay off the bond early? M. Budzinski replied, no, but it might lower payments.
- C. Taylor asked if the \$79,862.26 would be restricted to Strategic Planning. L. Coryell stated, no, it can be moved around, but that's a good place to initially put it. S. Lackey stated that sometimes such money becomes a "slush fund" and she hopes to see something actually come from these funds. L. Coryell agreed and said that a lot of it will likely go to the Design Think project, in which we're changing around the space in the library to optimize its use.

MOTION made by J. Carr, SECONDED by E. Sensoli to move Discussion Item #1 to Action Item #2. Discussion: None. All Ayes: 6-0

Action Item #2:

MOTION made by E. Sensoli, SECONDED by J. Wilczynski to move the \$79,862.26 of useable income from the Local Community Stabilization Authority Check to Strategic Planning, line 801.090, of the 2017 budget. Discussion: C. Taylor would like to see some type of sketch of things we could do in the future with this money.

All Ayes: 6-0

Committee Reports

Policy Committee – J. Carr reported that they did meet and will have both minutes and policy updates in next month's packet.

Finance Committee – J. Wilczynski reported that there is an April 27 meeting planned with the auditor and that the Finance Committee would conduct their own meeting immediately afterward.

Personnel Committee –

Nominating Committee –

Fundraising Committee – A. Merkel's minutes were briefly discussed and accepted.

Public and Board Comment: None

Other Items: None

Adjourn:

MOTION made by S. Lackey, SECONDED by E. Sensoli to adjourn the meeting at 8:05 p.m. All Ayes: 6-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library

List of Checks for Board Approval

April 2017

Date	Num	Name	Memo	Paid Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
04/12/2017	03272017PRST	Alerus Financial	04/14/2017 PR	1,731.28
04/14/2017	PR04142017		RETIREMENT	-1,731.28
04/27/2017	04102017PRST	Alerus Financial	04/28/2017 PR	1,731.28
04/28/2017	PR04282017		RETIREMENT	-1,731.28
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
04/14/2017	PR04142017		WAGES	35,364.73
04/28/2017	PR04282017		WAGES	35,901.51
Total 701.100 - Wages - Other				71,266.24
Total 701.100 - Wages				71,266.24
701.110 - Retirement-Contributions				
04/12/2017	03272017PRST	Alerus Financial	04/14/2017 PR	1,374.91
04/14/2017	PR04142017		RETIREMENT PICK UP	-1,374.91
04/27/2017	04102017PRST	Alerus Financial	04/28/2017 PR	1,374.91
04/28/2017	PR04282017		RETIREMENT PICK UP	-1,374.91
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
04/14/2017	PR04142017		401 A MATCHING	1,349.32
04/28/2017	PR04282017		401 A MATCHING	1,349.32
Total 701.115 - 401A Retirement Matching				2,698.64
701.200 - FICA				
04/14/2017	PR04142017		FICA EMPLOYER	2,705.40
04/28/2017	PR04282017		FICA EMPLOYER	2,746.58
Total 701.200 - FICA				5,451.98
701.300 - Flex Benefits				
04/14/2017	PR04142017		Dep Life (CA & DL & HI)	-10.81
04/27/2017	04112017ST	Unum Life Insurance Co.	2017 Premium May	501.75
04/28/2017	PR04282017		Dep Life (CA & DL & HI)	-10.81
Total 701.300 - Flex Benefits				480.13
Total 701 - Personnel Expenses				79,896.99
727 - Supplies				
727.200 - General Operations				
04/12/2017	464265	Smart Office Solutions	General Supplies	9.42
04/12/2017	464307	Smart Office Solutions	General Supplies	24.63

Chelsea District Library

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Date	Num	Name	Memo	Paid Amount
04/27/2017	04262017ST	Petty Cash-	Ace Hardware - Install Bulletin Board	26.20
04/27/2017	04262017ST	Petty Cash-	TJMaxx - Towel Holder	4.99
04/27/2017	04262017ST	Petty Cash-	Polly's - Air Fresheners	6.50
04/27/2017	04262017ST	Petty Cash-	Great Lakes Ace - Ant Bait	5.29
04/27/2017	464801	Smart Office Solutions	General Supplies	44.95
Total 727.200 · General Operations				121.98
727.300 · Material Processing				
727.320 · Matl Processing Cases				
04/12/2017	15084A	Budget Library Supplies		
Total 727.320 · Matl Processing Cases				
727.330 · Matl Processing Other				
04/27/2017	04262017ST	Petty Cash-	Clear CD Cases	147.00
Total 727.330 · Matl Processing Other				147.00
Total 727.300 · Material Processing				
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
04/12/2017	04102017CostCo	Ballard, Linda P.		
04/27/2017	04262017ST	Petty Cash-	Costco-Paper Towels	30.98
Total 727.510 · Cleaning Paper Products				9.99
727.520 · Cleaning Supplies				
04/12/2017	300723753	Cintas Corporation-300	Soap	40.97
04/27/2017	300732971	Cintas Corporation-300	Soap	14.78
04/27/2017	04262017ST	Petty Cash-	Great Lakes Ace - Paper Towel Holder	14.78
Total 727.520 · Cleaning Supplies				5.99
727.530 · Cleaning Rugs				
04/12/2017	300723753	Cintas Corporation-300		35.55
04/27/2017	300732971	Cintas Corporation-300	Rugs 04/07/2017	54.99
Total 727.530 · Cleaning Rugs				54.99
Total 727.500 · Cleaning				109.98
727.700 · Postage				
727.710 · Postage- Circulation Notices				
04/27/2017	58036	The Library Network		
Total 727.710 · Postage- Circulation Notices				
727.720 · Postage-Operating Postage				
04/12/2017	1003601598	Pitney Bowes	1st Qtr 2017 Mailers	97.85
Total 727.720 · Postage-Operating Postage				97.85
04/15 - 07/15/2014				71.25

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Date	Num	Name	Memo	Paid Amount
Total 727.720 · Postage-Operating Postage				
				71.25
Total 727.700 · Postage				
				169.10
Total 727 · Supplies				
				628.07
801 · Professional Services				
801.010 · Attorney				
04/12/2017	712327	Foster Swift Collins & Smith	Workmen's Comp Review	38.00
Total 801.010 · Attorney				
				38.00
801.040 · Bookkeeper				
04/12/2017	201707	Budzinski & Associates	1/2 April 2017 Billing	350.00
04/27/2017	201708	Budzinski & Associates	1/2 April 2017 Billing	350.00
Total 801.040 · Bookkeeper				
				700.00
801.041 · Payroll Services				
04/12/2017	17922213	Payroll 1	2017 March	178.52
Total 801.041 · Payroll Services				
				178.52
801.079 · Library Strategic Plan				
04/27/2017	87375	Pedestal Source	2 Sided Easels for Exhibit Displays (15)	3,702.00
Total 801.079 · Library Strategic Plan				
				3,702.00
801.300 · Banking Fees				
801.310 · Bank Fees				
04/30/2017			Service Charge	9.40
Total 801.310 · Bank Fees				
				9.40
801.350 · Credit Card Fee Circ				
04/06/2017	CCFee032017		CC Fees 03/2017	107.65
Total 801.350 · Credit Card Fee Circ				
				107.65
Total 801.300 · Banking Fees				
				117.05
Total 801 · Professional Services				
				4,735.57
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
04/12/2017	1-48319633312	Johnson Controls	Chiller Repair / Repipe	5,000.00
04/12/2017	1-48321833669	Johnson Controls	Boiler Repair (Both)	4,025.17
Total 803.010 · Maint Svc Contingency				
				9,025.17
803.100 · Copier				
803.101 · Public Copier				

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Date	Num	Name	Memo	Paid Amount
04/12/2017	81824	J. McElowney Inc..	March Public Copy Maintenance	125.15
04/27/2017	66806225	Wells Fargo Bank, NA	Public Copy Lease 2017 April	161.00
Total 803.101 · Public Copier				286.15
803.102 · Staff Copier				
04/12/2017	66673613	Toshiba Financial Services	Apr 2017 Staff Copier Lease & Maintenance	561.56
Total 803.102 · Staff Copier				561.56
803.103 · Small Printer Maintenance				
04/27/2017	IN866765	Michigan Office Solutions	Staff Printer Maintenance - April 2017	150.61
Total 803.103 · Small Printer Maintenance				150.61
Total 803.100 · Copier				998.32
803.200 · HVAC				
803.210 · HVAC MA				
04/12/2017	1-48483044301	Johnson Controls	Planned Service Agreement Services	6,516.00
Total 803.210 · HVAC MA				6,516.00
Total 803.200 · HVAC				6,516.00
803.300 · Technology				
803.395 · Website Hosting & Service				
04/14/2017	04092017ST	Keybank	Midphase - Web Hosting 1/4/2017 to 1/4/2018	83.40
Total 803.395 · Website Hosting & Service				83.40
Total 803.300 · Technology				83.40
803.600 · Building Maintenance				
803.605 · Janitorial				
04/12/2017	11162	A Production Cleaning Company Inc.	Cleaning 03/26 - 04/08/2017	1,440.85
04/12/2017	11164	A Production Cleaning Company Inc.	Windows	1,300.00
04/27/2017	11173	A Production Cleaning Company Inc.	Cleaning 04/09-04/22/2017	1,440.85
04/27/2017	11175	A Production Cleaning Company Inc.	Wall to Wall Carpet Cleaning 4/29/17	1,300.00
Total 803.605 · Janitorial				5,481.70
803.620 · Trash				
04/12/2017	17845	City of Chelsea	Feb 2017 Trash	40.00
04/12/2017	17846	City of Chelsea	March 2017 Trash	40.00
Total 803.620 · Trash				80.00
Total 803.600 · Building Maintenance				5,561.70
Total 803 · Maintenance Service Contracts				22,184.59

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Date	Num	Name	Memo	Paid Amount
850 - Telecommunications				
850.100 - Local & Long Distance Charges				
850.121 - Director's Cell Phone				
04/12/2017	9782947413	Verizon Wireless	2017 Apr 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				
04/12/2017	9782947413	Verizon Wireless	2017 Apr Library Hotspots	120.84
04/27/2017	261402854-028	Sprint	2017 APR Lyndon/Circ Hotspots	686.08
Total 850.311 - WiFi Hotspots				
Total 850.300 - TLN Internet Service				
Total 850 - Telecommunications				
880 - Promotional Materials				
880.100 - Advertising				
880.110 - Media Buy				
04/12/2017	04052017INV	Chelsea Update	April / May / June Ads	255.00
04/27/2017	2764-R	The Sun Times	Ad - 4/05/2017	60.00
04/27/2017	2832-R	The Sun Times	Ad - 4/12/2017	60.00
04/27/2017	2898-R	The Sun Times	Ad - 4/19/2017	60.00
Total 880.110 - Media Buy				
880.140 - Sponsorships				
04/12/2017	04112017ST	St Joseph Mercy Chelsea	SRSLY Cinema 2016 Sponsor	150.00
Total 880.140 - Sponsorships				
Total 880.100 - Advertising				
880.300 - Marketing Supplies				
880.330 - Paper				
04/27/2017	464801	Smart Office Solutions	Miscellaneous Paper	19.96
Total 880.330 - Paper				
Total 880.300 - Marketing Supplies				
880.400 - Program Promotion				
880.410 - Adult Program Promotion				
880.412 - Midwest Literary Walk				
04/12/2017	237317	Print-tech Inc.	Midwest Lit Walk Brochures	444.48
04/14/2017	04092017ST	Keybank	Ann Arbor Observer - MLW	937.20

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Date	Num	Name	Memo	Paid Amount
	Total 880.412	Midwest Literary Walk		1,381.68
	Total 880.410	Adult Program Promotion		1,381.68
	880.420	Youth / Teen Promotion		
04/27/2017	880.423	Summer Reading Program	SRP Banner Installation	45.00
	04252017SRP	City of Chelsea		45.00
	Total 880.423	Summer Reading Program		45.00
	Total 880.420	Youth / Teen Promotion		45.00
	Total 880.400	Program Promotion		1,426.68
	880.500	Purchased Services		
	880.510	General Purchased Services		
04/14/2017	04092017ST	Keybank	Uberflip - 04/2017	30.85
04/14/2017	04092017ST	Keybank	Adobe Stock Monthly - APR to DEC 2017	29.99
	Total 880.510	General Purchased Services		60.84
	880.520	Professional Services		
	880.522	Photography Services		
04/12/2017	03312017ST	Burrill Strong Photography	2017 Photography Services (1/2)	600.00
	Total 880.522	Photography Services		600.00
	Total 880.520	Professional Services		600.00
	Total 880.500	Purchased Services		660.84
	Total 880	Promotional Materials		2,692.48
	884	Programming		
	884.110	Adult Speakers		
	884.111	Midwest Literary Walk		
04/14/2017	04092017ST	Keybank	Chelsea Alehouse - MLW Incentive	50.00
04/14/2017	04292017Rent	First Congregational United Church Christ	MLW 4/29 Rental	100.00
04/14/2017	04292017MLW	KA Productions	MLW Honorarium	2,000.00
04/27/2017	04292017Rent	MainStreetChurch	Space Rental for MLW	600.00
04/27/2017	04252017SB	Sulecki, Keegan	Serendipity Bks-Eval Prize	50.00
	Total 884.111	Midwest Literary Walk		2,800.00
	884.115	Gigi's Flower Arranging		
04/27/2017	04122017PRG	Gigi's Flowers & Gifts Inc	Flower Arranging 2017	435.00
	Total 884.115	Gigi's Flower Arranging		435.00
	884.119	General Adult Events		
04/27/2017	04202017LD	Hazel Park District Library	CSC Bookclub	24.95
04/27/2017	04182017SP	Meloche , Emily	SmartyPants - May	100.00

Chelsea District Library

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April 2017

Date	Num	Name	Memo	Paid Amount
04/27/2017	04202017ST	Parr, Thomas A.	April Job Seekers	50.00
Total 884.119 · General Adult Events				174.95
Total 884.110 · Adult Speakers				3,409.95
884.120 · Adult Supplies				
884.121 · Refreshments				
04/27/2017	04262017ST	Petty Cash-	Chelsea Bakery - Cookies	15.00
04/27/2017	04212017PR	Powers, Shannon H	Purple Rose Refreshments	15.00
Total 884.121 · Refreshments				30.00
Total 884.120 · Adult Supplies				30.00
884.210 · Youth Speakers				
884.211 · Authors in Chelsea				
884.922 · Youth Prog Rest Gifts Authors				
04/14/2017	04092017ST	Keybank	Common Grill - Authors in Chelsea Dinner	409.32
04/14/2017	04092017ST	Keybank	Cleary's - GK Lunch 3/22	26.03
04/14/2017	04092017ST	Keybank	Polly's - Food for School Lunches	26.73
04/14/2017	04092017ST	Keybank	Golden Limosine - 3 Trips	423.70
04/14/2017	04092017ST	Keybank	Cottage Inn - Pizzas 2 school locations	88.03
04/14/2017	04092017ST	Keybank	Ann Arbor Hands on Museum - AinC Grand Prize	100.00
04/14/2017	04092017ST	Keybank	Henry Ford Museum - AinC Grand Prize	197.09
04/14/2017	04092017ST	Keybank	Planet Rock Climbing Gym - AinC Grand Prize	115.00
Total 884.922 · Youth Prog Rest Gifts Authors				1,385.90
Total 884.211 · Authors in Chelsea				1,385.90
884.212 · General Youth Programs				
04/12/2017	04072017HSCC	Johnston, Jennifer R	04/07 Childcare for Homeschool Mtg	50.00
04/27/2017	04112017ST	Mason, Cathie	04/11/2017 Bunny Storytime	50.00
Total 884.212 · General Youth Programs				100.00
884.213 · Parenting Programs				
04/27/2017	04282017PNO	Ashley, Michelle	Parents Night Out 04/28/17	50.00
04/27/2017	04282017PNO	Johnston, Jennifer R	04/28 Childcare Parents Night Out	50.00
04/27/2017	04282017PNO	McArthur, Judy	Parents Night Out 04/28/17	50.00
Total 884.213 · Parenting Programs				150.00
884.215 · Early Literacy				
04/12/2017	04262017DASA	Batley, Beth	04/26 Dance Along Sing Along	90.00
04/12/2017	04042017BT	Maveal, Jackie	04/04/17 BabyTimes (2)/HomeSchool CC	150.00
04/27/2017	04112017BT	Maveal, Jackie	04/11/17 BabyTimes (2)	100.00
Total 884.215 · Early Literacy				340.00

Chelsea District Library

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April 2017

Date	Num	Name	Memo	Paid Amount
Total 884.210 · Youth Speakers				1,975.90
884.220 · Youth Supplies				
884.222 · General Youth Programs				
04/14/2017	04092017ST	Keybank	Oriental Trading - Craft Supplies	59.92
04/27/2017	2032800361	Baker & Taylor Program Account	2032800361	138.80
04/27/2017	04262017ST	Petty Cash-	Jo-Ann Fabrics - Velcro sticky backs for fabric	15.98
Total 884.222 · General Youth Programs				214.70
884.226 · Summer Reading				
04/12/2017	6103961	Demco Inc.	SRP Supplies	637.81
04/14/2017	04092017ST	Keybank	Just Imagine - SRP Prizes	70.20
Total 884.226 · Summer Reading				708.01
884.240 · Storytime Collection				
04/27/2017	ERG7590	The Book Farm Inc	ERG7590	74.80
Total 884.240 · Storytime Collection				74.80
Total 884.220 · Youth Supplies				997.51
884.500 · Artist In Residence				
884.970 · Artist in Residence Restricted				
04/27/2017	04252017SF	Burch Jr, Paul W	Deposit - Featured Song Writer - Songfest 2017	750.00
Total 884.970 · Artist in Residence Restricted				750.00
Total 884.500 · Artist In Residence				750.00
884.910 · Adult Programming Restricted				
884.912 · Adult Prog Rest Gifts General				
04/14/2017	04092017ST	Keybank	RO CO Films - The Freedom to Marry	260.00
Total 884.912 · Adult Prog Rest Gifts General				260.00
884.913 · Adult Prog Rest Gifts SRP				
04/14/2017	04092017ST	Keybank	Chelsea Alehouse - SRP Incentive	50.00
Total 884.913 · Adult Prog Rest Gifts SRP				50.00
884.914 · Adult Prog Rest Gifts MWest LW				
04/14/2017	04292017MLW	Davies, Peter Ho	MLW Honorarium	500.00
04/14/2017	04292017MLW	KA Productions	MLW Honorarium	1,000.00
04/14/2017	04292017MLW	Mathews, Airea D	MLW Honorarium	500.00
04/14/2017	04292017MLW	Palacio, Derek	MLW Honorarium	500.00
04/14/2017	04292017MLW	Thompson, Heather Ann	MLW Honorarium	500.00
Total 884.914 · Adult Prog Rest Gifts MWest LW				3,000.00

Chelsea District Library

List of Checks for Board Approval

April 2017

Date	Num	Name	Memo	Paid Amount
Total 884.910 · Adult Programming Restricted				3,310.00
Total 884 · Programming				10,473.36
885 · Volunteer				
885.200 · Supplies				
04/27/2017 04262017ST Petty Cash-		Petty Cash-	CVS - Volunteer Candy	16.79
04/27/2017 04262017ST Petty Cash-		Petty Cash-	CVS - Volunteer Supplies	4.00
Total 885.200 · Supplies				20.79
Total 885 · Volunteer				20.79
920 · Utilities				
920.110 · City of Chelsea Water				
04/12/2017 04052017ST City of Chelsea-Elect & Water		City of Chelsea-Elect & Water	02-28-2017 to 03-31-2017	79.99
Total 920.110 · City of Chelsea Water				79.99
920.120 · City of Chelsea Sewer				
04/12/2017 04052017ST City of Chelsea-Elect & Water		City of Chelsea-Elect & Water	02-28-2017 to 03-31-2017	161.00
Total 920.120 · City of Chelsea Sewer				161.00
920.130 · City of Chelsea Electric				
04/12/2017 04052017ST City of Chelsea-Elect & Water		City of Chelsea-Elect & Water	02-28-2017 to 03-31-2017	2,408.80
Total 920.130 · City of Chelsea Electric				2,408.80
920.150 · City of Chelsea Sprinkler				
04/12/2017 04052017ST City of Chelsea-Elect & Water		City of Chelsea-Elect & Water	02-28-2017 to 03-31-2017	28.47
Total 920.150 · City of Chelsea Sprinkler				28.47
920.200 · McKune Gas				
04/12/2017 04122017ST DTE Energy		DTE Energy	2017 March	1,256.95
Total 920.200 · McKune Gas				1,256.95
Total 920 · Utilities				3,935.21
960 · Board Expense				
960.200 · Director Expense				
04/14/2017 04092017ST Keybank		Keybank	Cleary's - Friends lunch w/Gary Munce	27.56
04/27/2017 04142017ST Zoran, Amy		Zoran, Amy	Supplies for March Madness	23.66
04/27/2017 04262017ST Petty Cash-		Petty Cash-	Jo-Ann Fabrics - Placemat Protectors FOT	6.34
04/27/2017 04262017ST Petty Cash-		Petty Cash-	CVS - Candy for Spring EXPO	18.00
04/27/2017 0620410 Rotary Club of Chelsea		Rotary Club of Chelsea	Rotary 3rd Qtr Charges	119.00
Total 960.200 · Director Expense				194.56

Chelsea District Library

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Date	Num	Name	Memo	Paid Amount
Total 960 · Board Expense				
				194.56
965 · Automation Services				
965.100 · Bibliographic Database				
04/27/2017	57937	The Library Network	2017 2nd Qtr Shared Services	2,545.40
Total 965.100 · Bibliographic Database				
				2,545.40
965.200 · Shared Automation System				
965.210 · Online Catalog/Circulation				
04/27/2017	57937	The Library Network	2017 2nd Qtr Shared Services	7,689.90
Total 965.210 · Online Catalog/Circulation				
				7,689.90
Total 965.200 · Shared Automation System				
				7,689.90
Total 965 · Automation Services				
				10,235.30
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
04/14/2017	109119988616	Amazon.com	New computer for Marketing & Tech Services	2,755.25
04/14/2017	275088344417	Amazon.com	Dual Monitor	49.99
04/14/2017	026253403604	Amazon.com	Display Adapters & Wireless Mic	128.99
04/14/2017	026521725353	Amazon.com	Display Adapters & Wireless Mic	33.99
04/27/2017	008128686495	Amazon.com	Power & USB Adapters	85.95
04/27/2017	199445164536	Amazon.com	Headphones & Headsets	80.90
04/27/2017	153395374224	Amazon.com	USB to HDMI Cables-Marketing	43.90
Total 967.120 · Computers				
				3,178.97
Total 967.100 · Equipment Hardware				
				3,178.97
967.200 · Equipment Software				
04/14/2017	04092017ST	Keybank	Apr 2017 Ninite Pro-Monthly non-Windows Updates	20.00
04/14/2017	04092017ST	Keybank	Apr - Bisect Hosting - Hosted Minecraft Server Svcs	12.46
04/14/2017	04092017ST	Keybank	Spring Signage LTD-Annual Digital Signage Renewal	63.04
Total 967.200 · Equipment Software				
				95.50
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
04/04/2017			Circ Receipts	-10.00
Total 967.310 · Makerspace Furnishings				
				-10.00
967.330 · Equipment - non-Computer				
04/14/2017	04092017ST	Keybank	Heavy Duty Shelves for Marketing Storage	136.00
Total 967.330 · Equipment - non-Computer				
				136.00

Chelsea District Library

List of Checks for Board Approval

April 2017

05/09/17

Date	Num	Name	Memo	Paid Amount
Total 967.300	Equipment Furniture & Fixtures			126.00
Total 967	Equipment			3,400.47
969 - Continuing Education Expenses				
969.001	Travel			
969.100	Staff Travel			
969.110	Director Travel			
04/12/2017	03232017SAS...	Coryell, Lori	SASUG Meeting	39.69
Total 969.110	Director Travel			39.69
969.121	Youth & Teen Services Travel			
04/14/2017	04092017ST	Keybank	ALA - Newberry Banquet/J.Zubik	94.00
Total 969.121	Youth & Teen Services Travel			94.00
969.122	Adult Services Travel			
04/14/2017	04092017ST	Keybank	ALA Conference - Shannon Powers	285.00
Total 969.122	Adult Services Travel			285.00
969.124	Technology Services Travel			
04/14/2017	04092017ST	Keybank	Digipalooza 2017 - Ron Andrews	199.00
04/27/2017	04132017ILS	Andrews, Ron	ILS Committee	41.08
Total 969.124	Technology Services Travel			240.08
969.145	Workshops			
04/28/2017			Project Outcome Program Refund	-50.00
Total 969.145	Workshops			-50.00
Total 969.100	Staff Travel			608.77
Total 969.001	Travel			608.77
969.300	Memberships			
969.322	Head of Adult Svc Membership			
04/14/2017	04092017ST	Keybank	ALA Membership - Keegan Sulecki	68.00
Total 969.322	Head of Adult Svc Membership			68.00
969.500	Institutional Membership			
969.550	Institutional Member MLA			
04/12/2017	04112017Mem	Michigan Library Association	Institutional Membership	1,222.16
Total 969.550	Institutional Member MLA			1,222.16
Total 969.500	Institutional Membership			1,222.16

Chelsea District Library

List of Checks for Board Approval

April 2017

Date	Num	Name	Memo	Paid Amount
Total 969.300	Memberships			1,290.16
969.600	Staff Training			
969.610	Workshops			
04/14/2017	04092017ST	Keybank	ALA - Group Webinar - Sustainable Libraries	129.00
Total 969.610	Workshops			129.00
Total 969.600	Staff Training			129.00
Total 969	Continuing Education Expenses			2,027.93
980	Capital Expense			
980.300	Computer Upgrades			
980.320	Hardware Upgrades			
980.325	PC Replacement			
04/14/2017	B02571210101	PCM-G	10 Public and 4 Staff Computers	8,696.52
Total 980.325	PC Replacement			8,696.52
Total 980.320	Hardware Upgrades			8,696.52
Total 980.300	Computer Upgrades			8,696.52
Total 980	Capital Expense			8,696.52
982	Collection Expense			
982.100	Audio Books			
982.120	Adult Books on Disc			
04/04/2017			Circ Receipts - L/D	-10.00
04/12/2017	665749	MicroMarketing LLC	Audio Books February	290.20
04/27/2017	666949	MicroMarketing LLC	Audio Books February	157.23
04/27/2017	94927523	Midwest Tape	94927523 - Mar Audio Bks	360.91
04/27/2017	94905642	Midwest Tape	94905642 - Mar Audio Bks	149.96
Total 982.120	Adult Books on Disc			948.30
982.140	Youth Books on Disc			
04/27/2017	1081818266	Penguin Random House LLC	1081818266	30.00
Total 982.140	Youth Books on Disc			30.00
Total 982.100	Audio Books			978.30
982.400	Non Print			
982.420	Adult Music on CD			
04/12/2017	94905626	Midwest Tape	94905626 - Mar Music CDs	13.59
04/21/2017			Circ Receipts - L/D	-10.98
04/27/2017	94927506	Midwest Tape	94927506 - Mar Music CDs	13.59
Total 982.420	Adult Music on CD			16.20

Chelsea District Library

List of Checks for Board Approval

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Date	Num	Name	Memo	Paid Amount
982.460 - DVD Feature				
04/12/2017	94880261	Midwest Tape	94880261 - Feb Feat DVDs	46.98
04/12/2017	94905625	Midwest Tape	94905625 - Feb Feat DVDs	45.98
04/12/2017	94905627	Midwest Tape	94905627 - Mar Feat DVDs	17.99
04/12/2017	94905641	Midwest Tape	94905641 - Apr Feat DVDs	192.92
04/12/2017	94908619	Midwest Tape	94908619 - Mar Feat DVDs	45.98
04/26/2017	94880218	Midwest Tape	94880218 -2017 Feat DVDs	31.99
04/26/2017	94912722	Midwest Tape	Credit Inv#94880218	-31.99
04/27/2017	94927508	Midwest Tape	94927508 - Mar Feat DVDs	31.98
04/27/2017	94927522	Midwest Tape	94927522 - Apr Feat DVDs	74.97
04/27/2017	94946307	Midwest Tape	94946307 - Apr Feat DVDs	150.93
04/27/2017	94967848	Midwest Tape	94967848 - Apr Feat DVDs	42.98
Total 982.460 - DVD Feature				650.71
982.461 - Lucky Day DVDs				
04/12/2017	94905624	Midwest Tape	94905624 - Feb LD DVDs	45.98
04/12/2017	94905628	Midwest Tape	94905628 - Mar LD DVDs	22.99
04/12/2017	94905640	Midwest Tape	94905640 - Apr LD DVDs	45.98
04/12/2017	94908631	Midwest Tape	94908631 - Mar LD DVDs	68.97
04/27/2017	94927521	Midwest Tape	94927521 - Apr LD DVDs	22.99
04/27/2017	94946306	Midwest Tape	94946306 - Apr LD DVDs	45.98
04/27/2017	94967847	Midwest Tape	94967847 - Apr LD DVDs	42.98
Total 982.461 - Lucky Day DVDs				295.87
982.470 - DVD Non-Fiction				
04/27/2017	94946330	Midwest Tape	94946330 - Mar NF DVDs	19.99
04/27/2017	94968001	Midwest Tape	94968001 - Mar NF DVDs	19.99
Total 982.470 - DVD Non-Fiction				39.98
982.480 - Youth Video DVD				
04/27/2017	94905629	Midwest Tape	94905629	45.98
04/27/2017	94927509	Midwest Tape	94927509	15.98
04/27/2017	94927520	Midwest Tape	94927520	35.97
04/27/2017	94967846	Midwest Tape	94967846	27.98
04/27/2017	94904609	Midwest Tape	94904609	363.31
Total 982.480 - Youth Video DVD				489.22
Total 982.400 - Non Print				1,491.98
982.700 - Print				
982.705 - Adult Print				
982.710 - Adult Large Print				
04/27/2017	2032781641	Baker & Taylor-Adult Memorial	2032781641	78.20
04/27/2017	2032770383	Baker & Taylor-Enhance Adult	2032770383	69.15
04/27/2017	2032799380	Baker & Taylor-Enhance Adult	2032799380	169.69

Chelsea District Library

List of Checks for Board Approval

April 2017

Date	Num	Name	Memo	Paid Amount
Total 982.710 · Adult Large Print				
982.720 · Adult Print General				
04/04/2017				317.04
04/12/2017	289739731600	Amazon.com	Circ Receipts - L/D	-96.93
04/14/2017	223958750931	Amazon.com	289739731600	8.00
04/14/2017	2032741618	Baker & Taylor-Adult	223958750931	51.65
04/21/2017			2032741618	227.63
04/27/2017	2032751198	Baker & Taylor-Adult	Circ Receipts - L/D	-15.99
04/27/2017	2032765118	Baker & Taylor-Adult	2032751198	603.30
04/27/2017	2032772293	Baker & Taylor-Adult	2032765118	575.26
04/27/2017	2032785531	Baker & Taylor-Adult	2032772293	208.64
Total 982.720 · Adult Print General				
982.740 · Multiple Book Copies				
04/27/2017	2032764805	Baker & Taylor Books Adult Multiples	2032764805	89.84
04/27/2017	2032789792	Baker & Taylor Books Adult Multiples	2032789792	28.74
Total 982.740 · Multiple Book Copies				
982.750 · Professional Collection				
04/14/2017	135955401443	Amazon.com	Creative Confidence	11.66
04/14/2017	199769978228	Amazon.com	Change by Design	11.99
04/14/2017	223958750931	Amazon.com	The User Experience	34.40
Total 982.750 · Professional Collection				
Total 982.705 · Adult Print				
982.755 · Youth Print				
982.760 · Youth Print General				
04/04/2017				-39.93
04/12/2017	2032735030	Baker & Taylor-Auto Yours Cats	Circ Receipts - L/D	105.47
04/12/2017	2032748483	Baker & Taylor-Auto Yours Cats	2032735030	34.68
04/12/2017	2032737880	Baker & Taylor-Teen Fiction	2032748483	10.54
04/12/2017	2032736421	Baker & Taylor-Unlabeled	2032737880	363.64
04/21/2017			2032736421	-32.94
04/27/2017	2032776035	Baker & Taylor-Youth	Circ Receipts - L/D	225.95
04/27/2017	2032793053	Baker & Taylor-Youth	2032776035	566.26
04/27/2017	2032761417	Baker & Taylor-Auto Yours Cats	2032793053	77.62
04/27/2017	2032786960	Baker & Taylor-Auto Yours Cats	2032761417	35.51
04/27/2017	2032768057	Baker & Taylor-Teen Fiction	2032786960	334.63
04/27/2017	2032763477	Baker & Taylor-Unlabeled	2032768057	238.75
04/27/2017	2032786959	Baker & Taylor-Unlabeled	2032763477	60.15
04/27/2017	2032800698	Baker & Taylor-Unlabeled	2032786959	30.53
04/27/2017	152	Boxstamps Etc., LLC	2032800698	3.00
04/27/2017	ERG7588	The Book Farm Inc	Replacement Spirals	568.23
04/27/2017	ERG7589	The Book Farm Inc	ERG7588	427.68
			ERG7589	

Chelsea District Library
List of Checks for Board Approval
April 2017

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Date	Num	Name	Memo	Paid Amount
	Total 982.760	· Youth Print General		3,009.77
	Total 982.755	· Youth Print		3,009.77
	Total 982.700	· Print		5,413.18
	982.800 · Collection Enhancement			
	982.810 · Adult Enhancement			
04/14/2017	223958750931	Amazon.com	223958750931	36.00
	Total 982.810	· Adult Enhancement		36.00
	Total 982.800	· Collection Enhancement		36.00
	982.910 · Adult Collection Restricted			
04/14/2017	2032729526	Baker & Taylor-Adult Memorial	2032729526	197.17
04/27/2017	2032755560	Baker & Taylor-Adult Memorial	2032755560	149.60
04/27/2017	2032781641	Baker & Taylor-Adult Memorial	2032781641	61.77
	Total 982.910	· Adult Collection Restricted		408.54
	Total 982	· Collection Expense		8,328.00
	TOTAL			158,308.41

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

	Jan 17	Feb 17	Mar 17	Apr 17	Jan - Apr 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
402 · District Revenue	827,294	707,905	56,763	23,403	1,615,365	1,693,231	(77,866)	95%
501.001 · Grants	1,000	0	0	0	1,000	1,000	0	100%
539.000 · State Grants	0	0	0	0	0	0	0	0%
540.100 · State Aid	0	0	0	0	0	0	0	0%
574.100 · Penal Fines	0	0	0	0	0	0	0	0%
607.100 · Non-Resident Fees	696	636	328	375	2,035	5,500	(3,465)	37%
645.100 · Copiers & Printers	92	1,000	699	675	2,466	7,500	(5,034)	33%
655.100 · Circulation Fines	1,650	2,200	1,624	1,640	7,114	23,500	(16,386)	30%
665.100 · Interest	21	32	36	17	106	45,500	(41,249)	9%
666.100 · Investment Earnings	6	6	4,223	16	4,251	3,508	0	60%
666.500 · Investment Change in Value	354	1,593	(1,699)	3,260	15,360	25,494	(10,134)	0%
674 · Contribution & Donation-Public	1,260	8,500	100	5,500	0	1,000	(1,000)	90%
675 · Donations Private	0	0	0	0	0	0	0	0%
Total Income	832,373	721,872	62,074	34,886	1,651,205	1,834,225	(183,020)	90%
Gross Profit	832,373	721,872	62,074	34,886	1,651,205	1,834,225	(183,020)	90%
Expense								
701 · Personnel Expenses	46,315	80,054	116,689	79,897	322,955	1,066,156	(743,201)	30%
727 · Supplies	1,386	1,298	2,257	628	5,569	17,200	(11,631)	32%
801 · Professional Services	12,400	1,957	10,147	4,736	29,240	142,187	(112,947)	21%
803 · Maintenance Service Contracts	3,182	9,290	10,022	22,185	44,679	116,769	(72,090)	38%
850 · Telecommunications	(2,411)	929	2,105	859	1,482	31,178	(29,696)	5%
880 · Promotional Materials	2,213	3,567	7,182	2,692	15,654	55,745	(40,091)	28%
884 · Programming	3,929	1,889	18,287	10,473	34,578	86,244	(51,666)	40%
885 · Volunteer	0	16	177	21	214	2,250	(2,036)	10%
920 · Utilities	0	4,725	4,106	3,935	12,766	60,100	(47,334)	21%
960 · Board Expense	268	184	80	195	727	3,350	(2,623)	22%
965 · Automation Services	14,383	0	0	10,235	24,618	46,212	(21,594)	53%
967 · Equipment	2,195	2,325	4,074	3,400	11,994	23,800	(11,806)	50%
969 · Continuing Education Expenses	641	1,794	1,181	2,028	5,644	21,102	(15,458)	27%
980 · Capital Expense	0	0	0	8,697	8,697	37,500	(28,803)	23%
982 · Collection Expense	845	22,963	13,695	8,328	45,831	183,973	(138,142)	25%
Total Expense	85,346	130,991	190,002	158,309	564,648	1,893,766	(1,329,118)	30%
Net Ordinary Income	747,027	590,881	(127,928)	(123,423)	1,086,557	(59,541)	1,146,098	
Other Income/Expense								
Other Expense								
999.001 · Transfer to Capital Improvement	0	0	0	0	0	(22,500)	22,500	0%
999.002 · Transfer to Capital Reserve Fun	0	0	0	0	0	5,000	(5,000)	0%
999.025 · Carry from General Fund	0	0	0	0	0	(42,041)	42,041	0%
Total Other Expense	0	0	0	0	0	(59,541)	59,541	0%
Net Other Income	0	0	0	0	0	59,541	(59,541)	0%
Net Income	747,027	590,881	(127,928)	(123,423)	1,086,557	0	1,086,557	100%

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

	Jan - Apr 17	Jan - Apr 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,615,364.71	1,546,918.22	68,446.49	4.43%
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%
540.100 · State Aid	0.00	4,875.12	-4,875.12	-100.0%
607.100 · Non-Resident Fees	2,033.20	1,756.56	276.64	15.75%
645.100 · Copiers & Printers	2,466.25	2,260.27	205.98	9.11%
655.100 · Circulation Fines	7,114.76	6,815.67	299.09	4.39%
665.100 · Interest	106.86	92.90	13.96	15.03%
666.100 · Investment Earnings	4,250.88	4,305.69	-54.81	-1.27%
666.500 · Investment Change in Value	3,506.75	24,671.15	-21,164.40	-85.79%
674 · Contribution & Donation-Public	15,360.00	16,015.00	-655.00	-4.09%
Total Income	1,651,203.41	1,611,310.58	39,892.83	2.48%
Gross Profit	1,651,203.41	1,611,310.58	39,892.83	2.48%
Expense				
701 · Personnel Expenses	322,954.99	308,611.58	14,343.41	4.65%
727 · Supplies	5,568.66	5,694.36	-125.70	-2.21%
801 · Professional Services	29,239.67	31,784.77	-2,545.10	-8.01%
803 · Maintenance Service Contracts	44,678.62	33,278.35	11,400.27	34.26%
850 · Telecommunications	1,480.54	-174.23	1,654.77	949.76%
880 · Promotional Materials	15,655.42	18,172.53	-2,517.11	-13.85%
884 · Programming	34,578.42	23,247.16	11,331.26	48.74%
885 · Volunteer	213.30	185.60	27.70	14.93%
920 · Utilities	12,766.69	13,418.36	-651.67	-4.86%
960 · Board Expense	726.18	766.46	-40.28	-5.26%
965 · Automation Services	24,618.43	23,457.44	1,160.99	4.95%
967 · Equipment	11,994.93	12,240.76	-245.83	-2.01%
969 · Continuing Education Expenses	5,643.43	16,186.09	-10,542.66	-65.13%
980 · Capital Expense	8,696.52	9,810.00	-1,113.48	-11.35%
982 · Collection Expense	45,831.14	43,182.00	2,649.14	6.14%
Total Expense	564,646.94	539,861.23	24,785.71	4.59%
Net Ordinary Income	1,086,556.47	1,071,449.35	15,107.12	1.41%
Net Income	1,086,556.47	1,071,449.35	15,107.12	1.41%

CHELSEA DISTRICT LIBRARY

Fund Balances

April-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
\$434,729.47	-\$126,695.90	\$308,033.57
\$2,476.06	\$0.10	\$2,476.16
\$437,205.53	-\$126,695.80	\$310,509.73

Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

Investment Partners Total

\$1,340,381.13	\$3,275.27	\$1,343,656.40
\$700,000.00	\$0.00	\$700,000.00
\$2,040,381.13	\$3,275.27	\$2,043,656.40

Total General Fund

\$2,477,586.66	-\$123,420.53	\$2,354,166.13
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Debt Service Fund

Bond Debt Retirement Fund Checking

\$848,104.04	-\$545,328.60	\$302,775.44
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Chelsea District Library Investment Account
As of 04/30/2017

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
4/30/2017	1,343,656
Invested	1,077,957
Increase 6/2009 – 12/31/2016	257,942
2017 Change (Current Year)	7,757
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	265,699
(Interest - Fees + Change in Value)	1,343,656

Report for 04/30/2017

Note: Fund Adjusts entered 1/3/2017

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

Chelsea District Library Cash Flow 2017

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Budget
Opening cash on hand	\$168,043	\$615,120	\$1,009,169	\$1,008,120	\$907,951	\$763,617	\$696,937	\$549,491	\$406,821	\$255,212	\$119,171	(\$6,793)	\$168,043	
Total income	\$606,140	\$525,680	\$171,162	\$48,245	\$7,308	\$72,483	\$4,452	\$52,010	\$6,533	\$3,617	\$3,829	\$203,560	\$1,705,019	
Total expenditures	\$159,063	\$131,631	\$172,211	\$148,414	\$151,642	\$139,163	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,810,060	
Net cash flow	\$447,077	\$394,049	(\$1,049)	(\$100,169)	(\$144,334)	(\$66,680)	(\$147,446)	(\$142,670)	(\$151,609)	(\$136,041)	(\$125,964)	\$69,795	(\$105,041)	
Ending balance	\$615,120	\$1,009,169	\$1,008,120	\$907,951	\$763,617	\$696,937	\$549,491	\$406,821	\$255,212	\$119,171	(\$6,793)	\$63,002	\$63,002	
Income	\$647,073	\$592,932	\$60,275	\$31,879	\$26,376	\$72,483	\$4,452	\$52,010	\$6,533	\$3,617	\$3,829	\$203,560	\$1,705,019	
Total income														
Other income PPT \$		\$127,753											\$127,753	
Expenditures														
Total Expense	\$136,500	\$131,639	\$190,732	\$158,575	\$151,642	\$139,163	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,816,187	
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	\$310,509	\$185,243	\$118,563	\$71,117	\$78,447	\$76,838	\$90,797	\$114,833	\$168,043	
Total income	\$647,073	\$720,685	\$60,275	\$31,879	\$26,376	\$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	\$158,575	\$151,642	\$139,163	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,816,187	
Net cash flow	\$510,573	\$589,046	(\$830,457)	(\$126,696)	(\$125,266)	(\$66,680)	(\$47,446)	\$7,330	(\$1,609)	\$13,959	\$24,036	\$69,795	\$16,585	
Ending balance	\$678,616	\$1,267,662	\$437,205	\$310,509	\$185,243	\$118,563	\$71,117	\$78,447	\$76,838	\$90,797	\$114,833	\$184,628	\$184,628	

\$ 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 April 2017

	Jan - Apr 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	<u>1,000</u>	<u>1,000</u>	<u>0</u>
539.000 · State Grants			
539.300 · Michigan Humanities Council	0		
Total 539.000 · State Grants	<u>0</u>		
674 · Contribution & Donation-Public			
674.110 · Designated Adult Programming	7,000	10,644	(3,644)
674.111 · Designed Youth Programming	6,100	7,600	(1,500)
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	<u>15,360</u>	<u>25,494</u>	<u>(10,134)</u>
675 · Donations Private			
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
Total 675 · Donations Private	<u>0</u>	<u>1,000</u>	<u>(1,000)</u>
Total Income	<u>16,360</u>	<u>27,494</u>	<u>(11,134)</u>
Gross Profit	<u>16,360</u>	<u>27,494</u>	<u>(11,134)</u>
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	<u>0</u>	<u>1,250</u>	<u>(1,250)</u>
Total 801 · Professional Services	<u>0</u>	<u>1,250</u>	<u>(1,250)</u>
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WiFi Hot Spots - Restricted	2,000	2,000	0
Total 850.300 · TLN Internet Service	<u>2,000</u>	<u>2,000</u>	<u>0</u>
Total 850 · Telecommunications	<u>2,000</u>	<u>2,000</u>	<u>0</u>
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	2,101	2,500	(399)
884.953 · Youth Prog Rest Chelsea Ed Foun	198	1,180	(982)
Total 884.211 · Authors in Chelsea	<u>2,299</u>	<u>3,680</u>	<u>(1,381)</u>
Total 884.210 · Youth Speakers	<u>2,299</u>	<u>3,680</u>	<u>(1,381)</u>
884.400 · Sonic Sundays			
884.960 · Sonic Sundays Restricted Gift	2,500	2,000	500
Total 884.400 · Sonic Sundays	<u>2,500</u>	<u>2,000</u>	<u>500</u>

Chelsea District Library
Donation and Restricted
January through April 2017

	Jan - Apr 17	Budget	\$ Over Budget
884.500 · Artist In Residence			
884.970 · Artist in Resdience Restricted	750	2,000	(1,250)
Total 884.500 · Artist In Residence	750	2,000	(1,250)
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	260	2,050	(1,790)
884.913 · Adult Prog Rest Gifts SRP	50	650	(600)
884.914 · Adult Prog Rest Gifts MWest LW	3,000	3,000	0
884.915 · Aud Prg. Rst. Gifts Purple Rose	0	1,000	(1,000)
884.930 · Oral History Restricted Gift			
884.932 · MHC - World War I Grant	0	494	(494)
Total 884.930 · Oral History Restricted Gift	0	494	(494)
Total 884.910 · Adult Programming Restricted	3,310	8,694	(5,384)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	0	500	(500)
884.923 · Youth Prog Rest Gifts SRP	0	2,643	(2,643)
Total 884.920 · Youth Programming Restricted	0	3,143	(3,143)
Total 884 · Programming	8,859	19,517	(10,658)
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	2,282	2,280	2
982.920 · Youth Collection Restricted	150	259	(109)
Total 982 · Collection Expense	2,432	4,047	(1,615)
Total Expense	13,291	26,814	(13,523)
Net Ordinary Income	3,069	680	2,389
Net Income	3,069	680	2,389

DIRECTOR'S REPORT

Library Director's Report on April 2017

Respectfully submitted for May 2017 Board Meeting

Staff News

Our newest addition to the CDL team is Jody Wolak who starts work here as a fulltime Youth & Teen Librarian, under the supervision of Information Services Head Keegan Sulecki, on May 22nd. Jody brings with her impressive youth and teen experience from her work at Westland Public Library, Wayne Public Library, and Rochester Hills Public Library. She has a proven track record of increasing library circulation and program attendance. Please join me in extending a warm welcome to Jody!

Library Assistant Beth Easterwood celebrated her thirteen-year work anniversary on April 26th. Adult Librarian Shannon Powers marked her one-year anniversary on April 18th. We are so fortunate and grateful that Beth and Shannon are part of the CDL team!

Financial Matters

- Per a recommendation by Andrews Hooper Pavlik PLC (the firm that audited our 2015 financial statements) canceled checks from the April 2017 Chelsea State Bank statement were reviewed electronically for any unusual or improper items.
- I met with Michael Voorhies of Chelsea State Bank Investment Services and CDL Bookkeeper Mary Budzinski on April 26th for a quarterly meeting to review the values, schedules, and security ratings of CDL's investment portfolio.
- Administrative Assistance Chris Berggren and I made a bond payment via wire transfer on April 19th.

2018 Budget

The CDL management team has begun the process of building the 2018 budget. As this work progresses, we are mindful of the goals and strategies of the 2017-19 Strategic Plan. For your information, the budget calendar includes the following dates:

- June 6th – first presentation to the Board Finance Committee
- July 18th – Budget materials distributed to the Board
- July 26th – Budget put out for public inspection
- August 15th – Budget hearing at Board meeting
- September 19th – Budget approval at Board meeting

Integrated Library System

The TLN Library directors met on May 2nd to vote on one of three ILS vendors to provide library management services to the cooperative. CDL Head of Technology Ron Andrews was instrumental in this process. He is on today's agenda to provide background on the RFP and selection process.

Library/Trustee Awareness Party

Trustees should all have received an email invitation to the first CDL Awareness Party on Friday, June 2nd at the home of Michael and Ann Feeney. The purpose of this event is to raise awareness about the services, resources, and programs offered by the Chelsea District Library. More events like this will be scheduled over the next year throughout the CDL service area to increase awareness and create library “ambassadors.” A big thanks to the Feeneys for hosting this event and to Jacopo Giacomuzzi who will perform.

American Library Association PR XChange Award

CDL was honored with selection as an award winner of this year’s PR XChange Awards Competition under the direction of ALA’s Public Relations and Marketing Community of Practice, Library Leadership and Management Association. Over 390 entries in print and electronic formats were submitted from over 100 institutions. CDL was one of 30 print award winners for our *10th Anniversary Coloring Book*. The coloring book was shepherded through design, implementation, and print process by Youth and Teen Librarian Jessica Zubik with artwork by local artist Cynthia Silveri. Excellent work and terrific recognition for CDL! It’s only fitting that Jessica will be attending ALA in June to collect our award. The full press release and list of winners follows this report.

Out and About -- April 2017

- Attended Rotary meeting – April 4th
- Met with Trinh Pifer, Chelsea Senior Center, to discuss collaborative efforts— April 6th
- Attended Friends’ Staff Appreciation Luncheon – April 12th
- Attended Sustainable Thinking for the Future of Libraries webinar – April 13th
- Attended Chelsea 2030 roundtable luncheon – April 17th
- Rotary SRTIVE Banquet – April 19th
- Worked the CDL table at the Chelsea Spring Expo – April 22nd
- Attended Shared Automation System Users Group (SASUG) meeting – April 27th
- Hosted a visit and tour with Ionia Community Library director and trustees – April 28th
- Midwest Literary Walk – April 29th
- Attended Faith in Action fundraiser – April 29th
-

Looking Ahead to May 2017

- Kiwanis meeting to promote summer reading at CDL – May 1st
- TLN Directors Integrated Library System (ILS) Voting on Preferred Vendor – May 2nd
- Rotary meeting – May 9th
- Library tour with HopkinsBurns Design Studio – May 10th
- Chelsea Area Chamber of Commerce Ribbon Cutting for Golling of Chelsea – May 11th
- Karen Persello’s Retirement Open House and Dinner – May 12th
- Washtenaw County Tourism and Action Plan meeting to discuss Chelsea’s grant application – May 16th or 17th

- Meeting with outgoing Chelsea Area Chamber of Commerce Executive Director Bob Pierce – May 19th
- Volunteer – Heart & Sole run – May 19th
- Meet with Shirley Bruursema to discuss future millage campaign – May 24th
- Library Awareness Party at Feeney home – June 2nd
- Jacopo Giacomuzzi at CSC, Silver Maples, and CRC – June 2nd
- Music in the Air concert – June 3rd

Strategic Plan 2017-19 Update

A Google Doc shared by the management team has been created to report and record plan goal progress. This progress will be shared with the public on our website, with staff in the staff lounge, and with the board in this monthly report. Goal progress is shared below.

Goal 1.1 Realize the Highest Potential of the Library Facility

- Design Think team led by Keegan Sulecki met in April for orientation to the process and to strategize data collection activities.

Goal 1.2 Continue to Diversify the Library's Revenue Sources

- Creation of an informational card for 2017 sponsorship opportunities.
- Website sponsorship page created.
- PayPal account created to accept online donations.
- Sponsorship forms created for Music in the Air, Summer Reading Program, and CDL Song Fest.

Goal 1.3 Advocate for High Speed Internet

- In an effort to target senior, student, and low-income populations, distributed 24 hotspots from Mobile Beacon grant to Chelsea High School, Faith in Action, and Chelsea Senior Center for loan to residents in the areas lacking broadband.

Goal 2.1 Increase Awareness/Visibility of the Library

- Social media survey created to identify service district's social media platform of choice along with desired types of communication.
- Social media survey deployed at Spring Expo (30 respondents).
- Full deployment of social media survey scheduled for early May through website, eNews, Facebook and Twitter posts, and printed requests distributed at Circulation Desk.
- First Library/Trustee Awareness party set for June 2nd at Feeney home.

Goal 2.2 Conduct Rural Outreach and Engagement

- New "Township Talk" column added to print newsletters to communicate CDL's engagement in the service district's townships.

Goal 3.1 Enhance Offerings for Teenage Patrons

- 330 high school students surveyed on their wants/needs vis-à-vis CDL. Additional in-depth reading survey completed by 16 students.

Goal 3.2 Provide Leadership Around Diversity, Equity, and Inclusion

- The Film Forum series to include screenings of 13th and *Freedom to Marry*.
- Midwest Lit Walk author lineup designed to include diverse authors and topics, including immigration and incarceration.

Goal 3.3 Expand Non-Traditional Collection

- Items approved for addition to CDL Garage include a tabletop telescope, a metal detector, a ukele, and a portable cd player.

Other

- The new mission statement roll-out campaign is slated for June with nametags, avenue and building banners, business cards, and email signatures highlighting the Library's mission to Engage, Inspire, and Equip.



2017 PR XChange Award winners announced

For Immediate Release
Tue, 05/09/2017



Contact:

Fred Reuland
LLAMA Program Officer, Continuing Education
Library Leadership and Management Association
American Library Association
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CHICAGO — The PR XChange Committee is delighted to announce the winners of this year's PR XChange Awards Competition, under the direction of the Public Relations and Marketing Community of Practice, Library Leadership and Management Association (LLAMA). Over 390 entries in print and electronic formats were submitted from over 100 institutions, including public, academic, school, state and special libraries. Entries were assessed by 8 in-person judges and 15 virtual judges based on the quality of content, format, design, creativity and originality. The jury, which included a group of talented marketing and communications professionals, graphic designers, several outreach librarians and a library marketing consultant, were impressed by the innovative and compelling work submitted.

This year's winners include 28 electronic winners and 30 print winners. A complete listing is available at <http://bit.ly/2017-PRXChange-Winners>

Winning entries will be on display at the PR XChange Event from 11:30 a.m. – 1:00 p.m. on Sunday, June 25, 2017, in the ALA Exhibit Hall - Special Events Area, at the ALA Annual Conference in Chicago. This event offers visitors the opportunity to view and take home sample promotional materials from libraries across North America. Approximately 1,000 ALA Annual Conference attendees visit the PR XChange event each year.

All libraries are invited to mail their promotional materials to be shared with colleagues at the PR XChange Event. Mailing instructions and labels can be found at <http://www.ala.org/llama/2017-pr-xchange-mailing-labels>.

This year, the PR XChange Event has invited the following guests to participate and share their expertise:

- 2017 John Cotton Dana Library Public Relations Award winners will display their award-winning materials.
- The 2017 Library Marketing and Communications Conference (LMCC) Planning Committee will be here to answer questions about the upcoming 2017 Conference.

- The ACRL Library Marketing and Outreach (LMAO) Interest Group will talk about their interest group.
- Kathy Dempsey will be giving away sample copies of *Marketing Library Services* newsletter, answering questions as the Libraries Are Essential marketing consultant, and selling copies of her book, *The Accidental Library Marketer*.
- Rebecca Metzger (Chair of the Marketing and Communications Community of Practice) and incoming Chair Holly Flynn will be at the PR XChange to answer questions.
- Rowman and Littlefield Publishers and ABC-CLIO will display and sell copies of some of their current library marketing books.

For more information, contact:

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Public Relations and Marketing Community of Practice,
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Tags

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2017 PR Xchange Awards Competition

2017 PR XChange Award Winners

391 total submissions (233 print, 158 electronic)

23 judges (8 in-person and 15 virtual)

7 award categories

4 budget categories

2 co-chairs (Mark Aaron Polger and Lesli Baker)

30 print awards

28 electronic awards

30 Print Category Winners

Advocacy/Fundraising Materials

1. Food for Thought Invitation

Rock Island Public Library

Under \$5 million

2. Marian Library Image Piece

University of Dayton Libraries

\$5-\$10 million

3. 2016 K-State Libraries Gala Invitation

Kansas State University Libraries

\$10 – \$15 million

4. Building Knowledge, Summer 2016

University of Oregon Libraries

\$15 million plus

Annual Reports/Strategic Plans

5. GFPL Fall/Winter 16 Annual Report (**tied**)

Grand Forks Public Library

Under \$5 million

6. FY16 Annual Report (**tied**)
Southern Maryland Regional Library
Under \$5 million

7. 2015 Annual Report
North Vancouver District Public Library
\$5-\$10 million

8. Our Stories: Kitsap County Community Assessment
Kitsap Regional Library
\$10 – \$15 million

9. University Libraries Path to Excellence: 2015-2016 Progress Report
the University of Oklahoma Libraries
\$15 million plus

Bibliographies/Booklists/Materials promoting Collections, Services, Resources

10. Russell Library Study Room Etiquette Posters
Ina Dillard Russell Library
Under \$5 million

11. NVDPL Readalikes
North Vancouver District Public Library
\$5-\$10 million

12. Mobile Device SmartKit
Stark County District Library
\$10 – \$15 million

13. Writing the River: Black Life Stories/2016 African American Booklist
Detroit Public Library
\$15 million plus

Calendars of Events/Newsletters

14. Summer at the Library
Athens County Public Libraries
Under \$5 million

15. Winter Program Guide
Monroe County Public Library

\$5-\$10 million

16. Inspire — One Book, One Community Edition
Kitsap Regional Library
\$10 – \$15 million

17. June/July/Aug newsletter
Greenville County Library System
\$15 million plus

Patron Orientation Materials

18. Bridwell Art Library Brochure
Margaret M. Bridwell Art Library at University of Louisville
Under \$5 million

19. Raymond H. Fogler Library Brochure
Raymond H. Fogler Library, University of Maine
\$5-\$10 million

20. The UTSA Libraries Official Roadrunner Survival Guide
University of Texas at San Antonio Libraries
\$10 – \$15 million

21. Welcome Brochure
Prince William County Library
\$15 million plus

Reading Programs (all ages)

22. Summer Reading Program
Lincolnwood Public Library
Under \$5 million

23. 2016 Summer Reading Log
Farmington Community Library
\$5-\$10 million

24. Inspire — Summer Learning Edition
Kitsap Regional Library
\$10 – \$15 million

25. Summer Reading Buttons
Greenville County Library System
\$15 million plus

Special Programs/Exhibits

26. 10th Anniversary Coloring Book

Chelsea District Library

Under \$5 million

27. The Art of Maurice Sendak Program Guide (**tied**)

Monroe County Public Library

\$5-\$10 million

28. Brewin' Up Books Literary Festival (**tied**)

Poudre River Public Library District

\$5-\$10 million

29. Native Treaties - Shared Rights Exhibit Booklet

Clarke Historical Library - Central Michigan University

\$10 – \$15 million

30. Still Raising Hell: The Art, Activism, and Archives of Camille Billops and James V. Hatch

Stuart A. Rose Manuscript, Archives and Rare Book Library, Emory University

\$15 million plus

28 Electronic Category Winners

Advocacy/Fundraising Materials

31. Next Chapter Video

Helen Plum Library

Under \$5 million

32. Your Library, Your Future: Huntsville Library Foundation Advocacy & Awareness Video

Huntsville-Madison County Public Library

\$5-\$10 million

33. LMU Day of Giving Social Media Campaign

William H. Hannon Library, Loyola Marymount University

\$10 – \$15 million

34. Free Library of Philadelphia in a Day

Free Library of Philadelphia

\$15 million plus

Annual Reports/Strategic Plans

35. Annual Report Fiscal Year 2016

State Library of Iowa

Under \$5 million

36. 2015 Clermont County Public Library Annual Report

Clermont County Public Library

\$5 million-\$10 million

37. Online & Print Annual Report

American University Library

\$10 – \$15 million

38. 2015-2016 Annual Report

San Mateo County Libraries

\$15 million plus

Bibliographies/Booklists/Materials promoting Collections, Services, Resources

39. Research by Female Scientists

The Gustave L. and Janet W. Levy Library, Icahn School of Medicine at Mount Sinai

Under \$5 million

40. My Modern Library Campaign

Whatcom County Library System

\$5-\$10 million

41. Librarians Take Over LMU SnapChat

William H. Hannon Library, Loyola Marymount University

\$10 – \$15 million

42. Wildflowers Digital Collection Digital Brochure

VCU Libraries

\$15 million plus

Calendars/ List of Events/Newsletters

43. Spring 2016 Library Newsletter

Rohrbach Library, Kutztown University

Under \$5 million

44. Check It Out! HMCPL Nov. 1-14 E-news
Huntsville-Madison County Public Library
\$5-\$10 million

45. Graphic Novels and Comics monthly e-newsletter
Durham County Library
\$10 – \$15 million

46. source
Howard County Library System
\$15 million plus

Patron Orientation Materials

47. Heart of the Campus
Beaman Library, Lipscomb University
Under \$5 million

48. My Modern Library Campaign - New Cardholder Onboarding
Whatcom County Library System
\$5-\$10 million

49. New Cardholder Emails
Stark County District Library
\$10 – \$15 million

50. Grand Opening: Price Science Commons and Research Library
University of Oregon Libraries
\$15 million plus

Reading Programs (all ages)

51. Read for the Win! Adult and Teen Summer Reading Program 2016
Effingham Public Library
Under \$5 million

52. Ready. Set. Read! Promotional Video
Delaware County District Library
\$5-\$10 million

53. Wild Rumpus in the Family Reading Room
J. Willard Marriott Library, University of Utah
\$10 – \$15 million

54. Summer Reading 2016: Get in the Game -- Read!

Wake County Public Libraries

\$15 million plus

Special Programs / Exhibits

55. TD Summer Reading Club 2016, Photo Boards

Clarington Public Library

Under \$5 million

56. Money for Life : Financial Literacy Promotional Videos

Patchogue-Medford Library

\$5-\$10 million

57. Food for Fines 2016

Greene County Public Library

\$10 – \$15 million

58. USC Libraries 2016 Holiday Message

University of Southern California Libraries

\$15 million plus

Chelsea District Library Performance Dashboard April 2017

	Apr-16	Apr-17	%change from last Apr	2016 to date	2017 to date
Circulation - Total	25179	24391	-3%	104536	100525
Items	23539	22354	-5%	97231	92551
E-books/E-audio	1386	1589	15%	6328	6270
E-magazines	254	331	30%	977	1277
Non-Traditional		16	NA	0	129
Hotspots		16	NA	0	63
Deposit Collection Circulation	NA	85	NA	0	235
Self-Check Items - Total	2941	2300	-22%	11401	10787
New Cards - Total	52	54	4%	273	297
Reference Desk Interactions - Total	1645	2133	30%	7030	5870
Patron Engagement - Total	1383	1498	8%	8288	7934
Youth Program Attendance	203	579	185%	1063	1652
Adult Program Attendance	195	232	19%	947	1087
Teen Program Attendance	83	14	-83%	294	59
General Program Attendance	508	416	-18%	1138	949
Outreach -- Youth	176	106	-40%	3574	3070
Outreach -- Teen	200	0	-100%	1156	205
Outreach -- Adult	18	16	-11%	116	148
Awareness Opportunities		135		0	764
Programs/Visits Offered - Total	48	51	6%	286	286
Youth	11	20	82%	65	76
Adult	13	16	23%	49	59
Teen	6	4	-33%	28	11
General	3	4	33%	16	14
Outreach -- Youth	7	5	-29%	68	100
Outreach -- Teen	4	0	-100%	41	5
Outreach -- Adult	4	2	-50%	19	19
Awareness Events			NA	0	2
Door Count - Total	NA	11552	NA	0	37684
WiFi Data Usage (GB) - Total	565	723.61	28%	2548.7	6003.62
Library Internal Public WiFi	565	723.61	28%	2548.7	3257.15
Total Hotspot Wifi	NA	0	NA	0	2135.14
Lyndon Twp Wifi	NA		NA	0	323.73
Lima	NA		NA	0	3.129
Sylvan	NA		NA	0	2.325
Hotspots available for checkout	NA		NA	0	1808.81
Computer Usage/Sessions - Total	6821	6690	-2%	27988	29196
Workstations	1416	1249	-12%	5768	5351
Wireless	5405	5441	1%	22220	23845
Website Stats					
Website Sessions	9075	8462	-7%	38232	38450
Website Users	5138	5411	5%	21348	24104
Homebound & Deposit Coll. Items	93	136	46%	427	401

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

Facility

I am working with Hawks & Associates to get final bulb counts for the third and last phase of our transition to LED light bulbs. When it is done, we will have converted all but the study table lamps and the fluorescent tubes in the basement mechanical rooms, neither of which get used very much.

HVAC- our mechanic was out to do our winter-to-spring maintenance and found another small leak in the compressors. I am waiting for a repair estimate. After a few setbacks, the new VFD install was finally completed and is running well.

Plumbing- with the Farmer's Market moving to the DDA parking lot, I am determined to get the front water spigot repaired. It has been fixed three times and now will require an access panel cut into the NE corner of the children's collection to accommodate a more complicated fix. With any luck, we will have it working again in time for the first market on May 6th.

Exterior- I spent more time this month arranging masonry companies to come out and give us estimates on the banner installations. It has been amazingly difficult to find companies interested in this job! The City did install part of the rail system on the front of McKune and will return once we have the banners to install the bottom rails. And after many calls and much phone tag, we finally made arrangements with A & R Stonemasonry to install the banner poles on the front columns at our entrance. That is scheduled for the second week of May.

We will also have the pergola area power washed in May to clear off years of moss and some free, unsolicited chalk art left by an anonymous artist ☺ In addition, we will be moving dirt from a bald lawn area to fill in a small spot in the reading garden where we removed some concrete to make room for the Fairy Garden in June. The bald lawn spot will get some sod in prep for our first Music in the Air concert, also in June. Mulching in all plant beds and around our trees should also be complete in time for the concert.

Volunteers

Volunteers logged 134.5 non-book sale hours in April, and book sale volunteers logged 209 hours for a total of 343.5 hours this month. The Friends provided yet another fantastic staff appreciation luncheon in April, treating us to Wesley's Catering and local gift certificates. We love our Friends!

Strategic Plan

I have received one quote for the Information Services office remodel and expect two more soon. We are shooting for August to get this work done and then the office shuffling begins:}

Nothing new to report as far as the community center committee is concerned. I have two meetings in May- the regular meeting and one that the 5 Healthy Towns has requested- so should have an update next month.

Respectfully submitted- Linda Ballard, Assistant Director

[illegible]

Program Report: April

Date	Event	Attendance
4/4	Smarty Pants Trivia Smackdown	58
4/6	WWI Likes Lambs to the Slaughter with Adult Learners	15
4/11	Flower Arranging with Gigi	23
4/12	Place That Face	10
4/13	Job Seekers	2
4/20	Books & Banter	4
4/20	Open Mic Night at Serendipity	29
4/22	Purple Rose Theatre Concert Readings	57
4/25	Ancestry Aficionados	3
4/25	Reading Glasses	11
4/29	9 th Annual Midwest Literary Walk*	353
Technology Programming		
4/4, 4/18	iPad Class at Dancey (CRC)	5, 4
4/11, 4/25	Computer Training 1:1	6, 2
4/19, 4/22	3D Printing & Scanning	0, 3
Outreach		
4/19, 4/20	Book Club: CSC, Pines	7, 9
Total Programs: 19	Attendance Total:	601

*Denoted Strategic Plan Initiative

Upcoming Programs

After a busy month with our 9th Annual Midwest Literary Walk, May will be a quieter month as we prep for both our Adult Summer Reading Program and the kick-off event, Music in the Air with Jacopo Giacomuzzi. Music in the Air will include an outdoor performance by this world-class musician.

Collections

Recent staffing changes has given us the opportunity to reorganize collection responsibilities in the adult department and provided us with an opportunity to rethink our weeding and selection strategies. April was spent finalizing who orders what and some brainstorming on ways to update our collections to ensure we are relevant to the Chelsea community. We are hoping to move forward with some of these new strategies soon.

Statistics

	April 2017	April 2016
2nd floor Ref Desk Interactions	1,154	1,201
Homebound Book Delivery	136	93
Inter-library Loan	13	3
Zinio Checkouts	331	254

From Keegan Sulecki, Head of Adult Services

April has been a busy month as we continued to reorganize department responsibilities with the hire of our new Adult Librarian, Laura Brown. In addition, we posted and held interviews for our new Youth and Teen Librarian as we head toward our upcoming departmental merge. It is an exciting time with lots of changes and new faces! As part of our strategic plan, I am heading up a group that will use Design Think to evaluate our spaces to ensure we are using them to their fullest potential. Our first meeting was in April and we decided on our first data collection strategies.

Midwest Literary Walk was also held at the end of April and it was our best yet. This year we were able to pair three venues with three author sessions for more of a 'walk' experience than in previous years. We ended the day at Chelsea Alehouse for our Afterglow event. Finally, we are quickly pulling together our first 'Film Forum' event that will take place in May. This will be a quarterly program where we will work to promote community dialogue through film. Our first event will feature the film *13th* and will be at Silver Maples.

From Shannon Powers, Adult Services Librarian

April was largely taken up with various preparations for the Midwest Literary Walk: everything from setting up displays, to updating social media and enews, to carting supplies down to the event itself. All the preparations paid off with a very successful event, despite some last minute curve balls. The Lit Walk wasn't the only success either; I assisted Keegan with this year's Open Mic Night, which was well received with every reading slot filled and a crowd that really enjoyed the atmosphere at Serendipity Books. April was also a good month for the CDL Garage, as Jessica and I placed our first large order for the year, focusing on items requested by patrons online and in-person. There's been a good amount of feedback from the community, showing a real interest in this new collection.

From Laura Brown, Adult Services Librarian

I've been busy working with Shannon on the Adult Summer Reading Program; we are excited to share it with everyone in June! I also attended the Reading Glasses Book Club and will be the leader going forward. I'm also taking over as the leader for the Silver Maples Book Club. I'm also excited to be part of the library's DesignThink committee.

As part of Library Week, I designed and coordinated the adult books for CDL's Blind Date with a Book display. Youth services also took part; I observed patrons of all ages enjoying the game. In addition, I coordinated CDL's patron tax form offerings. I also attended three webinars on the topics of learning new job responsibilities, bicycles in the library, and audiobooks, all timely topics!

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

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

Programs and Attendance (previous year)

Family:	3	(2)	programs	Attendance:	63	(78)
Youth:	20	(11)	programs	Attendance:	579	(203)
Outreach:	5	(11)	programs	Attendance:	106	(376)
Teen:	4	(6)	programs	Attendance:	14	(83)
Total:	32	(30)	programs	Attendance:	762	(740)

Date	Name of Program	Children	Teens	Adults	Total
Family/Parent					
4/7	Homeschool Meetup	18		12	30
4/23	Parent Education Series: How to Keep Learning Alive During Summer Break				6
4/28	Parents' Night Out	27			27
Youth					
4/1	Authors in Chelsea grand prize drawing participants (3)				252
4/4, 11, 18, 25	Babytime (8)	52		48	100
4/6	Toddler time	12		12	24
4/6	Storytime	13		11	24
4/8	Sensory Storytime	2		1	3
4/10	Minecraft Monday	18			18
4/11	Bunny Evening storytime	40		35	75
4/12	Youth & Teen 3D Printing	12		8	30
4/21	READ to the Library Dog	8			8
4/25	Tween Book Club: Crossover	15			15
4/26	Dance Along, Sing Along				30
Community Outreach					
4/12	Special needs storytime (2)-JZ, KP	8		3	11
4/19, 20	ECC storytimes (2)-ED, JZ	35			35
4/22	Spring Expo				60
Teen					
4/21, 28	Skynet Junior Scholars (2); Skynet Senior Scholars (2)		14		14

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

Date	Total
April 2017	868 (444)
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 Highlights

From Karen

- This month was largely spent preparing for the youth department's largest program: Summer Reading! The national theme, *Build a Better Tomorrow*, will be reflected in youth programs involving coding, engineering, and doing good works for the community.
- As I will be retiring this month, this is my last Board Report! I leave CDL with countless fabulous memories. Many thanks go to my wonderful staff over the years for their hard work and dedication: Lisa McClure, Robin Linkowski, Jessica Zubik, and especially Edith Donnell, who's been with me more than 11 years. Great librarians all!

Youth Department Volunteers: Youth Service Group

- YSG volunteered 34 hours in April.
- The YSG were especially helpful for Parent's Night Out on 4/28, where they helped entertain and watch 27 kids!

April Community Outreach & Meetings:

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

4/26 Proquest Summer of Service meeting (KP, ED)

Future Program Highlights:

5/4 Star Wars Family Night

5/6 Free Comic Book Day

5/9 Flower Power storytime

5/13 KinderConcert; YSG Bowling Party

From Jessica, Youth and Teen Librarian

April saw great success with new and repeating programs:

- Melanie and I teamed up to lead a 3D Printing Workshop for kids and teens. During the 2-hour workshop, we taught participants and their parents the basics of 3D design and how to use online resources to find pre-made designs suitable for 3D printing. Throughout April and May, participants have come back to print the objects they designed. It was a great success and we got some helpful feedback that we'll utilize in our next workshop.
- Tween Book Club participants read Kwame Alexander's *The Crossover* in anticipation of the Lit Walk (so disappointed that he wasn't able to make it). April's book club meeting saw the most participants we've had to date, and everyone was engaged in the discussion and activities. It's been a joy to grow this little group that started two years ago, and to see kids stretch their reading limits and explore new formats!
- Parents' Night Out had a great attendance rate-- all 27 kids who signed up in advance attended! We had a blast eating pizza for dinner, playing games and building with Legos, and getting a little rowdy in normally quiet areas of the building

From Edith, Youth and Teen Librarian

- Oversaw final Homeschool meetup before Fall, and discussed summer activities
- Worked towards completing preparation for the Minecraft Server with SRSly, hosted a party to celebrate
- Visited CHS at lunch and surveyed teens about their library usage

Chelsea District Library

Report Period: April 2017

USAGE SUMMARY		
Total Usage (Homework Help, Skills Building, Writing Lab, Test Center Visits, and Database Usage)		354
Database Usage		306
Homework Help, Skills Building, Writing Lab, and Test Prep Sessions		48
Homework Help/ Skills Building Sessions		29
Test Center Visits		0
Writing Lab Submissions		19
App Visits		8
Unique Visits		47
DATABASE USAGE		
App Usage		100%
SESSIONS BY LOCATION		
Chelsea District Library MI		29
AVERAGE NUMBER OF SESSIONS PER HOUR OF THE DAY (MILITARY TIME)		
17		0.97
Average:		0.97
AVERAGE NUMBER OF SESSIONS PER DAY OF THE WEEK		
Friday		5.8
Average:		5.8
TUTORING SUBJECTS REQUESTED %		
Algebra 2		31.03%
Algebra 1		31.03%
Precalculus		20.69%
Biology		17.24%
TUTORING SERVICES BREAKDOWN		
Homework Help		60.42%
Writing Lab		39.58%
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%

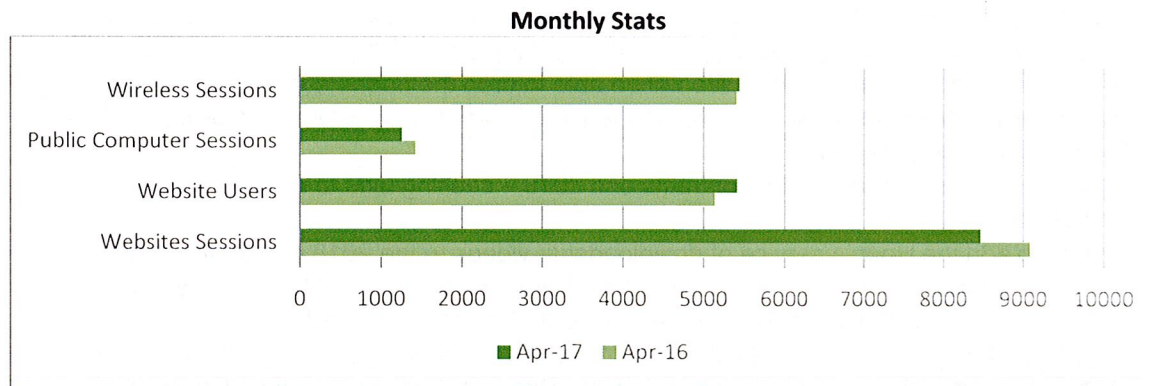
If you received homework help, did this service help you complete your homework assignment or learn something new?	100% 0%
For Students: Is this service helping you improve your grades?	100% 0%
For Students: Is HelpNow helping you be more confident about your school work?	100% 0%

Technology

Summary of April 2017



Statistics



- NOTE: We have changed how we record wireless sessions within the library. Before we were recording everybody who saw the "I accept" page. Now we are actually recording everyone who clicks on the "I accept" page, which is a more accurate recording of WiFi usage. Stats from 2016 have been updated to reflect this change. Wireless sessions increased from **5,405** sessions in April 2016 to **5,441** in April 2017.
- Public computer usage decrease from **1,416** sessions in April 2016 to **1,249** sessions in April 2017.
- Website sessions decreased from **9,075** sessions in April 2016 to **8,462** sessions in April 2017. However website users increased from **5,138** users in April 2016 to **5,411** users in April 2017.
- Hotspot usage in the townships and for checkout are a month behind. Please be aware when looking at these numbers that the Lyndon Twp hotspot has been around for 2 years longer than the other relatively new hotspots at Lima and Sylvan Twp. The first 7 months that the Lyndon Twp hotspot was in place it also received low usage.
 - o Lyndon Twp Hotspot data usage for March 2017: **120.5 GB**
 - o Lima Twp Hotspot data usage for March 2017: **1.282 GB**
 - o Sylvan Twp Hotspot data usage for March 2017: **0.325 GB**
 - o Checkout Hotspot data usage for March 2017: **518.86 GB**

From: Ron Andrews – Head of Technology

April is always a busy month at CDL. We have started 2018 budget preparations which includes Melanie and I asking vendors for solid quotes for 2018 and looking at what projects need technology support.

Due to the restructure of staff, it moved our phone project up in the timeline. We started looking and VOIP (Voice Over IP) as a solution to replace our current phone system and to allow us to cut back on the number of POTS lines we have from ATT. A VOIP system will also give staff a tool that will provide them easier and more flexible access and services.

The other major budget item we are looking at is the end of our contract for our copiers. Our public contract is with McElDowney and our staff copier is with Hasselbring Clark. Both contracts expire in

2018, so we will be sending out for quotes to replace these machines based on quality of output and cost per page.

On another note Edith, Melanie, and I received the SRSly CTZN of the Month award for March and April 2017 for our work in supporting their Minecraft workshops.

Budget

- VOIP project to update current phone system, lower ATT POTS lines and provide better service and flexibility to library staff and our users. We had five vendors participating and I was available for four of the presentations. All companies had to have bids at or below our current cost of our phone service. We will be able to drop the phone system maintenance budget line as these costs will be part of the lease and since the system is web-based there is really nothing to maintain.
- Copier maintenance and printing contracts end 2018 – seeking bids to replace both public and staff copiers
- Looking to add the Hoopla service of downloadable videos to the 2018 budget to supplement our current physical holdings. Pricing model is different than we've had before – by circulation – so this will be a test to see how things are used and costs associated.
- I have asked our AV vendor for quotes for additional microphones and cable to add to the flexibility we currently have in the McKune room. Based on requests from staff we are also looking at purchasing a new data projector with much more brightness or lumens than our current one. We have found that the McKune room is not always dark enough for projection with the current projector for clarity.

Collections

- Completed weed in Feature DVDs, TV genre and Classical music CD genres for: classical, Easy Listening, Folk, World, Soundtracks, Musicals

Programming

- iPad@CRC, CT 1:1 and CRC 1:1 continue to go well.
- In an effort to provide support to some programming suggestions, I was able to set up a two session workshop on Facebook – Creating Pages with professional trainer Leslie Surel. The first session in June will cover; setup, maintenance and marketing of their FB pages, and the second session in July will be a 1:1 format to review their personal pages with Leslie in 30 minutes time slots.
- Music in the Air – I am working very hard with Lori and Patty to bring this first annual program to bear. We have been in touch with Jacopo multiple times to gather information. I am working with Kings Keyboard in Ann Arbor to supply the piano for both the Friday night gathering and for his concert on Saturday at the Library. We are also partnering with the First United Methodist Church and the Congregational Church to provide Jacopo places on Friday and Saturday mornings to practice. Logistically this program is keeping me hopping.
- Charlie Taylor trained volunteer John Gourlay on how to use the new 3D printer. Charlie also supervised two 3D printing sessions for the public.

Meetings

- Participated in Youth Librarian Interviews 4/12 and 4/13
- ILS committee meeting on 4/13 – this was the most important meeting yet. The committee was charged with providing a recommendation to the TLN Directors on choice of ILS vendor. After an almost 2.5 hour discussion with lots of debate, details and input the committee unanimously chose to recommend TLC-CARL to the TLN Directors. It was decided that this vendor best met the needs for our patrons in the form of the online catalog and search ability
- I continue meeting with the eContent Policy committee to review the status of the OverDrive service. We are still seeing a huge number in the Holds Mgr and working to try and find ways to relieve this.

Technology

- See budget topics above

From: Melanie Bell – Network Administrator

Mobile Beacon Grant Update

- Finally received our Mobile Beacon hotspots back from Manage Mobility. Developed pre and post survey forms and instructions for the hotspots. Distributed hotspots out to all of our partners along with a pre and post survey for residents who borrow the devices to fill out. Also began work on configuring the 25 laptops received with the Mobile Beacon grant to update our mobile lab.

Servers and Network:

- Had some issues with a memory leak on our primary staff server (Card). All memory was being consumed by single app and causing the server to run extremely slow. Removed the app that was causing the problem and will be re-installing on a less critical server.
- Had some problems with the WiFi access in the McKune room. Ended up moving the port that the McKune hotspot connects to.

Public and Staff Computers:

- AV maintenance replaced the lamp on our projector in the lab. Ron and I discussed updates to the AV equipment for 2018 budget.
- Replaced Linda and Patty's computers with new models.
- Updated specific staff workstations with dual monitors to improve workflow.
- Had discussions of tech needs for office shuffle with staff and management.
- TLN updated the catalog to use a secure https connection instead of the http connection it had been using. Therefore had to update all the catalog only machines to use the new URL <https://tlnl.ent.sirsi.net/>

Website:

- Updated security on the Friends website.
- Posted board minutes and packets
- Updated all links to the catalog on our webpage to use the new https login.

Programming

- Met with Edith and SRSly supervisor Rebecca Jaskot to discuss how to manage patrons signing up to access the SRSly Minecraft server
- Setup for SRSly Minecraft workshop and for their open house.
- Jessica and I taught a beginning 3D design class where we introduced Tinkercad and Thingiverse
- Supervised two 3D printing sessions with the public.

Other:

- Attended and was secretary for TLN Technology Committee meeting where we discussed Juniper firewall equipment.
- Ron and I met with VOIP vendors. We are moving the deployment of VOIP to August 1st (instead of June 1st) since the office shuffle has been pushed back.

- Attended Michigan Broadband Cooperative meeting. Lyndon Township board will be voting on approval of ballot language May 9. If the ballot language is approved the broadband infrastructure millage will appear on Lyndon Townships August election.
- Spent a few hours finalizing the demographics spread sheet business and interest information for our service area and making it easy to print.

Ron Andrews & Melanie Bell

May, 10 2017

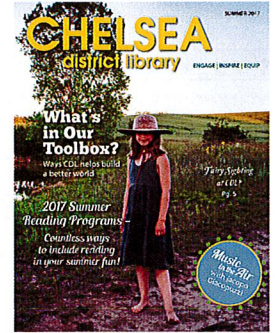
MARKETING BOARD REPORT

April 2017

Marketing Highlights

Summer Newsletter

The summer newsletter has been finalized and sent to print! You can expect to see a copy in your mailbox mid-May. The central theme to this quarter's edition is "Building a Better World" and you will find a myriad of ways to do so throughout its pages. From summer reading programs for all ages, to several new programs including Music in the Air and Film Forum, there's something for everyone! There is a new column on page 3 "Township Talk," which gives an update of CDL's engagement in our service district townships and once again, our cover features a photograph submitted by a local resident. The perspective column is back with ways our patrons are helping build a better world and a new question for our fall edition asking people to share their favorite song or musical artist in preparation of our new fall program "CDL Song Fest."



2017 Midwest Literary Walk



Chelsea First Congregational Church filled to capacity!

There was a flurry of promotion activity during the month leading up to the MLW event! Lori and Keegan appeared on the Lucy Ann Lance show early in the month to share this year's line-up of authors. Radio interviews with our authors were scheduled during the last few weeks of April on the Martin Bandyke Show (107.1) and the Steve Henderson Show (WDET). Posters, postcards, and coasters were distributed to Chelsea businesses including two new partners: The Common Grill and Thompson's Pizza. And much to our excitement, the promotion campaign was re-energized mid-April with the announcement of Heather Ann Thompson's award for the Pulitzer's Prize for history, which garnered the event additional

media attention from MLive and the Detroit News. Through a partnership with Serendipity Book, the MLW Open Mic event was brought back to give our local community a chance to showcase their literary works and was a GREAT success with close to 30 performers!



MLW Open Mic @ Serendipity Books

There were some last-minute updates that needed to be shared with the public regarding flight interruption that caused Kwame Alexander to miss the event two days before the event. But after the dust had settled, and the event was over, the consensus was this year's event was exceptional! We had extremely high attendance numbers at each venue (standing room only at the Chelsea Depot!), which included a first-time partnership with the Chelsea First Congregational Church. Attendance was as follows: 122 at the Chelsea First Congregational Church — Peter Ho Davies & Derek Palacio, 145 at the Chelsea Depot — Heather Ann Thompson (standing room only!), and 85 at the Clocktower Commons/Mainstreet Church — Aireia D. Matthews.

While not all attendees completed an evaluation card, a tally of those received (108) showed that the audience was composed of 33% Chelsea residents, 33% Ann Arbor residents, and 33% residents from surrounding communities. Of the 66% representing out of town guests, 85% (equaling 61 people) responded that they planned on visiting Chelsea businesses and restaurants while in town. This is an exciting number as it reflects our success in achieving one of the programs goals, which is the collaboration with Chelsea businesses to increase out of town traffic to our community.

Another highlight of this year's program was that several guests commented on the diversity of authors and their subject matter, which speaks directly to one of our strategic plan's goals to "Provide leadership around diversity, equity, and inclusion." Each year it is so gratifying to hear the positive comments we receive that let's us know this program is making a difference in people's lives and we've accomplished our goal of making the literary world accessible to our communities.

Read what people had to say about this year's Midwest Literary Walk!

- ❖ "Outstanding. My first Literary Walk. So interesting to hear each author discuss his/her work"
- ❖ "Brilliant conversation and insight into poetry and writing – very helpful as a teacher!"
- ❖ "Great talks by some approachable, and affable authors. I also appreciated the diversity of the subjects, their work, and talks covered."
- ❖ "Knocked it out of the park! Excellent job, crew!"
- ❖ "I always liked the MLW, but this years was especially powerful and moving for me."
- ❖ "What an amazing line up – although I have yet to read any of the authors' works, I came away so interested and excited to do so!"
- ❖ "Thank you for putting together such a rich, informative, and fun program!" 33% each from Chelsea, A2 and other surrounding communities. 85% of out of town guests said they planned to visit Chelsea businesses/restaurants that day.

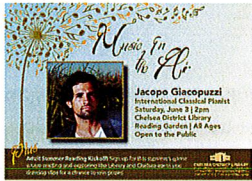
MARKETING BOARD REPORT

April 2017

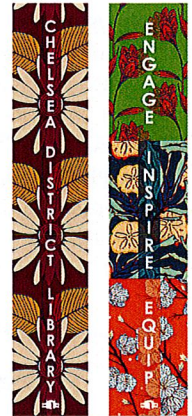
Strategic Plan

Marketing Campaign - The marketing campaign to roll out our new mission statement continues to move forward. This month the banners for the avenue light poles and building west side were finalized and sent to the printer. The City of Chelsea has been very generous by helping us install the banner hardware for the west side of the building. It has taken a while to secure masons to install the banner hardware for the east side of the building and we hope to have this accomplished by mid-May. Our new name badge, business card, and email signature are in their final design stages and it is our hope that all elements will roll out by the end of May.

Music in the Air



On Saturday, June 3 we will be launching our newest cultural series “Music in the Air” This year features international pianist Jacopo Giacopuzzi. This series is intended to introduce and allow people to enjoy classical music in a relaxed and informal way. With weather permitting, Jacopo will be playing in the library’s reading garden, allowing for an up close and personal experience for our patrons. The audience is also encouraged to bring a blanket to spread on the lawn so that they can lay back and let the music flow around them. We hope you’ll take time out of your busy schedules to join us for the exciting new program!



West Side Banners

Summer Reading Programs



It’s time to kick off the promotion for our popular Summer Reading Program! This year’s theme for all age groups is “Build a Better World!” and as you’ll see in our summer newsletter, the library is offering lots of ways to participate! Promotion of the youth program began with flyers that were distributed at the 2016 Chelsea Spring Expo’s Kidzone. Over the next month, I’ll be working on the reminder of the campaign. We hope you’ll join us throughout the summer for lots of summer reading fun!

Miscellaneous Marketing

- Announce winner of this year’s March Madness game via normal marketing channels.
- Celebrate National Library Week with “Blind Date with a Book” promotion.
- Create logo for new program “CDL Top”, a spinoff of Family Feud. The library will be partnering with local establishments to host. The first event will be held this summer at Thompson’s Pizza.
- Promote Karen Persello’s retirement party to be held on Friday, May 12 in the McKune Room.
- Coordinate the promotion of newly scheduled Film Forum series.

Outreach

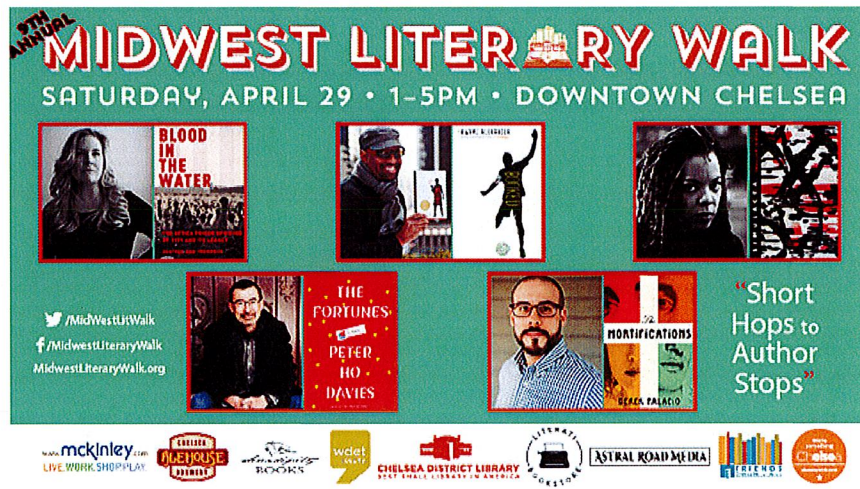
- 2017 Chelsea Spring Expo — I really enjoyed manning the CDL table at this year’s event. It was a great opportunity to talk face to face with our community and share all the great things the library has to offer. It was also a great opportunity to solicit feedback from the community so that we can continue improve and meet the needs of our patrons!

Respectfully submitted,
Patty Roberts
Marketing Coordinator

April 29: Midwest Literary Walk in downtown Chelsea

 chelseupdate.com/april-29-midwest-literary-walk-downtown-chelsea/

3/30/2017



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

The **Chelsea District Library** recently announced the return of Midwest Literary Walk for its 9th year on Saturday, April 29 from 1-5 p.m. This event showcases nationally recognized authors and poets at venues throughout downtown Chelsea and is free and open to all.

The 2017 lineup begins at 1 p.m. at the First Congregational Church (121 E. Middle St.) featuring a panel of two authors, both with stories regarding the immigrant experience. **Peter Ho Davies** novel *The Fortunes*, a *New York Times* Notable Book of 2016, is a story of four lives and explores the threads of what it means to be both Chinese and American. Meanwhile, **Derek Palacio's** *The Mortifications* is the tale of a Cuban-American family challenged by culture and ideals. This multigenerational novel was a *New York Times* Best Book of 2016.

At 2:30 p.m., Dr. **Heather Ann Thompson**, professor at the University of Michigan, will present her book *Blood in the Water: The Attica Prison Uprising of 1971 and Its Legacy* at the Chelsea Depot (125 Jackson St.). Named a finalist for the National Book Award, it is the first definitive history of the Attica Uprising and the death of thirty-nine prisoners and hostage. A review in *Publisher's Weekly* reports "...Thompson's superb and thorough study serves as a powerful tale of the search for justice in the face of the abuses of institutional power."

The final author session at 4 p.m. at Main Street Church (320 N. Main St.) features two talented poets. **Kwame Alexander** is the author of many books, including *Crossover*, winner of the 2015 Newbery Medal and the sequel *Booked*, longlisted for the National Book Award in 2016. These middle grade novels in verse feature characters with a love for sports who discover the power of words while dealing with life's challenges.

Alexander will be interviewed by fellow poet **Airea D. Matthews**. Matthews first collection of poems, *simulacra*, is the winner of the 2016 Yale Series of Younger Poets. Critically acclaimed poet Carl Phillips selected Matthews as the winner of the competition and describes it as "rollicking, destabilizing, at once intellectually sly and piercing and finally poignant." Both Alexander and Matthews will share selections from their work.

Books will be available for purchase from Literati Bookstore at each location and time will be reserved for book signings. Following the final reading participants are invited to the Chelsea Alehouse (420 N. Main St.) for a casual afterglow featuring the band The Hot Club of Ann Arbor bringing us swing and jazz from the 30s and 40s.

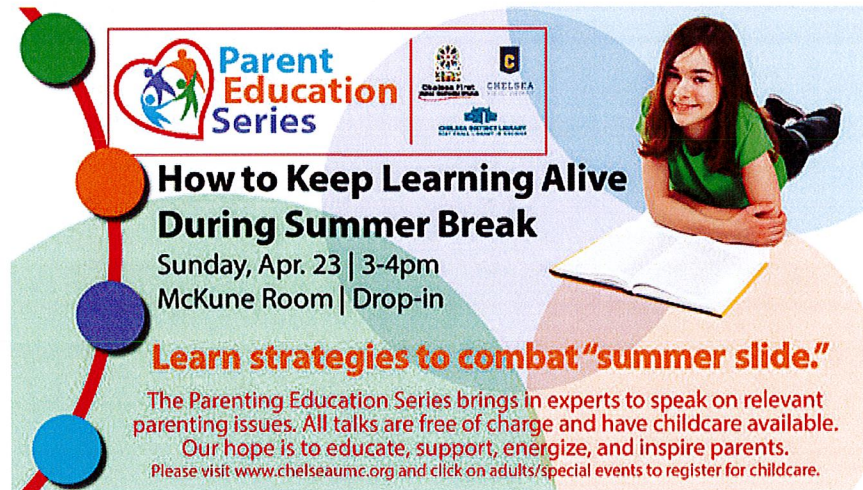
For more about the 2017 Midwest Literary Walk and for information on local businesses that will be offering discounts on the day of the event, visit www.midwestliterarywalk.org.

This event is sponsored by Friends of Chelsea District Library and in partnership with Literati Bookstore, Detroit Public TV, WDET, Astral Road Media, ChelseaMich.com, Chelsea Alehouse, and McKinley Properties.

April 23: Parent Education Series will help keep your child learning this summer

 chelseupdate.com/april-23-parent-education-series-will-help-keep-child-learning-summer/

4/6/2017



(Chelsea Update would like to thank Jessica Zubik for the information in this story.)

Did you know that students can lose up to two months' worth of learning over the summer months?

To help parents combat the summer learning loss, the fourth and final program of the 2016-17 **Parent Education Series** will examine ways to keep your child learning and engaged during the summer months. The program is scheduled for Sunday, April 23 in the McKune Room at the **Chelsea District Library** from 3-4 p.m. and is free and open to all.

Presenters **Tracy Heydlauff** and **Jeanne Caselli**, both teachers at South Meadows Elementary School, will share fun ways to stop summer learning loss. Heydlauff and Caselli have been teaching in the Chelsea School District for a combined 50 years and both are witness to the student learning dip from summer vacation over their years in the classroom.

Some parents turn to summer camps and other enrichment programs, but these can be expensive and cost prohibitive for many families. Heydlauff and Caselli will explore resources already available at home and in your local community to help keep your child's learning alive.

The hour-long program will involve an interactive look at some online resources. If possible, it is recommended that participants bring a laptop, tablet, or other device to follow along with the program.

Summer learning loss, or "summer slide," is a "phenomenon where young people lose academic skills over the summer," according to the National Summer Learning Association. While students from lower socioeconomic households are at the greatest risk, this issue is something all parents should be aware of.

As a result of "summer slide," teachers often spend the first part of each school year helping students "catch up" before forging ahead into new concepts.

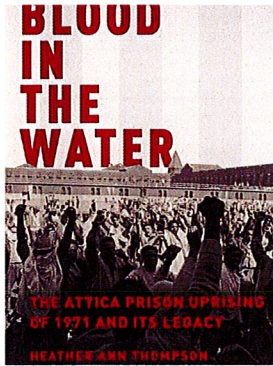
Childcare is available at the Chelsea First United Methodist Church. To register for childcare, visit www.chelseaumc.org and select the adults/special events tab.

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

Four Detroit-area natives win Pulitzer Prizes

Kim Kozlowski, The Detroit News

Published 4:45 p.m. ET April 10, 2017 | Updated 9:35 p.m. ET April 10, 2017



(Photo: Knopf Doubleday Publishing Group)

Four former Metro Detroiters on Monday received Pulitzer Prizes for books in history and poetry, and for public service and feature photography in journalism.

Heather Ann Thompson (<http://heatherannthompson.com/>), a University of Michigan history professor, won the Pulitzer for her book "Blood in the Water: The Attica Prison Uprising of 1971 and Its Legacy" — which explores the history of the prison riot in New York that involved 1,300 prisoners and led to the deaths of 39 men.

Pulitzer judges called Thompson's work (<http://www.pulitzer.org/winners/heather-ann-thompson>) a "searing and indelible account of one of the most important civil rights stories of the last century."

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Replay

"Drawing from more than a decade of extensive research, historian Heather Ann Thompson sheds new light on every aspect of the uprising and its legacy, giving voice to all those who took part in this 45-year fight for justice: prisoners, former hostages, families of the victims, lawyers and judges, and state officials and members of law enforcement," said the judges.

Tyehimba Jess (<http://www.tyehimbajess.net/jess>), an associate professor of English at the College of Staten Island, won for his second book of poetry, "Olio" — which presents the story behind America's blues, work songs and church hymns.

Pulitzer judges said Jess' poetry (<http://www.pulitzer.org/winners/tyehimba-jess>) tells the stories "with ambitious manipulations of poetic forms."

"Part fact, part fiction, Jess's much anticipated second book weaves sonnet, song, and narrative to examine the lives of mostly unrecorded African-American performers directly before and after the Civil War up to World War I," the judges said. " 'Olio' is an effort to understand how they met, resisted, complicated, co-opted, and sometimes defeated attempts to minstrelize them."

Thompson, a 1981 Cass Tech graduate, grew up in Rosedale Park. "It's an attempt to remind us all why prisons need the light to shine on them," Thompson said. "I am just so grateful that people whose stories normally don't get told are being read."

For the Pulitzer Prizes in journalism, Sarah Ryley won for her work with the New York Daily News and ProPublica for uncovering "widespread abuse of eviction rules by the police to oust hundreds of people, most of them poor minorities."

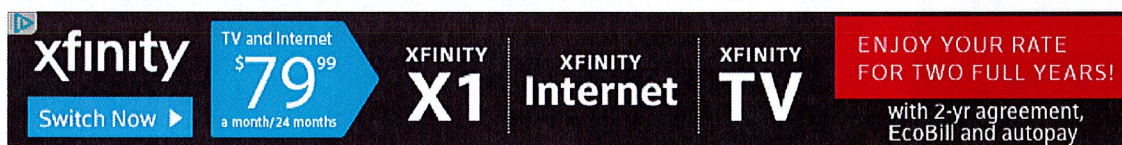
In addition, E. Jason Wambsgans of the Chicago Tribune won in feature photography. The judges said Wambsgans, a Metro Detroit native and Central Michigan University alum, made photos that were "a superb portrayal of a 10-year-old boy and his mother striving to put the boy's life back together after he survived a shooting in Chicago."

Jake May (<http://www.pulitzer.org/finalists/jake-may>) of the Flint Journal was a finalist "for striking, wonderfully conceived photographs from Flint's contaminated-water crisis that told a challenging story in human terms."

The committee also named Terry Parris Jr., formerly of WDET and now ProPublica's engagement editor, a finalist for work on a team that was "a rigorous examination that used data journalism and lucid writing to make tangible the abstract world of algorithms and how they shape our lives in realms as disparate as criminal justice, online shopping and social media."

KKozlowski@detroitnews.com

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University of Michigan professor wins Pulitzer Prize in history



University of Michigan Professor and Historian Heather Ann Thompson won the Pulitzer Prize in history on Monday, April 10, for her book "Blood in the Water: The Attica Prison Uprising of 1971 and Its Legacy." Photo provided by University of Michigan (Photo provided by University of Michigan)



By **Martin Slagter** | mslagter@mlive.com

Email the author

on April 11, 2017 at 8:35 AM

ANN ARBOR, MI - A book by University of Michigan Professor and Historian Heather Ann Thompson has won the 2017 Pulitzer Prize in history.

Thompson received the prize on Monday, April 10, as the author of "Blood in the Water: The Attica Prison Uprising of 1971 and Its Legacy." She won in the category of Letters, Drama & Music "for a narrative history that sets high standards for scholarly judgment and tenacity of inquiry in seeking the truth about the 1971 Attica prison riots," according to judges.

Thompson spent more than a decade researching the 1971 prison uprising in upstate New York in which armed troopers and corrections officers killed 39 men - hostages as well as prisoners - and severely wounded more than 100 others during a four-day showdown inside Attica.

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She focuses on the 45 years since, delivering a detailed account of one of the most longstanding and horrific cover-ups in American history, and chronicles the victims' decades-long quest for justice.

Thompson is a professor in the College of Literature, Science, and the Arts in the Department of Afroamerican and African Studies and the Residential College. She also is a research affiliate in the Population Studies Center in the Institute for Social Research.

"Dr. Heather Ann Thompson's Pulitzer Prize in history is an outstanding example of our faculty's talent and commitment to academic rigor being recognized at the highest levels," said U-M President Mark Schlissel in a news release. "I am proud to congratulate her on this amazing achievement."

Thompson is expected to take part in the **Chelsea District Library's Midwest Literary Walk**, showcasing nationally recognized authors and poets at venues throughout its downtown on Saturday, April 29, where she will discuss "Blood in the Water."

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April 12, 2017

Volume 135, No. 14

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9th Annual Midwest Literary Walk Line-Up

From Patty Roberts



The Chelsea Library Midwest Literary Walk is one of CDL's more popular and growing events. A special feature to this year's lineup is Kwame Alexander, a Young Adult poet and Newbury Medal Winner. Photo from the 2016 Annual Walk.

The Chelsea District Library (CDL) is excited to announce the return of Midwest Literary Walk for its 9th year on Saturday, April 29 from 1-5pm. This event showcases nationally recognized authors and poets at venues throughout downtown Chelsea and is free and open to the public.

The 2017 lineup begins at 1pm at the First Congregational Church (121 E. Middle St.) featuring a panel of two authors, both with stories regarding the immigrant experience. Peter Ho Davies novel *The Fortunes*, a New York Times Notable Book of 2016, is a story of four lives and explores the threads of what it means to be both Chinese and American. Meanwhile, Derek Palacio's *The Mortifications* is the tale of a Cuban-American family challenged by culture and ideals. This multigenerational novel was a New York Times Best Book of 2016.

Continued on Page 5

MIDWEST LITERARY WALK

Major Crimes Down In Saline

By Angelo Parlove, aparlove@msn.com

Over the past three years, the Saline Police Department has seen a significant decrease in the major crime group each and every year, Police Chief Larry Hrinik reported.

The City of Saline has experienced a 36 percent drop in its major crimes,

which includes assaults, burglaries and larcenies, retail fraud and criminal sexual conduct, over the last three years. The number also reflects a 11.5 percent decrease between 2015 and 2016, as the police department saw 268 major offenses in 2015, but only 237 in 2016.

"That's unheard of," Hrinik said. "We are so excited that kind of thing is happening."

Most notably, the city saw significant drops in larceny cases between 2015 and 2016, including thefts from buildings, motor vehicles and other larcenies, but conversely, saw a large spike in cases for identity theft, credit card-ATM and false pretense-swindle-confidence game frauds.

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Stockbridge Animal Blood Supply Preparing to Go From Cramped to Spacious

By Melinda Baird, melindabaird@suntimesnews.com

Relocation and expansion of one of the nation's first commercial blood banks

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• once named Midwest Blood Supply before merging with Animal Blood

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COMING EVENTS

April 17: Landscaping Made Easy, Do Not Stress Over It! - Laura Girback, manager of Nature's Garden Center, gives tips to take the worry out of landscaping at 6:45pm at the Saline Area Senior Center, 7109 North Maple Road.

April 18: Clothes Closet at the Gregory Community Church, 126 Church Street. All sizes all free.

April 20: Paddling College Campuses, at 7pm at the Saline District Library, 555 N. Maple Road. And paddler and PBS-featured author Doc Fletcher will talk about his newest book, *Canoering and Kayaking College Campuses in Michigan*. Enjoy a photo journey of the rivers flowing through or nearby Michigan colleges, including the Huron River's "Argo Cascades" near U-M and the Red Cedar River rapids at MSU. Doc's books will be available for sale and signing.

April 22: Stockbridge Cob Scout Pack 768 Can/Bottle Drive from 11am to 3pm on the township square.

April 22: Dexter Indoor Winter Market at the Dexter Senior Center, 7720 Ann Arbor Street from 9am to 1pm. A variety of unique vendors and live music by Nucleus 2.

April 22: Dexter Little League, Opening Day at Mill Creek Fields on Dexter Ann Arbor Road. Visit info@dexterlittleleague.com

April 30: Blessings - A Fundraiser for Ava Mae Allen from 2 to 6:30pm at the Mackinac Glen American Legion, 830 S. Clinton in Stockbridge. 3 year old Ava Mae has Leukemia. Money raised will help the family with costs associated with medical treatment. Donate at www.gofundme.com

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National Volunteer Week is April 23-29

Continued from Page 2

"Flowers are a different kind of medicine," says Lois. "The bouquets bring a little cheer to the patients and their families."

On one particular visit to a local nursing home, a volunteer brought one of the flower program's creations to a patient's room. Though she was blind, the woman was still able to appreciate the flowers using her other senses. She touched and smelled the fragrant blossoms while the volunteer described the arrangement in full detail, down to the shape and color of each beautiful bloom. The patient was so overwhelmed with emotion that she broke down and cried, explaining to the

perform meaningful work to support hospice. The nonprofits offer three types of hospice volunteer opportunities: Patient care, for which Arbor Hospice has the greatest need, to provide companionship, pet and music visits, as well as caregiver relief; administrative assignments, including office work; community outreach, including supporting fundraising events.

According to Alana Knoppow, volunteer program manager for Arbor Hospice, the different types of hospice volunteer work have a common theme - each has a deep connection with patient care.

"Whether it's a bedside visit, administrative work or arranging flowers,

who are concerned about working with people during a difficult time, "If you're considering volunteering with hospice, just do it. Your willingness to be part of someone's life is special."

Arbor Hospice and Hospice of Michigan are united in caring, and in celebrating National Volunteer Week April 23-29 recognizes and thanks their dedicated volunteers who lend their time, talent and support to the nonprofit hospice agencies in providing joy and happiness to nearly 1,900 Michigan patients and their families annually. For more information about volunteer opportunities, please visit www.arborhospice.org or www.hom.org.

that is not true for 10-15 percent of Americans. The focus of this article is to briefly help you understand the basic components and differences of depression.

In general there are three types of depression: Situational, Clinical, and Bi-Polar. Situational

dysthymia or persistent depressive disorder, and major depressive disorder with sub categories of mild, moderate and severe.

A major depressive event can happen only once in a life time or many times over an extended period of time. Major depression can stimulate significant

However, depending on the complexity, a medical intervention is indicated.

The good news-depression is treatable. With lifestyle changes, a change in our thinking, and a possible inclusion of an anti-depressant. Most if not all can lead a happy, healthy life.

9th Annual Midwest Literary Walk Line-Up

Continued from the Front Page

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For more about the 2017 Midwest Literary Walk and for information on local businesses that will be offering discounts on the day of the event, visit midwestliterarywalk.org. This event is sponsored by Friends of Chelsea District Library and in partnership with Literati Bookstore, Detroit Public TV, WDET, Astral Road Media, ChelseaMich.com, Chelsea Alehouse, and McKinley Properties.

April 19, 2017

Volume 135, No. 15

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April 22nd & 23rd

THE SUNTIMES NEWS 50¢

Longtime Blight at Lakeland Park Trailhead May Get New Life

By Melinda Baird, melindabaird@thesuntimesnews.com

Subject to frequent vandalism, a vacant building on the Lakeland State Park trailhead in Stockbridge may be getting revamped from "blighted to beautiful" within 15 months. Owners Kevin and Naomi Carson said as much during the April 3 Stockbridge Village Council meeting, which they attended to make their intent known to members. At the couple's request, a preliminary business plan will be presented during the upcoming May 1 council meeting.

Naomi gave a taste of what may come, saying she imagines the site as a quaint respite area catering to those using the 26-mile rail-trail by foot, bicycle or horseback. She described a charming old-time general store and eatery along with possible amenities such as a gazebo, hitching post and bicycle sharing program. Homemade healthy food and drink options would be offered, Naomi said, adding she has quite the knack for cooking. The couple hopes to provide an alternative to

fast food while using mostly biodegradable containers.

"Think Cracker Barrel on a smaller scale," she said. The tri-level structure with a footprint of roughly 250 square feet was given to the Carson's last summer by previous owner Billy Allen, who is Naomi's father. Allen had owned the building (which he estimates was built around 1909 based on materials) for 20 years. It had been vacant throughout the duration of his ownership, and often vandalized.

Continued on Page 4

Innovative Librarian Retiring From Chelsea District Library

From Jessica Zubik

Babytime, visiting authors, free books for summer reading from the Chelsea District Library is all because of Karen Persello, Head of Youth & Teen Services. Persello, or "Miss Karen" as she is known to Chelsea families, will be retiring this May. She has been the head of the Youth Department for 13 years. The community is invited to Karen's retirement open house on Friday, May 12, 4-5pm in the library's McKune Room.

Karen started as the lone youth librarian in 2004, when the library was housed in its temporary location in the Washington Street Education Center. Recognizing the need for diversification of programming for Chelsea youth, she began the Babytime lapsed program, as well as the 6-11 club, a monthly program for school-aged children.

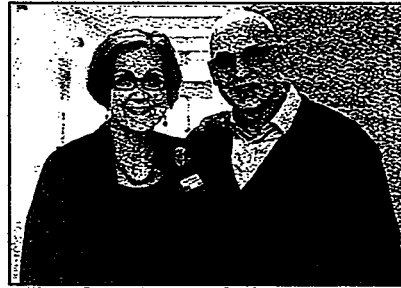
She also introduced a very special program that year, R.E.A.D. to the Library Dog. The Reading Education Assistance Dogs program consists of a child reading aloud to a dog trained to "listen." R.E.A.D. dogs are trained, registered, and certified therapy animals who serve as non-judgmental listeners, assisting children with their quiet presence, and helping them develop a love of reading.

Once the library moved to its current location on Main Street, Ms. Persello was able to bring on additional youth staff to increase library collections and program offerings. One of these librarians was Lisa Anne McClure, who said that Karen taught

her "that the kids came first, that they were worth your best efforts, and that any work issue can be solved by gentle and honest communication." Ms. McClure is now the Community Engagement Manager at Broward County Library (FL), but she still recalls how "Karen gave her best to the job and to the kids, and I try to do the same."

Early on, Ms. Persello initiated a dynamic outreach campaign to connect with children in the Chelsea School District. The Summer Reading program went from several hundred participants to over a thousand thanks to school outreach and teen volunteers.

Continued on Page 16



When the library was honored as the Best Small Library in America in 2008, Karen Persello's programming, and her army of Youth Service Group volunteers, was mentioned as a major reason the judges chose Chelsea.

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Dexter City Council Votes In Closed Session

Continued from Page 5
Estimated costs for acquiring—and readying—the properties are: (1) \$92,000 to extend a public water main to the Dan Hoey Road property, plus an undetermined amount to demolish two buildings, (2) \$570,000 for the Dexter-Ann Arbor property (next to which Rainbow Rascals Child Care Center is proposing a new facility), (3) \$200,000 to 250,000 for Dexter-Chelsea Road property south of the American Legion building, plus \$236,000 to \$295,000 to extend a public water main to the property, and (4) \$450,000 for Edison Street property, plus an undetermined amount to demolish to house.
Fire response time comparisons were also provided to members, with the Dexter-Ann Arbor Road location generally reaching the highest number of residences and businesses in the shortest amount of time. The Dan Hoey Road location came

in just under Dexter-Ann Arbor, but Dexter Area Fire Department Chief Bob Smith noted the traffic analysis provided was based on ordinary—not peak—traffic times.

Smith also warned of the wrench planned roundabouts to Baker Road will throw on emergency vehicles.

"These roundabouts that are going in on Baker will be disastrous for the fire department coming off Dan Hoey. In fact, we'd probably opt to go the other way almost every time because roundabouts don't work for us—particularly since traffic there will stop for all pedestrians."

It's not just a new fire station the city needs, but permanent city offices as well. City office space is currently on the second floor of PNC Bank, and council chambers are down the road at the Dexter Senior Center facility.

Although the idea of a dual building was appealing to some, facility committee

member Paul Cousins said the committee has been too focused on the fire station to carefully consider city office locations.

Still, Keough offered that he'd recently been in discussion with Guenther Building Company regarding possible city offices at the Mill Creek Terrace development at 150 Jeffords Street. He noted, too, that there is space available in the Monument Park Building. Keough, however, hasn't totally ruled out some use of 8140 Main Street despite that November vote—which he opposed.

"Look, it's going to ultimately come down to cost. If the idea is that we build new somewhere else, and then go back and renovate 8140, the dollars go even higher and higher. The logic was because the council voted the way it did, we'd just focus on the fire station. But the reality is, they're all entwined in the story," Keough said.

Team Saline Rallies



Washtenaw County Special Olympics presented Saline High School students with the traveling trophy for raising more money than other area schools for the Polar Plunge 2017.

Continued from Page 9
Saline students, school staff and community members rallied to raise a total of \$19,829 for the event. "It was just an awesome, tremendous effort on Saline's part," Flores said.

Saline High School students Cali Harden and Cade Hine served on the Washtenaw County Polar Plunge committee this year, leading the efforts to raise the funds in the Saline community.

"They came to all our meetings, were there offering ideas and took it back to the school and engaged the student body to participate in the Polar Plunge," Flores said. "We

are very proud of their efforts, and everything they did."

Overall, Michigan held 25 Polar Plunges across

the state in 2017. The events raise money for nearly 23,000 athletes who participate in Special Olympics Michigan.

Retiring From Chelsea District Library

Continued from the Front Page
When the library was honored as the Best Small Library in America in 2008, Karen Persello's programming, and her army of Youth Service Group volunteers, was mentioned as a major reason the judges chose Chelsea.

Another outreach program that has been a huge success is Authors in Chelsea, a two-day event during which famous authors visit Chelsea schools for presentations and workshops. The program began under Ms. Persello's direction in 2010 with just 3 grades involved, this spring, the 8th annual event wrapped up with

more than 1,000 students in grades 1-6 participating. Pat Whitney, Media Clerk at South Meadows Elementary School, said that she has "so appreciated [Karen's] dedication to the author visits here at South Meadows, which have been meaningful for our students. She has been diligent in her choices of authors that would be the best for the 3rd-5th graders at South."

Ms. Persello has worked with dozens of outside presenters and groups over the years. Jackie Maveal, who was presenting Storytime before Karen was hired and now leads a few Babytime programs each month, said that, "Although

I am not a library staffer, [Karen] has made me feel part of the team and has always been approachable... Karen has been the perfect blend of boss and friend."

Current Youth & Teen Librarians Edith Donnell and Jessica Zubik plan to honor Karen's legacy at the library by continuing her work. "We want to keep doing the great programs Karen started, and continue her vision for programming for children, infants to eighteen-year olds," said Edith Donnell. "I started working at Chelsea in 2006 and Karen has been a wonderful mentor to me."

But they also want to honor Karen by forging ahead with innovative programming, just as Ms. Persello has done over the years. "I am so grateful for the opportunities Karen has given me," said Jessica Zubik. "She's never said no to new ideas—just asked how I could make my ideas work for our Chelsea patrons." Ms. Donnell added, "We are going to miss Karen, but she is leaving us with a firm foundation for the future."

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**Circulation Supervisor's Report
April 2017**

- Circulation – 24,391 or 3% lower than last April;
100,555 YTD or 4% lower than this time last year.
- Patron Count- 11,552 or 22% lower than last April (Est.);
50,820 YTD or 11% lower than this time last year (Est.).
** Does not include offsite programs.
- Circulation by township- for April
 - Dexter = 9% of total transactions – lower than last month
 - Lima = 15% of transactions – same as last month
 - Lyndon = 16% of transactions – same as last month
 - Sylvan = 15% of transactions - same as last month
 - Chelsea = 35% of transactions – same as last month
- April Circulation: 79% were items from Chelsea and 21% were inter-loaned items.
- Automated phone renewals in April – 17, Self-check was 12% of items checked out in April;
Overdrive = 1589 in April; Zinio = 331 in April.
- Registrations for April– 54 new cards; 9437 total card holders
*Dexter = 1203 cards; Lima = 1099 cards; Lyndon = 1503 cards
*Sylvan = 1600 cards; Chelsea = 3499 cards; Nonresident = 533 cards

Circulation Activities:

- We received 3 to 9 tubs in the run each day M-F with a total of 121.5 in April. There was no delivery on Good Friday.
- Clean up on the patron & collection database continues. Between The Library Network & CDL 56 patrons and 2,379 items were removed in April.
- Thank you to the Friends from the Circ Staff for the lovely “Staff Appreciation” lunch on April 12th.
- Attended a webinar April 12th on “Sustainable Thinking for the Future of Libraries” presented by the Public Library Association.
- Attended the 2016 audit meeting.
- Hosted the Ionia District Library for a library tour & new CDL construction Q & A. They have an old house that they would like to add onto and many questions regarding our process.
- Beth Easterwood celebrated her 13th anniversary on April 26th.

Respectfully submitted,
Terri Lancaster
Head of Circulation

2017

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

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

Category	Count	Avg
Category 1	2,933	71,021

Total	1277	2,841	1,968
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3270	18198	17541	15850	11625
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**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	50	3	0	1	54	9437
May					0	
June					0	
July					0	
August					0	
September					0	
October					0	
November					0	
December					0	
Totals					297	

Average Daily Door Count 2017									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	% Diff
Jan.	511	468	477	465	404	417	298	13136	-9%
Feb.	574	516	478	475	422	413	337	12282	0%
March	464	519	485	511	415	450	266	13850	-14%
April	489	474	440	411	377	368	237	11552	-22%
May								14833	
June								20468	
July								20181	
August								14488	
Sept.								12759	
Oct.								12587	
Nov.								12166	
Dec.								11064	
Total								50820	
Monthly average								176177	
Avg. % Increase								12,705	-11%
New People/Door counter went live on July 2016 Jan-Jun 2016 Est,									

Registered Card Holders												
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017		
District	8280	8708	9113	8898	9147	9002	9083	9109	9064	8904		
Dexter	1198	1216	1258	1197	1222	1206	1211	1215	1230	1203		
Lima	1086	1124	1176	1169	1174	1156	1133	1109	1109	1099		
Lyndon	1477	1605	1673	1567	1579	1538	1539	1546	1522	1503		
Sylvan	1619	1743	1822	1800	1786	1693	1662	1667	1641	1600		
CityChel	2900	3020	3184	3165	3386	3409	3538	3572	3562	3499		
NonRes	933	977	960	902	744	640	649	655	625	533		
Freedom	107	81	58	18	7	6	6	6	7	1		
Sharon	151	153	150	149	141	118	122	118	110	102		
Waterloo	391	421	423	411	365	336	348	352	333	272		
GrassLk					15	26	29	28	25	24		
Other	284	322	329	324	216	154	144	151	150	134		
Totals	9213	9685	10073	9800	9891	9642	9732	9764	9689	9437		

Trans	% Tot	SEMCOG Dec2010	% of Pop
Apr-17	Trans	Pop.	Regist % of Entity Pop.
19,709		15010	
1859	9%	2604	46% Dexter
2904	15%	1909	61% Lima
3233	16%	2720	57% Lyndon
2977	15%	2833	60% Sylvan
6905	35%	4944	69% CityChel
			58%
356	2%		
502	3%		
941	5%		
32	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.

Item Circulation 2017

	All items circled at Chel Inc: OD & Zinio	Chel Items circled at Chel Inc: OD & Zinio	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/ renewed anywhere in system	Chel items circled other libraries		
Jan.	25,453	19,751	78%	5,702	22%	20,029	2,147		
Feb.	23,360	18,088	77%	5,272	23%	18,216	1,868		
March	27,351	21,372	78%	5,979	22%	21,337	2,109		
April	24,391	19,361	79%	5,030	21%	19,201	1,845		
May				0					
June				0					
July				0					
August				0					
Sept.				0					
Oct.				0					
Nov.				0					
Dec.				0					
Totals	100,555	78,572	78%	21,983	22%	78,783	7,969		
Mnth Avg	25,139	19,643		5,496		19,696	1,992		
	Circulation by Department - Percentage			Circulation by Department - Total Checkouts			Total Checkouts		
	Adult	Youth	Teen	Adult	Youth	Teen	Adult	Youth	Teen
January	59%	37%	4%	11,808	7,416	805	11,808	7,416	805
February	57%	39%	4%	10,526	7,026	734	10,526	7,026	734
March	54%	41%	5%	11,615	8,764	958	11,615	8,764	958
April	55%	41%	4%	10,494	7,893	814	10,494	7,893	814
May									
June									
July									
August									
September									
October									
November									
December									
Yearly Avg.	56%	40%	4%	44,443	31,099	3,311	44,443	31,099	3,311

COMMUNICATIONS

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, February 16, 2017**

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

Absent: Schwarz

Others Present: City Council Member Albertson; Bob Pierce Chelsea Chamber of Commerce; Tiffany Smith, Hank Muir, Mike Jackson, Thomas Colis Miller Canfield

1. Executive Director John Hanifan opened the meeting at 7:30 a.m. noting a quorum was present.
2. Public hearings on matters under consideration – none
3. Approval of the consent agenda – none
4. Public Comment – none
5. **Motion by Lindauer second by O'Reilly to approve the regular agenda. All Ayes.**
6. **Motion by Finger second by Heydlauff to approve the minutes of the January 19, 2017 and February 2, 2017 Board of Directors meetings. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board - none
9. **Reports from Officers and City Manager**
 - Hanifan provided a brief update on the sale of the Mack Building to Mack Building LLC, a resolution is required by the Closing Company; the closing is eminent.
Motion by Lindauer second by Heydlauff the Chelsea DDA Board of Directors approves the sale of the Mack Building to Mack Building LLC and authorizes the City Manager, John Hanifan, to sign the necessary documents for the Closing. All Ayes, motion approved.
 - Hanifan also reported that he has reviewed a revised scope of work for the Palmer Improvement Project and will be forwarding the details to the board next week. MC Smith has the Site Survey done and will be doing soil borings next week; so the project remains on schedule. A DDA Work Session was set for Thursday, March 2, 2017 at 7:30 a.m. to review the revised Palmer Project Plan from MC Smith Associates.
10. **New Business**
 - Hanifan introduced Thomas Colis from Miller Canfield, the City of Chelsea Bond Attorney, who reviewed the Bond process and options, and answered questions. Currently we are looking at Bond Financing for the Palmer Improvement Project (proposed \$1.5M).
 - In preparation for the DDA Projects (Palmer & the Park-East Street lot) Hanifan presented an 'Amendment to Tax Increment Financing and Development Plan' and after discussion:
Motion by Lindauer second by Patrias the Chelsea DDA Board of Directors approves the Amendment to Tax Increment Financing and Development Plan dated February 16, 2017, which incorporates the Palmer Improvement Project and the Park and East Street Parking Lot project. All Ayes, motion approved.

11. Unfinished Business - none

12. Announcements

Bob Pierce announced the Chamber's Annual Meeting is this evening and they will be presenting the Business Leadership Awards: Large Business – Silver Maples, Small Business – Chelsea Senior Center. Bob also reviewed the Chamber activities and 2016 reports.

Adjournment – Motion by Finger 2nd by Lindauer, to adjourn the meeting at 8:15 am. All Ayes.

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Minutes approved at the March 16, 2017 DDA Regular Board Meeting

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

May 16, 2017 Board Packet

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

Accept April donations and changes to the 2017 FY Budget.

Income Line - Expense Line

Sub Total:

Acknowledge the donations below that are already in the 2017 budget.
4-24-17 Friends of CDL YP-Summer Reading Program
4-24-17 Friends of CDL AP-Midwest Lit Walk

674.111 884.923 \$2,500
674.110 884.125 \$3,000

Sub Total: \$5,500

Acknowledge the donations below toward the CDL Endowment.

Sub Total: \$

Total General Donations: 5,500

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet May 16, 2017 Meeting

FY 2016 Budget Audit

Background:

The Chelsea District Library Board of Trustees must approve the previous year's audit. Our auditor, Abraham & Gaffney, P.C., has prepared the audit for FY 2016 and delivered to the library copies for board review.

COMMITTEE INFO & MINUTES

POLICY COMMITTEE MEETING MINUTES

Monday, March 27, 2017 12pm – 1pm

Present: TJ Helfferich, Elizabeth Sensoli, Jan Carr, Lori Coryell

Agenda:

Four policies were presented for approval and additional revisions were made.

Policy # 420 Signs

Policy # 430 Library Rules of Conduct

Policy # 551 Fixed Asset Capitalization

Policy # 555 Credit Card Policy

Submitted: Janice Carr

Policy Committee Chair

Chelsea District Library
Finance Committee Minutes
April 27, 2017

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

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

Quarterly Reconciliation Report:

Mary Budzinski presented the 941 Employer's Quarterly Federal Tax Return for the first quarter of 2017 and the detailed account transaction report for the same quarter. Due to a posting error the reports were not in sync as distributed. Mary subsequently corrected the posting error and the reports now match up. A copy of the revised 941 Reconciliation was subsequently distributed to the board members present.

Other Business: None

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

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

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	

