

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, July 18, 2017—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda review and additions

6:50 Compulsory Segments

Minutes Approval – June 20, 2017

Approval of the June Operational Checks

Approval of June Financial Reports

Director's Report & Friends Report

Strategic Plan Report

7:15 Public Comment

7:20 Presentations

7:25 Actions Items

1. Donations
2. 2018 Budget Hearing Notice

7:40 Discussion Items

1. 2017 Staff Retreat
2. 2018 Budget Draft

7:55 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Fundraising Committee

8:00 Public Comment

8:05 Other Items

8:10 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, June 20, 2017 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: C. Taylor, S. Lackey, J. Wilczynski, J. Carr, E. Sensoli
(arrived partway through meeting), & TJ Helfferich.

Trustees Absent: A. Merkel

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

Guests: Terri Lancaster, Jody Wolak, Michael Voorheis

Welcome and Call to Order

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

Agenda Review and Additions

MOTION made by S. Lackey, SECONDED by J. Wilczynski to approve the agenda as presented. Discussion: None All Ayes: 5-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the minutes of the May 16, 2017 Board Meeting. Discussion: In the future Charlie would like to see Midwest Literary Walk spelled out instead of abbreviated. All Ayes: 5-0

MOTION made by S. Lackey, SECONDED by TJ Helfferich to accept the General Fund Operational checks for May, 2017. Discussion: None All Ayes 5-0

MOTION made by J. Wilczynski, SECONDED by TJ Helfferich to accept Financial Reports for May, 2017. Discussion: None All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Lori introduces Jody Wolak, new Youth/Teen Librarian
- Points out that the Fairy Garden is officially open and mentions that there were roughly 50 pax in attendance at the ribbon cutting ceremony.
- Passes out an updated May Dashboard that has hotspot usage numbers.
- Points out the letter in Communications from TLN acknowledging Ron's exemplary work as a committee member on the ILS team.

Friends Report Update:

- The Friends had a meeting on June 8, in which they voted Gary Zenz new president, effective immediately. Their next meeting is July 19 and Lori will be attending.

Strategic Plan Update:

- Lori passes out a metrics and also points out that for transparency it's also tracked on the website. Also, notes that Strategic Plan is on the agenda for every management meeting.
- Design Think is moving closer and the team will be starting to interview patrons and observe how they use our space soon.
- TJ would like to see "Press mentions/clippings" added to the goal metrics; Lori agrees.

E. Sensoli arrives from her previous meeting to this one. From this point forward there are 6 board members present.

- Charlie compliments the new logo and the banners and TJ shares that she's had a lot of random conversations with people recently in which they have stated how awesome the library is (and this is without them knowing that she's a board member). Charlie also suggests that the board members do their part to help drum up support for library programming.
- Charlie wants to go through the Goal Metrics handout initiative by initiative. All this information is included in Lori's Strategic Planning Update in her monthly board report.

Other Reports Notes: None

Presentations: Michael Voorheis, Financial Advisor, CSB Investment Services

- Michael spoke about the library's investments and passed out a report highlighting such.

Public Comment: None.

Action Item #1: Donations and Budget Adjustments

MOTION made by E. Sensoli, SECONDED by J. Carr to approve and acknowledge the presented 2017 May donations of \$3,450. Discussion: None All Ayes: 6-0

Discussion Item #1: Budget Hearing Notice

This will move to Action in July

Discussion Item #2: Library Policies (420 Signs, 430 Rules of Conduct, 551 Fixed Asset Capitalization, and 555 Credit Card Policy)

Jan explains that these 4 policies were revised or reviewed in the Policy Committee and are now ready for board approval.

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

Action Item #2: Library Policies (420 Signs, 430 Rules of Conduct, 551 Fixed Asset Capitalization, and 555 Credit Card Policy)

MOTION made by E. Sensoli, SECONDED by J. Carr to approve the 4 updated policies. Discussion: None All Ayes: 6-0

Discussion Item #3: Unique Management Services

Terri explains that TLN has had us cleaning up old accounts and so she's been looking at the number of delinquent accounts and the \$ amounts owed from those accounts; she passed out a handout showing the staggering \$ amounts of missing items. To help alleviate this problem she would like the library to start using Unique Management Services, which is a collection agency that works through TLN. 26 of the 53 libraries in the TLN network currently use this service and Terri provided the board with some reviews from those libraries.

- Elizabeth asks if this will require a policy change? Terri says, no, because it's a service offered through TLN and we are a member.
- Jan suggests an "Amnesty Day" before starting with this service. Linda says we've done them in the past, but with minimal success. Susan concurs that the Amnesty Day(s) should be right before the collection agency begins. Charlie wants this Amnesty Day/period set up and put in the next newsletter.
- The board is in agreement that the \$ amounts of missing items are a big problem and that action needs to be taken to help fix this issue.

MOTION made by E. Sensoli, SECONDED by J. Carr to move Discussion Item #3 to Action Item #3. Discussion: None. All Ayes: 6-0

Action Item #3: Unique Management Services

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the use of Unique Management Services as a TLN authorized collection agency. Discussion: None All Ayes: 6-0

Discussion Item #4: Non-Resident Fees

Terri asks that the non-resident fees rise from \$107 to \$125, to stay in line with what similar libraries are charging and because this amount hasn't moved since 2003 and we are a much different library now in terms of what we offer than we were then. She notes that the majority of these non-resident signups are from Sharon Township, since they are not currently part of any library network.

- The board believes this is not only fair, but needs to be periodically reviewed, so that there isn't such a lengthy time gap between increases in the future.

MOTION made by J. Carr, SECONDED by J. Wilczynski to move Discussion Item #4 to Action Item #4. Discussion: None. All Ayes: 6-0

Action Item #4: Non-Resident Fees

MOTION made by J. Carr, SECONDED by J. Wilczynski to increase the non-resident fee to \$125. Discussion: None

All Ayes: 6-0

Committee Reports

Policy Committee – Jan reports that they met last Friday, June 16; three policies were reviewed/revised and will be ready for approval next month.

Finance Committee – Minutes from the June 6 Budget Presentation meeting. Jerry wanted to note that the 2% increase to personnel expenses in the 2018 budget isn't extracting funds from another part of the budget, rather the revenue has increased by 2%.

Personnel Committee –

Nominating Committee –

Fundraising Committee –

Public and Board Comment: None

Other Items: Lori reports that she and Linda met with Shirley Bruursema on May 24 to discuss the CDL millage.

Jody compliments the board on their thoroughness and dedication and says that after sitting through the meeting she's even more excited to be here at Chelsea District Library.

Adjourn:

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to adjourn the meeting at 8:19 p.m.

All Ayes: 6-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

07/05/17

Chelsea District Library

List of Checks for Board Approval

June 2017

Date	Num	Name	Memo	Paid Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
06/08/2017	05222017STPR	Alerus Financial	06/09/2017 PR	1,731.28
06/09/2017	PR06092017		RETIREMENT	-1,731.28
06/22/2017	06052017PRST	Alerus Financial	06/23/2017 PR	1,548.43
06/23/2017	PR06232017		RETIREMENT	-1,548.43
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
06/09/2017	PR06092017		WAGES	39,721.76
06/23/2017	PR06232017		WAGES	34,913.13
Total 701.100 - Wages - Other				74,634.89
Total 701.100 - Wages				
701.110 - Retirement-Contributions				
701.110 - Retirement-Contributions				
06/08/2017	05222017STPR	Alerus Financial	06/09/2017 PR	1,463.30
06/09/2017	PR06092017		RETIREMENT PICK UP	-1,463.30
06/22/2017	06052017PRST	Alerus Financial	06/23/2017 PR	1,463.30
06/23/2017	PR06232017		RETIREMENT PICK UP	-1,463.30
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
06/09/2017	PR06092017		401 A MATCHING	1,448.50
06/23/2017	PR06232017		401 A MATCHING	1,341.08
Total 701.115 - 401A Retirement Matching				2,789.58
701.200 - FICA				
06/09/2017	PR06092017		FICA EMPLOYER	3,038.77
06/23/2017	PR06232017		FICA EMPLOYER	2,670.89
Total 701.200 - FICA				5,709.66
701.300 - Flex Benefits				
06/09/2017	PR06092017		Dep Life (CA & DL & HI)	-10.81
06/22/2017	06102017ST	Unum Life Insurance Co.	2017 Premium July	544.98
06/23/2017	PR06232017		Dep Life (CA & DL & HI)	-10.81
Total 701.300 - Flex Benefits				523.36
701.400 - Unemployment				
06/22/2017	0801-225/2Qtr2...	Michigan Municipal League-Unemp	2nd QTR 2017	31.76
Total 701.400 - Unemployment				31.76
Total 701 - Personnel Expenses				83,689.25

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Date	Numb	Name	Memo	Paid Amount
727 - Supplies				
727.200 - General Operations				
06/08/2017	06052017COS...	Costco Membership	Annual Membership-2 cards	120.00
06/08/2017	575380	Maier, Craig	Flag from American Legion	31.00
06/20/2017	06092017ST	Keybank	Costco - Copy Paper	289.90
Total 727.200 - General Operations				440.90
727.300 - Material Processing				
727.320 - Matl Processing Cases				
06/05/2017			Circ Receipts - L/D	-8.50
06/21/2017			Circ Receipts - L/D	-11.00
Total 727.320 - Matl Processing Cases				-19.50
727.330 - Matl Processing Other				
06/02/2017			Friends - Reimburse for Dots & Shelf Holders	-101.70
06/08/2017	6141309	Demco Inc.	Friends Book Sale Supplies	101.70
Total 727.330 - Matl Processing Other				0.00
Total 727.300 - Material Processing				-19.50
727.500 - Cleaning				
727.510 - Cleaning Paper Products				
06/08/2017	465866	Smart Office Solutions	Paper towels/bath tissue	262.04
Total 727.510 - Cleaning Paper Products				262.04
727.520 - Cleaning Supplies				
06/08/2017	300762011	Cintas Corporation-300	Soap	14.78
06/22/2017	300772237	Cintas Corporation-300	Soap	14.78
Total 727.520 - Cleaning Supplies				29.56
727.530 - Cleaning Rugs				
06/08/2017	300762011	Cintas Corporation-300	Rugs 06/02/2017	54.99
06/22/2017	300772237	Cintas Corporation-300	Rugs 06/16/2017	54.99
Total 727.530 - Cleaning Rugs				109.98
Total 727.500 - Cleaning				401.58
Total 727 - Supplies				822.98
801 - Professional Services				
801.040 - Bookkeeper				
06/08/2017	201711	Budzinski & Associates	1/2 June 2017 Billing	350.00
06/22/2017	201712	Budzinski & Associates	1/2 June 2017 Billing	350.00
Total 801.040 - Bookkeeper				700.00

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Date	Num	Name	Memo	Paid Amount
06/08/2017	801.041 - Payroll Services 18532291	Payroll 1	2017 May	188.70
	Total 801.041 - Payroll Services			188.70
06/08/2017	801.079 - Library Strategic Plan 06022017JG	Coryell, Lori	Supplies-Trustee Awareness Party	27.36
06/08/2017	238305	Print-tech Inc.	Strategic Plan Easidside Banners	1,045.63
06/08/2017	05302017Mile	Roberts, Patty	Travel - Trustee Awareness Event	21.40
06/08/2017	05312017SUP	Roberts, Patty	Supplies - Trustee Awareness Event	105.99
06/20/2017	06092017ST	Keybank	Webstaurant Store - Supplies for Awareness Party	268.12
06/20/2017	06092017ST	Keybank	Webstaurant Store - Supplies for Awareness Party	117.59
06/20/2017	06092017ST	Keybank	Webstaurant Store - Supplies for Awareness Party	102.38
06/20/2017	06092017ST	Keybank	Party City - Supplies for Awareness Party	12.67
06/20/2017	06092017ST	Keybank	Gigi's Flowers - Supplies for Awareness Party	115.00
	Total 801.079 - Library Strategic Plan			1,816.14
06/30/2017	801.300 - Banking Fees 801.310 - Bank Fees		Service Charge	14.80
	Total 801.310 - Bank Fees			14.80
06/01/2017	801.320 - Safe Deposit Box SafeDeposit		Annual Fee	20.00
	Total 801.320 - Safe Deposit Box			20.00
06/06/2017	801.350 - Credit Card Fee Circ CCFee052017		May Credit Card Fee	53.97
	Total 801.350 - Credit Card Fee Circ			53.97
	Total 801.300 - Banking Fees			88.77
	Total 801 - Professional Services			2,793.61
06/22/2017	803 - Maintenance Service Contracts 803.010 - Maint Svc Contingency 1-51541208474 Johnson Controls		Boiler Leak Repair	1,670.00
	Total 803.010 - Maint Svc Contingency			1,670.00
06/08/2017	803.100 - Copier 803.101 - Public Copier 82038	J. McEldowney Inc..	Public Copy Maintenance - April	133.32
06/22/2017	82747	J. McEldowney Inc..	Public Copy Maintenance - May	111.56
	Total 803.101 - Public Copier			244.88
	803.102 - Staff Copier			

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Date	Num	Name	Memo	Paid Amount
06/08/2017	67020578	Toshiba Financial Services	2017 Staff Copier Lease & Maintenance - June	585.71
Total 803.102 · Staff Copier				585.71
06/08/2017	803.103 · Small Printer Maintenance IN892784	Michigan Office Solutions	Small Printer Maintenance - May	150.61
Total 803.103 · Small Printer Maintenance				150.61
Total 803.100 · Copier				981.20
06/22/2017	803.200 · HVAC 803.220 · HVAC Temp Controls 1-50984286628	Johnson Controls	Maintenance Agreement - 6/1/17 to 5/31/18	2,240.00
Total 803.220 · HVAC Temp Controls				2,240.00
Total 803.200 · HVAC				2,240.00
06/08/2017	803.600 · Building Maintenance 803.605 · Janitorial 11210	A Production Cleaning Company Inc.	Cleaning 05/21-06/03/2017	1,440.85
06/22/2017	11220	A Production Cleaning Company Inc.	Cleaning 06/04-06/17/2017	1,440.85
Total 803.605 · Janitorial				2,881.70
06/08/2017	803.610 · Lawn/Snow Service 803.611 · Lawn Service 10479	Association Maintenance Corp	Mowing & Mulch	636.50
06/22/2017	06132017CH	Ballard, Linda P.	Charlene Harris - 4 Hostas	46.00
Total 803.611 · Lawn Service				682.50
Total 803.610 · Lawn/Snow Service				682.50
06/08/2017	803.620 · Trash 17941	City of Chelsea	Trash Pickup - May	50.00
Total 803.620 · Trash				50.00
Total 803.600 · Building Maintenance				3,614.20
Total 803 · Maintenance Service Contracts				8,505.40
06/08/2017	850 · Telecommunications 850.100 · Local & Long Distance Charges 850.120 · Telephone 05252017ST	A T & T	04/26/17-05/25/17 Billing (May)	332.35
06/13/2017	06132017CONT	Navitas Credit Corp	VOIP Lease Deposit	425.62
06/13/2017	06132017CONT	Navitas Credit Corp	VOIP Lease Processing Fee	195.00

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Date	Num	Name	Memo	Paid Amount
Total 850.120 · Telephone				
06/08/2017	850.121 · Director's Cell Phone 9786582631	Verizon Wireless	2017 June Director's Cell Phone	952.97
Total 850.121 · Director's Cell Phone				
Total 850.100 · Local & Long Distance Charges				
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
06/08/2017	9786582631	Verizon Wireless	2017 June Library Hotspots	51.68
06/22/2017	261402854-030	Sprint	2017 June Lyndon/Circ Hotspots	51.68
Total 850.311 · WiFi Hotspots				
Total 850.300 · TLN Internet Service				
Total 850 · Telecommunications				
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
06/22/2017	17CHE09	Harbor House	1/8 Page Ad Chelsea Chamber Member Profile	255.00
06/22/2017	17CHE09	Harbor House	Digital Link Chamber Profile	50.00
Total 880.110 · Media Buy				
Total 880.100 · Advertising				
880.200 · Publications				
880.230 · Newsletter Postage				
06/22/2017	06152017P	Postmaster	Postage for 2017 Fall Newsletter	1,000.00
Total 880.230 · Newsletter Postage				
880.240 · Newsletter				
06/08/2017	237997	Print-tech Inc.	2017 Summer Newsletter Printing & Mailing	4,081.97
Total 880.240 · Newsletter				
Total 880.200 · Publications				
880.300 · Marketing Supplies				
880.311 · Exhibits				
06/08/2017	058369D	Mid-America Arts Alliance	Exhibit Deposit- Young at Art 9/1-10/20/2020)	975.00
Total 880.311 · Exhibits				
880.320 · Misc Marketing Supplies				
06/08/2017	1564974	Chelsea Lumber Company	Fasteners for Banners	8.70
06/20/2017	06092017ST	Keybank	Polly's - Lunch for workers installing banners	16.40

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Date	Num	Name	Memo	Paid Amount
06/20/2017	06092017ST	Keybank	Jimmy Johns - Lunch for workers installing banners	78.44
	Total 880.320 · Misc Marketing Supplies			103.54
	880.340 · Printed Items / Stationary			
06/08/2017	SI-1745126	Namify	Redesigned Name Badges	377.35
06/08/2017	SI-1745420	Namify	Redesigned Name Badge	23.24
	Total 880.340 · Printed Items / Stationary			400.59
	Total 880.300 · Marketing Supplies			1,479.13
	880.400 · Program Promotion			
	880.420 · Youth / Teen Promotion			
	880.423 · Summer Reading Program			
06/20/2017	06092017ST	Keybank	Steve's Custon Signs - SRP YSG Shirts	170.00
	Total 880.423 · Summer Reading Program			170.00
	Total 880.420 · Youth / Teen Promotion			170.00
	Total 880.400 · Program Promotion			170.00
	880.500 · Purchased Services			
	880.510 · General Purchased Services			
06/20/2017	06092017ST	Keybank	Uberflip - 06/2017	30.85
06/20/2017	06092017ST	Keybank	Adobe Stock Monthly - June 2017	29.99
	Total 880.510 · General Purchased Services			60.84
	Total 880.500 · Purchased Services			60.84
	Total 880 · Promotional Materials			7,096.94
	884 · Programming			
	884.110 · Adult Speakers			
	884.119 · General Adult Events			
06/08/2017	06012017INV	Chelsea House Victorian Inn	Jacopo Reservation 6/01-6/03/2017	257.58
06/20/2017	06092017ST	Keybank	Mike's Deli - Lunch for Jacopo Giacomuzzi	27.73
06/20/2017	06092017ST	Keybank	Common Grill - Dinner w/Jacopo Giacomuzzi	233.98
06/20/2017	06092017ST	Keybank	Thompson's - Lunch for Jacopo Giacomuzzi	24.73
06/20/2017	06092017ST	Keybank	Pallo - Dinner w/Jacopo Giacomuzzi	279.72
06/22/2017	06042017MA	Coryell, Lori	Music in the Air - Mileage	87.74
06/22/2017	06092017PRG	Parr, Thomas A.	June Job Seekers	25.00
	Total 884.119 · General Adult Events			936.48
	Total 884.110 · Adult Speakers			936.48
	884.210 · Youth Speakers			
	884.215 · Early Literacy			
06/08/2017	06222017ST	DeMea, Karla	05/18 & 6/22/2017 Story Times	100.00

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Date	Num	Name	Memo	Paid Amount
06/08/2017	06132017BT	Maveal, Jackie	06/13 BabyTime	50.00
06/22/2017	06282017DASA	Batley, Beth	06/28 Dance Along/Sing Along	90.00
Total 884.215 · Early Literacy				240.00
Total 884.210 · Youth Speakers				240.00
884.220 · Youth Supplies				
884.221 · Makerspace				
06/20/2017	06092017ST	Keybank	Apple iTunes - Science Apps	9.50
Total 884.221 · Makerspace				9.50
884.222 · General Youth Programs				
06/08/2017	140169437832	Amazon.com	Quilt Hanger	36.87
06/20/2017	06092017ST	Keybank	Pollys - YSG Refreshments	3.88
06/20/2017	06092017ST	Keybank	Chelsea Print & Graphics - Fairy Garden Sign Supplies	23.34
Total 884.222 · General Youth Programs				64.09
884.226 · Summer Reading				
06/08/2017	11887	Time to Play Rentals LLC	06/16/2017 Bounce House/Snow Cone Rental	300.00
06/22/2017	466084	Smart Office Solutions	Paper	65.39
Total 884.226 · Summer Reading				365.39
Total 884.220 · Youth Supplies				438.98
884.260 · Teen Speakers				
884.261 · Teen Summer Reading				
06/22/2017	06292017TJM	Batley, Beth	06/29 Teen Jewelry Making	180.00
06/22/2017	07052017KC	Batley, Beth	07/05 Kids Crochet	180.00
Total 884.261 · Teen Summer Reading				360.00
Total 884.260 · Teen Speakers				360.00
884.600 · Technology Programming				
884.601 · Technology Programs General				
06/08/2017	06102017FB	Surelutions	FaceBook Workshop	250.00
Total 884.601 · Technology Programs General				250.00
Total 884.600 · Technology Programming				250.00
884.910 · Adult Programming Restricted				
884.913 · Adult Prog Rest Gifts SRP				
06/08/2017	06012017SRP	Brown, Laura	SRP MI Mug Prize	5.29
06/20/2017	06092017ST	Keybank	Common Grill - SRP Gift Certificate	50.00
06/20/2017	06092017ST	Keybank	Common Grill - SRP Gift Certificate	50.00
06/20/2017	06092017ST	Keybank	Thompson's - SRP Gift Certificate	50.00
06/20/2017	06092017ST	Keybank	Wines on Main - SRP Gift Certificate	50.00

Chelsea District Library

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June 2017

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Date	Num	Name	Memo	Paid Amount
06/20/2017	06092017ST	Keybank	Wines on Main - SRP Basket Item	10.60
06/20/2017	06092017ST	Keybank	Just Imagine - SRP Basket Item	4.24
06/20/2017	06092017ST	Keybank	The Potting Shed - SRP Basket Item	11.66
06/20/2017	06092017ST	Keybank	Smokehouse 52 - SRP Gift Certificate	50.00
06/20/2017	06092017ST	Keybank	Smokehouse 52 - SRP Basket Item	8.48
06/20/2017	06092017ST	Keybank	Global Marketplace - SRP Basket Item	10.00
06/20/2017	06092017ST	Keybank	Chelsea Alehouse - SRP Gift Certificate	50.00
06/20/2017	06092017ST	Keybank	Chelsea Bakery - \$3 SRP Prize Certificates	130.00
Total 884,913 - Adult Prog Rest Gifts SRP				480.27
Total 884,910 - Adult Programming Restricted				480.27
884,920 - Youth Programming Restricted				
884,923 - Youth Prog Rest Gifts SRP				
06/14/2017	06142017SRP	Miniature Motorways Inc	06/16 SRP Kickoff Program	425.00
06/14/2017	06142017SRP	The Storytellers	06/21 Wild Wednesday Program	350.00
06/22/2017	06162017SRP	Zubik, Jessica	Ice for SRP Kickoff	18.36
06/22/2017	06162017SRP	Donnell, Edith	SRP Kickoff Supplies	6.98
06/22/2017	06162017SRP	Sulecki, Keegan	Ice for SRP Kickoff	18.36
06/22/2017	06282017SRP	Thomas, Alexander	06/28 Pixilation Program	522.00
Total 884,923 - Youth Prog Rest Gifts SRP				1,340.70
Total 884,920 - Youth Programming Restricted				1,340.70
Total 884 - Programming				4,046.43
920 - Utilities				
920,110 - City of Chelsea Water				
06/08/2017	06052017ST	City of Chelsea-Elect & Water	04-28-2017 to 05-31-2017	78.99
Total 920,110 - City of Chelsea Water				78.99
920,120 - City of Chelsea Sewer				
06/08/2017	06052017ST	City of Chelsea-Elect & Water	04-28-2017 to 05-31-2017	160.00
06/22/2017	06092017SW	City of Chelsea	2017 Stormwater	39.47
Total 920,120 - City of Chelsea Sewer				199.47
920,130 - City of Chelsea Electric				
06/08/2017	06052017ST	City of Chelsea-Elect & Water	04-28-2017 to 05-31-2017	3,068.76
Total 920,130 - City of Chelsea Electric				3,068.76
920,150 - City of Chelsea Sprinkler				
06/08/2017	06052017ST	City of Chelsea-Elect & Water	04-28-2017 to 05-31-2017	124.07
Total 920,150 - City of Chelsea Sprinkler				124.07
920,200 - McKune Gas				

Chelsea District Library

List of Checks for Board Approval

June 2017

Date	Num	Name	Memo	Paid Amount
06/22/2017	06082017ST	DTE Energy	2017 May	366.71
Total 920.200 - McKune Gas				366.71
Total 920 - Utilities				3,838.00
960 - Board Expense				
960.100 - Board Expenses				
06/08/2017	05252017CT	Friends of Michigan Libraries-New	FOML Trustee Membership - Charlie Taylor	35.00
Total 960.100 - Board Expenses				35.00
960.200 - Director Expense				
06/20/2017	06092017ST	Keybank	Cleary's - Lunch w/Chamber Director	35.02
06/20/2017	06092017ST	Keybank	Bob Evan's - Lansing Lunch w/Shirley Bruursema	37.64
Total 960.200 - Director Expense				72.66
Total 960 - Board Expense				107.66
967 - Equipment				
967.100 - Equipment Hardware				
967.120 - Computers				
06/22/2017	06910077873	Amazon.com	New Battery for Server Room UPS	328.49
06/22/2017	151057207157	Amazon.com	VOIP Phones & Cases	36.47
06/22/2017	151053750606	Amazon.com	UPS for 2nd Floor Wiring Closet	186.05
06/22/2017	151053899583	Amazon.com	VOIP Phone for Roaming Reference	39.99
06/22/2017	175505828679	Amazon.com	Blue Tooth Speaker for Info Svcs & Charger for Marketing	177.25
06/22/2017	166541960326	Amazon.com	Cables, Tripod, VOIP phone holsters	87.43
Total 967.120 - Computers				855.68
Total 967.100 - Equipment Hardware				855.68
967.200 - Equipment Software				
06/20/2017	06092017ST	Keybank	June 2017 Ninite Pro-Monthly non-Windows Updates	20.00
06/20/2017	06092017ST	Keybank	June - Biseet Hosting - Hosted Minecraft Server Svcs	12.46
06/20/2017	06092017ST	Keybank	Techsoup - GrantStation 1 yr Subscription	99.00
Total 967.200 - Equipment Software				131.46
Total 967 - Equipment				987.14
969 - Continuing Education Expenses				
969.001 - Travel				
969.100 - Staff Travel				
969.121 - Youth & Teen Services Travel				
06/20/2017	06092017ST	Keybank	AmTrak - Jessica Zubik - ALA	118.00
Total 969.121 - Youth & Teen Services Travel				118.00
969.122 - Adult Services Travel				

Chelsea District Library

List of Checks for Board Approval

June 2017

07/05/17

Date	Nu	Name	Memo	Paid Amount
06/20/2017	06092017ST	Keybank	AmTrak - Shannon Powers - ALA	122.00
	Total 969.122	Adult Services Travel		122.00
06/22/2017	969.123	Circulation Services Travel	2017 MLA Conference - T. Lancaster	265.00
	REG-0058760	Michigan Library Association		265.00
	Total 969.123	Circulation Services Travel		
06/20/2017	969.145	Workshops	Library of MI - Jody Walak Yalsa Institute Teen Services	25.00
	06092017ST	Keybank		25.00
	Total 969.145	Workshops		530.00
	Total 969.100	Staff Travel		530.00
	Total 969.001	Travel		
	969.600	Staff Training		
	969.620	Staff in Service		
06/20/2017	06092017ST	Keybank	Polly's - Retirement Party Supplies	66.54
	Total 969.620	Staff in Service		66.54
	Total 969.600	Staff Training		66.54
	Total 969	Continuing Education Expenses		596.54
	980	Capital Expense		
	980.300	Computer Upgrades		
	980.320	Hardware Upgrades		
	980.322	Network Equipment		
06/22/2017	JFK8261	cdw Government	Switch Replacement for 2nd Floor Closet & 5 yrs Maintenanc...	8,668.00
	Total 980.322	Network Equipment		8,668.00
	Total 980.320	Hardware Upgrades		8,668.00
	Total 980.300	Computer Upgrades		8,668.00
	Total 980	Capital Expense		8,668.00
	982	Collection Expense		
	982.100	Audio Books		
	982.120	Adult Books on Disc		
06/08/2017	95087763	Midwest Tape	95087763 - Apr Audio Bks	54.98
06/08/2017	95087764	Midwest Tape	95087764 - May Audio Bks	209.94
06/08/2017	95106823	Midwest Tape	95106823 - Apr Audio Bks	34.99
06/08/2017	95106825	Midwest Tape	95106825 - May Audio Bks	34.99
06/21/2017	95074329	Midwest Tape	Against Inv#95051814	-34.99
06/22/2017	95127531	Midwest Tape	95127531 - May Audio Bks	147.97

Chelsea District Library

List of Checks for Board Approval

June 2017

07/05/17

Date	Num	Name	Memo	Paid Amount
06/22/2017	95127536	Midwest Tape	95127536 - June Audio Bks	164.96
Total 982.120 · Adult Books on Disc				612.84
982.140 · Youth Books on Disc				
06/08/2017	1082344215	Penguin Random House LLC	1082344215	78.75
06/08/2017	1082421120	Penguin Random House LLC	1082421120	52.50
06/08/2017	1082439169	Penguin Random House LLC	1082439169	10.00
06/08/2017	75537370	Recorded Books Inc.	75537370	39.99
06/08/2017	75541468	Recorded Books Inc.	75541468	14.95
06/08/2017	75541817	Recorded Books Inc.	75541817	129.79
06/22/2017	1082612793	Penguin Random House LLC	1082612793	63.75
06/22/2017	75546690	Recorded Books Inc.	75546690	14.95
06/22/2017	75547343	Recorded Books Inc.	75547343	60.07
Total 982.140 · Youth Books on Disc				464.75
Total 982.100 · Audio Books				1,077.59
982.400 · Non Print				
982.410 · Electronic Products/Subs				
06/08/2017	1077	BiblioLabs LLC	Biblioboard Creator Service 7/1/17 to 6/30/18 Pronunciator Annual Library Subscript 7/1/17 to 6/30/2018 Renewal BioInContext thru 06-20-2018	1,950.00
06/08/2017	24354	Pronunciator		850.00
06/22/2017	58336	The Library Network		686.13
Total 982.410 · Electronic Products/Subs				3,486.13
982.412 · EBooks/Overdrive Advantage				
06/22/2017	CD-1576-1014-...	OverDrive	Adult eBooks	4,000.00
Total 982.412 · EBooks/Overdrive Advantage				4,000.00
982.416 · eContent/Kindle				
06/08/2017	126869527637	Amazon.com	Youth Kindle Content	243.68
Total 982.416 · eContent/Kindle				243.68
982.420 · Adult Music on CD				
06/08/2017	95087767	Midwest Tape	95087767 - May Music CDs	81.74
06/21/2017			Circ Receipts - L/D	-18.98
Total 982.420 · Adult Music on CD				62.76
982.450 · Youth Music CD				
06/08/2017	B50645700	Baker & Taylor-Entertainment	B50645700	7.95
Total 982.450 · Youth Music CD				7.95
982.460 · DVD Feature				
06/05/2017			Circ Receipts - L/D	-14.99
06/08/2017	95087761	Midwest Tape	95087761 - Feb Feat DVDs	11.99

Chelsea District Library

List of Checks for Board Approval

June 2017

07/05/17

Date	Num	Name	Memo	Paid Amount
06/08/2017	95087766	Midwest Tape	95087766 - May Feat DVDs	244.26
06/21/2017			Circ Receipts - L/D	-14.99
06/21/2017	95106827	Midwest Tape	95106827 - May Feat DVDs	34.99
06/22/2017	95106827	Midwest Tape	95106827 - May Feat DVDs	126.93
06/22/2017	95127532	Midwest Tape	95127532 - May Feat DVDs	90.96
06/22/2017	95127535	Midwest Tape	95127535 - June Feat DVDs	458.80
06/22/2017	95149861	Midwest Tape	95149861 - May Feat DVDs	22.99
06/22/2017	95149864	Midwest Tape	95149864 - June Feat DVDs	241.48
Total 982.460 - DVD Feature				1,202.42
982.461 - Lucky Day DVDs				
06/08/2017	95087765	Midwest Tape	95087765 - May LD DVDs	33.98
06/22/2017	95106826	Midwest Tape	95106826 - May LD DVDs	22.99
Total 982.461 - Lucky Day DVDs				56.97
982.470 - DVD Non-Fiction				
06/08/2017	95087768	Midwest Tape	95087768 - May NF DVDs	34.98
06/08/2017	95106828	Midwest Tape	95106828 - May NF DVDs	23.99
06/22/2017	95127530	Midwest Tape	95127530 - April NF DVDs	19.99
06/22/2017	95127533	Midwest Tape	95127533 - May NF DVDs	23.98
Total 982.470 - DVD Non-Fiction				102.94
982.480 - Youth Video DVD				
06/08/2017	076615831263	Amazon com	Anime	46.58
06/08/2017	95087769	Midwest Tape	95087769	289.01
06/22/2017	076611786590	Amazon com	DVD	19.99
06/22/2017	95106829	Midwest Tape	95106829 - Youth DVDs	105.94
06/22/2017	95127519	Midwest Tape	95127519 - Youth DVDs	35.98
06/22/2017	95127534	Midwest Tape	95127534 - Youth DVDs	105.94
06/22/2017	95149863	Midwest Tape	95149863 - Youth DVDs	23.99
Total 982.480 - Youth Video DVD				627.43
982.490 - Videogames				
06/05/2017			Circ Receipts - L/D	-19.99
Total 982.490 - Videogames				-19.99
Total 982.400 - Non Print				9,770.29
982.600 - Periodical & Newspapers				
982.630 - Magazines				
06/05/2017			Circ Receipts - L/D	-5.00
Total 982.630 - Magazines				-5.00
Total 982.600 - Periodical & Newspapers				-5.00

Chelsea District Library

List of Checks for Board Approval

June 2017

Date	Num	Name	Memo	Paid Amount
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
06/08/2017	2032877371	Baker & Taylor-Enhance Adult	2032877371	318.64
06/22/2017	2032906762	Baker & Taylor-Enhance Adult	2032906762	60.98
06/22/2017	2032938927	Baker & Taylor-Enhance Adult	2032938927	96.53
Total 982.710 · Adult Large Print				476.15
982.720 · Adult Print General				
06/05/2017			Circ Receipts - L/D	-47.95
06/08/2017	2032870472	Baker & Taylor-Adult	2032870472	281.16
06/08/2017	2032881518	Baker & Taylor-Adult	2032881518	146.81
06/08/2017	2032884858	Baker & Taylor-Adult	2032884858	695.73
06/08/2017	2032895832	Baker & Taylor-Adult	2032895832	423.37
06/08/2017	222031960994	Amazon.com	Books	114.56
06/21/2017			Circ Receipts - L/D	-69.92
06/22/2017	006511503873	Amazon.com	Books	26.07
06/22/2017	2032901775	Baker & Taylor-Adult	2032901775	586.92
06/22/2017	2032907934	Baker & Taylor-Adult	2032907934	354.77
06/22/2017	2032934982	Baker & Taylor-Adult	2032934982	645.13
Total 982.720 · Adult Print General				3,156.65
982.750 · Professional Collection				
06/22/2017	006511503873	Amazon.com	Books	105.00
Total 982.750 · Professional Collection				105.00
982.705 · Adult Print				
982.760 · Youth Print General				
06/05/2017			Circ Receipts - L/D	-42.97
06/08/2017	2032874831	Baker & Taylor-Youth	2032874831	269.74
06/08/2017	2032872093	Baker & Taylor-Auto Yours Cats	2032872093	96.04
06/08/2017	2032869864	Baker & Taylor-Unlabeled	2032869864	81.29
06/08/2017	2032896351	Baker & Taylor-Unlabeled	2032896351	205.68
06/21/2017			Circ Receipts - L/D	-89.51
06/22/2017	2032898813	Baker & Taylor-Youth	2032898813	53.86
06/22/2017	2032902117	Baker & Taylor-Auto Yours Cats	2032902117	52.78
06/22/2017	2032928133	Baker & Taylor-Auto Yours Cats	2032928133	59.78
06/22/2017	2032904639	Baker & Taylor-Teen Fiction	2032904639	379.60
06/22/2017	2032931306	Baker & Taylor-Teen Fiction	2032931306	10.54
06/22/2017	2032924218	Baker & Taylor-Unlabeled	2032924218	239.01
Total 982.760 · Youth Print General				1,315.84
Total 982.755 · Youth Print				1,315.84

Chelsea District Library
List of Checks for Board Approval
 June 2017

07/05/17

Date	Num	Name	Memo	Paid Amount
Total 982.700 · Print				5,053.64
Total 982 · Collection Expense				15,896.52
TOTAL				138,860.04

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

TOTAL

Ordinary Income/Expense	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jan - Jun 17	Budget	\$ Over Budget	% of Budget
Income										
402 - District Revenue	827,294	707,905	56,763	23,403	61,865	1,704	1,678,934	1,693,231	(14,297)	99%
501.001 - Grants	1,000	0	0	0	0	0	1,000	1,000	0	100%
539.000 - State Grants	0	0	0	0	0	0	0	0		
540.100 - State Aid	0	0	0	0	0	4,875	4,875	8,500	(3,625)	57%
574.100 - Penal Fines	0	0	0	0	0	0	0	23,000	(23,000)	0%
607.100 - Non-Resident Fees	696	636	328	375	107	375	2,517	5,500	(2,983)	46%
645.100 - Copiers & Printers	92	1,000	699	675	587	738	3,791	7,500	(3,709)	51%
655.100 - Circulation Fines	1,650	2,200	1,624	1,640	2,627	1,972	11,713	23,500	(11,787)	50%
665.100 - Interest	21	32	36	17	13	8	127	45,500	(21,023)	54%
666.100 - Investment Earnings	6	6	4,223	16	17,845	2,381	24,477	1,835,225	(90,235)	95%
666.500 - Investment Change in Value	354	1,593	(1,699)	3,260	795	(6,613)	(2,310)	1,835,225	(90,235)	95%
674 - Contribution & Donation-Public	1,260	8,500	100	5,500	3,450	1,056	19,866	26,494	(6,628)	75%
675 - Donations Private	0	0	0	0	0	0	0	1,000	(1,000)	0%
Total Income	832,373	721,872	62,074	34,886	87,289	6,496	1,744,990	1,835,225	(90,235)	95%
Gross Profit	832,373	721,872	62,074	34,886	87,289	6,496	1,744,990	1,835,225	(90,235)	95%
Expense										
701 - Personnel Expenses	46,315	80,054	116,689	79,897	79,782	83,689	486,426	1,066,156	(579,730)	46%
727 - Supplies	1,386	1,298	2,257	628	1,097	823	7,489	17,200	(9,711)	44%
801 - Professional Services	12,400	1,957	10,147	4,736	7,968	2,794	40,002	142,187	(102,185)	28%
803 - Maintenance Service Contracts	3,182	9,290	10,022	22,185	7,930	8,505	61,114	116,769	(55,655)	52%
850 - Telecommunications	(2,411)	929	2,105	859	4,299	1,812	7,593	31,178	(23,585)	24%
880 - Promotional Materials	2,213	3,567	7,182	2,692	3,188	7,097	25,939	55,745	(29,806)	47%
884 - Programming	3,779	1,889	18,287	10,473	4,540	4,046	43,014	87,244	(44,230)	49%
885 - Volunteer	0	16	177	21	449	0	663	2,250	(1,587)	29%
920 - Utilities	0	4,725	4,106	3,935	3,634	3,838	20,238	60,100	(39,862)	34%
960 - Board Expense	268	184	80	195	65	108	900	3,350	(2,450)	27%
965 - Automation Services	14,383	0	0	10,235	0	0	24,618	46,212	(21,594)	53%
967 - Equipment	2,195	2,325	4,074	3,400	1,613	987	14,594	23,800	(9,206)	61%
969 - Continuing Education Expenses	641	1,794	1,181	2,028	501	597	6,742	21,102	(14,360)	32%
980 - Capital Expense	0	0	0	8,697	1,095	8,668	18,460	37,500	(19,040)	49%
982 - Collection Expense	845	22,963	13,695	8,328	16,435	15,897	78,163	183,973	(105,810)	42%
Total Expense	85,196	130,991	190,002	158,309	132,596	138,861	835,955	1,894,766	(1,058,811)	44%
Net Ordinary Income	747,177	590,881	(127,928)	(123,423)	(45,307)	(132,365)	909,035	(59,541)	968,576	
Other Income/Expense										
Other Expense										
999.001 - Transfer to Capital Improvement	0	0	0	0	0	0	0	(22,500)	22,500	0%
999.002 - Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	5,000	(5,000)	0%
999.025 - Carry from General Fund	0	0	0	0	0	0	0	(42,041)	42,041	0%
Total Other Expense	0	0	0	0	0	0	0	(59,541)	59,541	0%
Net Other Income	0	0	0	0	0	0	0	59,541	(59,541)	0%
Net Income	747,177	590,881	(127,928)	(123,423)	(45,307)	(132,365)	909,035	0	909,035	100%

Chelsea District Library

Profit & Loss Prev Year Comparison

January through June 2017

Ordinary Income/Expense	Jan - Jun 17	Jan - Jun 16	\$ Change	% Change
Income				
402 · District Revenue	1,678,933.70	1,629,684.35	49,249.35	3.02%
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	4,875.12	4,875.12	0.00	0.0%
607.100 · Non-Resident Fees	2,514.70	2,559.06	-44.36	-1.73%
645.100 · Copiers & Printers	3,791.46	2,906.57	884.89	30.44%
655.100 · Circulation Fines	11,713.82	11,088.22	625.60	5.64%
665.100 · Interest	128.44	133.37	-4.93	-3.7%
666.100 · Investment Earnings	24,477.59	24,521.79	-44.20	-0.18%
666.500 · Investment Change in Value	-2,311.65	30,999.75	-33,311.40	-107.46%
674 · Contribution & Donation-Public	19,865.99	21,940.00	-2,074.01	-9.45%
Total Income	1,744,989.17	1,732,308.23	12,680.94	0.73%
Expense				
701 · Personnel Expenses	486,426.54	461,104.38	25,322.16	5.49%
727 · Supplies	7,488.41	8,462.61	-974.20	-11.51%
801 · Professional Services	40,001.75	33,787.36	6,214.39	18.39%
803 · Maintenance Service Contracts	61,113.74	51,520.11	9,593.63	18.62%
850 · Telecommunications	7,590.87	2,807.23	4,783.64	170.4%
880 · Promotional Materials	25,940.60	27,514.70	-1,574.10	-5.72%
884 · Programming	43,015.10	42,816.11	198.99	0.47%
885 · Volunteer	662.40	185.60	476.80	256.9%
920 · Utilities	20,238.62	20,593.49	-354.87	-1.72%
960 · Board Expense	898.90	1,455.04	-556.14	-38.22%
965 · Automation Services	24,618.43	23,457.44	1,160.99	4.95%
967 · Equipment	14,595.42	20,544.78	-5,949.36	-28.96%
969 · Continuing Education Expenses	6,741.43	18,875.01	-12,133.58	-64.28%
980 · Capital Expense	18,459.52	13,810.00	4,649.52	33.67%
982 · Collection Expense	78,163.11	69,626.56	8,536.55	12.26%
Total Expense	835,954.84	796,560.42	39,394.42	4.95%
Net Ordinary Income	909,034.33	935,747.81	-26,713.48	-2.86%
Net Income	909,034.33	935,747.81	-26,713.48	-2.86%

CHELSEA DISTRICT LIBRARY

Fund Balances

June-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
\$244,244.95	-\$128,132.04	\$116,112.91
\$2,476.27	\$0.10	\$2,476.37
<u>\$246,721.22</u>	<u>-\$128,131.94</u>	<u>\$118,589.28</u>

Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

Investment Partners Total

\$1,362,285.70	-\$4,230.99	\$1,358,054.71
\$700,000.00	\$0.00	\$700,000.00
<u>\$2,062,285.70</u>	<u>-\$4,230.99</u>	<u>\$2,058,054.71</u>

Total General Fund

<u>\$2,309,006.92</u>	<u>-\$132,362.93</u>	<u>\$2,176,643.99</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$326,713.66</u>	<u>\$13.43</u>	<u>\$326,727.09</u>
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Chelsea District Library Investment Account

As of 06/30/2017

Original Investment

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

Investment Activity

Date	Value
6/30/2017	1,358,055
Invested	1,077,957
Increase 6/2009 – 12/31/2016	257,942
2017 Change (Current Year)	22,156
Withdrawal / Deposit	0

Investment Distribution

Fund	Value
Capital Reserve Fund	875,800
Capital Improvement Fund	77,500
General Fund from Investment	124,657
Investment Services Fund	280,098
(Interest - Fees + Change in Value)	1,358,055

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

Report for 06/30/2017

Note: Fund Adjusts entered 1/3/2017

Chelsea District Library Cash Flow 2017

Summary Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec Year's Total Budget

Opening cash on hand	\$168,043	\$615,120	\$1,009,169	\$1,008,120	\$907,951	\$763,617	\$696,937	\$549,491	\$406,821	\$255,212	\$119,171	(\$6,793)	\$168,043
Total income	\$606,140	\$525,680	\$171,162	\$48,245	\$7,308	\$72,483	\$4,452	\$52,010	\$6,533	\$3,617	\$3,829	\$203,560	\$1,705,019
Total expenditures	\$159,063	\$131,631	\$172,211	\$148,414	\$151,642	\$139,163	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,810,060
Net cash flow	\$447,077	\$394,049	(\$1,049)	(\$100,169)	(\$144,334)	(\$66,680)	(\$147,446)	(\$142,670)	(\$151,609)	(\$136,041)	(\$125,964)	\$69,795	(\$105,041)
Ending balance	\$615,120	\$1,009,169	\$1,008,120	\$907,951	\$763,617	\$696,937	\$549,491	\$406,821	\$255,212	\$119,171	(\$6,793)	\$63,002	\$63,002

Income													
Total income	\$647,073	\$592,932	\$60,275	\$31,879	\$69,620	\$11,174	\$22,517	\$52,010	\$6,533	\$3,617	\$3,829	\$203,560	\$1,705,019
Other income PPT \$													\$127,753

Expenditures													
Total expense	\$136,500	\$131,639	\$190,732	\$158,575	\$133,408	\$139,306	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,798,096
Other													

Operating Flow Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec Year's Total Actual / Budget

Operating cash on hand	\$168,043	\$678,616	\$1,267,662	\$437,205	\$310,509	\$246,721	\$118,589	\$89,208	\$96,538	\$94,929	\$108,888	\$132,924	\$168,043
Total income	\$647,073	\$720,685	\$60,275	\$31,879	\$69,620	\$11,174	\$22,517	\$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	\$139,306	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,798,096
Net cash flow	\$510,573	\$589,046	(\$630,457)	(\$126,696)	(\$63,788)	(\$128,132)	(\$29,381)	\$7,330	(\$1,609)	\$13,959	\$24,036	\$69,795	\$34,676
Ending balance	\$678,616	\$1,267,662	\$437,205	\$310,509	\$246,721	\$118,589	\$89,208	\$96,538	\$94,929	\$108,888	\$132,924	\$202,719	\$202,719

\$ 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 June 2017

Ordinary Income/Expense

	Jan - Jun 17	Budget	\$ Over Budget
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	10,756	10,894	(138)
674.111 · Designed Youth Programming	6,850	8,350	(1,500)
674.120 · Undesignated Donation	10		
674.121 · Annual Giving	0	5,000	(5,000)
674.141 · Designated Technology	2,000	2,000	0
674.145 · Designated Professional	250	250	0
Total 674 · Contribution & Donation-Public	19,866	26,494	(6,628)
675 · Donations Private			
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
Total 675 · Donations Private	0	1,000	(1,000)
Total Income	20,866	28,494	(7,628)
Gross Profit	20,866	28,494	(7,628)
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	2,000	2,000	0
Total 884.400 · Sonic Sundays	2,000	2,000	0

Chelsea District Library Donation and Restricted

January through June 2017

	Jan - Jun 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	1,260	2,300	(1,040)
884.913 · Adult Prog Rest Gifts SRP	530	650	(120)
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 Restrictd Gift			
884.932 · MHC - World War I Grant	0	494	(494)
Total 884.930 · Oral History Restrictd Gift	0	494	(494)
Total 884.910 · Adult Programming Restricted	5,290	8,944	(3,654)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	0	500	(500)
884.923 · Youth Prog Rest Gifts SRP	1,341	3,393	(2,052)
Total 884.920 · Youth Programming Restricted	1,341	3,893	(2,552)
Total 884 · Programming	11,680	20,517	(8,837)
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	17,210	27,814	(10,604)
Net Ordinary Income	3,656	680	2,976
Net Income	3,656	680	2,976

DIRECTOR'S REPORT

Library Director's Report on June 2017 Respectfully submitted for July 2017 Board Meeting

Staff News

On June 8th, substitute librarian Molly Moeller marked her two-year anniversary.

Financial Matters

- CDL's Qualifying Statement was approved by the State of Michigan Department of Treasury on June 28th, determining that we are in material compliance with the criteria identified in section 303 (3) of PA 34 of 2001. The library is now authorized to issue municipal securities without further approval from the Treasury Department through June 30, 2018.
- The Library's Annual Disclosure document was filed with the State of Michigan's Department of Treasury on our behalf by PFM (Public Financial Advisors) on June 29th. Said document contains annual financial and operating data and audited financial statements for year ended 12/31/2016.

Engage, Inspire, Equip at CDL

Staff and board are sporting new, colorful nametags with our strategically planned tagline: Engage, Inspire, Equip. Our email signatures with the same have been deployed, and newly designed business cards are on the way. A huge thanks to Patty Roberts for creating such a lively and attractive way to communicate our commitment to our patrons!

VOIP

Mel Bell and Ron Andrews' hard work will pay off in August when the CDL phone system migrates from analog to a Voice over Internet Protocol (VOIP) system. This new system is more cost effective and flexible and will provide better service to users internal and external. The package includes direct lines for a majority of staff and user-friendly handsets.

Management Restructuring

On June 1st, CDL transitioned to a restructured management team. The Head of Youth & Teen Services was combined with the Head of Adult Services, creating a single Head of Information Services – Keegan Sulecki. Effective June 1st, all librarians began reporting to Keegan. By all accounts, the transition continues to proceed smoothly. If all goes according to plan, all librarians will work out of the same office space by the end of August. I am impressed with the energy and creativity resulting from this transition. A big thanks to Keegan, Laura Brown, Edith Donnell, Cathy Kamil, Shannon Powers, Jody Wolak, and Jessica Zubik for embracing this change with grace and goodwill.

Washtenaw County Cooling Site

At the request of Washtenaw County's Public Health Department, CDL continues to be the only public building in the City of Chelsea offering a place to cool off from the heat during our normal business hours. This information is available at ewashtenaw.org.

Out and About -- June 2017

- Assisted with facilitation of and attended Trustee/Library Awareness Party at Feeney home – June 2nd
- Attended meet and greets with Jacopo Giacomuzzi at CSC, Silver Maples, and CRC – June 2nd
- With other library staff, planned and implemented CDL's first annual Music in the Air concert featuring Jacopo Giacomuzzi– June 3rd
- Attended Rotary – June 13th and June 20th
- Attended reception for future neighbor Ugly Dog Distillery – June 15th
- Attended CDL Summer Reading Kick Off – June 16th
- Attended Chelsea Chamber Business After Hours – Wines on Main – June 21st
- Attended and spoke at Lyndon Township Broadband Info Session – June 21st
- Met with CDL Superintendent Julie Helber – June 26th
- Met with AADL Director Josie Parker – June 27th
- Met with local realtor and CDL program sponsor Rick Taylor – June 28th
- Met with new Chelsea Area Chamber of Commerce Executive Director Monica Monsma – June 29th

Looking Ahead to July 2017

- Rotary – July 11th
- CTAP (Community Tourism Action Plan) "Welcome" signage meeting
- Sounds & Sights Sponsor Appreciation Party – July 17th
- Friends of CDL meeting – July 19th

Strategic Plan 2017-19 Update

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

Goal 1.1 Realize the Highest Potential of the Library Facility

- Fairy Garden unveiled to public with ribbon cutting and storytime.
- Procured 16 two-sided walnut easels to tastefully maximize display space for exhibits .

Goal 1.2 Continue to Diversify the Library's Revenue Sources

- Purchased access to *GrantStation* for staff use to explore grant opportunities.

Goal 1.3 Advocate for High Speed Internet

- Library Director Lori Coryell and Network Administrator Melanie Bell attended Lyndon Township broadband meeting 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 held on June 2nd at Feeney home to promote cultural programming. 31 attendees.
- Head of Circulation Terri Lancaster met with Lyndon and Dexter Township Supervisors and Clerks to discuss ways to increase Library visibility and participation in the townships.
- New staff business cards created and distributed with new branding palette and mission statement words.
- Strategic Plan Progress Page added to website.

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

- *Freedom to Marry* documentary screened in recognition of Pride Month.
- Interactive "What Are You Proud of?" display created on second floor.

Chelsea District Library Performance Dashboard June 2017

	Jun-16	Jun-17	%change from last Jun	2016 to date	2017 to date
Circulation - Total	27254	25614	-6%	155437	149250
Items	25619	23659	-8%	144820	137515
E-books/E-audio	1344	1570	17%	9136	9344
E-magazines	291	240	-18%	1481	1755
Non-Traditional		37	NA	0	197
Hotspots		11	NA	0	91
Deposit Collection Circulation	NA	97	NA	0	348
Self-Check Items - Total	2901	3102	7%	16882	16253
New Cards - Total	107	102	-5%	442	461
Reference Desk Interactions - Total	1928	2365	23%	10923	10092
Patron Engagement - Total	4096	4343	6%	13588	13439
Youth Program Attendance	331	1125	240%	1695	3238
Adult Program Attendance	245	221	-10%	1426	1485
Teen Program Attendance	90	16	-82%	393	80
General Program Attendance	1499	1151	-23%	2787	2100
Outreach -- Youth	1360	837	-38%	5220	4390
Outreach -- Teen	490	790	61%	1837	995
Outreach -- Adult	81	203	151%	230	387
Awareness Opportunities			NA	0	764
Programs/Visits Offered - Total	103	81	-21%	447	408
Youth	13	16	23%	95	112
Adult	12	9	-25%	75	80
Teen	7	1	-86%	36	13
General	5	5	0%	24	19
Outreach -- Youth	43	2	-95%	128	104
Outreach -- Teen	17	4	-76%	59	9
Outreach -- Adult	6	13	117%	30	38
Awareness Events		31	NA	0	33
Door Count - Total	NA	12201	NA	0	61193
WiFi Data Usage (GB) - Total	622	2529.46	307%	3753.7	10509.7
Library Internal Public WiFi	622	1090	75%	3753.7	5315.93
Total Hotspot Wifi	NA	719.73	NA	0	3358.83
Lyndon Twp Wifi	NA	75.29	NA	0	524.02
Lima	NA	0.75	NA	0	12.639
Sylvan	NA	1.15	NA	0	5.285
Hotspots available for checkout	NA	642.54	NA	0	2819.74
Computer Usage/Sessions - Total	7713	7913	3%	42691	44383
Workstations	1398	1364	-2%	8461	7948
Wireless	6315	6549	4%	34230	36435
Website Stats					
Website Sessions	9121	9851	8%	55787	48301
Website Users	4710	6281	33%	30460	30385
Homebound & Deposit Coll. Items	101	84	-17%	632	575

* started recording MB Grant Hotspot Usage

Program Report: June

Date	Event	Attendance
Adult Programming (13 Programs, 782 Attendees)		
6/3	Music in the Air: Jacopo Giacomuzzi & Adult SRP Kick-off	150
6/6	Reading Glasses: a Book Club	12
6/8	Job Seekers	1
6/8, 6/15, 6/22, 6/29	Comedy Showcase	135, 125, 92, 209
6/10*	Film Forum: <i>Freedom to Marry</i>	25
6/10	Facebook Pages	6
6/13, 6/27	Computer Training 1:1	5, 5
6/14	Place That Face	12
6/27	Ancestry Aficionados	5
Youth Programming (16 Programs, 1125 Adult & Child Attendees)		
6/5, 6/7, 6/14	YSG Orientations	14, 21, 11
6/6, 6/13, 6/20, 6/27	Babytime	30, 25, 33, 36
6/11	Fairy Garden Storytime	75
6/16	SRP Kick-off	590
6/19	Lego Club	18
6/21	The Storytellers	87
6/22	Robot Storytime	39
6/23	READ to Library Dogs	9
6/26	Movie Mondays: Secret Life of Pets	65
6/28	Dance Along, Sing Along	39
6/28	Pixilation Animation Workshop	33
Teen Programming (1 Program, 16 Attendees)		
6/29	Jewelry-Making Workshop	16
Outreach		
6/1, 6/2, 6/8, 6/12, 6/13 (Y)(T)	SRP Visits to Chelsea Schools	537, 200, 200, 200, 190
6/2 (Y)	PTO Ice Cream Social	300
6/2 (A)	Jacopo Visits to CSC, SM, CRC	13, 28, 63
6/1, 6/6 (A)	Computer Training & iPad Workshop at CRC	6, 4
6/7, 6/8, 6/9, 6/12, 6/23, 6/26, 6/30 (A)	Adult SRP Outreach at CRC, CSC, SM	17, 30, 5, 8, 5, 3, 6
6/15, 6/21 (A)	Book Clubs at: Pines, CSC	9, 6
*Denoted Strategic Plan Initiative		
(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach		

Upcoming Programs

July has a lot of great programming for all ages. For adults, we have our program on Mass Incarceration with speaker Mary King. This topic has been popular in Chelsea recently. We also have a fun papermaking class and a visit from Luke Shaefer, one of the authors of the 2017 Washtenaw Read book, *\$2.00 a Day*. For Youth and teens we have a croquet for beginners' class, a visit from our favorite magician Baffling Bill, a Minecraft Party cohosted with SRSLY, and our Youth & Teen Summer Reading Finale.

Looking ahead, we are also working hard on our new signature game, CDL Top 5. This family feud inspired game will feature questions from surveys that we are putting out around town. Participants can get a free grand prize drawing slip for each round of questions that they answer. Our first Top 5 game will take place on August 8 at Thompsons Pizza.

Finally, in August we will be joining the Chelsea Famers Market at 9am on Saturdays for special storytimes. We are excited to begin planning these visits and hope this special Saturday time will make it easy for children and their families to join us.

Collections

Jody has spent the past month doing some heavy weeding in the teen area, which leaves it looking cleaner and easier to browse. Keegan, Laura, and Shannon are also weeding and evaluating areas of the adult collection while Edith and Jessica continue to work on learning their new collection responsibilities.

Statistics

	June 2017	June 2016
Ref Questions	2365	1928
Homebound Book Delivery	84	125
Inter-library Loan	6	7
Zinio Checkouts	240	263

From Keegan Sulecki, Head of Information Services

This was also my first time overseeing the Summer Reading events for both departments. While the Youth & Teen event was new and busy, it was also a great way to meet our younger library users. Having Jacopo Giacipuzzi join us for our first Music in the Air event, was also new, but a lot of fun! At the end of the month, I also submitted newsletter content for both departments for the first time. With so much additional content, it was a little overwhelming, but I am confident it will grow easier over time. Finally, I continue to attend the meetings to help select the next Washtenaw Read title for Winter of 2018.

From Shannon Powers, Adult Information Services Librarian

Highlights for June include this year's summer reading Tea & Trivia at the Chelsea Retirement Center, which was very well received. Comedy Showcase has also gone well. While the heat and then the rain have led to slightly lower attendance than in past years, I've received largely positive feedback from patrons who seem to be enjoying the shows. In mid-June I sent out the first of our Top 5 surveys, and received 95 responses, with more expected! The last few weeks of June were spent finalizing dates for fall programs, and attending the ALA Annual Conference. The conference was a wonderful experience,

with many informative sessions and a great opportunity to see what libraries across the nation are working on.

From Laura Brown, Adult Information Services Librarian

After working 90 days at CDL, I'm happy to say I successfully made it past my probationary period! I went through all of CDL's periodicals and after some evaluation I placed our periodicals order for 2018. On June 6th I led the Reading Glasses Book Club at the Chelsea Alehouse where we read *Just Kids* by Patti Smith. Members also used Survey Monkey to decide the book reads for October and November. I've been busy promoting the library's adult summer reading program, going to the CRC and Senior Center. Patrons seem to like the new Bingo format as well as entering drawings for various gift cards around town. I attended the American Library Association's annual meeting in Chicago from June 23-26. Highlights include talks from Sarah Jessica Parker, Google evangelist Daniel Russell, and Brené Brown.

From Jessica Zubik, Youth & Teen Information Services Librarian

June saw another phenomenally successful SRP Kickoff (over 600 people in attendance). As of the 4th of July, over 950 kids and teens are registered for the Summer Reading Game! This month I also had the opportunity to attend the ALA Annual Conference in Chicago. This was an unbelievable weekend. Highlights for me included attending the Newbery-Caldecott-Wilder Banquet, and meeting several authors in the Exhibitor's Hall (including Lemony Snicket, Katherine Paterson, and this year's Newbery Award winner Kelly Barnhill). Many of the professional/education sessions I attended focused on outreach, and I have a slew of new ideas for working with our local schools and interacting with students and patrons outside of the library. Other sessions discussed the importance of diversity in children's literature (and libraries in general) and meeting kids where they are with the right books and resources. I can't wait to incorporate everything I learned into our programs and collections!

From Jody Wolak, Youth & Teen Information Services Librarian

In June I focused on weeding and fall program planning. I weeded the entire teen fiction section and withdrew 326 books that were either not circulating or in poor condition. I also ordered 69 books to fill holes in the collection. For fall program planning, we will continue some of the popular college prep type programs (such as the SAT practice test and college admissions essay writing workshop). We are also adding several new programs to support our strategic plan of improving services for teens. Starting in September, I will run evening events on the first and third Thursday of the month, in a series called "That Thursday Thing". The topics will be varied - crafts, cooking, science, games, etc. The goal is to introduce fun and social programming to compliment our more academic offerings. I will also be running an after-hours escape room event in October, which I anticipate being very popular. I think we have planned a strong lineup of fall programs for teens.

From Edith Donnell, Youth & Teen Information Services Librarian

June has been a busy month of programming and program planning! The Youth Service Group is going strong with 47 teens officially signed up to help over the summer. My time has been split between YSG management and preparing for events like the Summer Reading Kickoff and Teen Jewelry Making Workshop. I am transitioning from managing the teen collection to being in charge of purchasing the family DVDs, picture books and early reader collections.

Technology

Summary of June 2017



Statistics

- 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.
 - o Lyndon Twp Hotspot data usage for May 2017: **75.29 GB**
 - o Lima Twp Hotspot data usage for May 2017: **.75 GB**
 - o Sylvan Twp Hotspot data usage for May 2017: **1.15 GB**
 - o Checkout Hotspot data usage for May 2017: **442.56 GB**
 - o MB Grant Hotspot data usage for May 2017: **199.98 GB**

From: Ron Andrews – Head of Technology

Needless to say, the month was off to a bang with the Music in the Air program, but enough was said on that in the last report.

Technology

Most of June was spent working on the contract and paperwork for our new VOIP phone system with CTS Companies, Star2Star Communications. The great news is that the contract is signed and we are in the process of setting up the timeline for installation followed by training. The other big project was signing a new contract with MOS – Michigan Office Systems for the lease of two new Xerox copiers (one for staff and one for public). The new copiers were installed on June 30 and immediately started getting used. As part of the package MOS gave us a brand new Xerox printer that will be installed for the Information Services department once their office area has been renovated. We are looking forward to using the new functionality of these machines and the installation of the VOIP system around August 1st.

Budget

- Contract signed and leasing paper works signed. Deposit checks sent. Our projected Go-Live date is August 1st.
- Otherwise budget lines are proceeding to yearly plan

Collections

- Feature, Lucky Day and Music CD collections continue on track.
- With assistance from Lucie Smith we have re-weeded the Feature and TV DVD sections to try and add my space.

Programming

- Programming for the Fall (Sept-November) continues. Training By Request or TBR, a new service based on the 1:1 training model will begin September 1, 2017. Several test sessions have been held in the past year to much success.
- Esteemed local web guru Leslie Surel presented the first of a two session workshop on Facebook Pages. She had a great mixed group of about 6 participants, with two being local authors. There will be a follow-up private 30-minute session with Leslie in July.
- CRC 1:1 and CT 1:1 went well.
- I hosted the second Film Forum – Freedom to Marry. There were about 25 people in attendance and the discussion session after the film was very positive.

Meetings

- Keegan, Melanie, Shannon and I had a conference call with Biblioboard to resolve some questions about our annual renewal and on-going functionality.

- Terri and I sat through a webinar on the forthcoming new RBDigital app that will replace Zinio. Recorded Books is merging all of their service into one app.
- Met with Patty and Laura to discuss the forthcoming Libby app which will eventually replace the current OverDrive Console app. More on this in the July report.

From: Melanie Bell – Network Administrator

Servers and Network:

- Moved the People Counter Software to a new server (Martin) in preparation for updating the software on the old server (Seuss). Also ran some calibration on the People Counter to hopefully improve accuracy. However have recently discovered People Counter is not recording accurate numbers. Have opened a support ticket with our vendor.
- Will be updating the operating system on one of the servers (Seuss) to Windows Server 2016.
- Installed new Comcast modem in preparation for VoIP implementation.
- Replaced the uninterruptible power supplies in the server room and second floor wiring closet so that all of our network and server equipment is once again on battery backup.
- Ordered new switches for second floor wiring closet.

Public and Staff Computers:

- Prepped computers for volunteers to use for summer reading registration.
- Replaced one of the tech services computers.
- Fixed an issue with public computers not shutting down at the end of the day and another with staff computers taking forever to logoff.

Website:

- TLN updated the look of the online catalog.
- Created strategic plan progress page on our site <http://chelseadistrictlibrary.org/strategic-plan-progress/>
- Updated Friends site with new book sale dates.
- Updated SRSLY minecraft page with more detailed instructions on how to join the server, updated website with staffing changes and policy changes.

Broadband

- Michigan Broadband Cooperative hosted a Lyndon Township Town Hall meeting June 21st. Lori accompanied me to meeting and provided information regarding why the Library had made broadband access and advocating for hi-speed internet part of our strategic plan. There will be another town hall meeting July 20th, 7pm @ the Lyndon Township Hall.
- Excellent article from the Community Observer regarding broadband access in rural areas. The library was mentioned in the article found here http://annarborobserver.com/articles/life_offline_full_article.html

Other:

- Attended Tech Comm meeting where they demoed an AV conversion station.

Ron Andrews & Melanie Bell

MARKETING BOARD REPORT

June 2017

Marketing Highlights

Fall Newsletter

Plans have begun for our Fall newsletter!

- Review of mailing lists: First, we did a tune up of our mailing area by reviewing the current postal routes to ensure that our entire service district is receiving a newsletter. Secondly, we reviewed our exception mailing list that is created to cover the parts of our service district that is not included in postal routes or for paid memberships outside our service area.
- Layout: We continue to solicit submissions for our cover and responses to our Perspective column through social media, eNews, website and word of mouth. The programming group has met several times to discuss content and programming, which will center around auditory resources and programming. We continue to tweak the layout, looking for opportunities to share new information about all the resources the library offers. It's always exciting to witness the newsletter come alive through the various stages!



Songfest



We have begun planning for our newest major program Chelsea Song Fest. The initial stages have dealt with the marketing campaign and timeline. Currently we are in the design phase of the program's branding, which will be centered around the feature artist each year. The 2017 event proudly spotlights Paul Burch and his unique vision of American roots music. This will be a fun program to promote through social media, posters, t-shirts, buttons, coasters, and advertisements. There will be all day programming for every age to celebrate the art and craft of songwriting, with a culminating performance by Paul Burch, including an interview by 107.1's Martin Bandyke. With the large music community in Chelsea, this is sure to be a big hit year after year! For more information about this year's featured artist Paul Burch, visit paulburch.com.

Goal 2.1 - Increase Library Visibility -

- **New Mission Statement Marketing Campaign** – We continue our effort of creating awareness and ensuring consistency in our branding. This month, our business card design was finalized and sent to the printer. We should receive our new cards in early July. Our weekly eNews template also received an overhaul and came out with a cleaner look with the ability to resize appropriately when read on mobile devices (50% of our subscription base.) New elements added include our mission statement and a weekly "You Said" quote from CDL cardholders, social media posts, and library visitors. Next, we will be reviewing our library signage for opportunities to introduce our refreshed palette, missions statement words, and review for logo consistency.
- **Social Media Survey** — We received 98 responses from our survey, which included every age group and every township/municipality in our service district. Facebook was clearly the most widely used platform across almost every age group with the exception of the under 18 group which primarily favors Snapchat. The requested content included: information about programs and events, photos/videos of library events, new collection additions, reviews, and education information. On a positive note, the library's primary platform is Facebook and our posted types of content include 3 out of the 5 requested types of information on the survey. Our next step will be to form a social media committee to discuss the results of the survey and ways we can adjust our current practice to communicate more effectively through social media.



Miscellaneous Marketing

- Began working on the marketing campaign for Kids Read Comics program
- Attended Summer Reading Kickoff, photographed and posted day's activities on social media
- Collected possible data and content for 2016 annual report, explored different presentation formats
- Worked with Tech Department to determine marketing campaign and rollout timing for new RB digital (Zinio) app
- Reached out to both Sylvan and Lyndon township to establish a relationship and explore ways to communicate library resources to their respective residents
- Finalized updates to library card applications
- Create ad for Chelsea Chamber Area map
- Created Goodreads.com CDL masthead and thumbnail images
- Began exploring graphics for new programs: CSC Daytime Book Club and teen program "That Thursday Thing"

MARKETING BOARD REPORT

June 2017

- Created new banner for youth outreach programs such as Sounds & Sights Festival Kidzone and CSD open houses
- Created banners for winner and finalist for new teen program CDL Escape Room

Outreach

- Attended Ugly Dog open house – it was very interesting to hear their plans for the building across the street from the library and explore ways in which we might partner with them in the future.

Respectfully submitted,
Patty Roberts
Head of Marketing

Saline School Board Disapproves Of WISD Budgeting

Continued from Page 4
The expenditures in the 2016-2017 WISD special education budget were a 13.4 percent increase over 2015-2016, with the WISD budgeting another 8.4 percent increase in the same budget for 2017-2018, Valent pointed out.

According to data in the Saline Area Schools board packet for the May 23 study session, the WISD shows total expenditures for the special education budget of \$24,777,812 (2015-2016 Actual Expenses), \$28,090,282 (2016-2017 Amended Budget) and \$30,455,535 (2017-2018 Projected Budget).

"That's a pretty hefty increase. Now, I don't know what exactly all those programs are doing in here. I'm just looking at it from a numbers point of view," Valent added. "On average, that's a double digit increase each year for a two-year period. That's pretty significant just from a budgeting point of view, from any financial analysis point of view."

Valent raised additional concerns about the increasing special education expenses, while the recent gain in revenue was much smaller. "I'd like to know more about why their increasing it so rapidly, when particularly their

revenue projected for 2017-2018, they're only projecting an increase in revenue of .27 percent," he said. "I have questions about that."

In the same board packet, the WISD shows total revenue and incoming transfers in the special education budget of \$103,837,888 (2016-2017 Amended Budget) and \$104,116,918 (2017-2018 Projected Budget).

However, actual revenue and incoming transfers in the 2015-2016 special education budget were \$79,408,782.

"My concern is with their increased expenditures, that comes off the top, then school districts are left with less flow through," Board President Tim Austin said. "I don't think it's a good deal for our school district."

According to information in the board packet, WISD changes for the upcoming special education budget includes the local district reimbursement, net of tuition billings, at an estimated \$59.5 million.

At the May 23 study session, the school board disapproved the 2017-2018 WISD general fund budget. School Board Vice President Paul Hynek recommended the motion to disapprove the budget. "From my perspective,

the WISD continues to - I guess - not follow what I call best practices in some of their programs and financial dealings, especially with the budget in the way a lot of the other districts work," Hynek said. "I think they're a little less than cognizant with their taxpayer dollars they get from all the districts."

"I continue to feel they need...a dose of reality the way all the other districts in the county have to work," Hynek added.

The school board disapproved the upcoming WISD general fund budget with a 6-1 vote, with only Board Member Heidi Pfannes voting against the recommended motion. "I had more of a discussion with them and understood it better because I sat through the presentation, but I don't know enough to explain it to you," Pfannes told the other board members after voting against the motion. "It made sense when they presented it."

The Saline school board was required to take action on the projected WISD general fund budget - either a formal approval or disapproval - by June 1.

"The WISD board, regardless of what we do or other districts do, can either approve or not approve their own budget," said Superintendent Scott Graden.

Board Member Michael McVey would like to see some conversation between the Saline school board and WISD Superintendent Scott Menzel on the budgeting matters. "I'd like for us to ask those specific and probing questions," McVey said.

Like Austin had concerns about how the WISD budgeting impacted Saline Area Schools, Board Member Scott Hummel also voiced concerns about its effect on the community.

"The taxpayers here in Saline, we're putting more money in and ultimately, because the way things are set up, we're receiving less. We're looking at Saline and doing the best thing we can do for Saline," Hummel said. "It doesn't make any sense to me to approve something that doesn't benefit us more."

Chelsea District Library

Summer Reading Program Aims to "Build a Better World"

The Chelsea District Library aims to "Build a Better World" with its Summer Reading Program. All ages are invited to join in the fun, with events and other programs for adult, and youth/teen participants.

Summer Reading Kickoff is Friday, June 16, from 12-2pm. This year will feature a Construction Carnival on the lawn where kids can decorate their own hard hats, build with giant blocks, 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 know cone by completing six or more activities. The popular Miniature Motorway's tabletop Demo Derby track is also returning for another year.

Children, teens and adults can register for their respective games online at chelseadistrictlibrary.org/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 chance to win their own Cedar Point tickets and other great prizes like iTunes gift cards and movie tickets.

Drawing slips can also be earned by completing Challenge Cards, take-home activities to extend learning and encourage children & teens to get to know their community. "The Challenge Cards have been very popular the past couple of years, so we've refreshed them up and added new challenges for

this summer," said Youth & 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.

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," explained Kaegan Sulecki, Head of Information Services. Getting one "bingo" earns adults a small completion prize, like a coupon to Zou Zou's or the Chelsea Bakery.



Thousands of children, teens, and adults find fun, creativity, and interesting activities at the Chelsea District Library's Summer Program.

SWWC CAD Students

Have Their Best Showing At State Competition

By Angelo Parlove, aparlove@msn.com
Overall, the South and West Washtenaw Consortium CAD class entered 25 different categories, including photo-realistic renderings of CAD drawings, blueprints, hand drawings and model houses, at the Michigan Industrial Technology Education Society (MITES) competition last month.

With 91 total projects entered in the state event, the students earned 12 individual state championships, 12 runner-ups and 12 third-place finishes.

"I am very proud of my entire class and how they contributed to this year's success," said Steve Vasiloff, the teacher for the SWWC CAD program.

Further, Tobias Schmidt and Alex Hartman both won a Divisional Grand Award, which meant their projects were deemed the best in the entire division, regardless of category. Schmidt won the Mechanical Drafting division, while Hartman won the Animation division. Notching the two awards this year, it was the first time a Saline student has won a Divisional Grand Award.

Overall, Hartman turned in five projects, winning three

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COST:

\$25 until May 19th

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Saturday

June 17th, 2017

8am

Race day
registration 7-7:45

Lauren Baker Named Chelsea Library's Youth Service Group Volunteer of the Year

 chelseaupdate.com/lauren-baker-named-chelsea-librarys-youth-service-group-volunteer-year/

6/6/2017

(Chelsea Update would like to thank Edith Donnell for the information in this story.)

The Chelsea District Library recently announced that Chelsea High School junior **Lauren Baker** was named the library's 2017 Youth Service Group Volunteer of the Year.

Started in 2015, this award recognizes a teen volunteer who has demonstrated outstanding leadership and commitment.

Baker has been volunteering with the library for four years, and has made a great impression on the librarians. "When Lauren signs up to help with a program, I know I will have dependable support, and it makes planning easier," said **Jessica Zubik**.

Edith Donnell, head of the Youth Service Group at the library, agrees. "Lauren really demonstrates how a volunteer can make a family's experience at a library program so much better. She treats library visitors with dignity and respect, no matter how young they are," she said in a press release.

Baker started visiting the library long before volunteering, and is an avid reader. "I love how peaceful and open the library is and how you can just get lost in all of the books and lose track of time," she said.



Courtesy photo. Lauren Baker.

Baker said she started volunteering because she "...wanted to have an impact on the community that would make a difference even if it's just a smile on someone's face."

In appreciation of her hard work and dedication, a custom READ poster featuring Lauren will be on display in the library.

The library is always looking for new members for the Youth Service Group who are going into seventh grade or above. Interested students and their families can visit the Chelsea District Library website at www.chelseadistrictlibrary.org, and look for the *How Do I...* tab to find volunteer opportunities.

There is still time for students to sign-up for summer volunteer opportunities by filling out an application and attending one of our YSG Orientation sessions. Youth Service Group volunteers help setup and cleanup library programs, assist with running the Summer Reading Program, and support the Youth & Teen Librarians in tasks important to the function of the library.

For more information about youth volunteer opportunities, contact Donnell at (734) 475-8732 ext. 218 or via email edonnell@chelseadistrictlibrary.org.

Circulation Supervisor's Report June 2017

- Circulation – 25,614 or 6% lower than last June;
149,280 YTD or 4% lower than this time last year.
- Patron Count- 12,201 or 40% lower than last June (Est.);
74,329 YTD or 18% lower than this time last year (Est.).
** Does not include offsite programs.
- Circulation by township- for June
 - Dexter = 10% of total transactions – same as than last month
 - Lima = 16% of transactions – higher than last month
 - Lyndon = 15% of transactions – lower than last month
 - Sylvan = 17% of transactions - higher than last month
 - Chelsea = 34% of transactions – same as last month
- June Circulation: 81% were items from Chelsea and 19% were inter-loaned items.
- Automated phone renewals in June – 2, Self-check was 11% of items checked out in June;
Overdrive = 1570 in June; Zinio = 240 in June.
- Registrations for June– 102 new cards; 8672 total card holders
 - *Dexter = 1126 cards; Lima = 1034 cards; Lyndon = 1356 cards
 - *Sylvan = 1461 cards; Chelsea = 3215 cards; Nonresident = 480 cards

Circulation Activities:

- We received 3 to 10 tubs in the run each day M-F with a total of 127.5 in June.
- Clean up on the patron & collection database will be an ongoing procedure from now on.
The Library Network will continue to remove patrons whose accounts are more than five years old and items that have been missing more than a year.
- I have been in contact with Unique Management Services and The Library Network on how to proceed setting up the collections module.
- There would be approximately 544 letters sent out to patrons letting them know about the amnesty program and the collection agency. The time line & details for the Amnesty program will be in the Fall newsletter as well as in the eNews. The plan is to have the Amnesty run the whole month of September with accounts being sent to Unique starting October 1st.
- The new yearly rate for non-residents will also change on October 1st. This will give patrons enough notice. They will be able to pay the current rate only if it is within the month of September. We only allow them to pay up to 12 months at a time.
- I met with Sylvan, Lyndon & Dexter townships – just touching base with them on what's happening at the library, giving them some handouts, info on the Michigan Activity Pass & Detroit Zoo programs they can post and seeing if they would be interested in hosting a library program at their respective town halls.

Respectfully submitted,
Terri Lancaster
Head of Circulation

**Chelsea District Library
Monthly New Registration 2017**

District	NonRes	School	Other	Total Month	Grand Total
January	82	10	4	2	98
February	60	8	1	1	70
March	67	3	2	3	75
April	50	3	0	1	54
May	52	8	0	2	62
June	95	6	0	1	102
July					
August					
September					
October					
November					
December					
Totals					461

June 2017 - TUN/clearout.offpatronidatabase

Registered Card Holders

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
District	8280	8708	9113	8898	9147	9002	9083	9109	9064	8192
Dexter	1198	1216	1258	1197	1222	1206	1211	1215	1230	1126
Lima	1086	1124	1176	1169	1174	1156	1133	1109	1109	1034
Lyndon	1477	1605	1673	1567	1579	1538	1539	1546	1522	1356
Sylvan	1619	1743	1822	1800	1786	1693	1662	1667	1641	1461
CityChel	2900	3020	3184	3165	3386	3409	3538	3572	3562	3215
NonRes	933	977	960	902	744	640	649	655	625	480
Freedom	107	81	58	18	7	6	6	6	7	1
Sharon	151	153	150	149	141	118	122	118	110	96
Waterloo	391	421	423	411	365	336	348	352	333	257
GrassLk					15	26	29	28	25	22
Other	284	322	329	324	216	154	144	151	150	104
Totals	9213	9685	10073	9800	9891	9642	9732	9764	9689	8672

Average Daily Door Count 2017

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	2016	% Diff
Jan.	511	468	477	465	404	417	298	13136	14377	-9%
Feb.	574	516	478	475	422	413	337	12282	12325	0%
March	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	501	497	485	422	405	341	194	12201	20468	-40%
July								20181		
August								14488		
Sept.								12759		
Oct.								12587		
Nov.								12166		
Dec.								11064		
Total								74329	176177	
Monthly average								12,388	14,681	
Avg. % increase										-18%

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

Trans	% Tot	SEMCOG Dec2010	% of Pop
Jun-17	Trans	Pop.	Regist % of Entity Pop.
21,083		15010	
2155	10%	2604	46% 42% Dexter
3297	16%	1909	61% 54% Lima
3167	15%	2720	57% 100% Lyndon
3517	17%	2833	60% 100% Sylvan
7271	34%	4944	69% 100% CityChel
			58%
375	2%		
584	3%		
673	3%		
44	0%		
	100%		

These are actual checkout #'s, there is no way to get the breakdown to add OD #'s.
% of Lima & Dexter Township population that is in the CDL area was updated March 2017.

Chelsea District Library
2017

	Average Daily Circulation							2017 Total	2016	%Diff.
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.			
Jan.	840	700	811	760	720	673	463	25453	26455	-4%
Feb.	818	853	854	808	737	601	468	23360	25063	-7%
March	835	852	798	834	666	720	482	27351	27839	-2%
April	936	798	814	772	657	588	419	24391	25179	-3%
May	785	841	709	709	652	480	390	23111	23647	-2%
June	932	942	844	668	802	507	416	25614	27254	-6%
July									28112	
August									26760	
Sept.									22787	
Oct.									23845	
Nov.									23872	
Dec.									22824	
Total								149280	303637	
Mnth Avg								24,880	25,303	
Avg. % Inc.								with OD & Zinio ckouts.		-4%

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

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	641	69,479
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	4,489	70,539

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	240	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	1755	2,841	2,990	1,968

2016 Totals	SifChk/ Check-outs only			
	2017 Total	Days	Per Day 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	3102	30	103	11%
3528				
3554				
2221				
2447				
2689				
2142				
33463	16253			11%

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
1570	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
9344	18198	17541	15850	11625

Item Circulation 2017

	All items circed at Chel inc: OD & Zinio	Chel items circed at Chel inc: OD & Zinio	% of Chel items circed at Chel	Other items circed at Chel	% other items circed at Chel	Chel items charged/ renewed anywhere in system	Chel items circed 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	25,614	20,654	81%	4,960	19%	20,633	1,789
July				0			
August				0			
Sept.				0			
Oct.				0			
Nov.				0			
Dec.				0			
Totals	149,280	117,363	79%	31,917	21%	117,707	11,670
Mnth Avg	24,880	19,561		5,320		19,618	1,945

Circulation by Department - Percentage			
	Adult	Youth	Teen
January	59%	37%	4%
February	57%	39%	4%
March	54%	41%	5%
April	55%	41%	4%
May	58%	38%	4%
June	51%	43%	6%
July			
August			
September			
October			
November			
December			
Yearly Avg.	56%	40%	5%

Circulation by Department - Total Checkouts			
	Adult	Youth	Teen
January	11,808	7,416	805
February	10,526	7,026	734
March	11,615	8,764	958
April	10,494	7,893	814
May	10,606	6,866	819
June	10,549	8,904	1,180
July			
August			
September			
October			
November			
December			
Yearly Total	65,598	46,869	5,310

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

July 18, 2017 Board Packet

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

Accept June donations and changes to the 2017 FY Budget.

	Income Line -	Expense Line	
6-16-17	Elizabeth Sensoli/EMS Consulting	Strategic Planning	
	674.110	801.079	\$1,055.99
		<u>Sub Total: \$</u>	

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

Sub Total: \$

Acknowledge the donations below toward the CDL Endowment.

Sub Total: \$

Total General Donations: \$ 1,055.99

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet July 18, 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.

Action:

The library board approve the presented 2018 Budget Hearing Notice resolution.

Janice L. Carr, Board Secretary

Date

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:

Expense	Fiscal Year 2018 Budget
Personnel Expenses	1,101,117
Supplies	27,300
Professional Services	51,336
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	89,500
Collection Expenses	176,220
Capital Reserve Fund	21,800
	<hr/>
TOTAL	1,950,898
	<hr/> <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

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 TJ Helfferich and supported by Trustee Susan Lackey:

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 26th 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 18th 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 ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet July 18, 2017 Meeting

2017 Staff Retreat

Background:

Every year the library staff has a yearly in-service to review policies, update procedures, or do training. This date had not been planned when our library calendar was approved.

We are proposing a staff retreat this year for the date of Friday, November 3rd, and the library would be closed the whole day.

The board will need to approve the library closure for this day.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
July 18, 2017 Meeting

2018 Budget Draft

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.

The hearing for the 2018 Budget is Tuesday, August 15th.

COMMITTEE

INFO &

MINUTES

**CDL Board of Trustees
Policy Committee
Meeting Minutes
June 6, 2017 1PM**

Present: J Carr, TJ Helfferich, E Sensoli, L Ballard, Lori Coryell

Policies reviewed:

#101 Compensation - approval recommended

Proposed changes were discussed and Lori and Linda provided answers to questions from the committee.

- How many staff qualify under the proposed change?**
 - Two for 2017**
 - Four for 2018**
- Salary survey and adjustment that was done in 2014 will be repeated in 2019**

#102 Benefits – approval recommended

Suggestion to move the statement about providing proof of insurance to Policy #304 (Intro Period)

#304 Intro Period – approval recommended

With the addition of the statement regarding proof of insurance added from Policy #102

Meeting adjourned at 1:50 PM

Submitted: Jan Carr

FUNDRAISING COMMITTEE MINUTES - June 13, 2017

The committee reviewed the evening with Jacopo Giacomuzzi at the Feeneys June 2. It went very well. We did have some feedback from one of our long-time patrons who was concerned about the appearance of exclusivity, but Anne will explain to her about our programs coming up and discuss the following:

- The parties are hosted and planned by board members.
- The purpose of the parties is to create awareness of the services, programs, and resources the library provides and is part of our long-term strategy to garner greater and ever-expanding support and appreciation of the library as we lead up to a millage campaign in 2019.
- The hope is not only to create new library supporters but to also strengthen relationships with less-engaged supporters. We hope to grow our library support base at these events.
- The invitee lists will change from party to party depending on the location and focus of the individual event .
- These are not appreciation events for all those wonderful people who make this library the terrific institution it is. I hope we express our gratitude to these staff members, volunteers, and enthusiastic supporters throughout the year and at designated events.

We also discussed a program that we might do in Lima Township, which would be a tech program, maybe something at the township hall. It could be a one-on-one computer help program or something of that nature. We will discuss in more detail at the next meeting. We still are planning other awareness activities over the next year.

Also discussed was a proposed millage. Lori and Linda Ballard met with Shirley Buursema recently and it was recommended that we run our millage in August 2019. It expires in December 2019, but we have funding through 2020. It is too early to start a campaign at this point, so we will look at discussion of this in 2018.

Submitted,

Anne Merkel, Chair

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

Approved: January 17, 2017

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

