

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, August 15, 2017—6:45 p.m.

McKune Room

AGENDA

- 6:45 Budget Hearing**
Welcome and Call to Order
Board Review of 2018 Budget
Public Comment
Adjournment
- 7:15 Board Meeting**
Welcome and Call to Order
Agenda review and additions
- 7:20 Compulsory Segments**
Minutes Approval – July 18, 2017
Closed Session Minutes Approval – July 18, 2017
Approval of the July Operational Checks
Approval of July Financial Reports
Director's Report & Friends Report
Strategic Plan Report
- 7:45 Public Comment**
- 7:50 Action Items**
1. Donations
2. Policies
- 8:00 Reports**
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Fundraising Committee
- 8:05 Public Comment**
- 8:10 Other Items**
- 8:15 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, July 18, 2017 6:45pm
Meeting Location: McKune Meeting Room

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

Trustees Absent:

Staff: Director Lori Coryell & C. Berggren.

Guests:

Welcome and Call to Order

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

Agenda Review and Additions

Jan requested to add 3 Policy Revisions as Discussion #3 and Charlie asked to have Patron Appeal 2017-1 added as Discussion Item #4. Lori then requested that Discussion Item #4 be moved to the top of the discussion items.

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve the agenda as amended. Discussion: None All Ayes: 7-0

Compulsory Segments:

Minutes and Approval of Checks

Several changes to the June minutes were requested: Jerry wanted a clarification to his Finance Committee report, Elizabeth wanted PAX written as "people," and all board members wanted the minutes to be consistently written in past tense only.

MOTION made by J. Wilczynski, SECONDED by TJ Helfferich to approve the minutes of the June 20, 2017 Board Meeting, as amended. Discussion: None

All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by J. Wilczynski to accept the General Fund Operational checks for June, 2017. Discussion: Jan wanted to make sure the costly closest switch cost was a one-time fix and was assured by Lori that indeed that's the case.

All Ayes 7-0

MOTION made by J. Wilczynski, SECONDED by A. Merkel to accept Financial Reports for June, 2017. Discussion: There was a question about what was done with restricted donations to Chelsea Standard Digitize over the budgeted amount and Lori explained that that money carries over from year to year.

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- Lori asked for clarification on adding "media mentions/clippings" to the Performance Dashboard, as requested at the June board meeting. It was determined that these would need to be actual articles instead of any sort of mention. Lori said that will make it much easier to track.
- Lori reported that the people counter at the library entrance is malfunctioning and that we are working on getting that problem corrected. The library will also start collecting numbers for outdoor events that physically take place at the library, such as Music in the Air and Fairy Garden events.
- The library will be holding a Pumpkin Carving Contest this year and Lori asked the board to participate as judges for both the patron and the staff competitions.
- Lori shared that Linda, Jessica, Shannon, and Laura attended the ALA meeting in Chicago and collected the CDL award for the coloring book project.
- Lori shared the results of Patty's Social Media Preference Survey and passed out a handout highlighting those results. Facebook was the overwhelming preference in terms of social media use.

Friends Report Update:

Lori reported that the Friends are meeting tomorrow, so there is no update this month.

Strategic Plan Update:

- Lori read over her Strategic Plan metric update that accompanies her regular monthly report and noted that the new business cards are in.
- Charlie complimented this addition to the packet/meeting and the work that goes into updating the Strategic Plan metric in general.

Other Reports Notes:

- Susan noted that she would like to see signage at the township halls alerting people to the hotspots to better advertise this service. Charlie concurred that particularly with the investment the library has made in that area, it needs to be better advertised to the townships.
- Charlie noted the remarkably high Summer Reading numbers and suggested maybe trying to get an article written about the success of the program. He also asked about the downward trend of circulation numbers, though, and wondered why that was. Lori informed him that that is a national trend and that that is part of our challenge of becoming a modern age library.
- TJ said that she would like to see longer trends in the dashboard numbers than just a single year. Other trustees agreed and Elizabeth said particularly in circulation and head count that would be helpful. Jerry suggested maybe extending the dashboard to show five years. Susan asked that the expansion cover programs, too, so as to better show the overall use of the library.

Presentations: None

Public Comment: None

Action Item #1: Donations

MOTION made by S. Lackey, SECONDED by A. Merkel to approve and acknowledge the presented 2017 June donations of \$1,055.99.

Discussion: Lori pointed out that the donation was from board member Elizabeth Sensoli to cover the piano rental and food for the Trustee Awareness Event and reiterated how well that event went.

All Ayes: 7-0

Action Item #2: Budget Hearing Notice

MOTION made by TJ Helfferich, SECONDED by S. Lackey to approve the presented 2018 Budget Hearing Notice resolution. Discussion: None

All Ayes: 7-0

Discussion Item #4: Patron Appeal 2017-1

To comply with the Michigan Library Privacy Act, C. Taylor moved that the board move to a closed session, while discussing Patron Appeal 2017-1. Lori asked that C. Berggren be permitted to stay to take notes. Approval was granted.

Roll Call Vote for Closed Session: J. Wilczynski – Aye, E. Sensoli – Aye, A. Merkel – Aye, C. Taylor – Aye, TJ Helfferich – Aye, S. Lackey – Aye, J. Carr – Aye.

MOTION made by S. Lackey, SECONDED by A. Merkel to move Discussion Item #4 to Action Item #4. Discussion: None.

All Ayes: 7-0

Action Item #4: Patron Appeal 2017-1

MOTION made by J. Carr, SECONDED by A. Merkel to adopt the first of the three options recommended by the attorney, which states, "Based on the facts and information discussed in closed session, the Board moves to deny Patron Appeal/Request for Exemption No. 2017-1 and uphold the decision to enforce the Library's policy that requires patrons to wear shoes" with additional language stating that "library services are available to patrons with and without access to the facility." Discussion: None.

All Ayes: 7-0

Discussion Item #1: Staff Retreat

Lori touched on the importance of the staff retreat in terms of training and the opportunity to bring the entire staff together, and expressed that she would like to get the retreat date finalized as soon as possible, so that the closing can be published in the newsletter. The proposed staff retreat date is Nov. 3, which would mean closing the library to the public on that date.

MOTION made by J. Carr, SECONDED by A. Merkel to move Discussion Item #1 to Action Item #3. Discussion: None.

All Ayes: 7-0

Action Item #3: Staff Retreat

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve the closing of the library on Nov. 3, 2017, for the purpose of conducting the annual staff retreat. Discussion: None

All Ayes: 7-0

Discussion Item #2: 2018 Budget Draft

The draft copies of the 2018 budget were passed out to board members, so they can review before the August board meeting, which will include the budget hearing. Lori asked that board members report any comments or errors by August 1, so that changes can be made before the hearing.

Discussion Item #3: Policy Revisions

Jan introduced the board to the revisions that the Policy Committee made to subjects 101 (Compensation), 102 (Benefits), and 304 (Introductory Period) of the Human Resources Policy and Procedure Manual. The revisions were discussed and the policies will be brought back as an Action Item in August.

Committee Reports

Policy Committee – Minutes from the meeting about the 3 policy revisions.

Finance Committee – Jerry announced that there will be a meeting on August 4.

Personnel Committee –

Nominating Committee –

Fundraising Committee – Minutes included, plus Anne noted ongoing awareness campaign.

Public and Board Comment: None

Other Items:

Adjourn:

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to adjourn the meeting at 9:01 p.m.

All Ayes: 7-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library

List of Checks for Board Approval

July 2017

08/07/17

Date	Num	Name	Memo	Paid Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
07/06/2017	06192017PRST	Alerus Financial	07/07/2017 PR	1,548.43
07/07/2017	PR07072017		RETIREMENT	-1,548.43
07/19/2017	07032017PRST	Alerus Financial	07/21/2017 PR	1,548.43
07/21/2017	PR07212017		RETIREMENT	-1,548.43
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
07/07/2017	PR07072017		WAGES	35,779.25
07/21/2017	PR07212017		WAGES	35,146.31
Total 701.100 - Wages - Other				70,925.56
Total 701.100 - Wages				70,925.56
701.110 - Retirement-Contributions				
07/06/2017	06192017PRST	Alerus Financial	07/07/2017 PR	1,463.30
07/07/2017	PR07072017		RETIREMENT PICK UP	-1,463.30
07/19/2017	07032017PRST	Alerus Financial	07/21/2017 PR	1,464.14
07/21/2017	PR07212017		RETIREMENT PICK UP	-1,464.14
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
07/07/2017	PR07072017		401 A MATCHING	1,341.08
07/21/2017	PR07212017		401 A MATCHING	1,343.63
Total 701.115 - 401A Retirement Matching				2,684.71
701.200 - FICA				
07/07/2017	PR07072017		FICA EMPLOYER	2,737.19
07/21/2017	PR07212017		FICA EMPLOYER	2,688.76
Total 701.200 - FICA				5,425.95
701.300 - Flex Benefits				
07/07/2017	PR07072017		Dep Life (CA & DL & HI)	-10.81
07/19/2017	07112017ST	Unum Life Insurance Co.	2017 Premium August	590.22
07/21/2017	PR07212017		Dep Life (CA & DL & HI)	-10.81
Total 701.300 - Flex Benefits				568.60
Total 701 - Personnel Expenses				79,604.82
727 - Supplies				
727.200 - General Operations				
07/06/2017	4573/154	Great Lakes Ace Hardware	2 Keys	3.78
07/06/2017	466470	Smart Office Solutions	Miscellaneous Office Supplies	21.61

Chelsea District Library

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Date	Num	Name	Memo	Paid Amount
07/19/2017	466596	Smart Office Solutions	Miscellaneous Office Supplies	139.05
Total 727.200 · General Operations				164.44
727.300 · Material Processing				
727.320 · Matl Processing Cases				
07/06/2017	15614	Budget Library Supplies	DVD & CD Cases	602.00
Total 727.320 · Matl Processing Cases				602.00
727.330 · Matl Processing Other				
07/06/2017	6160408	Demco Inc.	CD Labels	326.11
Total 727.330 · Matl Processing Other				326.11
727.340 · Repairs				
07/19/2017	07092017ST	Keybank	ChromeLabel - Cloth book tape	143.50
Total 727.340 · Repairs				143.50
Total 727.300 · Material Processing				1,071.61
727.500 · Cleaning				
727.520 · Cleaning Supplies				
07/06/2017	06292017ST	Petty Cash-	Chelsea Pharmacy - Tissue	4.22
07/06/2017	06292017ST	Petty Cash-	Costco - Hand Soap	8.99
07/06/2017	06292017ST	Petty Cash-	CVS - Dishwasher Soap	12.62
07/06/2017	300782219	Cintas Corporation-300	Soap	14.78
07/19/2017	300791740	Cintas Corporation-300	Soap	14.78
07/19/2017	466658	Smart Office Solutions	Trash Liners	181.52
Total 727.520 · Cleaning Supplies				236.91
727.530 · Cleaning Rugs				
07/06/2017	300782219	Cintas Corporation-300	Rugs 06/30/2017	54.99
07/19/2017	300791740	Cintas Corporation-300	Rugs 07/14/2017	54.99
Total 727.530 · Cleaning Rugs				109.98
Total 727.500 · Cleaning				346.89
727.700 · Postage				
727.710 · Postage-Circulation Notices				
07/19/2017	58549	The Library Network	2nd Qrt 2017 Circulation Notices	85.66
Total 727.710 · Postage-Circulation Notices				85.66
727.720 · Postage-Operating Postage				
07/06/2017	06262017ALAE...	Brown, Laura	Ship books from ALA	32.45
07/06/2017	1004538891	Pitney Bowes	07/16 - 10/15/2017 A/C#0010280651	76.25
07/06/2017	06202017Rene...	Postmaster	USPS Marketing Mail P1 28	225.00

Chelsea District Library

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Date	Num	Name	Memo	Paid Amount
07/19/2017			Circ Receipts	0.58
		Total 727.720 · Postage-Operating Postage		334.28
		Total 727.700 · Postage		419.94
		727.800 · Maintenance		
		727.810 · Maintenance Light Bulbs		
07/19/2017	4645/154	Great Lakes Ace Hardware	Light Bulbs	14.93
		Total 727.810 · Maintenance Light Bulbs		14.93
		727.830 · Maintenance General		
07/06/2017	06292017ST	Petty Cash-		5.29
07/19/2017	4645/154	Great Lakes Ace Hardware	Meijer - Hose Hanger Glue	5.69
		Total 727.830 · Maintenance General		10.98
		Total 727.800 · Maintenance		25.91
		Total 727 · Supplies		2,028.79
		801 · Professional Services		
		801.040 · Bookkeeper		
07/06/2017	201713	Budzinski & Associates		350.00
07/19/2017	201714	Budzinski & Associates	1/2 July 2017 Billing 1/2 July 2017 Billing	350.00
		Total 801.040 · Bookkeeper		700.00
		801.041 · Payroll Services		
07/19/2017	18837675	Payroll 1	2017 June	186.96
		Total 801.041 · Payroll Services		186.96
		801.079 · Library Strategic Plan		
07/06/2017	JUNE2017A	Koepping, Luna Marie Elizabeth		375.00
07/19/2017	07092017ST	Keybank	Graphic Design for Strategic Plan Marketing Foam Tiles - Tatami Tiles	288.80
		Total 801.079 · Library Strategic Plan		663.80
		801.300 · Banking Fees		
		801.310 · Bank Fees		
07/31/2017			Service Charge	12.20
		Total 801.310 · Bank Fees		12.20
		801.350 · Credit Card Fee Circ		
07/06/2017	CCFee062017		June 2017 Credit Card Fee	53.22
		Total 801.350 · Credit Card Fee Circ		53.22

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Date	Num	Name	Memo	Paid Amount
Total 801.300	Banking Fees			65.42
801.900	Professional Restricted Gifts			
801.905	Strategic Plan - General			
07/06/2017	CDL20170628	The Garden Mill	Fairy Garden	219.72
Total 801.905	Strategic Plan - General			219.72
801.910	Chelsea Garden Club FairyGarden			
07/06/2017	06282017INV	The Garden Mill	Fairy Garden	973.06
07/06/2017	CDL20170628	The Garden Mill	Fairy Garden	26.94
Total 801.910	Chelsea Garden Club FairyGarden			1,000.00
Total 801.900	Professional Restricted Gifts			1,219.72
Total 801	Professional Services			2,835.90
803	Maintenance Service Contracts			
803.100	Copier			
803.101	Public Copier			
07/06/2017	67167738	Wells Fargo Bank, NA	Public Copy Lease 2017 June	161.00
Total 803.101	Public Copier			161.00
803.102	Staff Copier			
07/19/2017	67201395	Toshiba Financial Services	2017 Staff Copier Lease & Maintenance - July	561.56
Total 803.102	Staff Copier			561.56
803.103	Small Printer Maintenance			
07/06/2017	IN911027	Michigan Office Solutions	Small Printer Maintenance - June	150.61
Total 803.103	Small Printer Maintenance			150.61
Total 803.100	Copier			873.17
803.300	Technology			
803.395	Website Hosting & Service			
07/06/2017	6152486	Demco Software	2017 Aug thru 2018 July Evanced Renewal	799.00
07/19/2017	07092017ST	Keybank	1and1.com - 2017-2018 Domain Renewal	140.05
Total 803.395	Website Hosting & Service			939.05
Total 803.300	Technology			939.05
803.600	Building Maintenance			
803.605	Janitorial			
07/06/2017	11227	A Production Cleaning Company Inc.	Cleaning 06/18-07/01/2017	1,440.85
07/19/2017	11235	A Production Cleaning Company Inc.	Cleaning 07/02-07/15/2017	1,440.85

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Date	Num	Name	Memo	Paid Amount
Total 803.605 · Janitorial				2,881.70
803.610 · Lawn/Snow Service				
803.611 · Lawn Service				
07/19/2017	10514	Association Maintenance Corp	Mowing & Mulch	262.50
07/19/2017	10516	Association Maintenance Corp	Mowing & Mulch	325.00
Total 803.611 · Lawn Service				587.50
803.613 · Sprinkler				
803.613 · Sprinkler				
07/19/2017	10538	Association Maintenance Corp	3 Head Sprinkler Repair	50.55
Total 803.613 · Sprinkler				50.55
Total 803.610 · Lawn/Snow Service				638.05
803.620 · Trash				
803.620 · Trash				
07/19/2017	17980	City of Chelsea	June Trash Collection	40.00
Total 803.620 · Trash				40.00
Total 803.600 · Building Maintenance				3,559.75
Total 803 · Maintenance Service Contracts				5,371.97
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
07/06/2017	06252017ST	A T & T	05/26/17-06/25/17 Billing (June)	332.35
07/06/2017	06242017IN	Navitas Credit Corp	VOIP Lease - 2017 July	212.81
Total 850.120 · Telephone				545.16
850.121 · Director's Cell Phone				
850.121 · Director's Cell Phone				
07/19/2017	9788315631	Verizon Wireless	2017 July Director's Cell Phone	51.68
Total 850.121 · Director's Cell Phone				51.68
Total 850.100 · Local & Long Distance Charges				596.84
850.300 · TLN Internet Service				
850.310 · Internet				
850.310 · Internet				
07/19/2017	58639	The Library Network	2017 Internet Service April - June	3,108.96
Total 850.310 · Internet				3,108.96
850.311 · WiFi Hotspots				
850.311 · WiFi Hotspots				
07/19/2017	9788315631	Verizon Wireless	2017 July Library Hotspots	120.84
07/19/2017	261402854-031	Sprint	2017 July Lyndon/Circ Hotspots	686.08
Total 850.311 · WiFi Hotspots				806.92

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Date	Num	Name	Memo	Paid Amount
Total 850.300	· TLN Internet Service			3,915.88
Total 850	· Telecommunications			4,512.72
880	· Promotional Materials			
880.300	· Marketing Supplies			
880.310	· Displays			
07/19/2017	07/182017ST	Ungrodt, Tom	Plexiglass Displays & Easels	81.50
Total 880.310	· Displays			81.50
880.320	· Misc Marketing Supplies			
07/19/2017	1564974	Chelsea Lumber Company	Fasteners for Banners	8.85
07/19/2017	07092017ST	Keybank	American Button Machines - Button Maker Kit & Supplies	470.83
Total 880.320	· Misc Marketing Supplies			479.68
Total 880.300	· Marketing Supplies			561.18
880.400	· Program Promotion			
880.440	· Service / Resource Promotion			
880.441	· General Service/Resource Promo			
07/19/2017	225191925947	Amazon.com	Label Outfilters	59.90
Total 880.441	· General Service/Resource Promo			59.90
Total 880.440	· Service / Resource Promotion			59.90
Total 880.400	· Program Promotion			59.90
880.500	· Purchased Services			
880.510	· General Purchased Services			
07/19/2017	07092017ST	Keybank	Adobe Stock Monthly - July 2017	29.99
Total 880.510	· General Purchased Services			29.99
Total 880.500	· Purchased Services			29.99
Total 880	· Promotional Materials			651.07
884	· Programming			
884.110	· Adult Speakers			
884.119	· General Adult Events			
07/06/2017	06292017ST	Petty Cash-	Busch's - Jacopo Gift Bag	14.86
07/06/2017	06292017ST	Petty Cash-	CVS - Jacopo Allergy Medicine	16.95
07/06/2017	07082017PRG	Rogocki, Jozefa	07/08 Paper Making Program	150.00
Total 884.119	· General Adult Events			181.81
Total 884.110	· Adult Speakers			181.81
884.120	· Adult Supplies			

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Date	Num	Name	Memo	Paid Amount
884.126 - General Adult Programs				
07/19/2017	122799568470	Amazon.com	Coffee Makers	102.88
Total 884.126 - General Adult Programs				102.88
Total 884.120 - Adult Supplies				102.88
884.210 - Youth Speakers				
884.215 - Early Literacy				
07/19/2017	07132017ST	Breathe Yoga LLC	07/13 Yoga Storytime	100.00
07/19/2017	6169250	Demco Inc.	Stick Together Butterfly Kit	38.94
Total 884.215 - Early Literacy				138.94
884.216 - Summer Reading Specialist				
07/06/2017	06302017T	Heydlauff, Tracy	June 2017 Tutoring	400.00
07/06/2017	06302017T	Hicks-Caselli, Jeanne B.	June 2017 Tutoring	400.00
07/25/2017	07252017TUTOR	Hicks-Caselli, Jeanne B.	4 July Tutoring Sessions	325.00
07/25/2017	07252017TUTOR	Heydlauff, Tracy	4 July Tutoring Sessions	400.00
Total 884.216 - Summer Reading Specialist				1,525.00
Total 884.210 - Youth Speakers				1,663.94
884.220 - Youth Supplies				
884.222 - General Youth Programs				
07/06/2017	06292017ST	Petty Cash-	CVS - Food Safe Gloves	4.44
07/06/2017	06292017ST	Petty Cash-	Polly's - Supplies	15.90
07/06/2017	06292017ST	Petty Cash-	Garden Mill - Potting Soil	8.47
07/06/2017	06292017ST	Petty Cash-	Garden Mill - Seeds	9.51
Total 884.222 - General Youth Programs				38.32
884.226 - Summer Reading				
07/06/2017	06292017ST	Petty Cash-	Gordon Food Service - Popcorn & Bowl	18.28
07/06/2017	142674525401	Amazon.com	Crochet Hook Sets	71.00
07/06/2017	154234022977	Amazon.com	SRP Baby Prizes	46.33
07/19/2017	11888	Time to Play Rentals LLC	07/26/2017 Bounce House/Snow Cone Rental	300.00
07/19/2017	2033005797	Baker & Taylor Program Account	2033005797	307.11
07/19/2017	2033006023	Baker & Taylor Program Account	2033006023	264.90
07/19/2017	07092017ST	Keybank	Gordon Food Svc - Supplies SRP Kickoff	130.72
07/19/2017	07092017ST	Keybank	Cottage Inn - SRP Kickoff	181.10
07/19/2017	07092017ST	Keybank	Oriental Trading - Tags & Prizes for SRP	382.62
Total 884.226 - Summer Reading				1,702.06
Total 884.220 - Youth Supplies				1,740.38
884.260 - Teen Speakers				
884.261 - Teen Summer Reading				

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Date	Numb	Name	Memo	Paid Amount
07/06/2017	07242017PRG	Duan, Carina	Teen Writing Workshop 7/24	150.00
	Total 884.261	Teen Summer Reading		150.00
	884.263	Teen College Bound		
07/19/2017	07102017KRC	Mike Roll Enterprises	Artwork for Kids Read Comics Poster	250.00
	Total 884.263	Teen College Bound		250.00
	884.264	Teen General Programs		
07/19/2017	122799568470	Amazon.com	Gardening supplies	12.79
	Total 884.264	Teen General Programs		12.79
	Total 884.260	Teen Speakers		412.79
	884.270	Teen Supplies		
	884.277	Teen Summer Reading		
07/06/2017	059360828255	Amazon.com	Copper Wire	17.50
07/19/2017	07102017AMAZ	Sulecki, Keegan	Minecraft Party Supplies	41.97
	Total 884.277	Teen Summer Reading		59.47
	Total 884.270	Teen Supplies		59.47
	884.910	Adult Programming Restricted		
	884.913	Adult Prog Rest Gifts SRP		
07/19/2017	07092017ST	Keybank	ZouZou's - SRP Prizes	162.00
	Total 884.913	Adult Prog Rest Gifts SRP		162.00
	Total 884.910	Adult Programming Restricted		162.00
	884.920	Youth Programming Restricted		
	884.923	Youth Prog Rest Gifts SRP		
07/12/2017	07122017PRG	Absolutely Baffling Magic	Balance for SRP 7/12/17 Performance	425.00
07/19/2017	07262017SRP	Miniature Motorways Inc	07/26 SRP Finale Program	425.00
	Total 884.923	Youth Prog Rest Gifts SRP		850.00
	Total 884.920	Youth Programming Restricted		850.00
	Total 884	Programming		5,173.27
	885	Volunteer		
	885.200	Supplies		
07/06/2017	06292017ST	Petty Cash-	Gordon Food Service - Volunteer Candy	20.28
	Total 885.200	Supplies		20.28
	Total 885	Volunteer		20.28

Chelsea District Library List of Checks for Board Approval July 2017

08/07/17

Date	Num	Name	Memo	Paid Amount
920 · Utilities				
920.110 · City of Chelsea Water				
07/19/2017	07062017ST	City of Chelsea-Elect & Water	05-31-2017 to 06-30-2017	72.55
Total 920.110 · City of Chelsea Water				72.55
920.120 · City of Chelsea Sewer				
07/19/2017	07062017ST	City of Chelsea-Elect & Water	05-31-2017 to 06-30-2017	152.56
Total 920.120 · City of Chelsea Sewer				152.56
920.130 · City of Chelsea Electric				
07/19/2017	07062017ST	City of Chelsea-Elect & Water	05-31-2017 to 06-30-2017	3,772.49
Total 920.130 · City of Chelsea Electric				3,772.49
920.150 · City of Chelsea Sprinkler				
07/19/2017	07062017ST	City of Chelsea-Elect & Water	05-31-2017 to 06-30-2017	394.55
Total 920.150 · City of Chelsea Sprinkler				394.55
920.200 · McKune Gas				
07/19/2017	07102017ST	DTE Energy	2017 June	83.04
Total 920.200 · McKune Gas				83.04
Total 920 · Utilities				4,475.19
960 · Board Expense				
960.200 · Director Expense				
07/06/2017	0620479	Rotary Club of Chelsea	Rotary 4th Qtr Charges	132.00
07/19/2017	07092017ST	Keybank	Common Grill - Lunch with AADL Director	65.06
07/19/2017	07092017ST	Keybank	Smokehouse 52 - Lunch w/Chamber Director	45.49
Total 960.200 · Director Expense				242.55
Total 960 · Board Expense				242.55
965 · Automation Services				
965.200 · Shared Automation System				
965.210 · Online Catalog/Circulation				
07/19/2017	58498	The Library Network	3rd Qtr 2017 SAS	7,840.24
07/19/2017	58498	The Library Network	3rd Qtr 2017 BDBS	2,395.06
Total 965.210 · Online Catalog/Circulation				10,235.30
Total 965.200 · Shared Automation System				10,235.30
Total 965 · Automation Services				10,235.30
967 · Equipment				
967.100 · Equipment Hardware				

Chelsea District Library

List of Checks for Board Approval

July 2017

08/07/17

Date	Num	Name	Memo	Paid Amount
967.120 - Computers				
07/06/2017	272103356810	Amazon.com	Charger Stations & Cables	135.13
07/06/2017	221147993922	Amazon.com	USB Wall Charger	10.79
Total 967.120 - Computers				145.92
Total 967.100 - Equipment Hardware				
Total 967.100 - Equipment Hardware				145.92
967.200 - Equipment Software				
07/19/2017	07092017ST	Keybank	July - Bisect Hosting - Hosted Minecraft Server Svcs	12.46
Total 967.200 - Equipment Software				12.46
Total 967 - Equipment				
Total 967 - Equipment				158.38
969 - Continuing Education Expenses				
969.001 - Travel				
969.100 - Staff Travel				
969.111 - Asst Director				
07/06/2017	06272017	Ballard, Linda P.	ALA Conference Expenses	333.70
07/19/2017	07092017ST	Keybank	ALA Expense	41.01
07/19/2017	07092017ST	Keybank	McCormick Food Service - ALA	16.70
07/19/2017	07092017ST	Keybank	Hyatt Regency - ALA	813.54
Total 969.111 - Asst Director				1,204.95
969.121 - Youth & Teen Services Travel				
07/06/2017	06272017ALA	Zubik, Jessica	ALA Conference Expenses - Includes Shannon's Hotel	938.58
Total 969.121 - Youth & Teen Services Travel				938.58
969.122 - Adult Services Travel				
07/06/2017	06262017ALAE...	Brown, Laura	ALA Expenses	213.30
07/19/2017	06262017ALA	Powers, Shannon H	ALA Expenses	207.30
Total 969.122 - Adult Services Travel				420.60
969.143 - Other Staff Travel				
07/19/2017	07092017ST	Keybank	Library Marketing & Communications Conference	349.00
Total 969.143 - Other Staff Travel				349.00
Total 969.100 - Staff Travel				
Total 969.100 - Staff Travel				2,913.13
Total 969.001 - Travel				
Total 969.001 - Travel				2,913.13
969.300 - Memberships				
969.500 - Institutional Membership				
969.520 - Institutional MCLS				
07/06/2017	339844	Midwest Collaborative for Library Service	MCLS Annual Membership Fee 7/1/17 to 6/30/18	125.00

Chelsea District Library

List of Checks for Board Approval

July 2017

Date	Num	Name	Memo	Paid Amount
Total 969.520 · Institutional MCLS				
Total 969.500 · Institutional Memberships				
Total 969.300 · Memberships				125.00
Total 969.600 · Staff Training				125.00
969.620 · Staff in Service				
07/06/2017	06292017ST	Petty Cash-	Perky Gas - Pop for Karen's Party	6.19
07/06/2017	06292017ST	Petty Cash-	Ace Hardware - Party Supplies	19.66
07/19/2017	07092017ST	Keybank	Jimmy Johns - Staff Appreciation/Holiday	87.62
Total 969.620 · Staff in Service				113.47
Total 969.600 · Staff Training				113.47
Total 969 · Continuing Education Expenses				3,151.60
980 · Capital Expense				
975.100 · Building Improvement Additions				
07/19/2017	07122017Dep	Hawks & Associates Inc	Deposit on LED Phase#3	9,900.00
Total 975.100 · Building Improvement Additions				9,900.00
975.200 · Capital Maintenance				
07/19/2017	07142017DEP	Chelsea Paint & Carpentry LLC	Deposit for Info Services Wall Renovation	4,200.00
Total 975.200 · Capital Maintenance				4,200.00
980.300 · Computer Upgrades				
980.320 · Hardware Upgrades				
980.322 · Network Equipment				
07/06/2017	JGQ3330	cdw Government	Balance-Switch Replacement for 2nd Floor Closet & 5 yrs M...	2,788.00
07/19/2017	JKB5556	cdw Government	Licensing for new Network Equipment	1,336.46
Total 980.322 · Network Equipment				4,124.46
Total 980.320 · Hardware Upgrades				4,124.46
Total 980.300 · Computer Upgrades				4,124.46
Total 980 · Capital Expense				18,224.46
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
07/06/2017	95149865	Midwest Tape	95149865 - June Audio Bks	434.88
07/19/2017	95166985	Midwest Tape	95166985 - June Audio Bks	505.84
07/19/2017	95187461	Midwest Tape	95187461 - June Audio Bks	76.98
07/19/2017	95206112	Midwest Tape	95206112 - June Audio Bks	19.99
07/19/2017	95223838	Midwest Tape	95223838 - July Audio Bks	264.93

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Chelsea District Library

List of Checks for Board Approval

July 2017

Date	Num	Name	Memo	Paid Amount
07/19/2017	75550282	Recorded Books Inc.	Replacement Disc	6.95
Total 982.120 · Adult Books on Disc				1,309.57
982.140 · Youth Books on Disc				
07/06/2017	75550550	Recorded Books Inc.	75550550	25.99
07/06/2017	75551078	Recorded Books Inc.	75551078	60.07
07/19/2017	75563236	Recorded Books Inc.	75563236	25.95
Total 982.140 · Youth Books on Disc				112.01
Total 982.100 · Audio Books				1,421.58
982.300 · Interlibrary Loan				
07/19/2017			Circ Receipts - ILL L/D	-31.95
Total 982.300 · Interlibrary Loan				-31.95
982.400 · Non Print				
982.410 · Electronic Products/Subs				
07/19/2017	2006966	Brainfuse Inc.	Renewal HelpNow 8/1/2017 to 7/31/2018	2,500.00
Total 982.410 · Electronic Products/Subs				2,500.00
982.420 · Adult Music on CD				
07/19/2017	95187368	Midwest Tape	95187368 - May Music CDs	27.99
07/19/2017	95223852	Midwest Tape	95223852 - July Music CDs	61.16
Total 982.420 · Adult Music on CD				89.15
982.450 · Youth Music CD				
07/19/2017			Circ Receipts-L/D	-4.98
Total 982.450 · Youth Music CD				-4.98
982.460 · DVD Feature				
07/05/2017			Circ Receipts - L/D	-29.99
07/06/2017	95166982	Midwest Tape	95166982 - May Feat DVDs	38.98
07/06/2017	95166984	Midwest Tape	95166984 - June Feat DVDs	89.95
07/19/2017	95187460	Midwest Tape	95187460 - June Feat DVDs	57.97
07/19/2017	95206110	Midwest Tape	95206110 - June Feat DVDs	41.98
07/19/2017	95223835	Midwest Tape	95223835 - May Feat DVDs	23.99
07/19/2017	95223837	Midwest Tape	95223837 - June Feat DVDs	141.92
07/19/2017	95223839	Midwest Tape	95223839 - July Feat DVDs	335.04
Total 982.460 · DVD Feature				699.84
982.461 · Lucky Day DVDs				
07/06/2017	95166981	Midwest Tape	95166981 - May LD DVDs	17.99
07/19/2017	95223851	Midwest Tape	95223851 - July LD DVDs	166.92

Chelsea District Library

List of Checks for Board Approval

July 2017

Date	Num	Name	Memo	Paid Amount
Total 982.461 · Lucky Day DVDs				
982.470 · DVD Non-Fiction				
07/06/2017	95149862	Midwest Tape	95149862 - May NF DVDs	15.99
07/06/2017	95149867	Midwest Tape	95149867 - June NF DVDs	111.94
07/19/2017	95166987	Midwest Tape	95166987 - June NF DVDs	45.57
07/19/2017	95187462	Midwest Tape	95187462 - June NF DVDs	13.59
Total 982.470 · DVD Non-Fiction				
982.480 · Youth Video DVD				
07/03/2017	B52217590	Baker & Taylor-Staff	Ordered under wrong account	55.24
07/03/2017	B585257CM	Baker & Taylor-Staff	Ordered on wrong Account	-55.24
07/05/2017			Circ Receipts - L/D	-9.99
07/06/2017	B585258DM	Baker & Taylor-Entertainment	B585258DM	41.86
07/06/2017	95166983	Midwest Tape	95166983	11.99
07/19/2017	266092772134	Amazon.com	DVDs & Anime	198.72
07/19/2017	266098667618	Amazon.com	DVDs & Anime	3.74
07/19/2017	95223836	Midwest Tape	95223836 - Youth DVDs	68.97
Total 982.480 · Youth Video DVD				
Total 982.400 · Non Print				
982.600 · Periodical & Newspapers				
982.630 · Magazines				
07/19/2017	58596	The Library Network	2 Periodicals Bound	24.98
Total 982.630 · Magazines				
Total 982.600 · Periodical & Newspapers				
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
07/06/2017	2032961066	Baker & Taylor-Adult Large Print	2032961066	172.07
07/19/2017	2032982957	Baker & Taylor-Adult Large Print	2032982957	194.44
Total 982.710 · Adult Large Print				
982.720 · Adult Print General				
07/05/2017			Circ Receipts - L/D	-39.99
07/06/2017	06282017ALA	Brown, Laura	ALA - Honeymoon Handbook	9.00
07/19/2017	122799568470	Amazon.com	Books	29.42
07/19/2017	2032942928	Baker & Taylor-Adult	2032942928	443.73
07/19/2017			Circ Receipts-L/D	-68.90
07/19/2017	2033004415	Baker & Taylor-Adult	2033004415	526.21
Total 982.720 · Adult Print General				
982.750 · Professional Collection				
Total 982.750 · Professional Collection				

Chelsea District Library

List of Checks for Board Approval

July 2017

08/07/17

Date	Num	Name	Memo	Paid Amount
07/06/2017	06272017ALA	Brown, Laura	50+ Fandom Programs	48.51
Total 982.750 · Professional Collection				48.51
Total 982.705 · Adult Print				1,314.49
982.755 · Youth Print				
982.760 · Youth Print General				
07/05/2017			Circ Receipts - L/D	-113.13
07/06/2017	2032947740	Baker & Taylor-Youth	2032947740	10.74
07/06/2017	2032959823	Baker & Taylor-Unlabeled	2032959823	54.12
07/06/2017	06212017LD	Walled Lake City Library	Lost Book Paid at Chelsea	12.99
07/06/2017	2032966347	Baker & Taylor-Youth	2032966347	152.00
07/06/2017	2032964184	Baker & Taylor-Auto Yours Cats	2032964184	95.27
07/06/2017	2032966589	Baker & Taylor-Teen Fiction	2032966589	14.03
07/06/2017	2032965665	Baker & Taylor-Unlabeled	2032965665	113.66
07/19/2017	2032976876	Baker & Taylor-Unlabeled	2032976876	252.60
07/19/2017	07142017BK	Brown, Laura	ALA Books	7.00
07/19/2017			Circ Receipts-L/D	-100.13
07/19/2017	2032997842	Baker & Taylor-Youth	2032997842	139.56
07/19/2017	2032999574	Baker & Taylor-Youth	2032999574	159.22
07/19/2017	2032991081	Baker & Taylor-Auto Yours Cats	2032991081	90.63
07/19/2017	2032996848	Baker & Taylor-Auto Yours Cats	2032996848	18.63
07/19/2017	2032990103	Baker & Taylor-Teen Fiction	2032990103	373.13
07/19/2017	2032992095	Baker & Taylor-Unlabeled	2032992095	131.89
Total 982.760 · Youth Print General				1,412.21
982.765 · Youth/Teen Special Needs Coll				
07/06/2017	154234022977	Amazon.com	Dry Erase Marker Sets	12.74
07/19/2017	122799568470	Amazon.com	Stratego Original Battlefield	18.53
Total 982.765 · Youth/Teen Special Needs Coll				31.27
Total 982.755 · Youth Print				1,443.48
Total 982.700 · Print				2,757.97
982.800 · Collection Enhancement				
982.810 · Adult Enhancement				
07/06/2017	2032962620	Baker & Taylor-Adult	2032962620	319.97
07/06/2017	2032966940	Baker & Taylor-Adult	2032966940	232.54
Total 982.810 · Adult Enhancement				552.51
Total 982.800 · Collection Enhancement				552.51
Total 982 · Collection Expense				8,696.39
TOTAL				145,382.69

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

	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Jan - Jul 17	Budget	\$ Over Budget	% of Budget	TOTAL
Ordinary Income/Expense												
Income												
402 - District Revenue	827,294	707,905	58,763	23,403	61,865	1,704	(475)	1,678,459	1,993,231	(14,772)	99%	
501.001 - Grants	1,000	0	0	0	0	0	0	1,000	1,000	0	100%	
539.000 - State Grants	0	0	0	0	0	0	0	0	0			
540.100 - State Aid	0	0	0	0	0	4,875	0	4,875	8,500	(3,625)	57%	
574.100 - Penal Fines	0	0	0	0	0	0	0	0	23,000	(23,000)	0%	
607.100 - Non-Resident Fees	696	636	328	375	107	375	134	2,651	5,500	(2,849)	48%	
645.100 - Copiers & Printers	92	1,000	699	675	587	738	181	3,972	7,500	(3,528)	53%	
665.100 - Circulation Fines	1,850	2,200	1,624	1,840	2,627	1,972	1,728	13,441	23,500	(10,059)	57%	
665.100 - Interest	21	32	36	17	13	8	5	132				
666.100 - Investment Earnings	6	6	4,223	16	17,845	2,381	174	24,651	45,500	(20,849)	54%	
666.600 - Investment Change in Value	354	1,583	(1,899)	3,260	795	(6,613)	548	(1,762)				
674 - Contribution & Donation-Public	1,260	8,500	100	5,500	3,450	1,056	1,000	20,866	27,550	(6,684)	76%	
675 - Donations Private	0	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	3,295	1,748,285	1,936,281	(87,996)	95%	
Gross Profit	832,373	721,872	62,074	34,886	87,289	6,496	3,295	1,748,285	1,936,281	(87,996)	95%	
Expense												
701 - Personnel Expenses	46,315	80,054	116,889	79,897	79,782	83,689	79,805	566,031	1,066,156	(500,125)	53%	
727 - Supplies	1,366	1,286	2,257	628	1,097	823	2,029	9,518	17,200	(7,682)	55%	
801 - Professional Services	12,400	1,957	10,147	4,736	7,968	2,794	2,836	42,836	143,243	(100,405)	30%	
803 - Maintenance Service Contracts	3,182	9,290	10,022	22,185	8,170	8,505	5,372	66,726	116,769	(50,043)	57%	
850 - Telecommunications	(2,411)	929	2,105	859	4,299	1,812	4,513	12,106	31,178	(19,072)	39%	
880 - Promotional Materials	2,213	3,567	7,182	2,692	3,188	7,097	642	26,581	55,745	(29,164)	48%	
884 - Programming	3,779	1,889	18,287	10,473	4,540	4,046	5,173	48,187	87,244	(39,057)	55%	
885 - Volunteer	0	16	177	21	449	0	20	683	2,250	(1,567)	30%	
920 - Utilities	0	4,725	4,108	3,935	3,634	3,838	4,475	24,713	60,100	(35,387)	41%	
960 - Board Expense	268	184	80	195	65	108	243	1,143	3,350	(2,207)	34%	
965 - Automation Services	14,383	0	0	10,235	0	0	10,235	34,853	46,212	(11,359)	75%	
967 - Equipment	2,195	2,325	4,074	3,400	1,373	987	158	14,512	23,800	(9,288)	61%	
969 - Continuing Education Expenses	641	1,784	1,181	2,028	501	597	3,152	9,894	21,102	(11,208)	47%	
980 - Capital Expense	0	0	0	8,697	1,095	8,668	18,224	36,684	37,500	(816)	98%	
982 - Collection Expense	845	22,983	13,685	8,328	18,435	15,897	8,698	86,859	183,973	(97,114)	47%	
Total Expense	85,195	130,991	190,002	156,309	132,596	138,561	145,373	981,328	1,895,822	(914,494)	52%	
Net Ordinary Income	747,177	590,881	(127,928)	(123,423)	(45,307)	(132,065)	(142,078)	766,957	(59,541)	826,498		
Other Income/Expense												
Other Expense												
999.001 - Transfer to Capital Improvement	0	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	0	5,000	(5,000)	0%	
999.025 - Carry from General Fund	0	0	0	0	0	0	0	0	(42,041)	42,041	0%	
Total Other Expense	0	0	0	0	0	0	0	0	(59,541)	59,541	0%	
Net Other Income	0	0	0	0	0	0	0	0	59,541	(59,541)	0%	
Net Income	747,177	590,881	(127,928)	(123,423)	(45,307)	(132,065)	(142,078)	766,957	0	766,957	100%	

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

	Jan - Jul 17	Jan - Jul 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 • District Revenue	1,678,458.42	1,607,386.81	71,071.61	4.42%
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	2,648.45	2,799.81	-151.36	-5.41%
645.100 • Copiers & Printers	3,972.66	3,614.07	358.59	9.92%
655.100 • Circulation Fines	13,441.45	13,255.47	175.98	1.33%
665.100 • Interest	133.85	147.53	-13.68	-9.27%
666.100 • Investment Earnings	24,651.24	24,562.43	88.81	0.36%
666.500 • Investment Change in Value	-1,764.00	32,262.15	-34,026.15	-105.47%
674 • Contribution & Donation-Public	20,865.99	25,040.00	-4,174.01	-16.67%
Total Income	1,748,283.18	1,717,553.39	30,729.79	1.79%
Gross Profit				
Expense				
701 • Personnel Expenses	566,031.36	536,837.71	29,193.65	5.44%
727 • Supplies	9,517.20	9,913.66	-396.46	-4.0%
801 • Professional Services	42,837.65	41,551.11	1,286.54	3.1%
803 • Maintenance Service Contracts	66,725.71	57,686.63	9,039.08	15.67%
850 • Telecommunications	12,103.59	6,095.81	6,007.78	98.56%
880 • Promotional Materials	26,582.97	29,274.92	-2,691.95	-9.2%
884 • Programming	48,188.37	58,454.11	-10,265.74	-17.56%
885 • Volunteer	682.68	185.60	497.08	267.82%
920 • Utilities	24,713.81	24,881.37	-167.56	-0.67%
960 • Board Expense	1,141.45	1,712.84	-571.39	-33.36%
965 • Automation Services	34,853.73	33,188.66	1,665.07	5.02%
967 • Equipment	14,513.80	21,229.38	-6,715.58	-31.63%
969 • Continuing Education Expenses	9,893.03	18,978.69	-9,085.66	-47.87%
980 • Capital Expense	36,683.98	23,113.00	13,570.98	58.72%
982 • Collection Expense	86,859.50	79,302.65	7,556.85	9.53%
Total Expense	981,328.83	942,406.14	38,922.69	4.13%
Net Ordinary Income	766,954.35	775,147.25	-8,192.90	-1.06%
Net Income	766,954.35	775,147.25	-8,192.90	-1.06%

CHELSEA DISTRICT LIBRARY

Fund Balances

July-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
\$116,112.91	-\$36,620.93	\$79,491.98
<u>\$2,476.37</u>	<u>\$0.11</u>	<u>\$2,476.48</u>
<u>\$118,589.28</u>	<u>-\$36,620.82</u>	<u>\$81,968.46</u>

Investment Partners Account

IPA Fixed Income Fund

IPA Money Market Fund

Investment Partners Total

\$1,358,054.71	\$721.30	\$1,358,776.01
<u>\$700,000.00</u>	<u>-\$100,000.00</u>	<u>\$600,000.00</u>
<u>\$2,058,054.71</u>	<u>-\$99,278.70</u>	<u>\$1,958,776.01</u>

Total General Fund

<u>\$2,176,643.99</u>	<u>-\$135,899.52</u>	<u>\$2,040,744.47</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$326,727.09</u>	<u>\$489.17</u>	<u>\$327,216.26</u>
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[illegible]

Chelsea District Library Investment Account
As of 07/31/2017

Original Investment

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

Investment Activity

Date	Value
7/31/2017	1,358,776
Invested	1,077,957
Increase 6/2009 – 12/31/2016	257,942
2017 Change (Current Year)	22,877
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	280,819
(Interest - Fees + Change in Value)	1,358,776

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 07/31/2017

Note: Fund Adjusts entered 1/3/2017

Chelsea District Library Cash Flow 2017

Summary	Budget											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Operating cash on hand	\$168,043	\$615,120	\$1,009,169	\$1,008,120	\$907,951	\$763,617	\$696,937	\$549,491	\$406,821	\$255,212	\$119,171	(\$6,793)
Total income	\$606,140	\$525,680	\$171,162	\$48,245	\$7,308	\$72,483	\$4,452	\$52,010	\$6,533	\$3,617	\$3,879	\$203,560
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
Net cash flow	\$447,077	\$394,049	(\$1,049)	(\$100,169)	(\$144,334)	(\$66,680)	(\$147,446)	(\$142,670)	(\$151,609)	(\$136,041)	(\$125,914)	\$69,795
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
Income	\$447,077	\$394,049	\$1,008,120	\$907,951	\$763,617	\$696,937	\$549,491	\$406,821	\$255,212	\$119,171	(\$6,793)	\$63,002
Total income	\$447,077	\$394,049	\$1,008,120	\$907,951	\$763,617	\$696,937	\$549,491	\$406,821	\$255,212	\$119,171	(\$6,793)	\$63,002
Other income PPT \$												
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
Total Expenditure	\$159,063	\$131,631	\$172,211	\$148,414	\$151,642	\$139,163	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765
Other												

Operating Flow	Actual / Budget											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Operating cash on hand	\$168,043	\$615,120	\$1,009,169	\$1,008,120	\$907,951	\$763,617	\$696,937	\$549,491	\$406,821	\$255,212	\$119,171	(\$6,793)
Total income	\$606,140	\$525,680	\$171,162	\$48,245	\$7,308	\$72,483	\$4,452	\$52,010	\$6,533	\$3,617	\$3,879	\$203,560
Money Market Flow	\$647,077	\$720,485	\$196,732	\$158,375	\$133,408	\$139,366	\$145,781	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765
Expenditures	\$136,500	\$131,639	\$180,732	\$158,375	\$133,408	\$139,366	\$145,781	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765
Net cash flow	\$510,577	\$588,846	(\$83,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)
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

\$ 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 July 2017

	Jan - Jul 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
501.001 • Grants			
501.200 • Chelsea Garden Club Grant	1,000	1,000	0
Total 501.001 • Grants	1,000	1,000	0
539.000 • State Grants			
539.300 • Michigan Humanities Council	0		
Total 539.000 • State Grants	0		
674 • Contribution & Donation-Public			
674.110 • Designated Adult Programming	11,756	11,950	(194)
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	20,866	27,550	(6,684)
675 • Donations Private			
675.400 • Chelsea Ed Foundation	0	1,000	(1,000)
Total 675 • Donations Private	0	1,000	(1,000)
Total Income	21,866	29,550	(7,684)
Gross Profit	21,866	29,550	(7,684)
Expense			
801 • Professional Services			
801.900 • Professional Restricted Gifts			
801.905 • Strategic Plan - General	220	250	(30)
801.910 • Chelsea Garden Club FairyGarden	1,000	1,000	0
Total 801.900 • Professional Restricted Gifts	1,220	1,250	(30)
Total 801 • Professional Services	1,220	1,250	(30)
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 July 2017

	Jan - Jul 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	692	650	42
884.914 · Adult Prog Rest Gifts MWest LW	2,000	3,000	(1,000)
884.915 · Adult Prog Rest Gifts Purple Rose	0	1,000	(1,000)
884.930 · Oral History Restricted Gift			
884.932 · MHC - World War I Grant	0	494	(494)
Total 884.930 · Oral History Restricted Gift	0	494	(494)
Total 884.910 · Adult Programming Restricted	5,452	8,944	(3,492)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	0	500	(500)
884.923 · Youth Prog Rest Gifts SRP	2,191	3,393	(1,202)
Total 884.920 · Youth Programming Restricted	2,191	3,893	(1,702)
Total 884 · Programming	12,692	20,517	(7,825)
982 · Collection Expense			
982.500 · Local History Preservation			
882.941 · Chelsea Standard Digitize - Res	1,098	1,508	(410)
Total 982.500 · Local History Preservation	1,098	1,508	(410)
882.910 · Adult Collection Restricted	2,282	2,280	2
882.920 · Youth Collection Restricted	150	259	(109)
Total 982 · Collection Expense	3,530	4,047	(517)
Total Expense	19,442	27,814	(8,372)
Net Ordinary Income	2,424	1,736	688
Net Income	2,424	1,736	688

DIRECTOR'S REPORT

Library Director's Report on July 2017

Respectfully submitted for August 2017 Board Meeting

Staff News

Library Assistant Leslie Abcouwer celebrated her six-year CDL anniversary on July 13th. Substitute Librarians Betsy Baier (July 8th) and Meghan Truskowski (July 23rd) both celebrated three-year CDL anniversaries this month. Youth and Teen Librarian Edith Donnell celebrated her eleven-year anniversary on July 10th. Congratulations to all!

Auditing News

In correspondence dated July 25th, we were informed of the creation of Stevens, Kirinovic & Tucker, P.C. (SKT). On July 31, 2017, the partners of SKT will complete the acquisition of the governmental and nonprofit clients from Abraham & Gaffney, P.C. (A&G) – the firm we contracted to perform annual audits for FY 2016 through FY2018. SKT will handle the FY2017 and FY2018 audits of CDL finances. SKT guarantees the following:

- CDL will continue to work with similar people in the firm that we have worked with in the past.
- The fee structure will not change.
- The high quality services provided in the past will continue.

We received a letter from A&G releasing clients (including CDL) to allow a smooth transition to SKT and a new engagement letter from SKT with the same fee structure as our previous engagement letter with A&G.

MLA Advocacy Update

- The FY 2018 State of Michigan budget went to the governor's desk with a \$1,191,700 boost in funding for libraries in the state aid to libraries line.
- MLA is opposed to HB 4814 – legislation that would limit millage proposals to the November ballot only.
- The House Appropriations Committee has approved direct library funding language in the Labor-HHS spending bill identical to that included in last week's Subcommittee bill which makes no cuts in Institute of Museum and Library Services (IMLS), Library Services and Technology Act (LSTA), and Innovative Approaches to Literacy (IAL) funding relative to last year's levels. The House will most likely act on this funding bill after the August recess. The Senate will not vote on it at any level until fall.

Shared Automated System Users' Group (SASUG) Update

- The TLN Board approved the contract with TLC Carl on July 20th, and it has been signed by all parties. It's a seven-year contract with no increase in annual maintenance for the life of the contract. The tentative live date for TLC Carl is April 2, 2018. The data migration will be done over a three-day period with no system available over the Easter holiday weekend, and libraries will not be able to use offline backup. Training will take place this coming winter.
- The 2017-18 Bibliographic and Database Services and Shared Technology Services Budgets were unanimously approved. The impact on CDL is a 1.13% increase over last year.

The Library Network (TLN) Updates

- I was appointed as At Large Representative to the TLN Steering Committee for 2018-19. The steering committee will be responsible for making recommendations to the membership on matters concerning organization, operation, and priorities of the TLN Consortium.
- TLN membership voted in favor of adopting *Choose Civility* – a community-wide initiative modeled by the Howard County Library in Maryland – as program focus for 2018. More info on the initiative may be found at choosecivility.org.

Wellness Grant

Thanks to the efforts of Linda Ballard, CDL was awarded a grant from the National Kidney Foundation to create and implement an employee wellness plan. We may receive up to \$1,000 to plan and promote staff wellness. A staff practice A staff committee has formed to develop our plan which might include incorporating healthy eating at meetings, having physical activity demonstrations, healthy lunch & learn sessions... the possibilities are many!

Summer Reading

We have wrapped up another successful summer reading/learning program! A combined 1,032 youth and teens registered for the program, and 389 completed it. 326 adults registered to participate in the challenge, and 110 completed it. Great work, CDL team!

Out and About -- July 2017

- Attended Rotary with Ron Andrews who spoke on the Library's e-resources – July 11th
- Attended CTAP (Community Tourism Action Plan) "Welcome" signage meeting – July 12th
- Attended Sounds & Sights Sponsor Appreciation Party – July 17th
- Attended Friends of CDL meeting – July 19th
- Met with community partner Aubrey Martinson to discuss partnership with Chelsea Alehouse on the CDL Song Fest – July 24th
- Attended Shared Automated System Users Group meeting – July 27th
- Attended Chelsea State Bank's pre-Sounds & Sights reception – July 27th
- Volunteered at Sounds & Sights Festival Children's Area – July 28th
- Attended Chelsea Update 5th Anniversary celebration – July 28th

Looking Ahead to August 2017

- Rotary – August 1st
- Chelsea Area Chamber Citizen of the Year and Lifetime Achievement Awards selection meeting – August 2nd
- Vacation – August 4th - 13th
- Chelsea Fair Rotary trailer – August 22nd

Strategic Plan 2017-19 Update

Goal progress from July – early August 2017 is shared below.

Goal 1.1 Realize the Highest Potential of the Library Facility

- Outdoor seating ordered for reading Garden
- Timeline established for Design Think process –
 - Data gathering through the end of 2017
 - Identifying issues from the data/potential consultant to help identify solutions and metrics through the spring of 2018
 - Prototype Spring through Summer/Fall 2018
 - Implementation Fall/Winter 2018 through end of 2019

Goal 1.2 Continue to Diversify the Library's Revenue Sources

- Secured donor funding for Reading Garden seating
- Secured National Kidney Foundation worksite wellness grant

Goal 2.1 Increase Awareness/Visibility of the Library

- Created removable stickers for deposit collection at CRC to help better identify/advertise that books are provided by CDL.
- Created and distributed new business cards with new branding palette and mission statement words.
- Strategic Plan Progress Page on website updated.
- Created a new mobile-friendly eNews template with a new look and better readability, branded with new colors and mission statement and added a section for patron testimonials.

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

Facility

By the time you read this the Information Services office project should be well under way. It involves building a small wall inside the "old" Adult office to make a private office for Keegan. It will also include enclosing the area that currently houses the tax forms and local history materials, which will be moved temporarily to the shelving near the reference desk. We hope to be done by August 18th, then the Great Office Switch-A-Roo of 2017 will begin! Once that fun exercise is done, we will start into the 3rd phase of our LED light conversion. August will definitely keep us hoppin' here at CDL!

HVAC- as our equipment ages and components reach their end-of-life, we can expect more maintenance costs. We have also had several power spikes this summer and one of them took out one of the two pump motors. It has been sent off for repair and should be back in place and good to go by the end of the month. During the water leak I mentioned last month, we discovered that the water turn-off for those pipes is WAY overhead where no one can reach it without the large ladder. The other option is to turn off all the water to the building, which is not preferable, so I am getting quotes to move that shut-off down lower so it is easily within reach.

Volunteers

July marks the "official" end of our summer reading program so volunteer hours tend to drop a bit. We logged 427.75 non-book sale hours, 310 of which are from our youth service group volunteers! I don't have book sale hours yet this month so will include them in next month's report.

We have had two community service volunteers this month, each giving us 30 hours of their time. They are helping with a variety of projects, including moving prep, easel assembly, and weeding.

We will also be counting on a few of our regular volunteers to help with our office move. Staff will move their smaller items but we will recruit some muscles for the desks and cabinets.

Strategic Plan

We have received the first of what we hope will be two \$500 checks from the National Kidney Foundation of Michigan. They have grant funds to give to companies willing to promote employee health through better eating and exercise. We have an employee committee in place, tasked with sculpting a plan for regular health goals and activities, and will have our first meeting in September. We have no shortage of ideas for spending the funds, everything from standing desks, ball chairs, health assessments, and lots in-between but we will be surveying the staff to find out how we can help them meet their health and wellness goals while at work. I am looking forward to this new endeavor!

Respectfully submitted-
Linda Ballard, Assistant Director

Chelsea District Library
2017 Volunteer Hours

Volunteer Area	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Booksale	218.00	157.00	197.00	209.00	226.00	225.00	0.00						1232.00
CPU	18.25	17.00	11.50	13.00	10.50	15.00	7.25	0.00	0.00	0.00	0.00	0.00	92.50
Local History	43.75	45.25	50.75	47.00	53.00	48.00	45.75	0.00	0.00	0.00	0.00	0.00	333.50
Program	21.5	1.75	8.75	4.50	4.50	39.00	33.25	0.00	0.00	0.00	0.00	0.00	113.25
Workroom	9.00	10.00	15.00	16.50	13.50	24.75	31.50	0.00	0.00	0.00	0.00	0.00	120.25
Friends	0.00	20.00	6.00	10.00	6.00	1.50	6.00	0.00	0.00	0.00	0.00	0.00	49.50
YSG	27.50	13.00	25.00	34.00	19.00	365.50	310.00						794.00
Monthly Totals	338.00	264.00	314.00	334.00	332.50	718.75	433.75	0.00	0.00	0.00	0.00	0.00	2735.00
Non Book sale	120.00	107.00	117.00	125.00	106.50	493.75	433.75	0.00	0.00	0.00	0.00	0.00	1503.00

Program Report: July

Date	Event	Attendance
Adult Programming (10 Programs, 117 Attendees)		
7/8	makerChelsea: Papermaking	13
7/10	Mass Incarceration	18
7/11, 7/25	Computer Training 1:1	1, 3
7/12	Place That Face	8
7/15	Purple Rose Concert Reading	32
7/15	Facebook II	6
7/19	Daytime Book Club	5
7/25	Ancestry Aficionados	4
7/27	Like Schaefer Author Talk: Fight Poverty, Enhancing Dignity	27
Youth Programming (14 Programs, 668 Adult & Child Attendees)		
7/5	Wild Wednesdays: Beginning Crochet	19
7/10, 7/24	Lego Club	34, 8
7/11, 7/18, 7/25	Babytime	37, 32, 31
7/11	Minecraft Marathon	33
7/12	Wild Wednesdays: Baffling Bill	88
7/13	Yoga Storytime	35
7/17	Movie Monday: Zootopia	15
7/19	Hour of Code	17
7/20	Dancing Storytime	60
7/20	READ to Library Dogs	9
7/26	SRP Finale	250
Teen Programming (3 Program, 43 Attendees)		
7/13	Make Pet Toys for Humane Society	16
7/23	Writing as Fuel	9
7/27	Youth Service Group Party	18
Outreach		
7/6, 7/18 (A)	Computer Training 1:1& iPad Class at Chelsea Retirement Comm.	7, 6
7/13, 7/20 (A)	Book Clubs: Silver Maples, Pines	13, 9
7/14,17,28,28,31 (A)	Adult SRP Outreach: SM, CRC, Senior Center, SM, CRC	3, 3, 10, 2, 3
7/28 (Y)	Sounds & Sights Festival Kidzone Tent	125
Awareness Opportunities		
7/25	Rotary Club Presentation on Libby app and RBDigital	20
*Denoted Strategic Plan Initiative		
(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach		

Upcoming Programs

August is a much slower month as we prepare for fall programming, but we do still have some highlights. We have our first CDL Top 5 Game at Thompson's Pizza. This Family Feud inspired game will feature survey results for questions we actually asked the Chelsea community. All summer long, community members could get extra grand prize drawing slips for filling out the survey. This will also be our first time partnering with Thompson's for a program.

Summer Reading Stats

Adult Registration	326	Youth & Teen Registration	1032
Adult Completion	110	Youth & Teen Completion	389
Adult Grand Prize Entries	1360	Youth Grand Prize Entries	4148
		Middle School Grand Prize Entries	6574
		High School Grand Prize Entries	1868

Collections

In July, all staff worked diligently to evaluating their collections. We have many new staff and some of our staff has recently shifted collections responsibilities so this is a great time for our librarians to review these areas and make sure they are looking fresh. In addition, our local history books have been integrated into regular fiction and regular reference. It is our hope that patrons will be more likely to come across these great resources than they have been in the past while local history items were hidden off in the corner.

Statistics

	July 2017	July 2016
Ref Questions	2420	2953
Homebound Book Delivery	118	87
Inter-library Loan	4	14
Zinio Checkouts		160

From Keegan Sulecki, Head of Information Services

July was a busy month, not only with Summer Reading programming, but also with future planning. I completed my time on the selection committee for Washtenaw Reads and we submitted our final two choices to be considered by each community. The winning title will be announced this fall. I also spent time preparing for Song Fest and looking ahead to our fall storytimes, which have changed and our new Farmers Market Storytime. In addition, we have been moving things around and preparing for the construction that will start in August. I look forward to reporting next month that the transition has been completed and that we are settling in.

From Shannon Powers, Adult Information Services Librarian

July wrapped up this year's Adult Summer Reading Game, and the first time testing out the new game card Laura and I created. While completion was lower than last summer (although still higher than 2015) I received great feedback, much of it positive, from patrons about the content and structure of the game and am looking forward to helping improve the adult program next summer. This month I also completed much of the preparation work for CDL Top 5, including sending out the last surveys and

hosting a mock game at the July staff meeting. This trial run worked well, and I'm optimistic about the August 8th game. Lastly, in preparation for the construction work on the Information Services Office, I relocated the local history book collection, moving the local history reference books to the regular reference shelves, and integrating the circulating local history books into the nonfiction collection. Hopefully circulation for the local history books will increase with this greater visibility.

From Laura Brown, Adult Information Services Librarian

July was a busy month with summer reading. I attended multiple summer reading outreach sessions at the Chelsea Retirement Community and the Chelsea Senior Center. We had a beautiful day for papermaking outside in the library's gazebo with artist Jozefa Rogocki. Patrons were impressed with Jozefa's creativity, as well as what they made themselves, and they would like her to come back for future programming. Prof. Luke Shaefer from the University of Michigan came to discuss poverty and dignity in a follow-talk to the book he co-authored for Washtenaw Reads, *\$2.00 a Day: Living on Almost Nothing in America*. I weeded the non-fiction DVD collection and am currently working on the adult audiobook collection. We are excited to have our youth librarian colleagues join us all in one office and anxiously await the construction to take place in August!

From Jessica Zubik, Youth & Teen Information Services Librarian

In July, we wrapped up SRP with a total of 1032 kids and teens registered, and 377 kids/teens who "completed" the program (read at least 20 hours or books). This is a little lower than previous years, which might be due to the shorter length of the program (last day of school was pushed out further than in the past). We are looking at ways to extend SRP without interfering with school and other local summer activities for next year. I also met with Marcus Kaemming, (curriculum director at the school district), to discuss having youth librarians give a short presentation at the teacher meetings (before school begins) on the variety of resources and services that we can provide teachers and students. It was a productive meeting and I'm hopeful that this will lead to stronger communication with teachers throughout the school year.

From Jody Wolak, Youth & Teen Information Services Librarian

In July I continued weeding and did a thorough weed of the teen graphic novels. I withdrew 361 graphic novels that were either not circulating or in poor condition. I also ordered 53 graphic novels of popular, in-demand series that I expect will circulate extremely well. For teen fiction, I have begun labeling books in series with their series name and number since that is information that patrons often ask about. Initial feedback from both staff and patrons has been quite positive. Finally, I ran the Minecraft Marathon program and Humane Society Toys program which attracted 33 and 16 people respectively, mostly teens and tweens.

From Edith Donnell, Youth & Teen Information Services Librarian

We had 56 YSG sign up and/or participate in Summer Reading in the months of June, July, August (so far). YSG volunteer for 310 hours for the month of July. I provided support for YSG during Finale and hosted the YSG volunteer party the following day. I also received our brand new Big Book holder this month and installed it in the Youth Department in place of the old book holder, which was not protecting the books and was creating a traffic problem in the youth picture book area.

Technology

Summary of July 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 first year that the Lyndon Twp hotspot was in place it also received low usage. Also due to the billing cycle the stats are a month behind.
 - o Lyndon Twp Hotspot data usage for June 2017: **99.94 GB**
 - o Lima Twp Hotspot data usage for June 2017: **.37 GB**
 - o Sylvan Twp Hotspot data usage for June 2017: **1.84 GB**
 - o Checkout Hotspot data usage for June 2017: **302.91 GB**
 - o MB Grant Hotspot data usage for June 2017: **199.98 GB**

From: Ron Andrews – Head of Technology

Technology

We had two large projects launched in July: VOIP – Voice over IP – new phone system and two new copiers – Staff and Public.

First we had signed a new contract with MOS – Michigan Office Solutions in June to provide us with two new Xerox copiers and to continue support for the staff printers. Melanie and I spent quite a bit of time working with MOS to pre-setup as much as possible.

The installation went pretty smoothly with MOS installing the public copier first and then having Melanie test to make sure that everything with our Envisionware software worked correctly. I then trained the reference staff that was available on the basic functions for the public copier. MOS then install the staff copier and we training available staff on its functionality. So we have made it through a very successful month of use of these new copiers with very few troubleshooting issues.

The VOIP (Voice over IP) new phone system from our current phone maintenance vendor, CTS and the equipment vendor Star2Star went very well. We were basically up in two days. Melanie did spend quite a bit of time programming switches and we both spent a Saturday here after closing to make hardware changes in the second floor switch room. The installation staff were first rate and we really enjoyed working with them.

So as of this meeting staff has been using the new phone system since the end of July. As expected with any new system we are still finding small bugs to troubleshoot and staff is becoming accustomed to some new functionality. Our biggest concern was syncing the new system with our old paging system, but with Melanie and the techs from CTS we were able to figure it out.

Budget

- Received our first invoices for the new VOIP system.
- Received check from MOS for covering our remaining lease balance – this was part of the negotiations for accepting them as our vendor.

Collections

- Feature, Lucky Day and Music CD collections continue on track.
- Lucie Smith is still doing a great job in helping me to fine tune our weeding of the Feature, TV dvds and then we will be moving into the music CD genres that I collect.

Programming

- Programming for the Fall (Sept-November) was finalized and newsletter drafts have come around. 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.

- CRC 1:1 and CT 1:1 continue to go well. It will be interesting to see how TBR program affects these long running programs.

Meetings

- VOIP – Pre-cut phone meeting to discuss settings and function activation programming for the new system. Included myself, Melanie, Michelle – project mgr and Larry – Tech.
- MOS returning training visit with focus for Patty and marketing dept printing needs.
- Mtg with Lucie, Mindy and Terri to talk about workflow in the Technical Services area

From: Melanie Bell – Network Administrator

Spent the majority of July working on prepping for and implementing the new phone system.

Servers and Network:

- People Counter still not accurate. Escalated the issue and worked with the vendor to do a more thorough recalibration. Monitoring the People counter on a weekly basis to hopefully get it up and running.
- With Ron's help updated all the network equipment in the second floor wiring closet in preparation for the new phone system implementation.
- Also did extensive mapping and documentation of the current network ports in preparation for the new phone system implementation.
- Ron and I assisted our phone vendor (CTS) with installing and configuring 27 new phones. We ran into a few snafus during implementation and have mostly worked those out.

Public and Staff Computers:

- Finished configuration and setup of the new mobile lab which was used for the hour of code program and a Minecraft workshop
- Updated copier/printer drivers on the staff machines.

Broadband

- Lyndon Township voted on and passed the Broadband Bond Proposal on August 8th. This Bond will build a fiber to the home infrastructure that will run down every road both public and private in Lyndon Township.
- Michigan Broadband Cooperative hosted a Lyndon Township Town Hall meeting July 20th to discuss the broadband bond proposal. I attended and helped prepare for the meeting.
- Updated the Michigan Broadband site with FAQ's and information about the broadband bond proposal.
- Created a worksheet for residents to determine how much the bond will cost and how much they could save over their current internet costs.

Other:

- Attended Tech Comm meeting where we discussed solutions to a variety of tech problems.
- Renewed PCI Compliance certification for our credit card machine.
- Helped with a 3D printing session and some 1:1 training sessions.

Ron Andrews & Melanie Bell

MARKETING BOARD REPORT

July 2017

MARKETING HIGHLIGHTS

It was a short month for me as I took vacation the week of the 4th of July. Never the less, there was still a lot happening here at the library!

Fall Newsletter

- We are excited that the word is spreading about our newsletter cover featuring local artistic talents, and even more excited to showcase a different medium this quarter. I think you will agree when you see the finished product what a stunning cover Lindsey Dahl's *Nightwatcher* creates! And the excitement doesn't stop with the cover — this quarter's content includes exciting new programs such as CDL Song Fest (including an interview with Paul Burch,) Kids Read Comics, and That Thursday Thing (FOR TEENS), interesting articles about podcasts and "No Carve" pumpkin ideas, and the expansion of regular favorites Computer 1:1 and Storytime. All these changes are in effort to address the initiatives set forth in our new strategic plan. Look for your copy the weekend of August 25.
- Update of print newsletter mailing lists — a success! After reviewing our current bulk mailing postal routes, our service district map, and our current exception mailing list, we were able to make changes that enabled us to include ALL of our service district in the newsletter mailing and also reduce our exception mailing list cost. By working with Dexter Township, we have added 112 addresses for the part of our service district which is in Dexter township but attend Pinckney schools. Additionally, we were able to remove 154 address of those who no longer hold a CDL library card, thereby reducing the overall cost of the exception mailing.



Songfest



The branding has been designed, the event's programming defined and scheduled, the venue for Paul Burch's live performs chosen, *and now it's time to get the word out about this exciting new program for music enthusiasts!* On Saturday, September 30, we will kick off the day at 9am with *Market Music Storytime* followed by 11 more fun and engaging programs to celebrate the art and craft of songwriting. The day will culminate with critically acclaimed, Nashville recording artist **Paul Burch** performing at the Chelsea Alehouse (long-time CDL partner.) In addition, there will be two pre-events: *Jimmie Rodgers: An interpretation by Paul Burch* at the Chelsea Depot and *Life Stories with Paul Burch* at the Chelsea Senior Center. (See Fall newsletter for a full event listing along with dates, times, and locations.) The campaign for this day-long program will begin mid-August and include a press release, social media posts and events, print posters, a webpage on the CDL website, and all the other traditional channels that we normally employ. Please make to share this exciting new event with friends, family, and anyone else you know that is wild about music and songs!

Strategic Plan

Goal 2.1 - Increase Library Visibility

- **New Mission Statement Marketing Campaign –**
 - We have received our new business cards and they have been distributed to staff and board, along with updating the card holder racks within the library.
 - Updated library card applications with building photo showing our new banners, also added listing of special services and collections.
 - Updated Sponsorship Opportunities Information card with new branding.
- **Promotion Effectiveness –** I have begun to explore ways to evaluate the effectiveness of our current promotion efforts. In July, I attended two webinars:
 - "Summer Series" provided by Constant Contact, our eNews provider. This was a 5-part webinar to help plan, design, create, and measure your email campaigns, and grow your subscription base. While we currently employ many of the suggestions offered, there were also suggestions that will be useful going forward such as: creating a more powerful call to action, using linked information, images, and video to convey a message rather than lengthy text, and answering the question in a more concrete manner of why a person should attend a program, use a service, or check out a collection item.
 - "How to Show Up on the First Page of Google" provided by Constant Contact. This webinar help provide insight as to how google search works and ways in which to improve your search listing placement. The goal is to show up in the 1st three results. While CDL shows up 1st for expected searches like "library near me" and "story times near

ENGAGE
REINSPIRE
PEQUIPE

MARKETING BOARD REPORT

July 2017

me”, there is still room for improvement for many of our other products and services, as we are competing with retail businesses who often promote through paid advertisements.

- On a positive note, we have started receiving monthly activity reports for our Google Business listing which show positive trends. Notably, the number of people who have found us through google has increased 81% since April, 2017. (see attachment for this month’s stats.)

Annual Report

Now that we have received our final audited financial numbers, we begin the process of putting together our 2016 annual report. This year’s theme will be “Honoring the Past...Celebrating the Present...Embracing the Future” Our target release date is late August, early September.

MISCELLANEOUS MARKETING ACTIVITIES

- Continue to work on Kids Read Comics marketing campaign
- Promote AudioSync (free teen audiobooks) through CDL marketing channels
- Created a logo for new Fall book club in partnership with Chelsea Senior Center – Next Chapter Book Club
- Created logo for new Fall teen program series – That Thursday Thing (FOR TEENS)
- Photographed Yoga storytime for future promotion
- Continue to work with Ron about digital collection promotion: Overdrive and RB Digital (previously Zinio) – both are rolling out new apps
- Continue to work with Shannon on the promotion of new program CDL Top 5, along with increasing engagement for the surveys from which the program’s survey results will come.
- Researched promo items for teen campaign
- Placed CDL 8/15/17 budget hearing notice ads in Sun Times News and Chelsea Update
- Created 2018 Midwest Literary Walk Save the Date website graphic
- Pulled Fall quarter program list and scheduled eNews, LCD, website high light, ads marketing campaigns
- Registered for 2017 Library Marketing and Communication Conference scheduled for Nov. 16-17, 2017
- Ordered Library Card Sign Up Month promotion materials – Teen Titans for September campaign, along with raffle prize for new CDL cardholders who sign up during this promotional month.
- Posted all SRP winners on Facebook with captions – engaging 3,665 followers over three posts
- Discussed ways to help Friends publically acknowledge their donors – will continue to explore and then present to the Friends

OUTREACH

- Attended Sounds & Sights sponsor recognition event
- Attended ATI Physical Therapy and Sprint Store Chamber Ribbon Cutting events and introduced the library to both new businesses. Highlighted CDL business card membership availability for their employees to both businesses, and promoted our Sprint Wi-Fi hotspot collection with the Sprint Store as a possible way for customers to try out sprint service in their area.
- Volunteered at Sights & Sounds Festival’s Kid Zone
- Attended 5th year anniversary gathering for Chelsea Update

Respectfully submitted,
Patty Roberts
Head of Marketing

3,949 people found Chelsea District Library on Google in July 2017

1 message

Google My Business <googlemybusiness-noreply@google.com>
Reply-To: Google My Business <googlemybusiness-noreply@google.com>
To: marketing@chelseadistrictlibrary.org

Tue, Aug 8, 2017 at 8:07 AM

Google My Business

Chelsea District Library

PEOPLE ARE FINDING YOU ON GOOGLE

3,949
viewed your business
↑ 17% FROM JUNE



23% of the people who saw your listing
searched for a category, product,
or service.

POTENTIAL CUSTOMERS ARE ON THE WAY

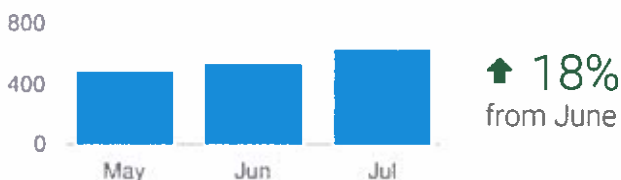
54 called you



180 asked for directions



625 visited your website



TIPS TO IMPROVE

Congrats, **Chelsea District Library** has a **4.7** star rating on Google



Stay connected to your customers. Make sure to reply to their reviews and comments.

READ REVIEWS

Was this email helpful?



Learn more



Ask an expert



Values are captured at Pacific Time. Values are approximate, and only significant values may be shown.

Google Inc. 1600 Amphitheatre Parkway, Mountain View, CA 94043 USA

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Circulation Supervisor's Report July 2017

- Circulation – 25,770 or 8% lower than last July;
175,050 YTD or 5% lower than this time last year.
- Patron Count- 12,728 or 37% lower than last July;
87,057 YTD or 21% lower than this time last year.
** Does not include offsite programs.
- Circulation by township- for July
 - Dexter = 1% of total transactions – higher than last month
 - Lima = 13% of transactions – lower than last month
 - Lyndon = 15% of transactions – same as last month
 - Sylvan = 16% of transactions - lower than last month
 - Chelsea = 35% of transactions – higher than last month
- July Circulation: 87% were items from Chelsea and 13% were inter-loaned items.
- Automated phone renewals in July – 14, Self-check was 14% of items checked out in July;
Overdrive = 1659 in July; Zinio = 239 in July.
- Registrations for July– 95 new cards; 8639 total card holders
*Dexter = 1121 cards; Lima = 1030 cards; Lyndon = 1344 cards
*Sylvan = 1461 cards; Chelsea = 3204 cards; Nonresident = 479 cards

Circulation Activities:

- We received 4 to 7 tubs in the run each day M-F with a total of 113 in July. There was no run on July 4th.
- We have received the contract for Unique Management Services and The Library Network will set up according to the parameters we give them ready to start October 1st.
- Leslie Abcouwer celebrated her 6th anniversary on July 13th.
- We are continuing to run missing, lost, and claims returned reports for the aides to shelf check and for librarians to review for reorder or discard as an effort to get the catalog ready for the new ILS system next year.

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library
2017

Average Daily Circulation									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2017 Total	%Diff.
Jan.	840	700	811	760	720	673	463	25453	-4%
Feb.	818	853	854	808	737	601	468	23360	-7%
March	835	852	798	834	666	720	482	27351	-2%
April	936	798	814	772	657	588	419	24391	-3%
May	785	841	709	709	652	480	390	23111	-2%
June	932	942	844	668	802	507	416	25614	-6%
July	1049	1000	1030	866	687	564	476	25770	-8%
August								26760	
Sept.								22787	
Oct.								23845	
Nov.								23872	
Dec.								22824	
Total								175050	
Month Avg								25,007	
Avg.% Inc.								with OD & Zinio	-5%

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	784	69,171
Aug		
Sept		
Oct		
Nov		
Dec		
Total/Avg	5,273	70,343

Zinio/RB Digital 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	239	160	265	293
Aug		203	369	251
Sept		125	162	208
Oct		262	179	219
Nov		267	207	241
Dec		343	205	279
Total	1994	2,841	2,990	1,968

SI/Chk/ Check-outs only				
2016 Totals	2017 Total	Days	Per Day	% ChkOuts
2820	3061	30	102	11%
2608	2384	27	88	11%
3032	3042	31	98	11%
2941	2300	29	79	12%
2580	2364	29	81	11%
2901	3102	30	103	11%
3528	3263	30	109	14%
3554				
2221				
2447				
2689				
2142				
33463	19516			12%

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
1659	1508	1570	1379	1013
	1618	1516	1262	1095
	1438	1448	1341	883
	1571	1512	1498	1023
	1504	1585	1340	889
	1423	1547	1462	1030
11003	18198	17541	15850	11625

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	86	6	1	2	95
August					0
September					0
October					0
November					0
December					0
Totals					556

Average Daily Door Count 2017									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	% Diff
Jan.	511	468	477	465	404	417	298	13136	-9%
Feb.	574	516	478	475	422	413	337	12282	0%
March	464	519	485	511	415	450	266	13850	-14%
April	489	474	440	411	377	368	237	11552	-22%
May	469	449	407	397	357	358	236	11308	-24%
June	501	497	485	422	405	341	194	12201	-40%
July	518	396	555	493	344	376	221	12728	-37%
August								14488	
Sept.								12759	
Oct.								12587	
Nov.								12166	
Dec.								11064	
Total								87057	
Monthly average								12,437	
Avg. % increase								14,681	-21%

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

Registered Card Holders												
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017		
District	8280	8708	9113	8898	9147	9002	9083	9109	9064	8160		
Dexter	1198	1216	1258	1197	1222	1206	1211	1215	1230	1121		
Lima	1086	1124	1176	1169	1174	1156	1133	1109	1109	1030		
Lyndon	1477	1605	1673	1567	1579	1538	1539	1546	1522	1344		
Sylvan	1619	1743	1822	1800	1786	1693	1662	1667	1641	1461		
CityChel	2900	3020	3184	3165	3386	3409	3538	3572	3562	3204		
NonRes	933	977	960	902	744	640	649	655	625	479		
Freedom	107	81	58	18	7	6	6	6	7	1		
Sharon	151	153	150	149	141	118	122	118	110	97		
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	102		
Totals	9213	9685	10073	9800	9891	9642	9732	9764	9689	8639		

Trans	% Tot	SEMCOG Dec2010	% of Pop	Regist	% of Entity Pop.
Jul-17	Trans	Pop.	Pop	Pop.	Pop.
22,919		15010		15010	
2477	11%	2604	46%	2604	42% Dexter
3056	13%	1909	61%	1909	54% Lima
3462	15%	2720	57%	2720	100% Lyndon
3756	16%	2833	60%	2833	100% Sylvan
8082	35%	4944	69%	4944	100% CityChel
			58%		
341	1%				
700	3%				
959	4%				
86	0%				
	100%				

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

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

Item Circulation 2017

	All items circled at Chel inc: OD & Zinio	Chel items circled at Chel inc: OD & Zinio	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/ renewed anywhere in system	Chel items circled other libraries
Jan.	25,453	19,751	78%	5,702	22%	20,029	2,147
Feb.	23,360	18,088	77%	5,272	23%	18,216	1,868
March	27,351	21,372	78%	5,979	22%	21,337	2,109
April	24,391	19,361	79%	5,030	21%	19,201	1,845
May	23,111	18,137	78%	4,974	22%	18,291	1,912
June	25,614	20,654	81%	4,960	19%	20,633	1,789
July	25,770	22,545	87%	3,225	13%	22,587	1,992
August				0			
Sept.				0			
Oct.				0			
Nov.				0			
Dec.				0			
Totals	175,050	139,908	80%	35,142	20%	140,294	13,662
Mnth Avg	25,007	19,987		5,020		20,042	1,952

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	52%	43%	5%
August			
September			
October			
November			
December			
Yearly Avg.	55%	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	11,727	9,648	1,212
August			
September			
October			
November			
December			
Yearly Total	77,325	56,517	6,522

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

August 15, 2017 Board Packet

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

Accept July donations and changes to the 2017 FY Budget.

Income Line - Expense Line

Sub Total: \$

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

Friends of CDL Adult Programming – Artist in Residence

674.110

884.970 \$1,000.00

Sub Total: \$1,000.00

Acknowledge the donations below toward the CDL Endowment.

Sub Total: \$

Total General Donations: \$ 1,000.00

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet August 15, 2017 Meeting

Policy Revisions

Background:

Revisions have been made to Subject 101 (Compensation), 102 (Benefits), and 304 (Introductory Period) of the Human Resources Policy and Procedure Manual. The library now seeks board approval to make these revisions permanent.

Action:

The library board approves the revisions made in these three policies.

Janice L. Carr, Board Secretary

Date

COMMITTEE

INFO &

MINUTES

**Chelsea District Library
Finance Committee Minutes
August 2, 2017**

Present: Board Members - Charlie Taylor and Jerry Wilczynski.

Excused: Susan Lackey

Staff Present – Lori Coryell and Mary Budzinski.

Call to Order: Jerry Wilczynski called the meeting to order at 10:00 AM

Quarterly Reconciliation Report:

Mary Budzinski presented the 941 Employer's Quarterly Federal Tax Return for the second quarter of 2017 and the detailed account transaction report and trial balance for the same quarter. The report was accepted as distributed with all numbers tied together.

Other Business:

Lori Coryell reported that the Library's new audit firm has gone through a corporate reorganization separately splitting off the audit business into a new corporation. Lori was requested to have a representative from the new firm provide an explanation to the full board on the reason for the reorganization, etc. before the Library signs a new contract.

There being no further business to discuss, the Finance Committee was adjourned at 10:40 AM.

**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	

