

**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, June 20, 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 – May 16, 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**

Michael Voorheis, Financial Advisor, CSB Investment Services

**7:35 Actions Items**

1. Donations

**7:40 Discussion Items**

1. Budget Hearing Notice
2. Library Policies
3. Unique Management Services
4. Non-Resident Fee

**7:50 Reports**

Policy Committee

Finance Committee – Budget Pres. Meeting June 6

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, May 16, 2017 6:45pm  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** C. Taylor, S. Lackey, J. Wilczynski, J. Carr, E. Sensoli, & A. Merkel.

**Trustees Absent:** TJ Helfferich

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

**Guests:** Ron Andrews, M. Budzinski, & Bill Tucker.

**Welcome and Call to Order**

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

**Agenda Review and Additions**

MOTION made by J. Wilczynski, **SECONDED** by E. Sensoli to approve the agenda as presented. Discussion: C. Taylor and S. Lackey complimented Lori on the success of the MLW.

All Ayes: 6-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by S. Lackey, **SECONDED** by E. Sensoli to approve the minutes of the April 18, 2017 Board Meeting. Discussion: C. Taylor found one spelling error, which J. Carr corrected in the official, signed minutes.

All Ayes: 6-0

MOTION made by E. Sensoli, **SECONDED** by A. Merkel to accept the General Fund Operational checks for April, 2017. Discussion: None

All Ayes 6-0

MOTION made by J. Wilczynski, **SECONDED** by S. Lackey to accept Financial Reports for April, 2017. Discussion: J. Wilczynski wondered if the board should be involved in future bond payments. L. Coryell welcomed any involvement. Next payment is due Nov. 1, 2017.

All Ayes: 6-0

### **Director's Report Update:**

L. Coryell update:

- \* Reported that the library had a lovely retirement party for Karen. Her last official day is Thursday, May 18.
- \* Monday the new managerial structure goes into effect. Keegan will be downstairs with the Youth Dept. until August, when all the librarians will be housed upstairs.
- \* Music in the Air event is approaching and L. Coryell and R. Andrews will be taking Jacopo all over town on Friday and Saturday to promote the event and CDL. There is an invitation-only gathering Friday night and the main concert event is the afternoon of Saturday, June 3.
- \* A. Merkel volunteered to attend/help with the millage meeting (as she worked on the last millage campaign) when L. Coryell meets with Shirley Bruursema, concerning the next millage campaign.

### **Friends Report Update:**

No Friends meeting, but they are meeting tomorrow, so there will be an update in next month's packet.

### **Strategic Plan Update:**

L. Coryell reported that some of the banners have arrived and they are "going to knock your socks off."

- \* C. Taylor wants to see Strategic Plan metrics before next meeting, so that progress can be reviewed.
- \* J. Carr wondered if there were elements of the Strategic Plan tracking that could be put in the weekly newsletter. L. Ballard thought weekly was too much, but that quarterly would work.
- \* L. Coryell shared that our 10<sup>th</sup> Anniversary Coloring Book won a PLA PR Xchange "Best in Show" award.
- \* C. Taylor noted that fewer people have been coming in the door (as recorded by the door counter), and would like to see the library focus on getting more bodies in the actual building.
- \* J. Wilczynski would like to see an increase in teen events, which seem to be lagging.
- \* C. Taylor complimented the amount of gigabytes of data that are being reported for hotspot use.

Other Reports Notes: None



**Presentations:** Bill Tucker, CPA Principal at Abraham & Gaffney, P.C., discussing the FY 2016 Audit

B. Tucker made a point of thanking the CDL administrative staff for their assistance and preparation. Noted that everything was ready and accessible when they came in and that is not always the case.

- \* CDL received a clean opinion, which is the best opinion a library can receive.
- \* Very consistent with 2015s audit in terms of Total Fund Balance.
- \* Total Revenues increased 5.4% from 2015, partly due to property tax increases and Interest Revenues from the Community Foundation Fund.
- \* Total Expenditures increased 5.8% from 2015. Adding a permanent director and programming expenditures were the biggest factors in this fluctuation.
- \* 4 of the past 5 years, revenue has exceeded expenditures (2013 was the exception), which is good, though he didn't know why that one year was negative.
- \* Property tax accounts for 90% of revenue, Personnel for 57% of expenditure: both are very consistent with past years.
- \* Had no major suggestions.
- \* J. Wilczynski thanked all the CDL staff and auditors that worked on this report. Mentioned that the Community Fund confusion needs to be addressed in that money isn't an asset the library owns, but just invests. This was originally mistaken by the auditors. C. Taylor noted that this issue will need to be cleared up at the next Financial Committee meeting.

Ron Andrews, CDL Head of Technology, discussing ILS (Integrated Library System) L. Coryell gave a brief summary that we are part of a consortium (TLN) and the consortium was looking into other ILS vendors as our Sirsidynix contract expires next spring. R. Andrews has been the front man on this project, representing CDL, in selecting the next library system.

- \* Ron shared that 5 systems, including Sirsidynix (our current system), were originally evaluated and last September the ILS committee chose their top 3: Polaris, Carl, and Sirsidynix.
- \* In February, vendors from these 3 companies set up demos, which were attended by Ron, Mel, Lucy, Terri, Leslie + the CDL librarians. Recommendations were made and the committee then ranked the finalists.
- \* The rankings were extremely close, so the committee decided to conduct site visits for Polaris and Carl (Sirsidynix, our current system, was already well known). Ron was one of 4 committee members who visited a Carl-run library system in Rochester, NY and a Polaris-run library system in Ithaca, NY.
- \* The shared system libraries voted unanimously to accept the ILS committee's recommendation.

**Public Comment:** None

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

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve and acknowledge the presented 2017 April donations of \$5,500.

Discussion: J. Wilczynski asked why the Friends are supporting SPR this year? Did we lose a previous donor/sponsor? L. Coryell answered that the Friends have always supported the SRP, but we did in fact lose a donor; however, that donor still plans to help, he just can't at the previous level.

All Ayes: 6-0

**Discussion Item #1: Acceptance of the FY 2016 Audit**

There was a short discussion on our overall impression of working with the new audit firm.

MOTION made by S. Lackey, 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 A. Merkel, SECONDED by J. Wilczynski to approve the presented 2016 Audit performed by Abraham & Gaffney, P.C. Discussion: None

All Ayes: 6-0

**Committee Reports**

**Policy Committee** – Reviewed and approved 4 policies. These policies will be in the June packet for Board approval.

**Finance Committee** – Approved the 941 Employer's Quarterly Fed. Tax Return for 1<sup>st</sup> quarter of 2017. L. Coryell will send out an email with times for the June 6 and June 13 meetings.

**Personnel Committee** –

**Nominating Committee** –

## Fundraising Committee –

**Public and Board Comment:** None

**Other Items:**

E. Sensoli wondered if there were ways to keep the amount of paper/ink use down for the board packets. C. Berggren suggested that packets can be emailed instead of printed, but trustees generally like printed copies. We will look into ways to shorten and use less ink. Another way to save is to stop using page tabs, which are repetitive and costly. The board agrees to eliminate the tabs going forward.

**Adjourn:**

MOTION made by J. Wilczynski, SECONDED by A. Merkel to adjourn the meeting at 8:15 p.m. All Ayes: 6-0

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

\_\_\_\_\_  
Date



# **FINANCE REPORTS**



# Chelsea District Library

## List of Checks for Board Approval

May 2017

Date	Num	Name	Memo	Paid Amount
<b>701 - Personnel Expenses</b>				
<b>701.100 - Wages</b>				
<b>701.120 - Retirement Pick up</b>				
05/11/2017	04242017PRST	Alerus Financial	05/12/2017 PR	1,731.28
05/12/2017	PR05122017		RETIREMENT	-1,731.28
05/25/2017	05082017PRST	Alerus Financial	05/26/2017 PR	1,731.28
05/26/2017	PR05262017		RETIREMENT	-1,731.28
Total 701.120 - Retirement Pick up				0.00
<b>701.100 - Wages - Other</b>				
05/12/2017	PR05122017		WAGES	35,207.48
05/26/2017	PR05262017		WAGES	35,601.01
Total 701.100 - Wages - Other				70,808.49
Total 701.100 - Wages				70,808.49
<b>701.110 - Retirement-Contributions</b>				
05/11/2017	04242017PRST	Alerus Financial	05/12/2017 PR	1,444.91
05/12/2017	PR05122017		RETIREMENT PICK UP	-1,444.91
05/25/2017	05082017PRST	Alerus Financial	05/26/2017 PR	1,446.20
05/26/2017	PR05262017		RETIREMENT PICK UP	-1,446.20
Total 701.110 - Retirement-Contributions				0.00
<b>701.115 - 401A Retirement Matching</b>				
05/12/2017	PR05122017		401 A MATCHING	1,349.37
05/26/2017	PR05262017		401 A MATCHING	1,574.44
Total 701.115 - 401A Retirement Matching				2,923.81
<b>701.200 - FICA</b>				
05/12/2017	PR05122017		FICA EMPLOYER	2,693.42
05/26/2017	PR05262017		FICA EMPLOYER	2,723.54
Total 701.200 - FICA				5,416.96
<b>701.300 - Flex Benefits</b>				
05/12/2017	PR05122017		Dep Life (CA & DL & HI)	-10.81
05/25/2017	05102017ST	Unum Life Insurance Co.	2017 Premium June	654.66
05/26/2017	PR05262017		Dep Life (CA & DL & HI)	-10.81
Total 701.300 - Flex Benefits				633.04
Total 701 - Personnel Expenses				79,782.30
<b>727 - Supplies</b>				
<b>727.200 - General Operations</b>				
05/11/2017	05082017COS...	Ballard, Linda P.	Batteries	19.99
05/11/2017	465056	Smart Office Solutions	Office supplies	59.34

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# Chelsea District Library

## List of Checks for Board Approval

### May 2017

Date	Num	Name	Memo	Paid Amount
05/11/2017	465268	Smart Office Solutions	Office supplies	85.97
05/25/2017	465452	Smart Office Solutions	Office Supplies	13.80
05/25/2017	465564	Smart Office Solutions	Smart Sorter w/Trays	84.02
Total 727.200 · General Operations				263.12
<b>727.300 · Material Processing</b>				
<b>727.320 · Matl Processing Cases</b>				
05/19/2017				
05/22/2017			Circ Receipts - L/D	-7.00
05/25/2017	6138251	Demco Inc.	Circ Paypal - L/D	-6.75
			Books on CD Cases	94.72
Total 727.320 · Matl Processing Cases				80.97
<b>727.340 · Repairs</b>				
05/25/2017	6138251	Demco Inc.	Tape	59.47
Total 727.340 · Repairs				59.47
Total 727.300 · Material Processing				140.44
<b>727.500 · Cleaning</b>				
<b>727.510 · Cleaning Paper Products</b>				
05/11/2017	465008	Smart Office Solutions	Paper Towels	131.02
05/25/2017	465452	Smart Office Solutions	Facial Tissue	27.18
Total 727.510 · Cleaning Paper Products				158.20
<b>727.520 · Cleaning Supplies</b>				
05/11/2017	05082017COOS...	Ballard, Linda P.	Wipes	10.69
05/11/2017	300742447	Cintas Corporation-300	Soap	14.78
05/25/2017	300751950	Cintas Corporation-300	Soap	14.78
Total 727.520 · Cleaning Supplies				40.25
<b>727.530 · Cleaning Rugs</b>				
05/11/2017	300742447	Cintas Corporation-300	Rugs 05/05/2017	54.99
05/25/2017	300751950	Cintas Corporation-300	Rugs 05/19/2017	54.99
Total 727.530 · Cleaning Rugs				109.98
Total 727.500 · Cleaning				308.43
<b>727.700 · Postage</b>				
<b>727.720 · Postage-Operating Postage</b>				
05/03/2017				
05/11/2017	05022017REQ	Pitney Bowes Reserve Account	Circ Receipts	0.58
			Postage on Machine	500.00
Total 727.720 · Postage-Operating Postage				500.58
Total 727.700 · Postage				500.58



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# Chelsea District Library

## List of Checks for Board Approval

### May 2017

Date	Num	Name	Memo	Paid Amount
<b>727.800 · Maintenance</b>				
05/03/2017		<b>727.810 · Maintenance Light Bulbs</b>		
		Total 727.810 · Maintenance Light Bulbs	City Reimbursement for Issues from Power Outage	-115.80
		Total 727.800 · Maintenance		-115.80
		Total 727 · Supplies		-115.80
				1,096.77
<b>801 · Professional Services</b>				
05/11/2017	713829	Foster Swift Collins & Smith		
		Total 801.010 · Attorney	TIFA Questions	209.00
05/11/2017	EL-26628	Abraham & Gaffney P.C.		
		Total 801.020 · Auditor	Final Billing 2016 Audit	209.00
05/11/2017				500.00
		Total 801.040 · Bookkeeper		500.00
05/11/2017	201709	Budzinski & Associates		
05/25/2017	201710	Budzinski & Associates	1/2 May 2017 Billing	350.00
			1/2 May 2017 Billing	350.00
				700.00
05/11/2017				
		Payroll 1	2017 April	222.11
				222.11
<b>801.079 · Library Strategic Plan</b>				
05/11/2017	MAY2017A	Koepping, Luna Marie Elizabeth	Graphic Design for Strategic Plan Marketing	780.00
05/11/2017	05092017ST	Keybank	SignCompanySupply - Hardware for Building Banners	1.00
05/11/2017	05092017ST	Keybank	SignCompanySupply - Hardware for Building Banners	140.46
05/11/2017	05092017ST	Keybank	SignCompanySupply - Hardware for Building Banners	0.29
05/11/2017	05092017ST	Keybank	SignCompanySupply - Hardware for Building Banners	40.96
05/11/2017	05092017ST	Keybank	SignCompanySupply - 4 Pair Banner Brackets	4.49
05/11/2017	05092017ST	Keybank	SignCompanySupply - 4 Pair Banner Brackets	629.38
05/11/2017	05092017ST	Keybank	SignCompanySupply - End Caps for Brackets	13.97
05/11/2017	05092017ST	Keybank	SignCompanySupply - End Caps for Brackets	0.10
05/11/2017	INV3660	A&R Stone Masonry	Prep 8 spots on 4 columns for Banner Poles	2,920.00
05/25/2017	237809	Print-tech Inc.	Banners for Strategic Plan	373.77
05/25/2017	238097	Print-tech Inc.	Strategic Plan Banners	374.40
05/31/2017	16573	King's Keyboard House	Music in the Air Reception	950.00
				6,228.82
		Total 801.079 · Library Strategic Plan		
<b>801.300 · Banking Fees</b>				
		<b>801.310 · Bank Fees</b>		

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# Chelsea District Library

## List of Checks for Board Approval

May 2017

Date	Nu	Name	Memo	Paid Amount
05/31/2017			Service Charge	13.60
		Total 801.310 - Bank Fees		13.60
		<b>801.315 - Investment Fees</b>		
05/31/2017	INV052017		investment fees	10.00
		Total 801.315 - Investment Fees		10.00
		<b>801.350 - Credit Card Fee Circ</b>		
05/09/2017	042017CCFee		April 2017 CC Fee	49.00
		Total 801.350 - Credit Card Fee Circ		49.00
		<b>801.360 - Pay Pal Fees</b>		
05/22/2017			1st Qtr 2017 Paypal Fees	35.94
		Total 801.360 - Pay Pal Fees		35.94
		Total 801.300 - Banking Fees		108.54
		Total 801 - Professional Services		7,968.47
		<b>803 - Maintenance Service Contracts</b>		
		<b>803.010 - Maint Svc Contingency</b>		
05/03/2017			City Reimbursement for Issues from Power Outage	-525.00
05/11/2017	INV0001051	AAA Power Wash & Roof Cleaning	Power Wash Pergola/Reading Garden/Front Entrance	604.00
05/25/2017	19223	Ken Cook's Plumbing and Heating Inc.	Front Spigot Repair/Move	682.00
		Total 803.010 - Maint Svc Contingency		761.00
		<b>803.100 - Copier</b>		
		<b>803.101 - Public Copier</b>		
05/25/2017	66992437	Wells Fargo Bank, NA	Public Copy Lease 2017 May	161.00
		Total 803.101 - Public Copier		161.00
		<b>803.102 - Staff Copier</b>		
05/11/2017	66845699	Toshiba Financial Services	May 2017 Staff Copier Lease & Maintenance	588.30
		Total 803.102 - Staff Copier		588.30
		Total 803.100 - Copier		749.30
		<b>803.300 - Technology</b>		
		<b>803.340 - Video Equipment</b>		
05/11/2017	9895	Headtech Electronics Inc	AV Repairs/New Equipment	735.00
		Total 803.340 - Video Equipment		735.00
		<b>803.395 - Website Hosting &amp; Service</b>		
05/11/2017	05092017ST	Keybank	Midphase - Annual Regs for Midwest Lit Walk	26.41

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# Chelsea District Library

## List of Checks for Board Approval

### May 2017

Date	Num	Name	Memo	Paid Amount
05/11/2017	05092017ST	Keybank	Midphase - Annual Regs for Midwest Lit Walk	0.19
Total 803.395 - Website Hosting & Service				26.60
Total 803.300 - Technology				761.60
<b>803.600 - Building Maintenance</b>				
<b>803.605 - Janitorial</b>				
05/11/2017	11185	A Production Cleaning Company Inc.	Cleaning 04/23-05/06/2017	1,440.85
05/25/2017	11199	A Production Cleaning Company Inc.	Cleaning 05/07-05/20/2017	1,440.85
Total 803.605 - Janitorial				2,881.70
<b>803.610 - Lawn/Snow Service</b>				
<b>803.611 - Lawn Service</b>				
05/11/2017	05152017ST	Back to Nature Lawn Care	Lawn Aeration/Reseeding	722.47
05/25/2017	10461	Association Maintenance Corp	Lawn Spring Cleanup	437.50
05/25/2017	10461	Association Maintenance Corp	Mulch for Lawn	477.00
05/25/2017	10461	Association Maintenance Corp	Weeding	318.75
Total 803.611 - Lawn Service				1,955.72
Total 803.610 - Lawn/Snow Service				1,955.72
<b>803.620 - Trash</b>				
05/11/2017	17897	City of Chelsea	April Trash Pickup	40.00
Total 803.620 - Trash				40.00
<b>803.640 - Doors</b>				
05/25/2017	SCI/00045997	ASSA ABLOY Entrance Systems	2017-18 Maintenance Agreement (5/18/18)	507.15
Total 803.640 - Doors				507.15
<b>803.760 - Fire Ext/Emerg Lights</b>				
05/23/2017	0D26547751	Cintas Fire Protection	Ext/Emergency Lights Annual Inspection	377.96
05/23/2017	0D26066466	Cintas Fire Protection	Credit for Over Charging	-377.96
05/25/2017	0D26066467	Cintas Fire Protection	Ext/Emergency Lights Annual Inspection	273.25
Total 803.760 - Fire Ext/Emerg Lights				273.25
Total 803.600 - Building Maintenance				5,657.82
Total 803 - Maintenance Service Contracts				7,929.72
<b>850 - Telecommunications</b>				
<b>850.100 - Local &amp; Long Distance Charges</b>				
<b>850.120 - Telephone</b>				
05/11/2017	04252017ST	A T & T	03/26/17-04/25/17 Billing (Apr)	331.20
Total 850.120 - Telephone				331.20

# Chelsea District Library

## List of Checks for Board Approval

### May 2017

Date	Num	Name	Memo	Paid Amount
05/11/2017	<b>850.121 • Director's Cell Phone</b> 9784761523	Verizon Wireless	2017 May Director's Cell Phone	51.68
	Total 850.121 • Director's Cell Phone			51.68
	Total 850.100 • Local & Long Distance Charges			382.88
05/25/2017	<b>850.300 • TLN Internet Service</b> <b>850.310 • Internet</b> 58260	The Library Network	Jan-Mar 2017 Internet Service	3,108.96
	Total 850.310 • Internet			3,108.96
05/11/2017	<b>850.311 • WiFi Hotspots</b> 9784761523	Verizon Wireless	2017 May Library Hotspots	120.84
05/25/2017	261402854-029	Sprint	2017 May Lyndon/Circ Hotspots	686.08
	Total 850.311 • WiFi Hotspots			806.92
	Total 850.300 • TLN Internet Service			3,915.88
	Total 850 • Telecommunications			4,298.76
	<b>880 • Promotional Materials</b> <b>880.100 • Advertising</b>			
05/11/2017	<b>880.110 • Media Buy</b> 2963-R	The Sun Times	Ad - 4/26/2017	60.00
05/25/2017	05152017DIR	CRG Directories	2017-18 Phone Book / Yellow Pages w/Website	135.00
	Total 880.110 • Media Buy			195.00
	Total 880.100 • Advertising			195.00
	<b>880.300 • Marketing Supplies</b> <b>880.340 • Printed Items / Stationary</b>			
05/25/2017	5444033	4 imprint	CDL General Logo Pens	395.08
	Total 880.340 • Printed Items / Stationary			395.08
	Total 880.300 • Marketing Supplies			395.08
	<b>880.400 • Program Promotion</b> <b>880.410 • Adult Program Promotion</b>			
05/11/2017	<b>880.412 • Midwest Literary Walk</b> 05092017ST	Keybank	Dollar Tree - Balloons for MLW	29.79
05/11/2017	05092017ST	Keybank	Dollar Tree - Balloons for MLW	0.21
	Total 880.412 • Midwest Literary Walk			30.00
	Total 880.410 • Adult Program Promotion			30.00
	<b>880.420 • Youth / Teen Promotion</b>			

# Chelsea District Library

## List of Checks for Board Approval

### May 2017

Date	Num	Name	Memo	Paid Amount
<b>880.423 · Summer Reading Program</b>				
05/25/2017	6133355	Demco Inc.	SRP T-Shirts	153.79
05/25/2017	238093	Print-tech Inc.	Banners for Summer Reading	451.19
05/25/2017	465564	Smart Office Solutions	Labels	31.98
Total 880.423 · Summer Reading Program				636.96
Total 880.420 · Youth / Teen Promotion				636.96
<b>880.430 · Library Program Promotion</b>				
<b>880.434 · Music in the Air</b>				
05/25/2017	238114	Print-tech Inc.	Music in the Air Posters & Cards	370.36
Total 880.434 · Music in the Air				370.36
Total 880.430 · Library Program Promotion				370.36
Total 880.400 · Program Promotion				1,037.32
<b>880.500 · Purchased Services</b>				
<b>880.510 · General Purchased Services</b>				
05/11/2017	05092017ST	Keybank	Uberflip - 05/2017	0.21
05/11/2017	05092017ST	Keybank	Uberflip - 05/2017	30.64
05/11/2017	05092017ST	Keybank	Adobe Stock Monthly - May 2017	29.79
05/11/2017	05092017ST	Keybank	Adobe Stock Monthly - May 2017	0.20
Total 880.510 · General Purchased Services				60.84
<b>880.520 · Professional Services</b>				
<b>880.521 · Graphic Design Services</b>				
05/11/2017	0150	MC creative design & photography LLC	2017 New Design-Summer Newsletter	1,500.00
Total 880.521 · Graphic Design Services				1,500.00
Total 880.520 · Professional Services				1,500.00
Total 880.500 · Purchased Services				1,560.84
Total 880 · Promotional Materials				3,188.24
<b>884 · Programming</b>				
<b>884.110 · Adult Speakers</b>				
<b>884.111 · Midwest Literary Walk</b>				
05/10/2017			Refund of Deposit for MLW / Congregational Church	-50.00
05/11/2017	04292017MLW	KA Productions	MLW Honorarium	2,000.00
05/11/2017	Rev04292017M...	KA Productions	MLW Honorarium	-2,000.00
05/11/2017	05092017ST	Keybank	Literati - MLW Authors' Books	1.64
05/11/2017	05092017ST	Keybank	Literati - MLW Authors' Books	229.44
05/11/2017	05092017ST	Keybank	Gordon Food Service - MLW Supplies	0.63
05/11/2017	05092017ST	Keybank	Gordon Food Service - MLW Supplies	88.00
05/11/2017	05092017ST	Keybank	Gordon Food Service - MLW Supplies	0.45

# Chelsea District Library

## List of Checks for Board Approval

May 2017

Date	Num	Name	Memo	Paid Amount
05/11/2017	05092017ST	Keybank	Gordon Food Service - MLW Supplies	63.08
05/11/2017	05092017ST	Keybank	Jimmy Johns - Lunch Order	76.56
05/11/2017	05092017ST	Keybank	Jimmy Johns - Lunch Order	0.55
Total 884.111 - Midwest Literary Walk				410.35
<b>884.114 - Comedy Showcase</b>				
05/25/2017	06082017CS	Ann Arbor Comedy Showcase	Comedy at Chelsea District Library	1,800.00
Total 884.114 - Comedy Showcase				1,800.00
<b>884.119 - General Adult Events</b>				
05/11/2017	05092017ST	Keybank	Delta Airlines - Jacopo Giacomuzzi Music in the Air	627.93
05/11/2017	05092017ST	Keybank	Delta Airlines - Jacopo Giacomuzzi Music in the Air	4.47
05/25/2017	06032017MinA	Giacopuzzi, Jacopo	Music in the Air Artist Fee	1,000.00
05/25/2017	0000001	Javed, Dr. Arifa	Essential Arrival DVD	80.00
05/25/2017	074699992026	Amazon.com	Labels	27.41
05/31/2017	16573	King's Keyboard House	Music in the Air Concert	950.00
Total 884.119 - General Adult Events				2,689.81
Total 884.110 - Adult Speakers				4,900.16
<b>884.120 - Adult Supplies</b>				
<b>884.121 - Refreshments</b>				
05/25/2017	05202017PR	Brown, Laura	Purple Rose Refreshments	15.00
Total 884.121 - Refreshments				15.00
<b>884.127 - SRP Supplies</b>				
05/25/2017	192137376804	Amazon.com	SRP Prizes	206.95
Total 884.127 - SRP Supplies				206.95
Total 884.120 - Adult Supplies				221.95
<b>884.210 - Youth Speakers</b>				
<b>884.215 - Early Literacy</b>				
05/11/2017	05092017BT	Maveal, Jackie	05/02 & 05/09 BabyTimes (4)	200.00
Total 884.215 - Early Literacy				200.00
Total 884.210 - Youth Speakers				200.00
<b>884.220 - Youth Supplies</b>				
<b>884.222 - General Youth Programs</b>				
05/11/2017	05092017ST	Keybank	Party City - Star Wars Family Night	44.56
05/11/2017	05092017ST	Keybank	Party City - Star Wars Family Night	0.32
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	28.26
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	0.20
05/11/2017	05092017ST	Keybank	Cottage Inn - PNO Pizza 4/28	0.89

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# Chelsea District Library

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### May 2017

Date	Num	Name	Memo	Paid Amount
05/11/2017	05092017ST	Keybank	Cottage Inn - PNO Pizza 4/28	124.75
05/11/2017	05092017ST	Keybank	Meijer - Food for Star Wars Night	38.89
05/11/2017	05092017ST	Keybank	Meijer - Food for Star Wars Night	0.28
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.29
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-4.47
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.46
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.55
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.45
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.63
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-1.64
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.28
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.89
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.20
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-1.25
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.32
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.42
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-9.84
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.97
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.10
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.21
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-4.49
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-1.00
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.09
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.14
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.20
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.21
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.69
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	-0.19
05/25/2017	2032860647	Baker & Taylor Program Account	Family Read Aloud	49.08
Total 884.222 - General Youth Programs				257.25
884.226 - Summer Reading				
05/11/2017	465268	Smart Office Solutions	Paper	99.97
05/11/2017	465295	Smart Office Solutions	Paper	47.88
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	1.25
05/11/2017	05092017ST	Keybank	Oriental Trading - Supplies	175.52
Total 884.226 - Summer Reading				324.62
Total 884.220 - Youth Supplies				581.87
884.270 - Teen Supplies				
884.276 - Teen Refreshments				
05/11/2017	05092017ST	Keybank	Gordon Food Service - Teen Treats	58.92
05/11/2017	05092017ST	Keybank	Gordon Food Service - Teen Treats	0.42
Total 884.276 - Teen Refreshments				59.34
884.277 - Teen Summer Reading				

# Chelsea District Library

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May 2017

Date	Numb	Name	Memo	Paid Amount
05/25/2017	072033091813	Amazon.com	Parenting Books	70.00
05/25/2017	465564	Smart Office Solutions	Postit Notes & Pens	76.93
Total 884.277 · Teen Summer Reading				146.93
Total 884.270 · Teen Supplies				206.27
<b>884.910 · Adult Programming Restricted</b>				
<b>884.911 · Adult Prog Rest Gifts Comedy Sh</b>				
05/25/2017	06082017CS	Ann Arbor Comedy Showcase	Comedy at Chelsea District Library	1,500.00
Total 884.911 · Adult Prog Rest Gifts Comedy Sh				1,500.00
<b>884.914 · Adult Prog Rest Gifts MWest LW</b>				
05/11/2017	04292017MLW	KA Productions	MLW Honorarium	1,000.00
05/11/2017	Rev04292017M...	KA Productions	MLW Honorarium	-1,000.00
Total 884.914 · Adult Prog Rest Gifts MWest LW				0.00
Total 884.910 · Adult Programming Restricted				1,500.00
Total 884 · Programming				7,610.25
<b>885 · Volunteer</b>				
<b>885.200 · Supplies</b>				
05/11/2017	04272017GC	Ballard, Linda P.	Volunteer Gift Cards	50.00
05/25/2017	6132115	Demco Inc.	SRP YSG T-Shirts	399.10
Total 885.200 · Supplies				449.10
Total 885 · Volunteer				449.10
<b>920 · Utilities</b>				
<b>920.110 · City of Chelsea Water</b>				
05/11/2017	05032017ST	City of Chelsea-Elect & Water	03-31-2017 to 04-28-2017	59.67
Total 920.110 · City of Chelsea Water				59.67
<b>920.120 · City of Chelsea Sewer</b>				
05/11/2017	05032017ST	City of Chelsea-Elect & Water	03-31-2017 to 04-28-2017	137.68
Total 920.120 · City of Chelsea Sewer				137.68
<b>920.130 · City of Chelsea Electric</b>				
05/11/2017	05032017ST	City of Chelsea-Elect & Water	03-31-2017 to 04-28-2017	2,886.02
Total 920.130 · City of Chelsea Electric				2,886.02
<b>920.150 · City of Chelsea Sprinkler</b>				
05/11/2017	05032017ST	City of Chelsea-Elect & Water	03-31-2017 to 04-28-2017	27.47



# Chelsea District Library

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### May 2017

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Date	Num	Name	Memo	Paid Amount
Total 920.150 - City of Chelsea Sprinkler				
				27.47
<b>920.200 - McKune Gas</b>				
05/11/2017	05082017ST	DTE Energy	2017 April	523.09
Total 920.200 - McKune Gas				
				523.09
Total 920 - Utilities				
				3,633.93
<b>960 - Board Expense</b>				
<b>960.200 - Director Expense</b>				
05/11/2017	05092017ST	Keybank	Common Grill - Audit & PPT Prep	64.60
05/11/2017	05092017ST	Keybank	Common Grill - Audit & PPT Prep	0.46
Total 960.200 - Director Expense				
				65.06
Total 960 - Board Expense				
				65.06
<b>967 - Equipment</b>				
<b>967.100 - Equipment Hardware</b>				
<b>967.120 - Computers</b>				
05/11/2017	167470695455	Amazon.com	Peripherals for Marketing MacBook Pro	52.89
05/11/2017	076017839421	Amazon.com	Docking Station for MacBook Pro	205.98
05/25/2017	005371089865	Amazon.com	8 Port POE Switch for Info Services Office	79.99
05/25/2017	05152017BD	Comcast (Xfinity)	New Modem Fee - 1 time charge	10.00
05/25/2017	33908	SenSource	People Counter Annual Maintenance 6/30/17 - 6/30/18	240.00
Total 967.120 - Computers				
				588.86
<b>967.130 - Mobile Lab</b>				
05/25/2017	005371089865	Amazon.com	2 5-laptop Mobile cases	477.68
Total 967.130 - Mobile Lab				
				477.68
<b>967.135 - WiFi Hotspots</b>				
05/11/2017	10381232	Manage Mobility	Cases for HotSpot Devices (Mobile Beacon Grant)	394.39
Total 967.135 - WiFi Hotspots				
				394.39
Total 967.100 - Equipment Hardware				
				1,460.93
<b>967.200 - Equipment Software</b>				
05/11/2017	05092017ST	Keybank	May 2017 Ninite Pro-Monthly non-Windows Updates	19.86
05/11/2017	05092017ST	Keybank	May 2017 Ninite Pro-Monthly non-Windows Updates	0.14
05/11/2017	05092017ST	Keybank	May - Bisect Hosting - Hosted Minecraft Server Svcs	0.09
05/11/2017	05092017ST	Keybank	May - Bisect Hosting - Hosted Minecraft Server Svcs	12.37
Total 967.200 - Equipment Software				
				32.46
<b>967.300 - Equipment Furniture &amp; Fixtures</b>				
<b>967.310 - Makerspace Furnishings</b>				

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May 2017

Date	Num	Name	Memo	Paid Amount
05/25/2017	005371089865	Amazon.com	Charging Equipment for Makerspace Devices	119.96
	Total 967.310	· Makerspace Furnishings		119.96
	Total 967.300	· Equipment Furniture & Fixtures		119.96
	Total 967	· Equipment		1,613.35
	<b>969</b>	<b>· Continuing Education Expenses</b>		
	<b>969.001</b>	<b>· Travel</b>		
	<b>969.100</b>	<b>· Staff Travel</b>		
	<b>969.110</b>	<b>· Director Travel</b>		
05/25/2017	05242017SB	Coryell, Lori	Meeting w/Shirley Bruursema	58.66
	Total 969.110	· Director Travel		58.66
	<b>969.111</b>	<b>· Asst Director</b>		
05/25/2017	REG#323650	ALA - Registration	ALA Reg#323650 - L.Ballard	175.00
	Total 969.111	· Asst Director		175.00
	<b>969.144</b>	<b>· Committee Meetings</b>		
05/25/2017	05122017TLN	Zubik, Jessica	5/12/17 TLN Youth Mtg	33.92
	Total 969.144	· Committee Meetings		33.92
	Total 969.100	· Staff Travel		267.58
	Total 969.001	· Travel		267.58
	<b>969.300</b>	<b>· Memberships</b>		
	<b>969.321</b>	<b>· Head of Youth &amp; Teen Svc Member</b>		
05/11/2017	05092017ST	Keybank	ALA - Edith Donnell	136.03
05/11/2017	05092017ST	Keybank	ALA - Edith Donnell	0.97
	Total 969.321	· Head of Youth & Teen Svc Member		137.00
	Total 969.300	· Memberships		137.00
	<b>969.600</b>	<b>· Staff Training</b>		
	<b>969.620</b>	<b>· Staff in Service</b>		
05/11/2017	05092017ST	Keybank	Thompson Pizza - Appreciation Lunch	96.19
05/11/2017	05092017ST	Keybank	Thompson Pizza - Appreciation Lunch	0.69
	Total 969.620	· Staff in Service		96.88
	Total 969.600	· Staff Training		96.88
	Total 969	· Continuing Education Expenses		501.46
	<b>980</b>	<b>· Capital Expense</b>		
	<b>975.100</b>	<b>· Building Improvement Additions</b>		

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May 2017

Date	Numb	Name	Memo	Paid Amount
05/11/2017	05112017DEP	Hawks & Associates Inc	Deposit on Hex-Light Design	1,095.00
Total 975.100 · Building Improvement Additions				1,095.00
Total 980 · Capital Expense				1,095.00
<b>982 · Collection Expense</b>				
<b>982.100 · Audio Books</b>				
<b>982.120 · Adult Books on Disc</b>				
05/11/2017	667754	MicroMarketing LLC	Audio Books February	67.98
05/11/2017	670743	MicroMarketing LLC	Audio Books February	33.99
05/11/2017	94946309	Midwest Tape	94946309 - Mar Audio Bks	234.95
05/11/2017	94967849	Midwest Tape	94967849 - Mar Audio Bks	74.98
05/11/2017	95012957	Midwest Tape	95012957 - Mar Audio Bks	39.99
05/11/2017	95012970	Midwest Tape	95012970 - Apr Audio Bks	279.93
05/11/2017	95032667	Midwest Tape	95032667 - Mar Audio Bks	44.99
05/11/2017	95032670	Midwest Tape	95032670 - Apr Audio Bks	109.97
05/11/2017	95032671	Midwest Tape	95032671 - May Audio Bks	44.98
05/19/2017			Circ Receipts - L/D	-14.99
05/22/2017			Circ Paypal - L/D	-29.99
05/25/2017	95051814	Midwest Tape	95051814 - Apr Audio Bks	564.84
05/25/2017	95051816	Midwest Tape	95051816 - May Audio Bks	479.86
05/25/2017	95068265	Midwest Tape	95068265 - May Audio Bks	306.92
05/25/2017	95081932	Midwest Tape	95081932 - Apr Audio Bks	129.96
05/25/2017	75526334	Recorded Books Inc.	Replacement Disk	6.95
05/25/2017	75528065	Recorded Books Inc.	Replacement Disk	6.95
Total 982.120 · Adult Books on Disc				2,382.26
<b>982.140 · Youth Books on Disc</b>				
05/25/2017	1082209237	Penguin Random House LLC	1082209237	41.25
05/25/2017	1082254702	Penguin Random House LLC	1082254702	87.75
Total 982.140 · Youth Books on Disc				129.00
Total 982.100 · Audio Books				2,511.26
<b>982.400 · Non Print</b>				
<b>982.413 · Emags</b>				
05/25/2017	58167	The Library Network	Zinnio Renewal - 5/1/17 to 4/30/18	2,944.67
Total 982.413 · Emags				2,944.67
<b>982.416 · eContent/Kindle</b>				
05/25/2017	242179638168	Amazon.com	Spring Quarter Kindle Content	288.10
Total 982.416 · eContent/Kindle				288.10
<b>982.420 · Adult Music on CD</b>				
05/03/2017			Circ Receipts - L/D	-13.98
05/22/2017			Circ Paypal - L/D	-8.95

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Date	Num	Name	Memo	Paid Amount
05/25/2017	95068269	Midwest Tape	95068269 - May Music CDs	54.56
Total 982.420 · Adult Music on CD				31.63
<b>982.430 · Non-Traditional Collections</b>				
05/11/2017	002276858851	Amazon.com	Miscellaneous	107.56
05/11/2017	002272562118	Amazon.com	Miscellaneous	11.58
05/11/2017	002275634590	Amazon.com	Miscellaneous	16.99
05/11/2017	002276526819	Amazon.com	Miscellaneous	34.89
05/11/2017	002277169043	Amazon.com	Miscellaneous	38.94
05/25/2017	031649796789	Amazon.com	Cometron Firstscope/Metal Detector	104.98
Total 982.430 · Non-Traditional Collections				314.94
<b>982.450 · Youth Music CD</b>				
05/11/2017	B49609310	Baker & Taylor-Entertainment	B49609310	233.94
05/25/2017	B49922190	Baker & Taylor-Entertainment	B49922190	18.79
Total 982.450 · Youth Music CD				252.73
<b>982.460 · DVD Feature</b>				
05/11/2017	95012955	Midwest Tape	95012955 - April Feat DVDs	22.99
05/25/2017	95032665	Midwest Tape	95032665 - Apr Feat DVDs	112.95
05/25/2017	95051812	Midwest Tape	95051812 - Apr Feat DVDs	45.98
05/25/2017	95068268	Midwest Tape	95068268 - May Feat DVDs	262.49
Total 982.460 · DVD Feature				444.41
<b>982.461 · Lucky Day DVDs</b>				
05/25/2017	95051811	Midwest Tape	95051811 - Apr LD DVDs	22.99
05/25/2017	95068267	Midwest Tape	95068267 - May LD DVDs	96.96
Total 982.461 · Lucky Day DVDs				119.95
<b>982.470 · DVD Non-Fiction</b>				
05/11/2017	95012959	Midwest Tape	95012959 - Apr NF DVDs	120.93
05/11/2017	95032668	Midwest Tape	95032668 - Mar NF DVDs	38.98
05/11/2017	95032669	Midwest Tape	95032669 - Apr NF DVDs	131.93
05/25/2017	95012958	Midwest Tape	95012958 - Mar NF DVDs	78.96
05/25/2017	95051813	Midwest Tape	95051813 - Apr NF DVDs	19.99
Total 982.470 · DVD Non-Fiction				390.79
<b>982.480 · Youth Video DVD</b>				
05/03/2017				
05/25/2017	95070420	Midwest Tape	Circ Receipts - LID	-9.99
05/25/2017	076610561149	Amazon.com	95070420 DVDs	344.16
Total 982.480 · Youth Video DVD				481.39
<b>982.490 · Videogames</b>				
Total 982.480 · Youth Video DVD				815.56

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May 2017

Date	Num	Name	Memo	Paid Amount
05/11/2017	05092017ST	Keybank	Gamestop - Video Games	1,380.49
05/11/2017	05092017ST	Keybank	Gamestop - Video Games	9.84
05/19/2017			Circ Receipts - L/D	-19.99
Total 982.490 - Videogames				1,370.34
Total 982.400 - Non Print				6,973.12
<b>982.500 - Local History Preservation</b>				
<b>982.941 - Chelsea Standard Digitize - Res</b>				
05/11/2017	IN875689	Michigan Office Solutions	Microfilm Scanning - 10,011 Images	1,097.65
Total 982.941 - Chelsea Standard Digitize - Res				1,097.65
Total 982.500 - Local History Preservation				1,097.65
<b>982.700 - Print</b>				
<b>982.705 - Adult Print</b>				
<b>982.710 - Adult Large Print</b>				
05/11/2017	2032806241	Baker & Taylor-Adult Memorial	2032806241	36.18
05/11/2017	2032808841	Baker & Taylor-Enhance Adult	2032808841	86.33
05/25/2017	2032838474	Baker & Taylor-Enhance Adult	2032838474	80.95
05/25/2017	2032867906	Baker & Taylor-Enhance Adult	2032867906	40.63
Total 982.710 - Adult Large Print				244.09
<b>982.720 - Adult Print General</b>				
05/03/2017			Circ Receipts - L/D	-28.00
05/11/2017	2032801806	Baker & Taylor-Adult	2032801806	467.87
05/11/2017	2032812716	Baker & Taylor-Adult	2032812716	470.04
05/19/2017			Circ Receipts - L/D	-21.00
05/22/2017			Circ Paypal - L/D	-84.95
05/25/2017	289735496009	Amazon.com	Books	27.68
05/25/2017	065322448721	Amazon.com	Books	33.45
05/25/2017	2032830468	Baker & Taylor-Adult	2032830468	758.79
05/25/2017	2032833783	Baker & Taylor-Adult	2032833783	503.52
05/25/2017	072008487106	Amazon.com	Book	13.92
05/25/2017	2032851431	Baker & Taylor-Adult	2032851431	504.47
Total 982.720 - Adult Print General				2,645.79
<b>982.730 - Adult Ref.</b>				
05/25/2017	58094	The Library Network	Building code books	377.40
Total 982.730 - Adult Ref.				377.40
<b>982.740 - Multiple Book Copies</b>				
05/25/2017	2032861808	Baker & Taylor Books Adult Multiples	2032861808	200.86
Total 982.740 - Multiple Book Copies				200.86

# Chelsea District Library

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May 2017

Date	Num	Name	Memo	Paid Amount
Total 982.705 · Adult Print				3,468.14
<b>982.755 · Youth Print</b>				
<b>982.760 · Youth Print General</b>				
05/03/2017			Circ Receipts - L/D	-37.92
05/11/2017	2032823798	Baker & Taylor-Youth	2032823798	121.51
05/11/2017	2032816466	Baker & Taylor-Auto Yours Cats	2032816466	139.80
05/11/2017	2032824116	Baker & Taylor-Teen Fiction	2032824116	11.00
05/11/2017	2032800281	Baker & Taylor-Unlabeled	2032800281	247.12
05/11/2017	2032804605	Baker & Taylor-Unlabeled	2032804605	48.64
05/11/2017	2032811883	Baker & Taylor-Unlabeled	2032811883	97.17
05/11/2017	ERG7588-1	The Book Farm Inc	ERG7588-1	36.90
05/19/2017			Circ Receipts - L/D	-32.93
05/25/2017	072033091813	Amazon.com	Parenting Books	55.16
05/25/2017	2032842655	Baker & Taylor-Auto Yours Cats	2032842655	92.12
05/25/2017	2032837286	Baker & Taylor-Unlabeled	2032837286	217.12
05/25/2017	253982142994	Amazon.com	Books	91.08
05/25/2017	2032851372	Baker & Taylor-Youth	2032851372	59.36
05/25/2017	2032854471	Baker & Taylor-Youth	2032854471	337.02
05/25/2017	2032865007	Baker & Taylor-Youth	2032865007	97.18
05/25/2017	2032853181	Baker & Taylor-Unlabeled	2032853181	414.72
05/25/2017	2032861111	Baker & Taylor-Unlabeled	2032861111	153.52
05/25/2017	2032866258	Baker & Taylor-Unlabeled	2032866258	166.71
Total 982.760 · Youth Print General				2,315.28
Total 982.755 · Youth Print				2,315.28
Total 982.700 · Print				5,783.42
Total 982 · Collection Expense				16,365.45
<b>TOTAL</b>				<b>135,597.86</b>

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

Final 2016

Ordinary Income/Expense	TOTAL												% of			
	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
Income																
402 · District Revenue	840,869	509,667	163,504	32,878	407	82,359	(22,298)	0	2,682	(245)	0	(774)	1,609,049	1,605,901	3,148	100%
539,000 · State Grants	3,600	0	0	0	0	0	0	4,500	0	0	0	494	8,594	9,000	(406)	95%
540,100 · State Aid	0	0	0	4,875	0	0	0	4,940	0	0	0	0	9,815	8,200	1,615	120%
574,100 · Penal Fines	0	0	0	0	0	0	0	25,486	0	0	0	0	25,486	21,000	4,486	121%
607,100 · Non-Resident Fees	873	241	268	375	294	508	241	490	401	669	169	990	5,519	5,000	519	110%
645,100 · Copiers & Printers	111	649	931	569	511	135	708	989	705	135	917	652	7,012	7,800	(788)	90%
655,100 · Circulation Fines	1,492	1,732	1,666	1,926	2,332	1,940	2,177	2,207	1,954	1,903	1,332	1,937	22,598	23,000	(402)	98%
665,100 · Interest	18	17	30	27	23	17	14	9	6	5	22	4	192			
666,100 · Investment Earnings	0	17	4,250	39	17,898	2,318	41	37	4,250	28	17,876	2,283	49,037	41,000	8,037	120%
666,500 · Investment Change in Value	17,958	7,023	1,239	(1,549)	(3,202)	9,531	1,262	(9,052)	3,577	(8,019)	(17,499)	(4,392)	(3,123)			
666,510 · Change in Community Foundation	0	0	0	0	0	0	0	0	0	0	0	1,614	1,614			
674 · Contribution & Donation-Public	335	9,600	0	6,080	765	5,160	3,100	11,755	200	50	1,046	22,844	60,935	70,200	(9,265)	87%
675 · Donations Private	0	0	0	0	0	0	0	0	0	0	0	6,777	6,777	7,777	(1,000)	87%
Total Income	865,256	528,946	171,888	45,220	19,028	101,968	(14,755)	41,361	13,775	(5,474)	3,863	32,429	1,803,505	1,798,878	4,627	100%
Gross Profit	865,256	528,946	171,888	45,220	19,028	101,968	(14,755)	41,361	13,775	(5,474)	3,863	32,429	1,803,505	1,798,878	4,627	100%
Expense																
701 · Personnel Expenses	51,523	72,913	76,799	107,376	75,681	76,812	75,733	75,619	112,420	76,458	71,500	109,399	982,233	1,014,996	(32,763)	97%
727 · Supplies	2,236	546	1,569	1,343	2,121	647	1,451	1,147	462	1,973	892	1,700	16,087	18,900	(2,813)	85%
801 · Professional Services	11,952	1,619	14,858	3,355	1,080	923	7,764	4,661	3,879	4,911	6,735	7,719	69,456	74,912	(5,456)	93%
803 · Maintenance Service Contracts	2,580	7,432	12,038	11,229	7,499	10,742	6,167	11,694	4,609	8,316	5,157	16,555	104,018	112,510	(8,492)	92%
850 · Telecommunications	0	(3,507)	2,331	1,002	699	2,283	3,289	1,387	4,232	1,223	1,183	4,767	18,889	19,815	(926)	95%
880 · Promotional Materials	1,273	11,081	2,125	3,694	7,171	2,171	1,760	8,033	1,538	2,278	6,713	2,908	50,745	53,535	(2,790)	95%
884 · Programming	2,241	1,479	11,453	8,075	5,890	13,679	15,638	10,712	2,531	3,876	3,300	4,501	83,375	85,889	(2,514)	97%
885 · Volunteer	16	27	143	0	0	0	0	48	0	20	1,021	226	1,501	1,550	(49)	97%
920 · Utilities	0	4,616	1,810	6,993	3,823	3,352	4,288	4,505	5,646	4,932	4,322	9,178	53,465	60,100	(6,635)	89%
960 · Board Expense	70	159	307	230	605	84	258	24	70	98	124	544	2,573	3,650	(1,077)	70%
965 · Automation Services	13,726	0	0	9,731	0	0	9,731	125	0	800	10,258	0	44,371	44,555	(184)	100%
967 · Equipment	0	9,384	526	2,331	1,850	6,454	685	1,605	1,917	2,149	1,904	20,167	48,972	51,175	(2,203)	96%
969 · Continuing Education Expenses	7,326	2,578	171	6,111	2,438	251	104	828	468	1,218	1,283	685	23,461	29,507	(6,046)	80%
980 · Capital Expense	0	9,810	0	0	4,000	0	9,303	43,423	4,290	0	2,590	1,783	75,199	78,894	(3,695)	95%
982 · Collection Expense	12,910	4,419	16,979	8,875	11,138	15,307	9,676	23,648	9,377	25,199	7,742	19,282	164,552	173,783	(9,231)	95%
Total Expense	105,853	122,556	141,109	170,345	123,995	132,705	145,847	187,459	151,439	133,451	124,724	199,414	1,738,897	1,823,771	(84,874)	95%
Net Ordinary Income	759,403	406,390	30,779	(125,125)	(104,967)	(30,737)	(160,602)	(146,098)	(137,664)	(138,925)	(120,861)	(166,985)	64,608	(24,893)	89,501	
Other Income/Expense																
Other Expense																
999,001 · Transfer to Capital Improvement	0	0	0	0	0	0	0	0	0	0	0	0	0	(51,000)	51,000	0%
999,002 · Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	0	0	0	0	0	0	800	(800)	0%
999,025 · Carry from General Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	25,307	(25,307)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	(24,893)	24,893	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	(24,893)	(24,893)	0%
Net Income	759,403	406,390	30,779	(125,125)	(104,967)	(30,737)	(160,602)	(146,098)	(137,664)	(138,925)	(120,861)	(166,985)	64,608	0	64,608	100%





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

	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jan - May 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense									
Income									
402 - District Revenue	827,294	707,905	56,763	23,403	61,865	1,677,230	1,693,231	(16,001)	99%
501.001 - Grants	1,000	0	0	0	0	1,000	1,000	0	100%
539.000 - State Grants	0	0	0	0	0	0	0	0	0%
540.100 - State Aid	0	0	0	0	0	0	0	0	0%
574.100 - Penal Fines	0	0	0	0	0	0	0	0	0%
607.100 - Non-Resident Fees	696	636	328	375	107	2,142	23,000	(8,500)	0%
645.100 - Copiers & Printers	92	1,000	699	675	587	3,053	5,500	(3,358)	0%
655.100 - Circulation Fines	1,650	2,200	1,624	1,640	2,627	9,741	7,500	(4,447)	39%
665.100 - Interest	21	32	36	17	13	119	23,500	(13,759)	41%
666.100 - Investment Earnings	6	6	4,223	16	17,845	22,096	45,500	(23,404)	49%
666.500 - Investment Change in Value	354	1,593	(1,699)	3,260	795	4,303	25,494	(6,684)	74%
674 - Contribution & Donation-Public	1,260	8,500	100	5,500	3,450	18,810	1,000	(1,000)	0%
675 - Donations Private	0	0	0	0	0	0	0	0	0%
Total Income	832,373	721,872	62,074	34,886	87,289	1,738,494	1,834,225	(95,731)	95%
Gross Profit	832,373	721,872	62,074	34,886	87,289	1,738,494	1,834,225	(95,731)	95%
Expense									
701 - Personnel Expenses	46,315	80,054	116,689	79,897	79,782	402,737	1,066,156	(663,419)	38%
727 - Supplies	1,386	1,298	2,257	628	1,097	6,666	17,200	(10,534)	39%
801 - Professional Services	12,400	1,957	10,147	4,736	7,968	37,208	142,187	(104,979)	26%
803 - Maintenance Service Contracts	3,182	9,290	10,022	22,185	7,930	52,609	116,769	(64,160)	45%
850 - Telecommunications	(2,411)	929	2,105	859	4,299	5,781	31,178	(25,397)	19%
880 - Promotional Materials	2,213	3,567	7,182	2,692	3,188	18,842	55,745	(36,903)	34%
884 - Programming	3,779	1,889	18,287	10,473	4,610	39,038	86,244	(47,206)	45%
885 - Volunteer	0	16	177	21	449	663	2,250	(1,587)	29%
920 - Utilities	0	4,725	4,106	3,935	3,634	16,400	60,100	(43,700)	27%
960 - Board Expense	268	184	80	195	65	792	3,350	(2,558)	24%
965 - Automation Services	14,383	0	0	10,235	0	24,618	46,212	(21,594)	53%
967 - Equipment	2,195	2,325	4,074	3,400	1,613	13,607	23,800	(10,193)	57%
969 - Continuing Education Expenses	641	1,794	1,181	2,028	501	6,145	21,102	(14,957)	29%
980 - Capital Expense	0	0	0	8,697	1,095	9,792	37,500	(27,708)	26%
982 - Collection Expense	845	22,963	13,695	8,328	16,365	62,196	183,973	(121,777)	34%
Total Expense	85,196	130,991	190,002	158,309	132,596	697,094	1,893,766	(1,196,672)	37%
Net Ordinary Income	747,177	590,881	(127,928)	(123,423)	(45,307)	1,041,400	(59,541)	1,100,941	0%
Other Income/Expense									
Other Expense									
999.001 - Transfer to Capital Improvement	0	0	0	0	0	0	(22,500)	22,500	0%
999.002 - Transfer to Capital Reserve Fun	0	0	0	0	0	0	5,000	(5,000)	0%
999.025 - Carry from General Fund	0	0	0	0	0	0	(42,041)	42,041	0%
Total Other Expense	0	0	0	0	0	0	(59,541)	59,541	0%
Net Other Income	0	0	0	0	0	0	59,541	(59,541)	0%
Net Income	747,177	590,881	(127,928)	(123,423)	(45,307)	1,041,400	0	1,041,400	100%

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

	Jan - May 17	Jan - May 16	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402 · District Revenue	1,677,229.46	1,547,324.86	129,904.60	8.4%
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	2,140.20	2,050.81	89.39	4.36%
645.100 · Copiers & Printers	3,053.31	2,771.37	281.94	10.17%
655.100 · Circulation Fines	9,742.02	9,147.87	594.15	6.5%
665.100 · Interest	120.14	116.09	4.05	3.49%
666.100 · Investment Earnings	22,096.23	22,203.68	-107.45	-0.48%
666.500 · Investment Change in Value	4,301.70	21,469.05	-17,167.35	-79.96%
674 · Contribution & Donation-Public	18,810.00	16,780.00	2,030.00	12.1%
<b>Total Income</b>	<b>1,738,493.06</b>	<b>1,630,338.85</b>	<b>108,154.21</b>	<b>6.63%</b>
<b>Gross Profit</b>				
<b>Expense</b>				
701 · Personnel Expenses	402,737.29	384,292.29	18,445.00	4.8%
727 · Supplies	6,665.43	7,815.26	-1,149.83	-14.71%
801 · Professional Services	37,208.14	32,864.62	4,343.52	13.22%
803 · Maintenance Service Contracts	52,608.34	40,777.68	11,830.66	29.01%
850 · Telecommunications	5,779.30	524.47	5,254.83	1,001.93%
880 · Promotional Materials	18,843.66	25,343.75	-6,500.09	-25.65%
884 · Programming	39,038.67	29,136.98	9,901.69	33.98%
885 · Volunteer	662.40	185.60	476.80	256.9%
920 · Utilities	16,400.62	17,241.27	-840.65	-4.88%
960 · Board Expense	791.24	1,370.98	-579.74	-42.29%
965 · Automation Services	24,618.43	23,457.44	1,160.99	4.95%
967 · Equipment	13,608.28	14,090.58	-482.30	-3.42%
969 · Continuing Education Expenses	6,144.89	18,624.47	-12,479.58	-67.01%
980 · Capital Expense	9,791.52	13,810.00	-4,018.48	-29.1%
982 · Collection Expense	62,196.59	54,319.56	7,877.03	14.5%
<b>Total Expense</b>	<b>697,094.80</b>	<b>663,854.95</b>	<b>33,239.85</b>	<b>5.01%</b>
<b>Net Ordinary Income</b>	<b>1,041,398.26</b>	<b>966,483.90</b>	<b>74,914.36</b>	<b>7.75%</b>
<b>Net Income</b>	<b>1,041,398.26</b>	<b>966,483.90</b>	<b>74,914.36</b>	<b>7.75%</b>

**CHELSEA DISTRICT LIBRARY**

Fund Balances

May-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
\$308,033.57	-\$63,788.62	\$244,244.95
\$2,476.16	\$0.11	\$2,476.27
<b>\$310,509.73</b>	<b>-\$63,788.51</b>	<b>\$246,721.22</b>

**Investment Partners Account**

IPA Fixed Income Fund

IPA Money Market Fund

**Investment Partners Total**

\$1,343,656.40	\$18,629.30	\$1,362,285.70
\$700,000.00	\$0.00	\$700,000.00
<b>\$2,043,656.40</b>	<b>\$18,629.30</b>	<b>\$2,062,285.70</b>

**Total General Fund**

<b>\$2,354,166.13</b>	<b>-\$45,159.21</b>	<b>\$2,309,006.92</b>
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**Debt Service Fund**

Bond Debt Retirement Fund Checking

<b>\$302,775.44</b>	<b>\$23,938.22</b>	<b>\$326,713.66</b>
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**Chelsea District Library Investment Account**  
As of 05/31/2017

**Original Investment**

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

**Investment Activity**

Date	Value
5/31/2017	1,362,287
Invested	1,077,957
Increase 6/2009 – 12/31/2016	257,942
<b>2017 Change (Current Year)</b>	<b>26,388</b>
<b>Withdrawal / Deposit</b>	<b>0</b>

**Investment Distribution**

Fund	Value
Capital Reserve Fund	875,800
Capital Improvement Fund	77,500
General Fund from Investment	124,657
Investment Services Fund	284,330
(Interest - Fees + Change in Value)	1,362,287

**Report for 05/31/2017**

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	
<b>Income</b>	<b>\$647,073</b>	<b>\$592,932</b>	<b>\$60,275</b>	<b>\$31,879</b>	<b>\$69,620</b>	<b>\$29,239</b>	<b>\$4,452</b>	<b>\$52,010</b>	<b>\$6,533</b>	<b>\$3,617</b>	<b>\$3,829</b>	<b>\$203,560</b>	<b>\$1,705,019</b>	
Total income														
Other income PPT \$		\$127,753											\$127,753	
<b>Expenditures</b>														
Total Expense	\$136,500	\$131,639	\$190,732	\$158,575	\$133,408	\$139,163	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,797,953	
Other														

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Actual / Budget
Opening cash on hand	\$168,043	\$678,616	\$1,267,662	\$437,205	\$310,509	\$246,721	\$136,797	\$89,351	\$96,681	\$95,072	\$109,031	\$133,067	\$168,043	
Total income	\$647,073	\$720,685	\$60,275	\$31,879	\$69,620	\$29,239	\$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	\$133,408	\$139,163	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,797,953	
Net cash flow	\$510,573	\$589,046	(\$830,457)	(\$126,696)	(\$63,788)	(\$109,924)	(\$47,446)	\$7,330	(\$1,609)	\$13,959	\$24,036	\$69,795	\$34,819	
Ending balance	\$678,616	\$1,267,662	\$437,205	\$310,509	\$246,721	\$136,797	\$89,351	\$96,681	\$95,072	\$109,031	\$133,067	\$202,862	\$202,862	

\$ 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 May 2017

	Jan - May 17	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
Income			
501.001 · Grants			
501.200 · Chelsea Garden Club Grant	1,000	1,000	0
Total 501.001 · Grants	1,000	1,000	0
539.000 · State Grants			
539.300 · Michigan Humanities Council	0		
Total 539.000 · State Grants	0		
674 · Contribution & Donation-Public			
674.110 · Designated Adult Programming	9,700	10,644	(944)
674.111 · Designed Youth Programming	6,850	7,600	(750)
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	18,810	25,494	(6,684)
675 · Donations Private			
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
Total 675 · Donations Private	0	1,000	(1,000)
Total Income	19,810	27,494	(7,684)
Gross Profit	19,810	27,494	(7,684)
Expense			
801 · Professional Services			
801.900 · Professional Restricted Gifts			
801.905 · Strategic Plan - General	0	250	(250)
801.910 · Chelsea Garden Club FairyGarden	0	1,000	(1,000)
Total 801.900 · Professional Restricted Gifts	0	1,250	(1,250)
Total 801 · Professional Services	0	1,250	(1,250)
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WiFi Hot Spots - Restricted	2,000	2,000	0
Total 850.300 · TLN Internet Service	2,000	2,000	0
Total 850 · Telecommunications	2,000	2,000	0
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	2,299	2,500	(201)
884.953 · Youth Prog Rest Chelsea Ed Foun	0	1,180	(1,180)
Total 884.211 · Authors in Chelsea	2,299	3,680	(1,381)
Total 884.210 · Youth Speakers	2,299	3,680	(1,381)
884.400 · Sonic Sundays			
884.960 · Sonic Sundays Restricted Gift	2,500	2,000	500
Total 884.400 · Sonic Sundays	2,500	2,000	500



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

	Jan - May 17	Budget	\$ Over Budget
884.500 · Artist In Residence			
884.970 · Artist in Residence 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	1,500	1,500	0
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	2,000	3,000	(1,000)
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	3,810	8,694	(4,884)
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	9,359	19,517	(10,158)
982 · Collection Expense			
982.500 · Local History Preservation			
982.941 · Chelsea Standard Digitize - Res	1,098	1,508	(410)
Total 982.500 · Local History Preservation	1,098	1,508	(410)
982.910 · Adult Collection Restricted	2,282	2,280	2
982.920 · Youth Collection Restricted	150	259	(109)
Total 982 · Collection Expense	3,530	4,047	(517)
Total Expense	14,889	26,814	(11,925)
Net Ordinary Income	4,921	680	4,241
Net Income	4,921	680	4,241



# **DIRECTOR'S REPORT**



## **Library Director's Report on May 2017**

### **Respectfully submitted for June 2017 Board Meeting**

#### **Staff News**

CDL celebrated four work anniversaries during the month of May:

- Ron Andrews celebrated fifteen years of stellar of service on May 8<sup>th</sup>
- Heidi Glaubitz celebrated her one-year anniversary on May 9<sup>th</sup>
- Fatemah Tayebi celebrated her one-year anniversary on May 10<sup>th</sup>
- Kathy Kahler marked three years of working at CDL on May 19<sup>th</sup>

We are so grateful to work with such talented and wonderful staff!

#### **Financial Matters**

I met with Michael Voorhies of Chelsea State Bank Investment Services and CDL Bookkeeper Mary Budzinski on May 9<sup>th</sup> for a quarterly meeting to review the values, schedules, and security ratings of CDL's investment portfolio.

The proposed 2018 budget is taking shape and will be presented to the Finance Committee on June 6<sup>th</sup>.

#### **Engage, Inspire, Equip at CDL**

Hopefully, you have noticed the beautiful banners that grace our building highlighting the three words of our new mission statement – Engage, Inspire, and Equip. The planning, creation, and implementation of these banners was a herculean effort facilitated by intrepid Marketing Head Patty Roberts. A special thanks to Luna Koepping for graphic design, Print Tech for execution of the banners, and those wonderful folks at the City of Chelsea for installing hardware and hanging the banners. They are a visual – and very aesthetically pleasing – reminder of our commitment to the community we serve.

#### **Michigan Library Association (MLA) Annual Conference Session**

Executive search consultant John Keister asked me to participate on a program submitted to MLA for their annual conference in November. The session was approved as part of the conference's Executive Session. The program is called "Advocacy from the Top: Spring Your Board to Action" and is described by Keister as a presentation to help directors "engage with, persuade, and motivate trustees to become advocates for the libraries they serve." I will be on the panel with directors from Grosse Pointe Public Library, Saginaw Public Library, and Ionia Community Library. I am eager to share my experiences with such a supportive and proactive board!

#### **Out and About -- May 2017**

- Attended Kiwanis meeting to promote summer reading at CDL – May 1st
- Attended TLN Directors Integrated Library System (ILS) Voting on Preferred Vendor – May 2<sup>nd</sup>
- Attended Rotary meeting – May 9<sup>th</sup>
- Hosted library tour with HopkinsBurns Design Studio – May 10<sup>th</sup>

- Attended Chelsea Area Chamber of Commerce Ribbon Cutting for Golling of Chelsea – May 11<sup>th</sup>
- Planned and attended Karen Persello's Retirement Open House and Dinner – May 12<sup>th</sup>
- Meeting with outgoing Chelsea Area Chamber of Commerce Executive Director Bob Pierce – May 19<sup>th</sup>
- Volunteer – Heart & Sole Run – May 19<sup>th</sup>
- Met with Shirley Bruursema to discuss future millage campaign – May 24<sup>th</sup>

### **Looking Ahead to June 2017**

- Trustee/Library Awareness Party at Feeney home – June 2<sup>nd</sup>
- Jacopo Giacopuzzi at CSC, Silver Maples, and CRC – June 2<sup>nd</sup>
- Trustee Awareness Party at Feeney home – June 2<sup>nd</sup>
- Music in the Air concert featuring Jacopo Giacopuzzi– June 3<sup>rd</sup>
- Rotary – June 6<sup>th</sup>
- Ugly Dog reception – June 15<sup>th</sup>
- Lunch with AADL Director – June 16<sup>th</sup>
- Chelsea Chamber Business After Hours – Wines on Main – June 21<sup>st</sup>
- Lyndon Township Broadband Info Session – June 21<sup>st</sup>
- Summer Reading Kick Off – June 16<sup>th</sup>

## **Strategic Plan 2017-19 Update**

Goal progress from May and early June 2017 is shared below.

### *Goal 1.1 Realize the Highest Potential of the Library Facility*

- *Music in the Air* outdoor concert in Reading Garden.
- Fairy Garden installed with grant from Chelsea Area Garden Club.

### *Goal 1.2 Continue to Diversify the Library's Revenue Sources*

- Secured private donor funding for *Music in the Air* 2018.

### *Goal 1.3 Advocate for High Speed Internet*

- Library Director Lori Coryell and Network Administrator Melanie Bell to attend Lyndon Township broadband meeting in June to discuss CDL's efforts to increase broadband accessibility and support other efforts in the community with this same goal.

### *Goal 2.1 Increase Awareness/Visibility of the Library*

- First Library/Trustee Awareness party set for June 2<sup>nd</sup> at Feeney home.
- Head of Circulation Terri Lancaster met with Sylvan Township Supervisor and Clerk to discuss ways to increase Library visibility and participation in the township.
- The new mission statement roll-out campaign highlighting *Engage, Inspire, Equip* rolls out. Staff wearing new nametags, building and avenue banner installed, and email signatures implemented.

### *Goal 2.2 Conduct Rural Outreach and Engagement*

- See Goal 1.3 progress above
- See Goal 2.1 progress above

### *Goal 3.2 Provide Leadership Around Diversity, Equity, and Inclusion*

- Signage designating gender neutral restroom created and installed.





### Chelsea District Library Performance Dashboard May 2017

	May-16	May-17	%change from last May	2016 to date	2017 to date
<b>Circulation - Total</b>	<b>23647</b>	<b>23111</b>	<b>-2%</b>	<b>128183</b>	<b>123636</b>
Items	21970	21305	-3%	119201	113856
E-books/E-audio	1464	1504	3%	7792	7774
E-magazines	213	238	12%	1190	1515
Non-Traditional		31	NA	0	160
Hotspots		17	NA	0	80
Deposit Collection Circulation	NA	16	NA	0	251
<b>Self-Check Items - Total</b>	<b>2580</b>	<b>2364</b>	<b>-8%</b>	<b>13981</b>	<b>13151</b>
<b>New Cards - Total</b>	<b>62</b>	<b>62</b>	<b>0%</b>	<b>335</b>	<b>359</b>
<b>Reference Desk Interactions - Total</b>	<b>1965</b>	<b>1857</b>	<b>-5%</b>	<b>8995</b>	<b>7727</b>
<b>Patron Engagement - Total</b>	<b>1204</b>	<b>1162</b>	<b>-3%</b>	<b>9492</b>	<b>9096</b>
Youth Program Attendance	301	461	53%	1364	2113
Adult Program Attendance	234	177	-24%	1181	1264
Teen Program Attendance	9	5	-44%	303	64
General Program Attendance	150	0	-100%	1288	949
Outreach -- Youth	286	483	69%	3860	3553
Outreach -- Teen	191	0	-100%	1347	205
Outreach -- Adult	33	36	9%	149	184
Awareness Opportunities			NA	0	764
<b>Programs/Visits Offered - Total</b>	<b>58</b>	<b>41</b>	<b>-29%</b>	<b>344</b>	<b>327</b>
Youth	17	20	18%	82	96
Adult	14	12	-14%	63	71
Teen	1	1	0%	29	12
General	3	0	-100%	19	14
Outreach -- Youth	17	2	-88%	85	102
Outreach -- Teen	1	0	-100%	42	5
Outreach -- Adult	5	6	20%	24	25
Awareness Events		0	NA	0	2
<b>Door Count - Total</b>	<b>NA</b>	<b>11308</b>	<b>NA</b>	<b>0</b>	<b>48992</b>
<b>WiFi Data Usage (GB) - Total</b>	<b>583</b>	<b>0</b>	<b>-100%</b>	<b>3131.7</b>	<b>6003.62</b>
Library Internal Public WiFi	583		-100%	3131.7	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
<b>Computer Usage/Sessions - Total</b>	<b>6990</b>	<b>0</b>	<b>-100%</b>	<b>34978</b>	<b>29196</b>
Workstations	1295		-100%	7063	5351
Wireless	5695		-100%	27915	23845
<b>Website Stats</b>					
Website Sessions	8434		-100%	46666	38450
Website Users	4402		-100%	25750	24104
<b>Homebound &amp; Deposit Coll. Items</b>	<b>104</b>	<b>90</b>	<b>-13%</b>	<b>531</b>	<b>491</b>



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

**Facility**

The third and last phase of our transition to LED light bulb is moving along. Final bulb counts are finalized and the application sent for the Energy Smart rebate. We are looking at some separate solutions in the lobby to enhance the lighting there, including brighter bulbs in the hex and additional linear fixtures near the front doors where the benches are. The last piece of the project will be the sconces in the reading areas at each end of the second floor. The contractor is having a hard time finding a good LED replacement bulb so is pricing replacement fixtures.

HVAC- we received the quote for the second condenser leak but will now need to wait for cooler weather to do the repair as the cooling has to go off while Freon is bled out, the repair done, and the Freon but back in. The leak is very small so waiting shouldn't hurt us too much.

Plumbing- I was able to get the front spigot fixed before the first Farmer's Market, thanks to our very responsive plumbers at Ken Cook Plumbing. I cleaned up the planting area to make a path from the sidewalk to the spigot so our bushes in that area wouldn't get trampled quite so much, and installed a hose reel to help keep the hose orderly. So far, so good!

Exterior- Thanks in very large part to Patty's attention to detail, the banner project came together beautifully. Lori and Patty both made follow up calls to the masons that we really wanted to use and they finally came onboard at a very reasonable price. The City Public Works department installed all of the banners (and the front rails) at no cost to us- now that is a fantastic community partner!

**Volunteers**

Volunteers logged 106.50 non-book sale hours in May, and book sale volunteers logged 226 hours for a total of 332.50 hours this month. The May book sale brought in \$859 and the Friendly Book carts in the lobby another \$44- a good month for book sales.

**Strategic Plan**

May was also spent getting quotes for our expanded Information Services office area on the second floor. I solicited five companies, got three quotes (one was later rescinded because they couldn't meet our August time frame) and decided on Chelsea Paint and Carpentry, the same company that did our McKune painting last year. Their work was excellent on that project and their price was excellent on both, so I was very happy that they could fit us in.

The community center committee had two meetings in May- the regular meeting and one that the 5 Healthy Towns Foundation board had requested- and I only attended the regular meeting. There is still much work ahead to get a working design and budget that can then be taken to the voters but the committee is in the process of forming a 501(c)3 that will become the governing body.

Respectfully submitted-  
Linda Ballard, Assistant Director

Chelsea District Library  
2017 Volunteer Hours[illegible]

**Program Report: May**

Date	Event	Attendance
<b>Adult Programming (12 Programs, 177 Attendees)</b>		
5/2	Smarty Pants Trivia Smackdown	51
5/3, 5/6, 5/17	3D Printing & Scanning	4, 1, 1,
5/9, 5/23	Computer Training 1:1	3, 3
5/10	Place That Face	13
6/17	Grow Your Business 1:1	1
5/18	Books & Banter	7
5/20	Purple Rose Theatre Concert Reading	55
5/22*	Film Forum: 13 <sup>th</sup>	33
5/30	Ancestry Aficionados	5
<b>Youth Programming (20 Programs, 461 Adult &amp; Child Attendees)</b>		
5/1	Lego Club	3
5/2, 5/9, 5/16, 5/23, 5/30	Babytime (2 sessions each)	23, 24, 24, 32, 22
5/4, 5/11, 5/18, 5/25	Toddler time	23, 29, 19, 24
5/4, 5/11, 5/18, 5/25	Storytime	10, 25, 19, 29
5/4	Star Wars Family Night	50
5/8	Minecraft Monday	14
5/9	Flower Power Storytime	24
5/11	READ to Library Dogs	5
5/12	Karen Persello Farwell Open House	30
5/13	KinderConcert from Ann Arbor Symphony	32
<b>Teen Programming (1 Program, 5 Attendees)</b>		
5/5	Skynet Junior Scholars	5
<b>Outreach</b>		
5/2, 5/16 (A)	iPad Class at Dancey (CRC)	0, 4
5/4 (A)	Computer Training 1:1 at Dancey (CRC)	5
5/11, 5/17, 5/18 (A)	Book Clubs: Silver Maples, Senior Center, Pines	12, 2, 8
5/11 (A)	Lunch & Learn at Jewish Community Center	5
5/23 (Y)	2nd grade class visit to CDL	25
5/30 (Y)	Class Visit to North Creek Elementary	458
<b>*Denoted Strategic Plan Initiative</b>		
<b>(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach</b>		

### **Upcoming Programs**

Starting in early June Adult Summer Reading kicks-off with our first Music in the Air event. At the end of the school year on June 16<sup>th</sup>, the Youth & Teen Summer Reading Kick-off will take place. All of our Youth & Teen Summer Reading activities are supported by our Youth Service Group (YSG). These student volunteers put in a lot of time to help setup, clean-up, and run events and we have three orientations for these volunteers planned for early June.

We are also preparing for a fun new adult program called CDL Top 5 and we will host the first session at Thompson's in August. For the Family Feud-style game we will be polling the Chelsea community to get the top local answers to questions. Keep an eye out for questions in our enews. In June, we will also be returning with our Comedy Showcase at Sounds & Sights on Thursday Nights.

### **Collections**

In the adult collections we are starting a project that includes closely evaluating our nonfiction collections based on age and condition. Many titles, especially study guides and books with topic that include medical, financial, or legal topics are not reliable past a certain number of year so this process will help ensure our collection is accurate and dependable.

In the Youth collections, due to Karen Persello retiring collection development responsibilities have been redistributed. Everyone is excited about taking on new collections and this is sure to inspire new ideas and innovations as we move forward.

### **Statistics**

	<b>May 2017</b>	<b>May 2016</b>
<b>Ref Questions (1<sup>st</sup> Floor, 2<sup>nd</sup> Floor)</b>	516, 1341	449, 1,358
<b>Homebound Book Delivery</b>	90	104
<b>Inter-library Loan</b>	26	9
<b>Zinio Checkouts</b>	238	213

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

In May I spent a lot of time preparing for the transition to overseeing Youth & Teen services as well as Adult. There is a lot of work still to do, but with time and planning I hope to the Information Services staff will come together to be a strong team that will allow us to be more effective as we serve the Chelsea community. This month I also had the pleasure of welcoming Jody Wolak, our new Youth & Teen Librarian to our staff. I know she will be an excellent addition to our CDL team.

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

May has been a promising start for several new programs. 33 people attended 13th, the first screening of our new program series, Film Forum. The documentary was hard hitting, but raised important issues and was followed by an excellent discussion. This month we also altered the Adult Summer Reading Program, simplifying the game while still focusing on community and library involvement. Laura and I created game cards and gathered the prizes to be ready for the June 3rd launch. Finally, I wrote questions and created surveys that will allow us to launch a new program this August--CDL Top 5.

Through the summer I will poll patrons to find the most popular answers to funny questions, in preparation for the August 8th Family Feud-style competition at Thompson's Pizza. It should be a great way to partner with local businesses, offer family friendly entertainment, and get the library brand out into the community.

**From Laura Brown, Adult Information Services Librarian**

Shannon and I finalized all aspects of CDL's new Adult Summer Reading Program. Patrons now earn prizes for getting a BINGO by reading or completing activities to "Build a Better World." On May 11th I led the Silver Maples Book Club for the first time with a great discussion of Flight Behavior by Barbara Kingsolver. The Reading Glasses Book Club will now meet the first Tuesday of the month, so we did not have a May meeting. I had fun getting to know the Purple Rose community as the library host for its rehearsal reading on May 20th for the upcoming performance of Harvey. Other items of interest include evaluation and re-ordering of CDL's 175+ periodicals, as well as weeding and re-ordering core titles in CDL's nonfiction collection.

**From Jessica Zubik, Youth & Teen Information Services Librarian**

May was an emotional month with Karen's retirement. She has been a fantastic mentor and leader for me as I began my career as a youth librarian. While we'll all miss Karen, she left us in good shape to continue on with SRP plans. I have continued to prep for programs and the Kickoff with Edith and our new librarian, Jody. I have also been guiding our intern, Sarah, as she assists with preparing this year's Math and Science Stations for preschoolers, and the Discovery Center activities for elementary students. All three stations will be self-led this year, and we will be trying out some preschool-oriented ipad apps at the Math and Science Stations for the first time, too. Online registration for SRP went really well last year, and we've already opened it up again for this year. So far, so good!

**From Jody Wolak, Youth & Teen Information Services Librarian**

I started as the new youth/teen librarian on May 22nd. I spent my first two weeks meeting with staff members, learning about the library's policies and priorities, and training on the reference desks. I will be responsible for the teen collections and my first priority is to weed teen fiction to free up some space on the shelves and become more familiar with the collection.

**From Edith Donnell, Youth & Teen Information Services Librarian**

May was a busy month of transition and preparation. I helped organize basement shelving to hold more youth materials, prepped for Summer Reading and scheduled school visits for Summer Reading to the elementary school, middle school and high school. To help a teacher with a last minute request, I arranged for a Vietnamese copy of Ender's Game to go to a Middle School student.





## Technology

### Summary of May 2017



## Statistics

- 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 year that the Lyndon Twp hotspot was in place it also received low usage. Also hotspot checkout usage has dropped because I have begun retiring Sprint hotspots so we can purchase Verizon and ATT ones.
  - o Lyndon Twp Hotspot data usage for May 2017: **125 GB**
  - o Lima Twp Hotspot data usage for May 2017: **8.76 GB**
  - o Sylvan Twp Hotspot data usage for May 2017: **1.81 GB**
  - o Checkout Hotspot data usage for May 2017: **368.39 GB**

## From: Ron Andrews – Head of Technology

May not only brought much rain and blooms, but lots of planning and programming. I really spent a lot of my time this month prepping for and making arrangement for our first, Music in the Air program. I cannot wait until the June report to say how wonderful and well received our Music in the Air and Jacopo's performance was. Working with Kings Keyboard to have a brand new Yamaha piano delivered for the reception and for the performance was a delight. I want to thank in this report some of the many people who helped make this first program such a success. Thanks to; Michael and Ann Feeney, the First United Methodist Church and the First Congregational Church for practice space and time, The Chelsea Police Department, Patty Roberts, Linda and Kerry Ballard, Terri Lancaster, Keegan Sulecki and members of the Library Board.

### **Budget**

- Melanie and I have selected a vendor for our new VOIP system. We chose to stay with our current phone system vendor, CTS Companies and will be also working with Star2Star. We have worked through the contract and it has been signed. Going forward we will be finalizing paperwork and getting ready to receive equipment. Our projected Go-Live date is August 1<sup>st</sup>.
- Staff and Public Copier contract renewals – we sent out a list of our requirement and desires for both our public and staff copiers to solicit and prepare for our 2018 Budget. We have received several replies and will be reviewing them in June.
- I did request to add the Hoopla service for our 2018 budget. This new electronic resource will allow our users to stream and download, movies, TV shows, ebooks, digital audiobooks and comics. More about this service later
- AV needs for our 2018 budget included replace the projector in the McKune Room to increase its lumens output, hopefully making it much brighter for displays. We also plan to replace the data projector in the Learning Lab also. Since we are doing more programming and outreach we have requested a quote for a smaller and more portable AV/Sound system to take outside the Library.

### **Collections**

- Feature, Lucky Day and Music CD collections continue on track.

### **Programming**

- Programming for the Fall (Sept-November) continues. I hope to launch a new service/program in September based on the current Computer Training 1:1 model.

### **Meetings**

- I and Lori attended the TLN Directors meeting on May 2 to officially vote on the proposed selection of CARL for our new ILS system vendor. Vote passed unanimously.
- Webinar for upcoming new RBDigital app and service to replace Zinio – 5/11
- Presented CARL selection and ILS information to Library Board – 5/16
- Visits to FUMC and First Congregation to arrange practice time for Music in the Air pianist

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

### Mobile Beacon Grant Update

- Almost done with configuring the new laptops for the mobile lab. Submitted our 6 month grant report.

### Servers and Network:

- Lost power mid-May and the backup server did not come back up cleanly. Had to rebuild the raid array and is once again working. Discovered some issues with our uninterruptible power supplies (UPS) have ordered new UPS for the server room and the 2<sup>nd</sup> floor closet.

### Public and Staff Computers:

- Ran updates on staff and public machines. Also installed Google Earth on all the public machines for the Summer Reading challenges.
- I have begun collecting Sprint hotspots to retire 10 of them so that we can purchase 5 Verizon and 5 ATT hotspots in June.

### Website:

- Worked on the Summer Reading page and the SRSLY Minecraft page.

### Broadband

- Lyndon Township Board approved putting a broadband bond proposal on the August 2017 ballot. Worked with Michigan Broadband Cooperative to put together informative FAQ worksheet and a flyer for the township to hand out. Election will be held August 8, 2017 to pass a millage of 2.9 mils over 20 years to pay for the bond to build a fiber to the home network that will provide fiber connection to all residents in Lyndon Township on both public and private roads.
- Hosted Washtenaw Broadband Meeting where we discussed putting together a framework of tools for other rural municipalities exploring their options in regards to broadband.

### Other:

- Purchased access to a database called Grant Station as part of our strategic plan to pursue alternative funding sources.
- Tested new OverDrive app for android and apple devices. The new app is called Libby and simplifies the procedure for checking out ebooks.
- Worked on Final quotes for 2018 budget (network maintenance costs and server maintenance)
- Ron and I spent a few days doing research and reading contracts for VOIP selection. Waiting to get a list of extensions for staff so that Patty can order new business cards.

*Ron Andrews & Melanie Bell*

June, 13 2017

Technology

Monthly Summary - Page 2

May 2017



# MARKETING BOARD REPORT

May 2017

## Marketing Highlights

### Summer Newsletter

The summer newsletter hit patrons' mailboxes as scheduled the weekend of May 19. Additional copies were distributed around town to Chelsea's businesses, organizations, and schools. Links on CDL website and eNews were updated. We continue to receive complimentary remarks regarding our new format and I hope you enjoyed reading this quarter's Perspective Column, which contained quotes from our patrons about "Building a Better World." We have already started receiving responses for our Fall newsletter's column — "What is your favorite song or musical artist?" Feel free to join in the conversation by emailing your response to [marketing@chelseadistrictlibrary.org](mailto:marketing@chelseadistrictlibrary.org) - submission deadline is July 7, 2017. We will also be accepting artwork submissions for the Fall front cover, so help us spread the word – everyone is invited to submit their work, young, old, amateur, professional, artist, sculptor, photographer – all mediums (in a digital format) are accepted.



### Strategic Plan



Installation of east side banners

#### Goal 2.1 - Increase Library Visibility -

- **New Mission Statement Marketing Campaign** – It was a very busy month finalizing, printing, and installing our new building banners! It took us a while to find masons to install the east side banner hardware, and it was a little tricky finalizing the finished banner sizes, but through true team effort we hit our target date of June 1 in time for our new Music in the Air program. A special shout out goes to Linda Ballard for her persistence in tracking down a qualified mason who was willing to work within our timeline, and the City of Chelsea who was so flexible and willing to do whatever it took to get the job done! We received immediate feedback from the community, who loved our new look. I think it is pretty clear to our community now that our passion is to Engage, Inspire, and Equip!

In addition to our building banners, we have also refreshed our staff/board name badges, created email signatures, and will be ordering new business cards with the same mission statement words. The remaining pieces to be refreshed are in-library temporary signage and our eNews template.

- **Social Media Survey** — During the first few weeks of May, I created a survey to poll our patrons and the Chelsea community about their social media use and preferences. The survey was conducted at the Senior Center's Chelsea Expo, as a pop-up request on our website, through social media posts, in our eNews, and a survey link was distributed on bookmarks through the Check Out desk. We received 98 responses ranging in all ages. The next step will be to evaluate the responses to identify which platforms we should focus our social media efforts, along with message content and frequency.
- **Trustee Awareness Event** — There was quite a bit of planning that went into our first Trustee Awareness Event, including creating an invitation list, determining venue, date and time, defining the event's program, coordinating, purchasing and delivering event refreshments, and executing the logistics of renting, delivering, and tuning a baby grand piano for our performing artist. It was an amazing evening and I believe it went a long way in developing and strengthening relationships with community members. The feedback was overwhelming positive and supportive of continued cultural programming. I look forward to our next Trustee Awareness event where we will continue to expand awareness of library programming and resources and continue to grow our support base.

### Music in the Air

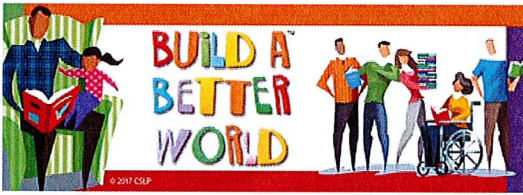


Coming off two large events in March and April, the timeline for our newest program's promotion campaign was quite condensed. In a short amount of time, print materials were created, printed, and distributed around the community to businesses, organizations, and schools. Social media posts were scheduled, and a press release was submitted to the local press. The Meet and Greet events scheduled on Friday at various Chelsea Organizations went a long way in creating interest in the Saturday program, and with the cooperation of the weather, Jacopo Giacopuzzi entertained and delighted 120 guests in the library's Reading Garden. All ages were represented, and I, for one, now have a new appreciation for classical music!



# MARKETING BOARD REPORT

May 2017



## Summer Reading Programs (SRP)

It's that time again – to kick back and read, read, read..., and this year's Summer Reading Program has something for all ages! The Adult program had its kick off at the Music in the Air program and the Youth & Teens' kick off is scheduled for Friday, June 16. The SRP avenue banners have been hung up and down Main Street and the large 15' banner has been hung on the fence at the intersection of Freer Rd and Old US 12. New logs for both age groups have been created, social media and eNews articles scheduled, a press release created and sent to local media, and the website SRP page updated with this year's information and registration links. The Youth kickoff is always a lot of fun, so we hope you'll consider joining us between 12–2pm on the library lawn Friday, June 16.

## 2017 YSG Volunteer of the Year

Started in 2015, this award recognizes a teen volunteer who has demonstrated outstanding leadership and commitment to the Chelsea District Library. Join us in congratulating this year's recipient Lauren Baker! Lauren was recognized by her peers at the YSG Orientation sessions and with a set of bookmarks and poster (see right.) She was publically recognized through a press release, in-library monitor slides, an eNews article, and social media and website posts. While Lauren's service has been exemplary, we'd also like to thank all the YSG members who put in countless hours to help make sure our Summer Reading Kickoff and program run smoothly through the summer months!



## Miscellaneous Marketing

- Schedule digital promotion for Michigan Activity Pass and Toledo Zoo discount passes
- Karen Persello's retirement party – press release, invitation, set and photography
- Place ad in CRG phone directory
- Work on 2018 marketing budget
- Schedule and coordinate marketing for summer quarters
- Update Chelsea Update sidebar ad artwork and link
- Research annual report format ideas
- Review ADA compliance on our websites
- Training for new librarian, Jody Wolak, including staff photo and bio shared on web, LCD monitors, and eNews
- Fall programming meeting
- Work with Adult department to determine best approach of polling Chelsea community for answers to CDL Top 5 game questions

Respectfully submitted,  
Patty Roberts  
Marketing Coordinator



## COMING EVENTS

May 14: Mother's Day Breakfast at the Dexter American Legion, 8225 Dexter Chelsea Road from 8:30am to noon. Public invited.

May 16: Clothes Closet at the Gregory Community Church, 126 Church Street from 6-8pm. All sizes, all free - men's, women's, and children's.

May 17: Redistricting in Michigan - Should Politicians Choose Their Voters, at the Community Health Pavilion, 440 Russell St., in Saline at 6:30pm. When we vote, we want elections to be fair, our votes to count and our voices to be heard. That is not happening in Michigan. Both major parties have manipulated elections to benefit politicians and ignore the will of the people. Michigan is now one of the worst states in the union when it comes to gerrymandered (manipulated) legislative districts and elections. This is a nonpartisan program cosponsored by The League of Women Voters. The program is free and open to the public.

May 17: Proud To Be Me, at Cornerstone Elementary, 7480 Dan Hoey Road in Dexter at 7pm. A program put on by first grade students to honor Veterans, Firefighters, and Police Officers.

May 20: Clothes Closet and Food Pantry, at Stockbridge Church of Christ, 4783 S. M-52 from 10am to noon.

## Chelsea Film Forum

### Promoting Community Dialogue Through Film

This spring, the Chelsea District Library is excited to announce the start of Film Forum, a new program series for adults. Once a quarter, the library

will show noteworthy documentaries, movies, and other film adaptations to promote community dialogue around important present day and historical topics. All showings are free of charge.

Book clubs have long offered a chance for people to converse and share their views on important topics. Movies and films offer a similar opportunity for a community to come together and explore new and relevant ideas. Film Forum aims to facilitate this kind of discussion in a comfortable space, moderated by a CDL staff

member. Enjoy a screening of a quality film, and hear what your neighbors and friends have to say.

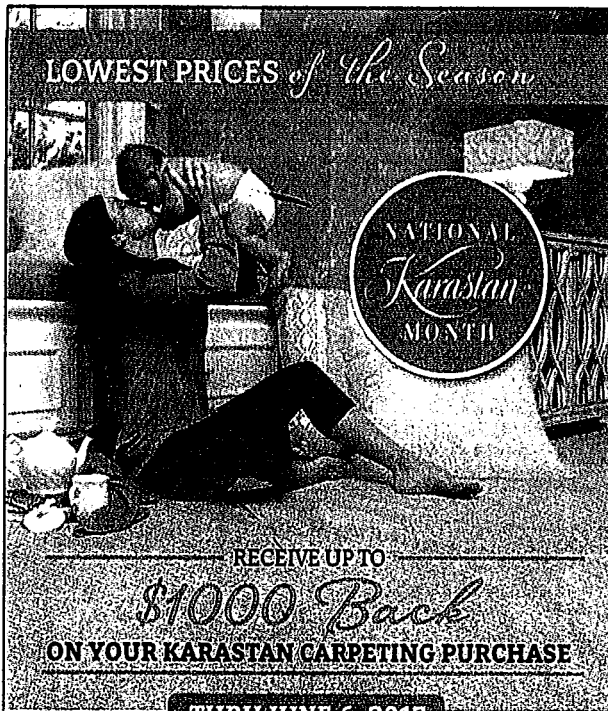
The first film in the series, 13th, will screen May 22 at the Silver Maples of Chelsea Retirement Community from 6:15-8:45pm.

13th is a thought-provoking documentary that examines the inequalities associated with the United States' prison boom. Directed by Ava DuVernay and named for the 13th amendment to the Constitution, the film connects slavery and historical discrimination (such as Jim Crow laws) to the present day mass incarceration of African Americans.

The second installment in the series, Freedom to Marry, is scheduled for June 10. Freedom to Marry tells the story of Evan Wolfson, attorney Mary Bonauto, and their colleagues who battled bravely for decades against the Supreme Court to remove legal barriers to same-sex marriage, and ended up forever changing the dialogue around civil rights for LGBTQ communities.

To get involved and join the discussion, register to attend one or both of these film discussions by calling 734-475-8732 ext. 503, or visiting [chelseadistrictlibrary.org](http://chelseadistrictlibrary.org) and choosing events and event registration.

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## Saline Considers New Funding

agreement, the city totaled almost \$21,000 for in-kind support to Saline Main Street since 2012, which also included some printing costs for Main Street board packets.

"We knew that the city was always going to have to contribute something," Council Member Dean

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Kathleen Ebling Shaw, *conductor*  
Planning musical solutions with a focus about water and its elemental presence in our lives, performed on the world's largest range of handbell and Chantchant.


Thursday, May 18, 2017 • 7 p.m.

Chelsea First United Methodist Church  
125 Park Street  
Chelsea, MI

WESTMINSTER  
UNIVERSITY  
RIDER

Tickets: Free-will Offering  
Phone: 734-475-8119  
[www.chelseasumc.org](http://www.chelseasumc.org)

# June 3: Chelsea District Library Presents Music in the Air Concert

 [chelseaupdate.com/june-3-chelsea-district-library-presents-music-air-concert/](http://chelseaupdate.com/june-3-chelsea-district-library-presents-music-air-concert/)

5/19/2017

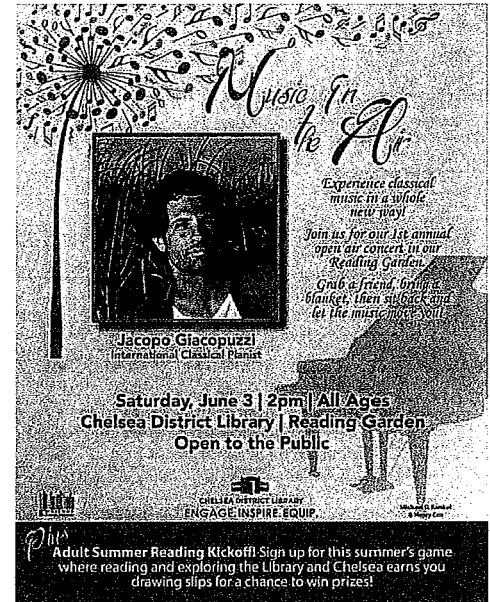
Do you love classical music but are not so fond of concerts in airless auditoriums?

If so, the **Chelsea District Library's Music in the Air** concert is for you. The library moves classical music from the stuffy concert hall to the casual atmosphere of the library's grounds with its inaugural Music in the Air concert on Saturday, June 3 at 2 p.m.

Seating will be provided, but if you'd rather kick back on a blanket on the lawn, nobody is going to stop you. And if the music moves you to dance, we won't hold it against you (we might actually join in).

The goal of Music in the Air is to make classical music accessible in a comfortable, welcoming environment. The concert is open to all ages and is free of charge.

This year's concert features international concert pianist Jacopo Giacopuzzi. Jacopo hails from Verona, Italy and is a well-traveled virtuoso. He "astounds in his technical assurance, but it is his intuitive style that wins the audience (www.kinocaviar.com)."



Jacopo has performed at major festivals and venues, lectured, and served on competition juries throughout the United States and Europe. He has won numerous international competitions including the International Piano Competition San Dona' di Piave, Premio Crescendo in Florence, and the International Liszt Competition in Los Angeles. He taught at the Conservatory of Verona "E.F. Dall' Abaco" and worked as collaborative pianist at the Royal Conservatoire of Brussels.

Jacopo studied in Weimar at the Liszt Hochschule, earning his first Master's Degree in Piano performance in 2009, a Master's in Sound Design at the Conservatory of Verona, and a diploma at the International Piano Academy of Imola "Incontri col Maestro." Jacopo is a graduate in Piano Performance from the University of Southern California.

Please join us for a delightful afternoon of music.

For more information on Music in the Air, visit [www.chelseadistrictlibrary.org](http://www.chelseadistrictlibrary.org) and select the events tab or call Lori Coryell at (734) 475-8732 ext. 206.

# Library Summer Reading Program Aims to 'Build a Better World'

 [chelseaupdate.com/library-summer-reading-program-aims-build-better-world/](http://chelseaupdate.com/library-summer-reading-program-aims-build-better-world/)

5/30/2017



Photo by Burrill Strong. A scene from last year's summer reading program kick-off.

**Chelsea District Library** hopes to "Build a Better World" with its summer reading program.

"This year's theme of 'build a better world' is the same for all age groups," says Keegan Sulecki, head of Information Services. "This has allowed us to focus on what we can do to make Chelsea a 'better world,' too. We hope everyone uses the summer reading program to not only explore what the library can offer, but also our community as a whole." All ages are invited to join in the fun, with tailored kickoff events and other programs for adult, and youth/teen participants.

The Adult Kickoff will take place in conjunction with the library's inaugural Music in the Air event on Saturday, June 3 from 2-3 pm in the Reading Garden. This program will feature Jacopo Giacomuzzi, an international classical pianist who has performed at major festivals and venues around the world. Get signed up for the Adult Summer Reading Game and enjoy this one-of-a-kind open-air concert. Some seating will be available; bring a blanket or lawn chair if you'd like to lounge on the lawn.

For kids and teens, the Summer Reading Kickoff is Friday, June 16, from noon-2 p.m. At the Construction Carnival on the library lawn, kids can decorate their own hard hats, build with giant blocks in the Construction/Deconstruction Zone, create a paper village (to be put on display inside the library), play traditional carnival games, take a turn in the bounce house, and earn a snow cone by completing six or more activities. Miniature Motorway's tabletop Demo Derby track will be back in the McKune Room, as well.

All ages can register for their respective games online at [www.chelseadistrictlibrary.or/srp](http://www.chelseadistrictlibrary.or/srp). Elementary school students in the Chelsea School District will bring Reading Logs and instruction sheets home from school in early June to help with this process. Those who are unable to register online from home are welcome to visit the library and sign up in-person.

Kids and teens who read for at least 20 hours will earn a free book, plus small prizes along the way and entries into the grand prize drawings. This year's grand prizes for kids include tickets to Cedar Point, a pass to ATA Martial Arts, a pass to the Chelsea Treehouse, a horse riding lesson at Collected Treasures Farm, and more. For the first time, teens have a





Photo by Burrill Strong.

chance to win their own Cedar Point tickets and a host of other fun prizes like iTunes gift cards and movie tickets.

Children and teens can also earn drawing slips by completing Challenge Cards, take-home activities to extend learning and encourage them to get to know their community.

"The Challenge Cards have been very popular the past couple of years, so we've freshened them up and added new challenges for this summer," said Youth and Teen Librarian Jessica Zubik.

"Expect activities like taking a nature walk, or using a rainy day to take a museum tour online."

Also returning this year is the Discovery Center, featuring science and technology activities for elementary students, and the math and science stations for preschoolers, with more chances for kids to earn drawing slips.



Photo by Burrill Strong. Participants enjoying activities at last year's summer reading kick-off.

New this year, the adults' reading game will be bingo-style with options for reading and doing activities around town. "We hope that this simplified game will encourage adults to continue to play and complete their bingo card," said Sulecki.

Getting one "bingo" earns adults a small completion prize, like a coupon to Zou Zou's or the Chelsea Bakery, plus an entry for one of the adult grand prizes. After your first bingo, each additional activity square completed will earn you another entry for a grand prize. This year's prizes include gift certificates to area businesses and a gift basket option filled with products from the Chelsea community.

A special thanks to Platinum Sponsor the **Friends of the Chelsea District Library**; Silver Sponsor **Mason Olive Lodge #156**; and Bronze Sponsor **Kiwanis Club of Chelsea**; as well as the

following businesses and organizations for their donations and support: **Wendy's, Chelsea Bakery, the Lion's Club, Cottage Inn, Chelsea TreeHouse, ZapZone, Chelsea ATA Martial Arts, Chelsea Lanes, Collected Treasures Farm, and Pandya Family Dentistry.**



## **Circulation Supervisor's Report May 2017**

- Circulation – 23,111 or 2% lower than last May;  
123,666 YTD or 4% lower than this time last year.
- Patron Count- 11,308 or 24% lower than last May (Est.);  
62,128 YTD or 14% lower than this time last year (Est.).  
\*\* Does not include offsite programs.
- Circulation by township- for May
  - Dexter = 10% of total transactions – higher 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 = 34% of transactions – lower than last month
- May Circulation: 78% were items from Chelsea and 22% were inter-loaned items.
- Automated phone renewals in May – 20, Self-check was 11% of items checked out in May;  
Overdrive = 1504 in May; Zinio = 238 in May.
- Registrations for May– 62 new cards; 8704 total card holders  
\*Dexter = 1124 cards; Lima = 1030 cards; Lyndon = 1373 cards  
\*Sylvan = 1473 cards; Chelsea = 3225 cards; Nonresident = 479 cards

### **Circulation Activities:**

- We received 3 to 8 tubs in the run each day M-F with a total of 115 in May. There was no delivery on Memorial Day (we were also closed the Sunday before Memorial Day).
- Clean up on the patron & collection database continues again this month.  
Between The Library Network & CDL, 733 patrons and 471 items were removed in May. This should level off as this removes patrons whose accounts were more than five years old but TLN will drop off patrons at regular intervals.
- Heidi Glaubitz & Fatemeh Tayebi celebrated their 1st anniversary on May 9<sup>th</sup> & 10<sup>th</sup> respectively and Kathy Kahler celebrated her 3<sup>rd</sup> anniversary on May 19<sup>th</sup>.

Respectfully submitted,  
Terri Lancaster  
Head of Circulation

Chelsea District Library  
2017

	Average Daily Circulation							2017	%Diff.
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	2016
Jan.	840	700	811	760	720	673	463	25453	26455
Feb.	818	853	854	808	737	601	468	23360	25063
March	835	852	798	834	666	720	482	27351	27839
April	936	798	814	772	657	588	419	24391	25179
May	785	841	709	709	652	480	390	23111	23647
June								27254	28112
July								26760	22787
August								23845	23872
Sept.								22824	303637
Oct.								24,733	25,303
Nov.								123666	
Dec.								24,733	
<b>Total</b>									
<b>Month Avg</b>									
<b>Avg. % Inc.</b>								with OD & Zinio ckouts.	-4%

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

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

2017	Items Added	Total Items
Jan	936	71,943
Feb	573	71,312
Mar	758	71,604
April	666	69,225
May	915	69,669
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
<b>Total/Avg</b>	<b>3,848</b>	<b>70,751</b>

Zinio Circ (downloadable e-magazines)					
	2017	2016	2015	2014	
Jan	292	219	206		
Feb	271	297	413		
Mar	383	207	275		
April	331	254	245		
May	238	213	201		275
June		291	263		202
July		160	265		293
Aug		203	369		251
Sept		125	162		208
Oct		262	179		219
Nov		267	207		241
Dec		343	205		279
Total	1515	2 841	2 990		1 968

2016 Totals	2017 Total	Days	Per Day	SlfChk/ Check-outs only % ChkOuts
2820	3061	30	102	11%
2608	2384	27	88	11%
3032	3042	31	98	11%
2941	2300	29	79	12%
2580	2364	29	81	11%
2901				
3528				
3554				
2221				
2447				
2689				
2142				
<b>33463</b>	<b>13151</b>			<b>11%</b>

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

Overdrive Circ (downloadable e-books, audio books and music)	2017	2016	2015	2014	2013
	1577	1752	1295	1295	957
	1401	1638	1418	1244	861
	1703	1552	1502	1366	960
	1589	1386	1278	1293	1066
	1504	1464	1425	1027	948
		1344	1445	1343	900
		1508	1570	1379	1013
		1618	1516	1262	1095
		1438	1448	1341	883
		1571	1512	1498	1023
		1504	1585	1340	889
		1423	1547	1462	1030
7774	18198	17541	17541	15850	11625

**Chelsea District Library  
Monthly New Registration 2017**

District	NonRes	School	Other	Total Month	Grand Total
January	82	10	2	98	9597
February	60	8	1	70	9528
March	67	3	3	75	9493
April	50	3	1	54	9437
May	52	8	2	62	8704
June				0	
July				0	
August				0	
September				0	
October				0	
November				0	
December				0	
<b>Totals</b>				<b>359</b>	

May 2017 - TUN Cleanout of patron database

**Registered Card Holders**

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
<b>District</b>	8280	8708	9113	8898	9147	9002	9083	9109	9064	8225
Dexter	1198	1216	1258	1197	1222	1206	1211	1215	1230	1124
Lima	1086	1124	1176	1169	1174	1156	1133	1109	1109	1030
Lyndon	1477	1605	1673	1567	1579	1538	1539	1546	1522	1373
Sylvan	1619	1743	1822	1800	1786	1693	1662	1667	1641	1473
CityChel	2900	3020	3184	3165	3386	3409	3538	3572	3562	3225
<b>NonRes</b>	933	977	960	902	744	640	649	655	625	479
Freedom	107	81	58	18	7	6	6	6	7	1
Sharon	151	153	150	149	141	118	122	118	110	94
Waterloo	391	421	423	411	365	336	348	352	333	258
GrassLk					15	26	29	28	25	22
Other	284	322	329	324	216	154	144	151	150	104
<b>Totals</b>	9213	9685	10073	9800	9891	9642	9732	9764	9689	8704

Average Daily Door Count 2017										Total	Sun.	2016	% Diff
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.								
Jan.	511	468	477	465	404	417	298	13136	14377	-9%			
Feb.	574	516	478	475	422	413	337	12282	12325	0%			
March	464	519	485	511	415	450	266	13850	16072	-14%			
April	489	474	440	411	377	368	237	11552	14857	-22%			
May	469	449	407	397	357	358	236	11308	14833	-24%			
June								20468					
July								20181					
August								14488					
Sept.								12759					
Oct.								12587					
Nov.								12166					
Dec.								11064					
Total								62128	176177				
Monthly average								12,426	14,681				
Avg. % increase										-14%			

New People/Door counter went live on July 2016 Jan-Jun 2016 Est,

Trans	% Tot	SEMCOG Dec2010	% of Pop
May-17	Trans	Pop.	Regist % of Entity Pop.
18,685		15010	
1903	10%	2604	46% 42% Dexter
2893	15%	1909	61% 54% Lima
2923	16%	2720	57% 100% Lyndon
2788	15%	2833	60% 100% Sylvan
6347	34%	4944	69% 100% CityChel
			58%
327	2%		
537	3%		
925	5%		
42	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	23,111	18,137	78%	4,974	22%	18,291	1,912		
June				0					
July				0					
August				0					
Sept.				0					
Oct.				0					
Nov.				0					
Dec.				0					
Totals	123,666	96,709	78%	26,957	22%	97,074	9,881		
Mnth Avg	24,733	19,342		5,391		19,415	1,976		
Circulation by Department - Percentage									
	Adult	Youth	Teen	Circulation by Department - Total Checkouts					
January	59%	37%	4%	Adult	Youth	Teen			
February	57%	39%	4%	January	11,808	7,416	805		
March	54%	41%	5%	February	10,526	7,026	734		
April	55%	41%	4%	March	11,615	8,764	958		
May	58%	38%	4%	April	10,494	7,893	814		
June				May	10,606	6,866	819		
July				June					
August				July					
September				August					
October				September					
November				October					
December				November					
Yearly Avg.	57%	39%	4%	December					
				Yearly Total	55,049	37,965	4,130		

**COMMUNICATIONS**



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

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

**Absent:** Livengood, Sanville

**Others Present:** City Council Member Albertson & Pacheco; Bob Pierce Chelsea Chamber of Commerce; Hank Muir, Mike Jackson

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 Fairfield to approve the regular agenda. All Ayes.**
6. **Motion by Finger second by Schwarz to approve the minutes of the February 19, 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 announced the MDEC Ground Breaking Ceremony at the Mack Building will be March 20, 2017 at 1:00 pm. The City is finalizing a survey on 3 parcels to confirm the legal descriptions for the closing with Mack Building LLC. Construction is targeted to begin in May 2017.
  - MC Smith has presented an updated Design Option for the Palmer Lot Project in keeping with our budget. Hanifan has a follow up meeting with them on March 20<sup>th</sup>, 2017. Discussed several plan details. The Public Hearing for the TIFF changes needed for financing is scheduled for Monday, March 20<sup>th</sup> at 7:00 pm.
10. **New Business**
  - Hanifan provided an update on several potential developments in the pre-planning stage (Old 12 & Freer Rd., Lima Twp & Sylvan Twp); and he will email a theoretical development map to DDA board.
11. **Unfinished Business – none**
12. **Announcements**

Bob Pierce announced the Chamber's next Business after Hours (3/23 at the Welfare Bldg.), and provide updates on the recent Bowling Event, Golf outing in June, and Tourism Grant for a 2017 'Gateway' Project. Chelsea Area Festival & Events has open auditions March 27<sup>th</sup>, 2017 and the Big 400 has an East Side Tour planned for June 9, 2017.

**Adjournment – Motion by Lindauer 2<sup>nd</sup> by Schwarz to adjourn the meeting at 8:02 am. All Ayes.**

Minutes respectfully submitted,  
Kathy Dunn Finger, Secretary  
Minutes approved at the April 20, 2017 DDA Board Meeting

**CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
7:30 A.M., THURSDAY, April 20, 2017**

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

**Absent:** Patrais, Schwarz

**Others Present:** City Council Member Albertson; Lisa Allmendinger Chelseauupdate.com

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 "Fairfield second by Sanville to approve the minutes of the March 16, 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 indicated the City is finalizing a survey on 3 parcels to confirm the legal descriptions for the closing with Mack Building LLC. Construction is targeted to begin in May 2017.
  - Hanifan reported he met with MC Smith 4/19/17 to refine the Budget and review the Planning & Construction schedule. Discussed the schedule and bid strategy; DDA Board will receive the updated plan before it goes to bid. The TIFF amendment was unanimously approved 4/18/17, which includes the Palmer Project and the Municipal Parking Lot maintenance.
10. **New Business**
  - Hanifan requested a Special Meeting on May 4, 2017 at 7:30 a.m. to review the changes to the 2017-2018 DDA Budget prior to City Council budget discussions.
  - Heydlauff requested a spring walk-through of downtown to review maintenance and landscape needs, and indicated we should look at re-painting the light poles this summer.
11. **Unfinished Business** – none
12. **Announcements**

Hanifan announced that Bob Pierce is retiring from the Chamber of Commerce, and the goal is to have a new Director hired by 5/1/17 so they can overlap with Bob.

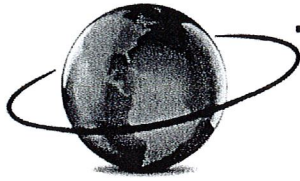
**Adjournment – Motion by Lindauer 2<sup>nd</sup> by Finger to adjourn the meeting at 7:50 am. All Ayes.**

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Minutes approved at the Board of Directors Meeting May 18, 2017





# The Library Network

## Libraries Working Together

41365 Vincent Court, Novi, MI 48375  
Phone: (248) 536-3100 Fax: (248) 536-3098  
Online: <http://tln.lib.mi.us>

May 31, 2017

Mr. Ron Andrews  
Chelsea District Library  
221 South Main Street  
Chelsea, MI 48118

Dear Ron,

We want to THANK YOU for taking your time to serve on the Executive Committee (ExCom) Integrated Library Service (ILS) RFP Committee. The Library Network (TLN) is a member driven organization which values the time, leadership and dedication of our member library staff. Your contributions helped to determine the future of the Shared Automation Service (SAS) for the next ten years.

THANKS for being a part of the site visit team, especially on such short notice. Your written report and insights helped all of the committee members make their final decision.

We recognize the huge time commitment that you made to evaluate the proposals and attend the many meetings, in addition to the ILS demos. We know that commitment was made outside of normal hours and crossing over many holidays. Your thoughtful, honest insights contributed to the final decision – the unanimous vote by SAS Directors to endorse the committee's recommendation.

We are pleased to report the recommendation was endorsed by the TLN Board of Directors who also voted, unanimously, in support on May 18.

Your contributions will make the shared system better for all of our patrons. Thank you again for your time and efforts.

Sincerely,

Mark Wollenweber  
Chairman

Jim Pletz  
Director

cc: Lori Coryell



# **ACTION ITEMS**



# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

June 20, 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
5-2-17	Kiwanis Club of Chelsea	YP-SRP	
5-30-17	Thomas Toon & Anthony Shakeshaft	AP-Film Forum	
5-30-17	Olive Lodge	YP-SRP	

674.111	884.923	\$250
674.110	884.912	\$250
674.111	884.923	\$500
		<b>Sub Total: \$1,000</b>

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

5-19-17	Friends of CDL	AP-Comedy Showcase	674.110	884.911	\$1,800
5-19-17	Friends of CDL	AP-Midwest Lit Walk	674.110	884.913	\$650

**Sub Total: \$2,450**

### Acknowledge the donations below toward the CDL Endowment.

**Sub Total: \$**

**Total General Donations: \$ 3,450**

Janice L. Carr, Board Secretary

Date



# **DISCUSSION ITEMS**





# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

## **Library Board Fact Sheet** June 20, 2017 Meeting

### **2018 Budget Hearing Notice**

#### **Background:**

Every August the library must present a balanced budget for the next fiscal year to the board and have an open hearing for the public. This is the resolution that the board will approve in July for the publication of the Hearing Notice in the Sun Times and Chelsea Update prior to the August 15, 2017 hearing.

NOTICE OF PUBLIC HEARING

Chelsea District Library  
2018 PROPOSED BUDGET

A PUBLIC HEARING WILL BE HELD ON August 15, 2017 at approximately 6:45 p.m. at the Chelsea District Library, 221 S. Main Street, Chelsea, Michigan on the following proposed 2018 budget:

<b>Expense</b>	<b>Fiscal Year 2018 Budget</b>
Personnel Expenses	1,101,117
Supplies	27,300
Professional Services	53,336
Maintenance Services Contracts	126,240
Telecommunications	34,250
Promotional Materials	57,945
Programming Expenses	98,020
Volunteer Services	2,300
Utilities	59,400
Board Expenses	3,800
Automation Services	48,895
Equipment	25,500
Staff Development & Travel	27,275
Capital Expenses	90,500
Collection Expenses	176,220
Capital Reserve Fund	21,800
	<hr/>
<b>TOTAL</b>	<hr/> <b>1,953,898</b> <hr/>

The property tax millage rate proposed to be levied to support the proposed budget is the subject of this hearing.

<u>Operating</u>	Rate
Operating Total	1.9338
Bond Debt	0.7000
	<hr/> 2.6338

The proposed 2018 budget documents are available at the Chelsea District Library for public examination.

Lori Kunkel-Coryell, Library Director  
Chelsea District Library

Individuals with disabilities requiring auxiliary aids or services should contact Lori Kunkel-Coryell Director, Chelsea District Library, 221 S. Main Street, Chelsea, MI 48118, (734) 475-8732 x 206

PUBLISHED: July 26, 2017

BOARD OF TRUSTEES OF THE  
CHELSEA DISTRICT LIBRARY  
RESOLUTION NO. 2017-07-18

RESOLUTION APPROVING BUDGET HEARING AND NOTIFICATION

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Minutes of a regular meeting of the Board of Trustees of the Chelsea District Library, County of Washtenaw, State of Michigan, held in the McKune Meeting Room at the Library on the 18th day of July, 2017 at Six forty-five, p.m., prevailing Eastern Time.

PRESENT: Charlie Taylor, Susan Lackey, Jerry Wilczynski, Jan Carr, Elizabeth Sensoli, Anne Merkel & TJ Helfferich.

ABSENT:

The following preamble and resolution were offered by Trustee \_\_\_\_\_ and supported by Trustee \_\_\_\_\_ :

WHEREAS, in accordance with the Truth in Budgeting Act, there will be presented to the Board of Trustees of the Chelsea District Library (the "Library") on August 15, 2017 the proposed budget for fiscal year 2018; and

WHEREAS, the notice of hearing on the budget is to include the following statement printed in 11-point bold-faced type:

**The property tax millage rate proposed to be levied to support the proposed budget is the subject of this hearing.**

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library Board hereby directs its Library Director to schedule the 2018 Budget Hearing for Tuesday, August 15, 2017; and
2. The Library Board hereby directs its Library Director to arrange for publication of Notice of Hearing in the "*The Sun Times News*" & *Chelsea Update* for their July 26<sup>th</sup> publication

date.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Trustees: Charlie Taylor, Susan Lackey, Jerry Wilczynski, Jan Carr, Elizabeth Sensoli, Anne Merkel & TJ Helfferich.

NAYS: Trustees:

RESOLUTION DECLARED ADOPTED.

---

Janice L. Carr, Secretary, Board of Trustees  
Chelsea District Library  
County of Washtenaw  
State of Michigan

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Chelsea District Library, County of Washtenaw, Michigan, at a regular meeting held on the 18<sup>th</sup> day of July, 2017, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

---

Janice L. Carr, Secretary, Board of Trustees  
Chelsea District Library  
County of Washtenaw  
State of Michigan

## **Discussion Item #2**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** June 20, 2017 Meeting

#### **Review of 4 Library Policies**

##### **Background:**

The Policy committee has reviewed & updated four (4) policies which are now ready for review by the board.

Policy #420 Signs

Policy # 430 Library Rules of Conduct

Policy #551 Fixed Asset Capitalization

Policy #555 Credit Card Policy

# Chelsea District Library Policy and Procedure

Policy Section: **4. Facility and Equipment**

Board Approval Date: June 15, 2010

Board Review Date: March 21, 2017

Subject: **420 Signs**

## Background:

The board of Trustees of Chelsea District Library recognizes the importance of the library as a historical and central building in the village ~~City~~ of Chelsea. We also believe that the integrity of the building and grounds must be maintained and that neither buildings nor grounds become an advertising site for various organizations.

## Policy:

The use of signs and posters both inside and outside the building is to be limited. Nothing may be posted on library property without meeting the following criteria:

1. All signs must be approved by the library director or their agent before being erected. Groups requesting to place a sign on Chelsea District Library property must submit a drawing or picture of the sign with a rationale for its being placed on the property.
2. No sign may be located on the site for longer than two weeks and must be removed no later than 24 hours after the event.
3. The group that sponsors the sign must erect it, maintain it during the two weeks, remove it, and repair any damage to the grounds.
4. No sign may be larger than four feet by two feet (~~per City ordinance~~.)
5. Signs may be posted only for those activities that benefit the community as a whole and must be non-partisan in nature.

The library director or his agent(s) reserves the right to remove a sign or poster at any time for any reason.

## Personnel Responsibility:

Library director

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Jan Carr, Secretary

---

Date

# **Chelsea District Library Policy and Procedure**

## **Policy Section 4: Facility and Equipment**

Board Approval Date: November 20, 2007

Revised: April 20, 2010;

Reviewed: March 21, 2017

Subject: **430 Library Rules of Conduct**

### **Background**

Chelsea District Library is dedicated to providing resources to meet the lifelong cultural, educational and informational needs of its community.

It is a patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual rights and the rights and privileges of other patrons.

To ensure an atmosphere of courtesy, respect and excellent service, the Board of Trustees has set the following guidelines for patron responsibility and conduct.

### **Policy**

- Animals shall not be brought into the building except under the following conditions:
  - The animal is serving as a service animal
  - The animal is part of a controlled library program
- Smoking or use of tobacco products is prohibited on library property.
- Carrying weapons, except bona fide officers of government jurisdictions or individuals with a lawful permit, is prohibited on library property.
- Patrons shall enter the library appropriately attired, including shirts and footwear.
- Patrons may not create unreasonable behavior or disruptive noises such as loud talking, screaming or laughter that interferes with other patrons' use of the library or that can be reasonably expected to disturb other persons.
- Patrons may not use profane, obscene, injurious or abusive language on library property.
- Use of skateboards, scooters, rollerblades, or footwear used as skates are prohibited in the library and on library property. Storage of bicycles or scooters should be at bike racks located around the building.

- Patrons shall cooperate with library staff who interpret and apply library policies, practices and procedures
- Patrons shall not engage in overt displays of public affection or sexually inappropriate behavior on library property
- Patrons are responsible for personal belongings or equipment brought onto library property.
- No persons may willfully annoy, physically accost, or verbally threaten library patrons or staff
- No persons may willfully damage, deface or alter in any manner library property or equipment

Any library user not abiding by this policy, library practice or procedure will result in: warnings to the user that their behavior is not acceptable, explanation of what is acceptable, and they could be required to leave the library property. Further failure to abide by library policy, practice or procedure could result in extended loss of access to the library and/or loss of library privileges as determined by the Library Director.

Users who feel wrongly accused under this policy may address their concerns in writing to the Library Director.

Any behavior or action that violates local, state, or federal law will be immediately reported to the local police department for prosecution.

#### Personnel Responsibility

All staff

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Jan Carr, Secretary

---

Date



**Chelsea District Library  
Policy and Procedure**

Policy Section 5: **Budget & Finance**  
Board Approval Date: February 15, 2005  
Board Review Date: April 19, 2016  
Board Revision Date: April 18, 2017

Subject: **551 Fixed Asset Capitalization**

**Background:** In compliance with the GASB 34 requirements for local governments and Michigan state law, the library must capitalize large expenditures for fixed assets so they can be depreciated. The Fixed Asset Capitalization policy defines the purchases that are to be capitalized, the capitalization threshold for types of capital purchases and the useful life for capitalized purchases.

**1) Fixed Assets Defined**

The Chelsea District Library defines fixed assets as capitalized when the following criteria are met:

- Assets purchased, built or leased have useful lives of one year or more
- The cost of the asset, including installation, is \$1,000 or more
- The cost of repair and renovation (improvement) is \$5,000 or more and prolongs the life of the asset

**2) Capitalization and Useful Life Defined**

The Chelsea District Library shall capitalize expenses of fixed assets according to the following definition and schedules for capitalization threshold and useful life:

<u>Purchase Type</u>	<u>Capitalization Threshold</u>	<u>Useful Life</u>
Building Improvements	\$5,000	<u>Up to 30 Years</u>
Land Improvements	\$5,000	15 Years
Equipment, including computers	\$1,000	3 Years
Furniture	\$1,000	15 Years
Book items	\$1,000	5 Years

**3) Book Items Defined**

Book items are defined as single physical items. The individual parts of an encyclopedia are the items, for example, and would each need to cost over \$1,000 in order to qualify as a capitalized item to be depreciated. Book items are defined as items in the library lending and reference collections, including all books, music and audio book compact discs, DVDs and videos, and the parts of kits.

**4) Computer Software Defined**

Computer software is not capitalized under this policy and is defined as software for desktop, laptop, or hand-held applications.

**5) Capitalized Improvement Cost Defined**

Improvements to be capitalized are expenditures for additions, alterations, and renovations that appreciably prolong the life of the asset, materially increase its value, or adapt it to a different use.

Janice L. Carr

5-4-2016

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

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Date

## **Chelsea District Library Practice Statement**

**Subject:** Credit Card Use  
**Section:** Budget and Finance  
**Date:** 1/8/2010, Rev. 2017

### **Background:**

The Library occasionally has need of a credit card to take advantage of online (Internet) purchasing or local vendor purchasing where we don't have accounts.

### **Guidelines for Practice:**

Authorized card users are the director, all department heads, and other staff as designated by director or department heads.

A completed purchase order (PO) or credit card authorization form is required before credit card can be used.

### **Procedure:**

1. Authorized user presents PO or authorization form to department head for signature; if user is department head, director's signature is required.
2. In general, a PO should be used for recurring orders or where a single order is being placed. An authorization form should be used for purchases where no order is placed, such as meals at a restaurant or a purchase at a local store.
3. Once PO or authorization form has been signed, the credit card can be retrieved by staff having authority to access the safe.
4. A check-in/out sheet will be attached to the credit card envelope. Staff person using card will sign and date sheet at check-out; record PO or check request (CR) #, and amount on check-in.
5. If item(s) is ordered from Internet-online, print a copy of order confirmation and put in Credit Card charges folder in bookkeeper's box immediately, attach to PO or CR.
6. Once item(s) are received, order confirmation, packing slip, receipts/invoices are to be attached to the PO/CR and put in Credit Card Charges folder in bookkeeper's box for payment.
7. If item is NOT received by the time payment is due on the credit card, bookkeeper will request a copy of the order confirmation to complete payment. Submit the rest of the paperwork to bookkeeper once item is received.

# CREDIT CARD PURCHASE AUTHORIZATION FORM

Order Date: \_\_\_\_\_ CR Number: 17- \_\_\_\_\_

Card Name: \_\_\_\_\_

Vendor/Company: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Library Account: \_\_\_\_\_ Amount: \_\_\_\_\_

Memo Line: \_\_\_\_\_

Library Account: \_\_\_\_\_ Amount: \_\_\_\_\_

Memo Line: \_\_\_\_\_

Library Tax ID #: 38-6007-932

Purchaser Signature: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Director's Signature: (If needed) \_\_\_\_\_

**Attach Order paperwork**

# Discussion Item #3

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet June 20, 2017 Meeting

Unique Management Services

### **Background:**

The Head of Circulation is requesting approval of the Chelsea District Library board giving the library management permission to use Unique Management Services for patrons who have not paid for lost or damaged items or fines on their accounts over \$25.00 and whose accounts are 60 days past due.

TLN sends out notices at 30 days and then no other notices are sent out to patrons from the system. This applies to not just Chelsea patrons, but to everyone in The Library Network who checks out our items.

The attached information sheet has the breakdown of what is owed to the Chelsea District Library for lost & damaged items as well as fines over \$25.00. Many of these are years past due and would not be collectible, but we would start with current accounts and work back 1 to 2 years.

A fee would be added to each patrons account to cover the cost incurred by the library for the collection of these funds.

Being good stewards of our library collection is making sure that items purchased with tax payer dollars are available to everyone in the Chelsea District Library area. When items are not returned or damaged and not usable to the next patron who would like to check them out, the library has to use funds to replace these items that could be used to purchase newer items for the collection.

### **Action:**

The Board of Trustees of the Chelsea District Library has retained Unique Management Services, Inc. to act as the library's agent in the collection of overdue library material and has authorized The Library Network to release to Unique Management Services, Inc. patron information produced by the shared library automation system software through debt collection reports.

# **Discussion Item #4**

Chelsea District Library  
Board of Trustees

## **Library Board Fact Sheet** June 20, 2017 Meeting

### Non-Resident Fees

#### **Background:**

The last time that the Chelsea District Library board reviewed the non-resident fees was November of 2003. The fee was raised to \$107.00 when the bond was passed for the construction of the new building at the libraries current location.

There has been no increase since then and property values have increased even with the decline of 2008. There has also been an increase of services and collection items that have increased the value of the library services that non-resident patrons receive.

#### **Action:**

We are recommending that the Chelsea District Library board approve an increase to the non-resident fee of \$125.00.



# **COMMITTEE INFO & MINUTES**





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

Approved: January 17, 2017

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

