

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, September 19, 2017—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda Review, Additions, and Approval

6:50 Compulsory Segments

Budget Hearing Minutes Approval – August 15, 2017

Board Meeting Minutes Approval – August 15, 2017

Approval of the August Operational Checks

Approval of August Financial Reports

Director's Report & Friends Report

Strategic Plan Report

7:15 Public Comment

7:20 Presentations: Bill Tucker

7:30 Action Items

1. Donations
2. 2018 CDL Budget Approval

7:40 Discussion Items

1. Closed Session Minutes Appeal

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 2018 Budget Hearing**

Tuesday, August 15, 2017 6:45 p.m.
Meeting Location: McKune Meeting Room

Trustees in Attendance: Susan Lackey, Jerry Wilczynski, Jan Carr, Elizabeth Sensoli, Anne Merkel, & TJ Helfferich **Trustees Absent:** Charlie Taylor

Staff: L. Coryell, L. Ballard, T. Lancaster, K. Sulecki, R. Andrews, M. Bell, P. Roberts, & C. Berggren **Guests:** None

Welcome and Call to Order

S. Lackey called the hearing to order at 6:45p.m.

Agenda

The purpose of this meeting is the hearing for the 2018 Chelsea District Library Budget

Board Discussion:

Lori went through the budget page by page, focusing on lines that had increased or decreased and explained the necessity of those changes. Some of those changes were due to periodical expenses (i.e. tags, HVAC filter, carpeting), others were due to moving or merging lines within the budget, and still others were due to new programs/needs.

Keegan spoke about Design Think (increase in line 975.100), Mel spoke about our need to replace an old server in 2018, and Ron gave an update on the number of DVDs the library owns, purchases yearly, and has in circulation at any given time.

The Board requested several changes: that 960 be changed from "Board Expenses" to "Board & Director Expenses," since both Board (960.100) and Director (960.200) roll up to that number; wanted the money in "Community Activities" under the Director Expenses moved to "Additional Events" under Board Expenses, as they considered that more accurate; and wanted 880.520 bolded to indicate that the lines below roll up into it.

Lori thanked the staff, Mary Budzinski, and the Finance Committee for their help in developing the budget.

Public Comment: None

Adjourn:

MOTION made by A. Merkel, SECONDED by TJ Helfferich to adjourn the meeting at 7:39p.m. All Ayes: 6-0

Janice L. Carr, Board Secretary

Date

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

Tuesday, August 15, 2017 (directly following Budget Hearing)
Meeting Location: McKune Meeting Room

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

Trustees Absent: C. Taylor

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

Guests: None

Welcome and Call to Order

S. Lackey called the meeting to order at 7:40 p.m.

Agenda Review and Additions

MOTION made by J. Wilczynski, SECONDED by J. Carr to approve the agenda as presented. Discussion: S. Lackey wanted this changed to read "Agenda Review, Additions, and Approval" going forward, as it will help the board remember to approve it.
All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the minutes of the July 18, 2017 Board Meeting as amended. Discussion: J. Carr wanted a typo changed from "closest" to "closet."
All Ayes: 6-0

MOTION made by J. Carr, SECONDED by A. Merkel to approve the CLOSED Session minutes of the July 18, 2017 Board Meeting as amended. Discussion: Board wanted one word changed for the purpose of accuracy.
All Ayes: 6-0

MOTION made by J. Wilczynski, SECONDED by E. Sensoli to accept the General Fund Operational checks for July, 2017. Discussion: None
All Ayes 6-0

MOTION made by A. Merkel, SECONDED by J. Wilczynski to accept Financial Reports for July, 2017. Discussion: None
All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Lori passed out the ALA response to the incident in Charlottesville.
- Pointed out that there was no Dashboard included in this month's packet due to the issues with the people counter and not having concrete numbers to report.
- Linda gave an update the construction and said that Monday will be the start of the office move. Also, that LED lighting project continues.
- Lori announced that Bill Tucker, from our auditing firm, will be at the September meeting to discuss changes at Abraham & Gaffney, P.C. Also, mentioned that we will have Celia Morse from TLN at the October meeting to discuss the ILS migration.
- Linda spoke about the newly formed Health Committee that was started with the National Kidney Foundation of Michigan wellness grant money and what sorts of things this committee will focus on.
- Jan Carr pointed out that this is the first year that the Summer Reading Program has surpassed 1,000 people, and that that is quite a milestone.

Friends Report Update:

- At the Friends July 19 meeting (the first under new President Gary Zenz) discussed the sale of new tote bags and memorial donations to Friends.
- Voted to designate the \$723.64 donated to their organization in memory of Stan Staffeld for memorial seating furniture in the Reading Garden.
- Set the date for the annual Friendraiser Tea Party as Wednesday, October 18 at 3 p.m.
- Next Friends meeting scheduled for August 16 from 6:30-7:30 in McKune
- The Friends of Michigan Libraries Workshop will take place on Thursday, October 12 at the Kent District Library Service Center in Kalamazoo. The workshop is entitled "Knowledge Is Power: Managing Your Friends Group for Optimal Friend-ly Service." The FOML Trustee Alliance will take place the following day on October 13.

Strategic Plan Update:

- The Stan Staffeld seating furniture has been assembled in the Reading Garden.
- Design Think process update.
- Wellness grant (from the National Kidney Foundation of Michigan) and formation of the Health Committee.

Other Reports Notes:

Metro Detroit Meet the Authors Author Luncheon set for Monday, October 16 in Livonia. Jane Alexander, Heather Ann Thompson, Claire Messud, and Chris Bohjalian are the featured authors. Tickets are \$40 at www.bookandauthor.info.

Presentations: None

Public Comment: None

Action Item #1: Donations

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve and acknowledge the presented 2017 July donations of \$1,000.

Discussion: None

All Ayes: 6-0

Action Item #2: Policy Revisions

MOTION made by J. Wilczynski, SECONDED by A. Merkel to approve the presented policy revisions to Subject 101 (Compensation), 102 (Benefits), and 304 (Introductory Period) of the Human Resources Policy and Procedure Manual. Discussion: None

All Ayes: 6-0

Committee Reports

Policy Committee –

Finance Committee – Report in packet.

Personnel Committee – TJ will set up a meeting in October or November.

Nominating Committee –

Fundraising Committee –

Public and Board Comment: None

Other Items:

Adjourn:

MOTION made by J. Wilczynski, SECONDED by A. Merkel to adjourn the meeting at
8:08 p.m. All Ayes: 6-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

09/12/17

Chelsea District Library

List of Checks for Board Approval

August 2017

Date	Num	Name	Memo	Paid Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
08/03/2017	07172017PRST	Alerus Financial	08/04/2017 PR	1,548.43
08/04/2017	PR08042017		RETIREMENT	-1,548.43
08/17/2017	PRST07312017	Alerus Financial	08/18/2017 PR	1,548.43
08/18/2017	PR08182017		RETIREMENT	-1,548.43
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
08/04/2017	PR08042017		WAGES	35,624.58
08/18/2017	PR08182017		WAGES	34,374.54
Total 701.100 - Wages - Other				69,999.12
Total 701.100 - Wages				69,999.12
701.110 - Retirement-Contributions				
08/03/2017	07172017PRST	Alerus Financial	08/04/2017 PR	1,464.14
08/04/2017	PR08042017		RETIREMENT PICK UP	-1,464.14
08/17/2017	PRST07312017	Alerus Financial	08/18/2017 PR	1,464.14
08/18/2017	PR08182017		RETIREMENT PICK UP	-1,464.14
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
08/04/2017	PR08042017		401 A MATCHING	1,343.63
08/18/2017	PR08182017		401 A MATCHING	1,343.63
Total 701.115 - 401A Retirement Matching				2,687.26
701.200 - FICA				
08/04/2017	PR08042017		FICA EMPLOYER	2,725.39
08/18/2017	PR08182017		FICA EMPLOYER	2,629.70
Total 701.200 - FICA				5,355.09
701.300 - Flex Benefits				
08/04/2017	PR08042017		Dep Life (CA & DL & HI)	-10.81
08/17/2017	08102017ST	Unum Life Insurance Co.	2017 Premium September	696.39
08/18/2017	PR08182017		Dep Life (CA & DL & HI)	-10.81
Total 701.300 - Flex Benefits				674.77
Total 701 - Personnel Expenses				78,716.24
727 - Supplies				
727.200 - General Operations				
08/03/2017	4696/154	Great Lakes Ace Hardware	Batteries	13.29
08/03/2017	7167	Michigan Chamber of Commerce	Labor Law Posters/ MI & Fed	37.50

Chelsea District Library

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August 2017

09/12/17

Date	Num	Name	Memo	Paid Amount
08/03/2017	467044	Smart Office Solutions	Miscellaneous Office Supplies	75.45
08/31/2017	467685	Smart Office Solutions	Office Supplies	63.13
08/31/2017	08222017ST	Zoran, Amy	Cards	40.00
Total 727.200 · General Operations				229.37
727.300 · Material Processing				
727.320 · Matt Processing Cases				
08/17/2017			Circ Receipts - L/D	-5.50
Total 727.320 · Matt Processing Cases				-5.50
727.330 · Matt Processing Other				
08/17/2017	6184861	Demco Inc.	Local History Labels & Covers	66.90
08/17/2017	4658AAA	ELM USA Inc	Eco Pro Kit & Pads	103.20
Total 727.330 · Matt Processing Other				170.10
Total 727.300 · Material Processing				164.60
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
08/03/2017	467150	Smart Office Solutions	Paper Supplies	165.90
08/03/2017	467210	Smart Office Solutions	Paper Supplies	89.94
Total 727.510 · Cleaning Paper Products				255.84
727.520 · Cleaning Supplies				
08/03/2017	300801538	Cintas Corporation-300	Soap	14.78
08/17/2017	300812073	Cintas Corporation-300	Soap	14.78
08/31/2017	300822877	Cintas Corporation-300	Soap	14.78
Total 727.520 · Cleaning Supplies				44.34
727.530 · Cleaning Rugs				
08/03/2017	300801538	Cintas Corporation-300	Rugs 07/28/2017	54.99
08/17/2017	300812073	Cintas Corporation-300	Rugs 08/11/2017	54.99
08/31/2017	300822877	Cintas Corporation-300	Rugs 08/25/2017	54.99
Total 727.530 · Cleaning Rugs				164.97
Total 727.500 · Cleaning				465.15
727.800 · Maintenance				
727.810 · Maintenance Light Bulbs				
08/03/2017	07262017Lowes	Ballard, Linda P.	LED bulbs	20.90
08/31/2017	115621073646	Amazon.com	LED light bulbs	55.98
Total 727.810 · Maintenance Light Bulbs				76.88
727.830 · Maintenance General				
08/03/2017	07262017Lowes	Ballard, Linda P.	Door Stops	33.52

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Date	Num	Name	Memo	Paid Amount
08/03/2017	4688/154	Great Lakes Ace Hardware	screws/easels	7.35
08/31/2017	4903/154	Great Lakes Ace Hardware	Spackle	3.79
	Total 727.830	Maintenance General		44.66
	Total 727.800	Maintenance		121.54
	Total 727	Supplies		980.66
	801	Professional Services		
	801.010	Attorney		
08/17/2017	719208	Foster Swift Collins & Smith	Barefoot Patron Legal Advice & Work	4,331.00
	Total 801.010	Attorney		4,331.00
	801.040	Bookkeeper		
08/03/2017	201715	Budzinski & Associates	1/2 August 2017 Billing	350.00
08/17/2017	201716	Budzinski & Associates	1/2 August 2017 Billing	350.00
	Total 801.040	Bookkeeper		700.00
	801.041	Payroll Services		
08/17/2017	19147656	Payroll 1	2017 July	321.57
	Total 801.041	Payroll Services		321.57
	801.071	Website Development		
08/31/2017	AUG2017A	Koepping, Luna Marie Elizabeth	Songfest Webpage	250.00
	Total 801.071	Website Development		250.00
	801.300	Banking Fees		
	801.310	Bank Fees		
08/31/2017			Service Charge	9.60
	Total 801.310	Bank Fees		9.60
	801.350	Credit Card Fee Circ		
08/07/2017	CCFes072017		July 2017 Credit Card Fee	49.22
	Total 801.350	Credit Card Fee Circ		49.22
	801.360	Pay Pal Fees		
08/08/2017			Circ Paypal 2nd Qtr 2017	36.74
	Total 801.360	Pay Pal Fees		36.74
	Total 801.300	Banking Fees		95.56
	Total 801	Professional Services		5,698.13
	803	Maintenance Service Contracts		

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Date	Num	Name	Memo	Paid Amount
803.010 - Maint Svc Contingency				
08/03/2017	SEI/01116387	ASSA ABLOY Entrance Systems	Fix Lab Door	219.95
08/31/2017	1-54679974756	Johnson Controls	Chiller Fuse Repair	2,648.95
08/31/2017	1-54633475275	Johnson Controls	Boiler Pump Motor Repair	1,811.00
Total 803.010 - Maint Svc Contingency				4,679.90
803.100 - Copier				
803.102 - Staff Copier				
08/03/2017	5004102866	Wells Fargo Bank, NA	Xerox Copier Lease 2017 July	1,046.76
Total 803.102 - Staff Copier				1,046.76
Total 803.100 - Copier				1,046.76
803.600 - Building Maintenance				
803.605 - Janitorial				
08/03/2017	11250	A Production Cleaning Company Inc.	Cleaning 07/16-07/29/2017	1,440.85
08/17/2017	11260	A Production Cleaning Company Inc.	Cleaning 07/30-08/12/2017	1,440.85
08/17/2017	11264	A Production Cleaning Company Inc.	Carpet /Spots	200.00
08/31/2017	11278	A Production Cleaning Company Inc.	Cleaning 08/13-08/26/2017	1,440.85
Total 803.605 - Janitorial				4,522.55
803.610 - Lawn/Snow Service				
803.611 - Lawn Service				
08/03/2017	10566	Association Maintenance Corp	Mow/Weed July	335.00
Total 803.611 - Lawn Service				335.00
Total 803.610 - Lawn/Snow Service				335.00
803.620 - Trash				
08/17/2017	18018	City of Chelsea	July Trash Collection	40.00
Total 803.620 - Trash				40.00
Total 803.600 - Building Maintenance				4,897.55
Total 803 - Maintenance Service Contracts				10,624.21
850 - Telecommunications				
850.100 - Local & Long Distance Charges				
850.120 - Telephone				
08/03/2017	07252017ST	A T & T	06/25/17-07/25/17 Billing (July)	354.77
08/03/2017	07242017IN	Navitas Credit Corp	VOIP Lease - 2017 August	212.81
08/17/2017	SUB00481751	Star2Star Communications	August VOIP Service	347.34
08/17/2017	01800402	Star2Star Communications	Phone Security Deposit	11.97
08/31/2017	08252017ST	A T & T	07/25/17-08/25/17 Billing (August)	318.66
08/31/2017	08242017ST	Navitas Credit Corp	VOIP Lease - 2017 September	212.81

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Date	Num	Name	Memo	Paid Amount
Total 850.120 · Telephone				
08/17/2017	850.121 · Director's Cell Phone	Verizon Wireless	2017 Aug Director's Cell Phone	1,458.36
08/17/2017	9790059390			51.69
Total 850.121 · Director's Cell Phone				
08/17/2017	9790059390	Verizon Wireless		51.69
08/31/2017	261402854-032	Sprint		1,510.05
Total 850.100 · Local & Long Distance Charges				
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
08/17/2017	9790059390	Verizon Wireless	2017 Aug Library Hotspots - 4 New	334.28
08/31/2017	261402854-032	Sprint	2017 August Lyndon/Circ Hotspots	518.18
Total 850.311 · WiFi Hotspots				
08/17/2017	9790059390	Verizon Wireless		852.46
08/31/2017	261402854-032	Sprint		852.46
Total 850.300 · TLN Internet Service				
850.100 · Advertising				
880.110 · Media Buy				
08/03/2017	000001	5 Healthy Towns Foundation	2nd 1/8 Page Ads in Bi-Annual Magazine	165.00
08/31/2017	51481	The Sun Times	2018 Budget Hearing Notice	120.00
Total 880.110 · Media Buy				
880.120 · Misc Advertising				
08/16/2017	08092017ST	Keybank	Chelsea Update - Qtrly Contribution/Subsription	0.29
08/16/2017	08092017ST	Keybank	Eclipse2017 org - Solar Eclipse Viewers	0.20
08/17/2017	08092017ST	Keybank	Chelsea Update - Qtrly Contribution/Subsription	99.71
08/17/2017	08092017ST	Keybank	Eclipse2017 org - Solar Eclipse Viewers	66.70
Total 880.120 · Misc Advertising				
08/16/2017	08092017ST	Keybank		166.90
08/17/2017	08092017ST	Keybank		451.90
Total 880.100 · Advertising				
880.200 · Publications				
880.240 · Newsletter				
08/31/2017	239579	Print-tech Inc.	Fall Newsletter & Mailing	4,076.67
Total 880.240 · Newsletter				
Total 880.200 · Publications				
880.300 · Marketing Supplies				
880.320 · Misc Marketing Supplies				
08/31/2017	4923/154	Great Lakes Ace Hardware	Display Fasteners	41.73
Total 880.320 · Misc Marketing Supplies				
08/31/2017	4923/154	Great Lakes Ace Hardware		41.73

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August 2017

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Date	Num	Name	Memo	Paid Amount
08/03/2017	880.340 · Printed Items / Stationary 159728011	Foresight Group	Redesigned Business Cards	535.40
	Total 880.340 · Printed Items / Stationary			535.40
	Total 880.300 · Marketing Supplies			577.13
	880.400 · Program Promotion			
	880.430 · Library Program Promotion			
	880.435 · CDL Songfest			
08/31/2017	0000134	Plaid Fox Marketing LLC	Marketing Services & Stickers for SongFest '17	537.50
08/31/2017	239783	Print-tech Inc.	SongFest Posters	143.36
08/31/2017	21-45251	Signs by Tomorrow	SongFest Porch Banner	227.00
	Total 880.435 · CDL Songfest			907.86
	Total 880.430 · Library Program Promotion			907.86
	880.440 · Service / Resource Promotion			
	880.441 · General Service/Resource Promo			
08/16/2017	08092017ST	Keybank	ALA - LCSUM Promo Materials	0.25
08/17/2017	063326428203	Amazon.com	LC SUM Promo Raffle Prize-Fire HD8	94.99
08/17/2017	08092017ST	Keybank	ALA - LCSUM Promo Materials	85.75
08/31/2017	467685	Smart Office Solutions	Portfolios	100.17
	Total 880.441 · General Service/Resource Promo			281.16
	Total 880.440 · Service / Resource Promotion			281.16
	Total 880.400 · Program Promotion			1,189.02
	880.500 · Purchased Services			
	880.510 · General Purchased Services			
08/16/2017	08092017ST	Keybank	Uberflip - 07/2017 & 08/2017	0.17
08/16/2017	08092017ST	Keybank	Adobe Stock Monthly - Aug 2017	0.08
08/17/2017	08092017ST	Keybank	Uberflip - 07/2017 & 08/2017	61.53
08/17/2017	08092017ST	Keybank	Adobe Stock Monthly - Aug 2017	29.91
	Total 880.510 · General Purchased Services			91.69
	880.520 · Professional Services			
	880.521 · Graphic Design Services			
08/31/2017	0166	MC creative design & photography LLC	2017 New Design-FallNewsletter	1,450.00
08/31/2017	CDL-001	Matt Talbot Design and Illustration	CDL SongFest '17 Designs	600.00
	Total 880.521 · Graphic Design Services			2,050.00
	Total 880.520 · Professional Services			2,050.00
	Total 880.500 · Purchased Services			2,141.69

Chelsea District Library

List of Checks for Board Approval

August 2017

Date	Num	Name	Memo	Paid Amount
Total 880 · Promotional Materials				
884 · Programming				
884.110 · Adult Speakers				
08/17/2017	08032017IN	Purple Rose Theatre Company Inc	2017-18 PR Library Readings	8,436.41
Total 884.116 · Purple Rose Concert Readings				
884.119 · General Adult Events				
08/16/2017	08092017ST	Keybank	JoAnn - Paint Markers	0.10
08/16/2017	08092017ST	Keybank	Home Depot - Wildflower seeds	0.02
08/16/2017	08092017ST	Keybank	Common Grill - SRP Prize	0.15
08/17/2017	09282017Rental	Chelsea Depot Association	Rental 09/28/2017	125.00
08/17/2017	009282017Dep	Chelsea Depot Association	Deposit 09/28/2017	150.00
08/17/2017	08302017PRG	Poignant Pen LLC	08/30 Harvest Entertaining	300.00
08/17/2017	09062017Prg	Milan, Jon Howard	09/06 Iconic Restaurants of Ann Arbor	125.00
08/17/2017	08092017ST	Keybank	JoAnn - Paint Markers	32.92
08/17/2017	08092017ST	Keybank	Home Depot - Wildflower seeds	8.44
08/17/2017	08092017ST	Keybank	Common Grill - SRP Prize	49.85
08/31/2017	09302017SF	Arndt, Jeremy	9/30 Songfest-Instrument Zoo	200.00
08/31/2017	09302017SF	Devine, Kevin	09/30 Songfest	350.00
08/31/2017	10052017PRG	Fiems, Dennis H	10/05 The Yanks Are Comin'	125.00
Total 884.119 · General Adult Events				
Total 884.110 · Adult Speakers				
884.120 · Adult Supplies				
884.121 · Refreshments				
08/31/2017	08192017PR	Brown, Laura	Purple Rose Reading 08/19	15.00
Total 884.121 · Refreshments				
884.126 · General Adult Programs				
08/03/2017	129972395438	Amazon.com	Miracle Gro & Markers	28.51
08/16/2017	08092017ST	Keybank	Eclipse2017.org - Solar Eclipse Viewers	0.20
08/17/2017	6184861	Demco Inc.	Stick Together Kits	57.00
08/17/2017	08092017ST	Keybank	Eclipse2017.org - Solar Eclipse Viewers	66.69
08/31/2017	08192017PRG	Brown, Laura	Michaels Wreath Supplies for 10/23 Program	207.57
Total 884.126 · General Adult Programs				
Total 884.120 · Adult Supplies				
884.130 · Chelsea Reads				
884.131 · Chelsea Reads				
08/17/2017	049516559820	Amazon.com	books	39.60
Total 884.131 · Chelsea Reads				

Chelsea District Library

List of Checks for Board Approval

August 2017

09/12/17

Date	Num	Name	Memo	Paid Amount
Total 884.130 - Chelsea Reads				
884.210 - Youth Speakers				
884.212 - General Youth Programs				
08/03/2017	258517235466	Amazon.com	2 Amazon Gift Cards	14.09
08/17/2017	4807	Organization for Bat Conservation	10/11 Night Creatures Deposit	50.00
08/31/2017	2033075348	Baker & Taylor Program Account	2033075348	32.25
Total 884.212 - General Youth Programs				
884.215 - Early Literacy				
08/03/2017	08092017DASA	Batley, Beth	08/09 Dance Along/Sing Along	90.00
08/03/2017	08102017LST	DeMea, Karla	08/10 Lego Storytime	50.00
Total 884.215 - Early Literacy				
884.216 - Summer Reading Specialist				
08/03/2017	07272017Tutor	Heydlauff, Tracy	4 July Tutoring Sessions	400.00
08/03/2017	07272017Tutor	Hicks-Caselli, Jeanne B.	4 July Tutoring Sessions	350.00
08/17/2017	08102017TU	Heydlauff, Tracy	2 August Tutoring Sessions	200.00
08/17/2017	08102017TU	Hicks-Caselli, Jeanne B.	2 August Tutoring Sessions	150.00
Total 884.216 - Summer Reading Specialist				
Total 884.210 - Youth Speakers				
884.220 - Youth Supplies				
884.222 - General Youth Programs				
08/17/2017	285631053623	Amazon.com	Tuesdays at the Castle	95.88
Total 884.222 - General Youth Programs				
884.226 - Summer Reading				
08/03/2017	2033012966	Baker & Taylor Program Account	2033012966	63.84
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.08
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.03
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.13
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.04
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.37
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-2.23
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.03
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.15
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.20
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.20
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.24
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.26
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.03
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.02
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.04
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.02
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.10

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08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.29
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-1.33
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.24
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.15
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.17
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.24
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.30
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.29
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.25
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.12
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-1.18
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.28
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.04
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.06
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.08
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.17
08/16/2017	08092017ST	Keybank	OTC - Refund on damaged toys	-0.18
08/16/2017	08092017ST	Keybank	Quality16 - SRP Prizes	0.15
08/16/2017	08092017ST	Keybank	GFS Store - Food for SRP Finale	0.24
08/16/2017	08092017ST	Keybank	Meijers - Prizes for SRP	0.29
08/17/2017	08092017ST	Keybank	Quality16 - SRP Prizes	49.85
08/17/2017	08092017ST	Keybank	GFS Store - Food for SRP Finale	81.00
08/17/2017	08092017ST	Keybank	Meijers - Prizes for SRP	97.41
Total 884.226 · Summer Reading				283.24
884.230 · Youth Reading Group				
08/17/2017	2033070425	Baker & Taylor Program Account	umber the Stars	56.04
Total 884.230 · Youth Reading Group				56.04
Total 884.220 · Youth Supplies				435.16
884.260 · Teen Speakers				
884.263 · Teen College Bound				
08/17/2017	09102017Prg	Reynolds, Cynthia Furlong	09/10 College App Essay Workshop	250.00
Total 884.263 · Teen College Bound				250.00
884.264 · Teen General Programs				
08/16/2017	08092017ST	Keybank	Brown Dog Gadgets - Solar Power Cockroach Kit	0.24
08/17/2017	08092017ST	Keybank	Brown Dog Gadgets - Solar Power Cockroach Kit	83.12
Total 884.264 · Teen General Programs				83.36
884.265 · Teen Advisory Board (TAB)				
08/16/2017	08092017ST	Keybank	dollar Tree - SRP Finale	0.02
08/16/2017	08092017ST	Keybank	Meijer - SRP Finale	0.04
08/16/2017	08092017ST	Keybank	Pollys - SRP Finale & YSG Party	0.18
08/16/2017	08092017ST	Keybank	Exxonmobile - SRP Finale Ice	0.03

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08/16/2017	08092017ST	Keybank	Cottage Inn - SRP Finale	0.26
08/16/2017	08092017ST	Keybank	Jets - YSG Party	0.24
08/16/2017	08092017ST	Keybank	Chelsea Bakery - SRP Finale	0.04
08/17/2017	08092017ST	Keybank	dollar Tree - SRP Finale	5.28
08/17/2017	08092017ST	Keybank	Meijer - SRP Finale	15.06
08/17/2017	08092017ST	Keybank	Pollys - SRP Finale & YSG Party	61.83
08/17/2017	08092017ST	Keybank	Exonmobile - SRP Finale Ice	9.75
08/17/2017	08092017ST	Keybank	Cottage Inn - SRP Finale	88.60
08/17/2017	08092017ST	Keybank	Jets - YSG Party	81.76
08/17/2017	08092017ST	Keybank	Chelsea Bakery - SRP Finale	14.36
Total 884.265 · Teen Advisory Board (TAB)				277.45
Total 884.260 · Teen Speakers				610.81
884.270 · Teen Supplies				
884.274 · Teen Lock-in				
08/16/2017	08092017ST	Keybank	Breakout.Edu - Escape Room Kit	0.37
08/17/2017	003423918948	Amazon.com	Portable Zipper Toiletry	4.37
08/17/2017	014062942763	Amazon.com	Miscellaneous Items	67.56
08/17/2017	08092017ST	Keybank	Breakout.Edu - Escape Room Kit	124.63
Total 884.274 · Teen Lock-in				196.93
884.276 · Teen Refreshments				
08/16/2017	08092017ST	Keybank	Cottage Inn - Pizza for Minecraft Party	0.17
08/17/2017	08092017ST	Keybank	Cottage Inn - Pizza for Minecraft Party	56.06
Total 884.276 · Teen Refreshments				56.23
884.277 · Teen Summer Reading				
08/03/2017	258517235466	Amazon.com	2 Amazon Gift Cards	25.91
08/03/2017	2033012966	Baker & Taylor Program Account	2033012966	214.28
08/03/2017	2033032368	Baker & Taylor Program Account	2033032368	155.60
08/16/2017	08092017ST	Keybank	JoAnn - Pet toy Supplies	0.30
08/17/2017	08092017ST	Keybank	JoAnn - Pet toy Supplies	102.91
Total 884.277 · Teen Summer Reading				499.00
Total 884.270 · Teen Supplies				752.16
884.500 · Artist In Residence				
884.970 · Artist In Residence Restricted				
08/17/2017	08162017Travel	Burch Jr, Paul W	Mileage - Featured Song Writer - Songfest 2017	400.00
Total 884.970 · Artist In Residence Restricted				400.00
Total 884.500 · Artist In Residence				400.00
884.910 · Adult Programming Restricted				
884.915 · Aud Prg. Rst. Gifts Purple Rose				

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Date	Num	Name	Memo	Paid Amount
08/17/2017	08032017IN	Purple Rose Theatre Company Inc	2017-18 PR Library Readings	1,000.00
	Total 884.915	· Aud Prg. Rst. Gifts Purple Rose		1,000.00
	Total 884.910	· Adult Programming Restricted		1,000.00
	884.920	· Youth Programming Restricted		
	884.923	· Youth Prog Rest Gifts SRP		
08/03/2017	2033032368	Baker & Taylor Program Account	2033032368	32.65
08/16/2017	08092017ST	Keybank	Meijers - Prizes for SRP	1.33
08/17/2017	2033059308	Baker & Taylor Program Account	2033059308	10.44
08/17/2017	08092017ST	Keybank	Meijers - Prizes for SRP	450.97
	Total 884.923	· Youth Prog Rest Gifts SRP		495.39
	Total 884.920	· Youth Programming Restricted		495.39
	Total 884	· Programming		9,910.91
	885	· Volunteer		
	885.200	· Supplies		
08/31/2017	08222017CVS	Ballard, Linda P.	Volunteer Candy	26.00
	Total 885.200	· Supplies		26.00
	Total 885	· Volunteer		26.00
	920	· Utilities		
	920.110	· City of Chelsea Water		
08/17/2017	08032017ST	City of Chelsea-Elect & Water	06-30-2017 to 07-31-2017	72.55
	Total 920.110	· City of Chelsea Water		72.55
	920.120	· City of Chelsea Sewer		
08/17/2017	08032017ST	City of Chelsea-Elect & Water	06-30-2017 to 07-31-2017	152.56
	Total 920.120	· City of Chelsea Sewer		152.56
	920.130	· City of Chelsea Electric		
08/17/2017	08032017ST	City of Chelsea-Elect & Water	06-30-2017 to 07-31-2017	4,039.08
	Total 920.130	· City of Chelsea Electric		4,039.08
	920.150	· City of Chelsea Sprinkler		
08/17/2017	08032017ST	City of Chelsea-Elect & Water	06-30-2017 to 07-31-2017	323.71
	Total 920.150	· City of Chelsea Sprinkler		323.71
	920.200	· McKune Gas		
08/17/2017	08092017ST	DTE Energy	2017 July	68.84

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Total 920.200 · McKuna Gas				
Total 920 · Utilities				68.84
Total 920 · Board & Director Expense				4,656.74
960 · Board & Director Expense				
08/31/2017	09072017Mtg	Chelsea Area Chamber of Commerce-New	09/07 Chamber Breakfast	24.00
08/31/2017	09202017PRG	Chelsea Senior Citizens Center	Gift of Autumn Breakfast	50.00
Total 960.200 · Director Expense				74.00
Total 960 · Board & Director Expense				74.00
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
08/17/2017	4690/154	Great Lakes Ace Hardware	Network Wall Port	6.71
08/17/2017	301312009682	Amazon.com	TracFone	39.99
08/17/2017	294709682907	Amazon.com	VOIP Supplies	238.92
08/17/2017	248428371625	Amazon.com	VOIP Supplies	9.79
08/17/2017	241780444174	Amazon.com	Headphones	39.99
08/17/2017	076904037390	Amazon.com	3D Printing Supplies	40.62
08/17/2017	244338174176	Amazon.com	Harddrive for Server	78.74
08/17/2017	082408555243	Amazon.com	Mouse Pads & Power Strips	211.62
08/17/2017	157241095626	Amazon.com	Timer for Youth Programs	10.99
08/17/2017	268747869288	Amazon.com	USB-C Adapters & VOIP Tools	75.34
08/17/2017	108976167390	Amazon.com	Adhesive Spray for Mobile Lab	7.37
Total 967.120 · Computers				760.08
Total 967.100 · Equipment Hardware				760.08
967.200 · Equipment Software				
08/16/2017	08092017ST	Keybank	Aug 2017 Ninite Pro-Monthly non-Windows Updates	0.06
08/16/2017	08092017ST	Keybank	Aug - Bisect Hosting - Hosted Minecraft Server Svcs	0.04
08/17/2017	08092017ST	Keybank	Aug 2017 Ninite Pro-Monthly non-Windows Updates	19.94
08/17/2017	08092017ST	Keybank	Aug - Bisect Hosting - Hosted Minecraft Server Svcs	12.42
Total 967.200 · Equipment Software				32.46
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
08/17/2017			Circ Receipts - L/D	-2.00
Total 967.310 · Makerspace Furnishings				-2.00
967.320 · Furniture				
08/03/2017	273552517111	Amazon.com	Big Book Holder	179.96
08/17/2017	4697/154	Great Lakes Ace Hardware	Umbrella for Staff Table	34.99

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Date	Num	Name	Memo	Paid Amount
Total 967.320 - Furniture				
				214.95
Total 967.300 - Equipment Furniture & Fixtures				
				212.95
967.900 - Equipment Restricted Gifts				
08/17/2017	94776	Landscape Forms Inc		
Total 967.900 - Equipment Restricted Gifts				
			Umbrella Table Pergola - Staffeld Memorial	1,223.00
Total 967 - Equipment				
				1,223.00
969 - Continuing Education Expenses				
969.001 - Travel				
969.100 - Staff Travel				
969.110 - Director Travel				
08/03/2017	07272017SAS ..	Coryell, Lori		
Total 969.110 - Director Travel				
			07/26 SASUG Meeting	66.87
969.124 - Technology Services Travel				
08/16/2017	08092017ST	Keybank		
08/17/2017	08042017DP20...	Andrews, Ron	Hilton Intl - R Andrews Digipalooza 2017	2.23
08/17/2017	08102017eCon...	Andrews, Ron	Digipalooza 2017	191.44
08/17/2017	08092017ST	Keybank	eContent Meeting	40.92
Total 969.124 - Technology Services Travel				
			Hilton Intl - R Andrews Digipalooza 2017	756.70
				991.29
969.143 - Other Staff Travel				
08/16/2017	08092017ST	Keybank		
08/16/2017	08092017ST	Keybank	Delta - P Roberts flight to LCCM Conference	1.18
08/17/2017	08092017ST	Keybank	Super Shuttle - Airport Shuttle LCCM Conf	0.12
08/17/2017	08092017ST	Keybank	Delta - P Roberts flight to LCCM Conference	400.22
Total 969.143 - Other Staff Travel				
			Super Shuttle - Airport Shuttle LCCM Conf	39.88
				441.40
969.144 - Committee Meetings				
08/16/2017	08092017ST	Keybank		
08/16/2017	08092017ST	Keybank	Pollys - TLN Meeting	0.03
08/17/2017	08092017ST	Keybank	Panera Bread - TLN Meeting	0.08
08/17/2017	08092017ST	Keybank	Pollys - TLN Meeting	11.11
Total 969.144 - Committee Meetings				
			Panera Bread - TLN Meeting	27.46
				38.68
Total 969.100 - Staff Travel				
				1,538.24
Total 969.001 - Travel				
				1,538.24
969.600 - Staff Training				
969.610 - Workshops				
08/16/2017	08092017ST	Keybank	MI Chamber Staff Training - Millenials....	0.28
08/17/2017	08092017ST	Keybank	MI Chamber Staff Training - Millenials....	94.72

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Total 969.610 · Workshops				
969.620 · Staff in Service				
08/16/2017	08092017ST	Keybank	ZouZous - Planning Meeting - Tech	0.03
08/16/2017	08092017ST	Keybank	Common Grill - Staff Appreciation - K Sulecki Role & Dashb...	0.13
08/17/2017	08092017ST	Keybank	ZouZous - Planning Meeting - Tech	9.69
08/17/2017	08092017ST	Keybank	Common Grill - Staff Appreciation - K Sulecki Role & Dashb...	43.91
Total 969.620 · Staff in Service				53.76
Total 969.600 · Staff Training				148.76
Total 969 · Continuing Education Expenses				1,687.00
980 · Capital Expense				
980.100 · Media Area Remodel				
08/17/2017	94776	Landscape Forms Inc	Umbrella Table Pergola	1,097.00
Total 980.100 · Media Area Remodel				1,097.00
Total 980 · Capital Expense				1,097.00
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
08/03/2017	95236238	Midwest Tape	95236238 - July Audio Bks	645.83
08/03/2017	95254992	Midwest Tape	95254992 - July Audio Bks	164.95
08/17/2017	95276886	Midwest Tape	95276886 - July Audio Bks	89.96
08/17/2017	95292667	Midwest Tape	95292667 - Aug Audio Bks	36.99
08/31/2017	95313658	Midwest Tape	95313658 - July Audio Bks	34.99
08/31/2017	95313822	Midwest Tape	95313822 - Aug Audio Bks	454.87
08/31/2017	95329211	Midwest Tape	95329211 - July Audio Bks	24.99
08/31/2017	95329214	Midwest Tape	95329214 - Aug Audio Bks	239.93
Total 982.120 · Adult Books on Disc				1,692.51
982.140 · Youth Books on Disc				
08/02/2017			Circ Receipts - L/D	-9.99
08/03/2017	75569546	Recorded Books Inc.	75569546	25.00
08/17/2017	224961	Findaway World, LLC	Playaway Audio Replacement	19.99
08/17/2017	75574277	Recorded Books Inc.	75574277	42.07
08/17/2017			Circ Receipts - L/D	-20.00
Total 982.140 · Youth Books on Disc				57.07
Total 982.100 · Audio Books				1,749.58
982.300 · Interlibrary Loan				
08/03/2017	7182017	Robert Morris University Illinois	Lost ILL Book	6.95
08/03/2017	08012017ILL	Day, John	Refund Lost Item	25.00

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Total 982.300	Interlibrary Loan			31.95
982.400	Non Print			
982.410	Electronic Products/Subs			
08/31/2017	NS17080264	Baker & Taylor Entertainment	TS360 renewal 10/17-09/2018	594.00
Total 982.410	Electronic Products/Subs			594.00
982.411	Ebooks / Overdrive			
08/31/2017	58795	The Library Network	Overdrive Renewal 08/17 - 07/2018	4,500.00
Total 982.411	Ebooks / Overdrive			4,500.00
982.415	ILL Subscriptions			
08/30/2017	0000548099	OCLC Inc.	2017 OCLC Resource Sharing & ILL Renewal	480.82
08/30/2017	0000550441	OCLC Inc.	ILL Subscription Billed in Error	-480.82
08/31/2017	0000548099	OCLC Inc.	2017 OCLC Resource Sharing & ILL Renewal	621.69
Total 982.415	ILL Subscriptions			621.69
982.420	Adult Music on CD			
08/03/2017	95240012	Midwest Tape	95240012 - July Music CDs	268.42
08/03/2017	95257235	Midwest Tape	95257235 - July Music CDs	27.18
08/17/2017	95277030	Midwest Tape	95277030 - July Music CDs	12.99
08/17/2017			Circ Receipts - L/D	-39.94
08/30/2017	95313656	Midwest Tape	95313656 - July Music CDs	15.99
08/30/2017	95312640	Midwest Tape	95313656 - July Music CDs	-15.99
08/31/2017	95313656	Midwest Tape	95313656 - July Music CDs	19.18
Total 982.420	Adult Music on CD			287.83
982.431	NT Collections - Supplies			
08/17/2017	014062942763	Amazon.com	Cases & Storage Boxes	139.11
Total 982.431	NT Collections - Supplies			139.11
982.450	Youth Music CD			
08/31/2017	95313824	Midwest Tape	95313824 - Aug Music CDs	150.28
Total 982.450	Youth Music CD			150.28
982.460	DVD Feature			
08/03/2017	95240010	Midwest Tape	95240010 - July Feat DVDs	268.86
08/03/2017	95254993	Midwest Tape	95254993 - July Feat DVDs	176.91
08/17/2017	95276888	Midwest Tape	95276888 - July Feat DVDs	52.97
08/17/2017	95277032	Midwest Tape	95277032 - Aug Feat DVDs	444.60
08/17/2017	95292662	Midwest Tape	95292662 - July Feat DVDs	33.98
08/17/2017	95292665	Midwest Tape	95292662 - Aug Feat DVDs	411.42
08/31/2017	95313820	Midwest Tape	95313820 - Aug Feat DVDs	173.33
08/31/2017	95329212	Midwest Tape	95329212 - Aug Feat DVDs	58.97

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Date	Num	Name	Memo	Paid Amount
08/31/2017	95329218	Midwest Tape	95329218 - Aug Special Order DVDs	103.95
	Total 982.460	DVD Feature		1,724.99
	982.461	Lucky Day DVDs		
08/03/2017	95240011	Midwest Tape	95240011 - July LD DVDs	17.99
08/03/2017	95254995	Midwest Tape	95254995 - July LD DVDs	114.94
08/17/2017	95276889	Midwest Tape	95276889 - July LD DVDs	29.98
08/17/2017	95277033	Midwest Tape	95277033 - Aug LD DVDs	84.16
08/17/2017	95292666	Midwest Tape	95292666 - Aug LD DVDs	45.98
08/31/2017	95313821	Midwest Tape	95313821 - Aug LD DVDs	66.97
08/31/2017	95329213	Midwest Tape	95329213 - Aug LD DVDs	58.97
	Total 982.461	Lucky Day DVDs		418.99
	982.470	DVD Non-Fiction		
08/03/2017	95240013	Midwest Tape	95240013 - July NF DVDs	107.15
08/17/2017			Circ Receipts - L/D	-20.00
08/31/2017	95329217	Midwest Tape	95329217 - Aug NF DVDs	71.96
	Total 982.470	DVD Non-Fiction		159.11
	982.480	Youth Video DVD		
08/03/2017	95254996	Midwest Tape	95254996 - Youth DVDs	50.97
08/17/2017	95277031	Midwest Tape	95277031	47.96
08/17/2017	95292664	Midwest Tape	95292664	72.75
08/31/2017	95313659	Midwest Tape	95313659 - July Youth DVD	11.99
	Total 982.480	Youth Video DVD		183.67
	982.485	Playaway Views		
08/17/2017	224433	Findaway World, LLC	5 Playaway Views Replacements	199.95
	Total 982.485	Playaway Views		199.95
	Total 982.400	Non Print		8,979.62
	982.600	Periodical & Newspapers		
	982.610	Annual Reference		
08/03/2017	3032116	W.T. Cox Subscriptions	Magazine & Newspaper Renewal 2018	1,500.34
	Total 982.610	Annual Reference		1,500.34
	982.620	Daily Newspapers		
08/03/2017	3032116	W.T. Cox Subscriptions	Magazine & Newspaper Renewal 2018	2,689.08
	Total 982.620	Daily Newspapers		2,689.08
	982.630	Magazines		
08/03/2017	3032116	W.T. Cox Subscriptions	Magazine & Newspaper Renewal 2018	3,023.76

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Date	Num	Name	Memo	Paid Amount
Total 982.630 - Magazines				3,023.76
Total 982.600 - Periodical & Newspapers				7,213.18
982.700 - Print				
982.705 - Adult Print				
982.710 - Adult Large Print				
08/03/2017	2033008827	Baker & Taylor-Adult Large Print	2033008827	51.10
08/03/2017	2033015992	Baker & Taylor-Adult Large Print	2033015992	158.40
08/17/2017	2033040689	Baker & Taylor-Adult Large Print	2033040689	87.79
08/17/2017	2033067527	Baker & Taylor-Adult Large Print	2033067527	85.22
08/31/2017	2033087679	Baker & Taylor-Adult Large Print	2033087679	283.14
Total 982.710 - Adult Large Print				665.65
982.720 - Adult Print General				
08/02/2017	128972395438	Amazon.com	Circ Receipts - L/D	-53.99
08/03/2017	241057308376	Amazon.com	Books	57.74
08/03/2017	165082972807	Amazon.com	Book	25.07
08/03/2017	2033007496	Baker & Taylor-Adult	Book	8.98
08/03/2017	2033023854	Baker & Taylor-Adult	2033007496	559.87
08/03/2017	2033027699	Baker & Taylor-Adult	2033023854	360.08
08/08/2017	2033027699	Baker & Taylor-Adult	2033027699	135.27
08/17/2017	2032982350	Baker & Taylor-Adult	Circ Paypal - L/D	-45.00
08/17/2017	2033036186	Baker & Taylor-Adult	2032982350	450.44
08/17/2017	2033058107	Baker & Taylor-Adult	2033036186	442.48
08/17/2017	2033070113	Baker & Taylor-Adult	2033058107	395.47
08/31/2017	2033077250	Baker & Taylor-Adult	Circ Receipts - L/D	-36.95
08/31/2017	2033085040	Baker & Taylor-Adult	2033070113	234.00
08/31/2017	000002	Church, Cary	2033077250	573.24
08/31/2017			2033085040	461.39
Total 982.720 - Adult Print General				10.00
982.730 - Adult Ref.				3,578.09
08/17/2017	135780986372	Amazon.com	2017 MI Manufacturing Directory	86.87
Total 982.730 - Adult Ref.				86.87
982.740 - Multiple Book Copies				
08/03/2017	2033007258	Baker & Taylor Books Adult Multiples	2033007258	346.36
08/03/2017	2033030682	Baker & Taylor Books Adult Multiples	2033030682	59.48
08/31/2017	2033089239	Baker & Taylor Books Adult Multiples	2033089239	49.64
Total 982.740 - Multiple Book Copies				455.48
982.750 - Professional Collection				
08/03/2017	3032116	W.T. Cox Subscriptions	Magazine & Newspaper Renewal 2018	984.65

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Chelsea District Library
List of Checks for Board Approval
 August 2017

09/12/17

Date	Num	Name	Memo	Paid Amount
Total 982.800	Collection Enhancement			530.34
Total 982	Collection Expense			27,149.34
TOTAL				153,647.64

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

	TOTAL											
	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Jan - Aug 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense												
Income												
402 - District Revenue	827,294	707,905	56,763	23,403	61,865	1,704	(475)	(185)	1,678,274	1,693,231	(14,957)	99%
501.001 - Grants	1,000	0	0	0	0	0	0	500	1,500	1,000	500	150%
539.000 - State Grants	0	0	0	0	0	0	0	0	0	0	0	
540.100 - State Aid	0	0	0	0	0	0	0	0	0	0	0	
574.100 - Penal Fines	0	0	0	0	0	0	0	0	0	0	0	
607.100 - Non-Resident Fees	696	636	328	375	107	375	134	562	9,818	8,500	1,318	116%
645.100 - Copiers & Printers	92	1,000	699	675	587	738	181	1,591	22,469	23,000	(531)	98%
655.100 - Circulation Fines	1,650	2,200	1,624	1,640	2,627	1,972	1,728	1,733	5,563	7,500	(2,287)	58%
665.100 - Interest	21	32	36	17	13	8	5	5	15,174	23,500	(8,326)	65%
666.100 - Investment Earnings	6	6	4,223	16	17,845	2,381	174	174	24,825	45,500	(20,675)	55%
666.500 - Investment Change in Value	354	1,593	(1,699)	3,260	795	(6,613)	548	5,123	3,361	0	0	
674 - Contribution & Donation-Public	1,260	8,500	100	5,500	3,450	1,056	1,000	2,949	23,815	27,550	(3,735)	86%
675 - Donations Private	0	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	39,864	1,788,149	1,836,281	(48,132)	97%
Gross Profit	832,373	721,872	62,074	34,886	87,289	6,496	3,295	39,864	1,788,149	1,836,281	(48,132)	97%
Expense												
701 - Personnel Expenses	46,315	80,054	116,689	79,897	79,782	83,689	79,605	78,716	644,747	1,066,156	(421,409)	60%
727 - Supplies	1,386	1,298	2,257	628	1,097	823	2,029	981	10,499	17,200	(6,701)	61%
801 - Professional Services	12,400	1,957	10,147	4,736	7,968	2,794	2,836	5,698	48,536	143,243	(94,707)	34%
803 - Maintenance Service Contracts	3,182	9,290	10,022	22,185	8,170	8,505	5,372	10,624	77,350	116,769	(39,419)	66%
850 - Telecommunications	(2,411)	929	2,105	859	4,299	1,812	4,513	2,363	14,469	31,178	(16,709)	46%
880 - Promotional Materials	2,213	3,567	7,182	2,692	3,188	7,097	642	8,436	35,017	55,745	(20,728)	63%
884 - Programming	3,779	1,889	18,287	10,473	4,540	4,046	5,173	9,911	58,098	87,244	(29,146)	67%
885 - Volunteer	0	16	177	21	449	0	20	26	709	2,250	(1,541)	32%
920 - Utilities	0	4,725	4,106	3,935	3,634	3,838	4,475	4,657	29,370	60,100	(30,730)	49%
960 - Board & Director Expense	268	184	80	195	65	108	243	74	1,217	3,350	(2,133)	36%
965 - Automation Services	14,383	0	0	10,235	0	0	10,235	0	34,853	46,212	(11,359)	75%
967 - Equipment	2,195	2,325	4,074	3,400	1,373	987	158	2,228	16,740	23,800	(7,060)	70%
969 - Continuing Education Expenses	641	1,794	1,181	2,028	501	597	3,152	1,687	11,581	21,102	(9,521)	55%
990 - Capital Expense	0	0	0	8,697	1,095	8,668	18,224	1,097	37,781	37,500	281	101%
992 - Collection Expense	845	22,963	13,695	8,328	16,435	15,897	8,696	27,149	114,008	183,973	(69,965)	62%
Total Expense	85,196	130,991	190,002	158,309	132,596	138,861	145,373	153,647	1,134,975	1,895,822	(760,847)	60%
Net Ordinary Income	747,177	590,881	(127,928)	(123,423)	(45,307)	(132,365)	(142,078)	(113,783)	653,174	(59,541)	712,715	
Other Income/Expense												
Other Expense												
999.001 - Transfer to Capital Improvement	0	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	0	5,000	(5,000)	0%
999.025 - Carry from General Fund	0	0	0	0	0	0	0	0	0	(42,041)	42,041	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	(59,541)	59,541	0%
Net Other Income	0	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)	(132,365)	(142,078)	(113,783)	653,174	0	653,174	100%

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

	Jan - Aug 17	Jan - Aug 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,678,273.89	1,607,386.81	70,887.08	4.41%
501.001 · Grants	1,500.00	0.00	1,500.00	100.0%
539.000 · State Grants	0.00	8,100.00	-8,100.00	-100.0%
540.100 · State Aid	9,818.00	9,815.32	2.68	0.03%
574.100 · Penal Fines	22,468.60	25,486.36	-3,017.76	-11.84%
607.100 · Non-Resident Fees	3,210.20	3,290.23	-80.03	-2.43%
645.100 · Copiers & Printers	5,563.46	4,602.57	960.89	20.88%
655.100 · Circulation Fines	15,174.34	15,471.98	-297.64	-1.92%
665.100 · Interest	139.19	156.60	-17.41	-11.12%
666.100 · Investment Earnings	24,824.92	24,599.06	225.86	0.92%
666.500 · Investment Change in Value	3,359.15	23,209.80	-19,850.65	-85.53%
674 · Contribution & Donation-Public	23,814.63	36,795.00	-12,980.37	-35.28%
Total Income	1,788,146.38	1,758,913.73	29,232.65	1.66%
Gross Profit				
Expense				
701 · Personnel Expenses	644,747.60	612,456.69	32,290.91	5.27%
727 · Supplies	10,497.86	11,060.67	-562.81	-5.09%
801 · Professional Services	48,535.78	46,212.44	2,323.34	5.03%
803 · Maintenance Service Contracts	77,349.92	69,380.27	7,969.65	11.49%
850 · Telecommunications	14,466.10	7,483.10	6,983.00	93.32%
880 · Promotional Materials	35,019.38	37,308.01	-2,288.63	-6.13%
884 · Programming	58,099.28	69,166.02	-11,066.74	-16.0%
885 · Volunteer	708.68	234.08	474.60	202.75%
920 · Utilities	29,370.55	29,386.51	-15.96	-0.05%
960 · Board & Director Expense	1,215.45	1,736.84	-521.39	-30.02%
965 · Automation Services	34,853.73	33,313.66	1,540.07	4.62%
967 · Equipment	16,742.29	22,834.23	-6,091.94	-26.68%
969 · Continuing Education Expenses	11,580.03	19,806.77	-8,226.74	-41.54%
980 · Capital Expense	37,780.98	66,536.00	-28,755.02	-43.22%
982 · Collection Expense	114,008.84	102,950.45	11,058.39	10.74%
Total Expense	1,134,976.47	1,129,865.74	5,110.73	0.45%
Net Ordinary Income	653,169.91	629,047.99	24,121.92	3.84%
Net Income	653,169.91	629,047.99	24,121.92	3.84%

CHELSEA DISTRICT LIBRARY

Fund Balances

August-17

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank	\$79,491.98		
Money Market Account/Chelsea State Bank	\$2,476.48		\$19,453.22 ***
Cash on Hand	\$81,968.46		\$2,476.59
			<u>\$21,929.81</u>

Investment Partners Account

IPA Fixed Income Fund	\$1,358,776.01		\$1,364,072.84
IPA Money Market Fund	\$600,000.00		\$400,000.00 ***

Investment Partners Total

\$1,764,072.84

Total General Fund

\$1,786,002.65

Debt Service Fund

\$327,238.47

Bond Debt Retirement Fund Checking

\$22.21

*** NOTE: \$100,000 in transit
from IPA Money Market(8/31) to Checking(9/01)

[illegible]

Chelsea District Library Investment Account

As of 08/31/2017

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
8/31/2017	1,364,073
Invested	1,077,957
Increase 6/2009 – 12/31/2016	257,942
2017 Change (Current Year)	28,174
Withdrawal / Deposit	0

Investment Distribution

Fund	Value
Capital Reserve Fund	875,800
Capital Improvement Fund	77,500
General Fund from Investment	124,657
Investment Services Fund (Interest - Fees + Change in Value)	286,116
	1,364,073

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 08/31/2017

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	\$591,932	\$60,275	\$31,879	\$69,620	\$11,174	\$9,160	\$35,162	\$36,738	\$3,617	\$3,829	\$203,560	\$1,705,019	
Other income PPT \$														
		\$127,753											\$127,753	
Expenditures														
Total Expense	\$136,500	\$131,639	\$190,732	\$158,575	\$133,408	\$139,306	\$145,781	\$195,200	\$158,142	\$139,658	\$129,793	\$133,765	\$1,792,499	
Other														

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total	Actual / Budget
Opening cash on hand	\$168,043	\$678,616	\$1,267,662	\$437,205	\$310,509	\$246,721	\$118,589	\$81,968	\$21,930	\$50,576	\$64,485	\$88,521	\$168,043	
Total income	\$647,073	\$720,685	\$60,275	\$31,879	\$69,620	\$11,174	\$9,160	\$35,162	\$36,738	\$3,617	\$3,829	\$203,560	\$1,832,772	
Money Market Flow			(\$700,000)				\$100,000	\$100,000	\$150,000	\$150,000	\$150,000	\$50,000	\$0	
Expenditures	\$136,500	\$131,639	\$190,732	\$158,575	\$133,408	\$139,306	\$145,781	\$195,200	\$158,142	\$139,658	\$129,793	\$133,765	\$1,792,499	
Net cash flow	\$510,573	\$589,046	(\$830,457)	(\$126,696)	(\$63,788)	(\$128,132)	(\$36,621)	(\$60,038)	\$28,596	\$13,959	\$24,036	\$119,795	\$40,273	
Ending balance	\$678,616	\$1,267,662	\$437,205	\$310,509	\$246,721	\$118,589	\$81,968	\$21,930	\$50,576	\$64,485	\$88,521	\$208,316	\$208,316	

\$ 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 August 2017

Ordinary Income/Expense

Income

501.001 · Grants

501.200 · Chelsea Garden Club Grant

1,000	1,000	0
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Total 501.001 · Grants

1,000	1,000	0
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539.000 · State Grants

539.300 · Michigan Humanities Council

0		
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Total 539.000 · State Grants

0		
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674 · Contribution & Donation-Public

674.110 · Designated Adult Programming

13,756	11,950	1,806
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674.111 · Designed Youth Programming

6,950	8,350	(1,400)
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674.120 · Undesignated Donation

35		
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674.121 · Annual Giving

0	5,000	(5,000)
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674.141 · Designated Technology

2,000	2,000	0
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674.142 · Designated Small Equipment

724		
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674.143 · Designated Maintenance

100		
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674.145 · Designated Professional

250	250	0
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Total 674 · Contribution & Donation-Public

23,815	27,550	(3,735)
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675 · Donations Private

675.400 · Chelsea Ed Foundation

0	1,000	(1,000)
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Total 675 · Donations Private

0	1,000	(1,000)
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Total Income

24,815	29,550	(4,735)
--------	--------	---------

Gross Profit

24,815	29,550	(4,735)
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Expense

801 · Professional Services

801.900 · Professional Restricted Gifts

801.905 · Strategic Plan - General

220	250	(30)
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801.910 · Chelsea Garden Club FairyGarden

1,000	1,000	0
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Total 801.900 · Professional Restricted Gifts

1,220	1,250	(30)
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Total 801 · Professional Services

1,220	1,250	(30)
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850 · Telecommunications

850.300 · TLN Internet Service

850.910 · WiFi Hot Spots - Restricted

2,000	2,000	0
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Total 850.300 · TLN Internet Service

2,000	2,000	0
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Total 850 · Telecommunications

2,000	2,000	0
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884 · Programming

884.210 · Youth Speakers

884.211 · Authors in Chelsea

884.922 · Youth Prog Rest Gifts Authors

2,299	2,500	(201)
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884.953 · Youth Prog Rest Chelsea Ed Foun

0	1,180	(1,180)
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Total 884.211 · Authors in Chelsea

2,299	3,680	(1,381)
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Total 884.210 · Youth Speakers

2,299	3,680	(1,381)
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Chelsea District Library
Donation and Restricted
January through August 2017

	Jan - Aug 17	Budget	\$ Over Budget
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
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	1,150	2,000	(850)
Total 884.500 · Artist In Residence	1,150	2,000	(850)
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	642	650	(8)
884.914 · Adult Prog Rest Gifts MWest LW	2,000	3,000	(1,000)
884.915 · Aud Prg. Rst. Gifts Purple Rose	1,000	1,000	0
884.930 · Oral History Restrcted Gift			
884.932 · MHC - World War I Grant	0	494	(494)
Total 884.930 · Oral History Restrcted Gift	0	494	(494)
Total 884.910 · Adult Programming Restricted	6,402	8,944	(2,542)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	0	500	(500)
884.923 · Youth Prog Rest Gifts SRP	2,686	3,393	(707)
Total 884.920 · Youth Programming Restricted	2,686	3,893	(1,207)
Total 884 · Programming	14,537	20,517	(5,980)
967 · Equipment			
967.900 · Equipment Restricted Gifts	1,223		
Total 967 · Equipment	1,223		
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	22,510	27,814	(5,304)
Net Ordinary Income	2,305	1,736	569
Net Income	2,305	1,736	569

DIRECTOR'S REPORT

Library Director's Report on August 2017

Respectfully submitted for September 2017 Board Meeting

Staff News

Staff spent the month of August taking a deep breath after the excitement and hard work of summer reading/learning and preparing for fall programming.

The Big Office Move of '17 occurred this month. All Information Services librarians are now housed in one office on the second floor. Head of Marketing Patty Roberts is in the office off the Learning Lab; Head of Circulation Terri Lancaster is now in the office closest to the Circulation Desk; Head of Technology Ron Andrews and Network Administrator Melanie Bell share the space that was formerly the Youth Services office; and Assistant Director Linda Ballard has moved back to her original office next to the elevator. Thanks to staff and volunteer Gary Munce who helped with this move. The confusion, sweat, and post-move aching muscles were worth it!

CDL's First Annual Song Fest

We've planned a day filled with the celebration of songs and songwriting on Saturday, September 30th. Programs include a family-friendly concert with Kevin Devine, make-and-take musical crafts, songwriting mentor sessions, a beat the clock songwriting challenge, and a teen songwriting workshop. The day will culminate at the Chelsea Alehouse where 107one's Martin Bandyke will interview Nashville singer-songwriter Paul Burch, followed by a performance by Burch.

CDL Artist in Residence

As CDL artist in residence, Burch will also perform *Jimmie Rodgers: An Interpretation* at the Chelsea Depot on Thursday, September 28th. On Friday, September 29th, he will visit the Chelsea Senior Center for their *Life Stories* program and visit with two high school classes to talk about songs as poetry.

Washtenaw Reads 2018 Update

The theme of the 2018 Reads is *A Very Good Read* and will highlight a work of fiction or nonfiction. The Reads' Screening Committee met over the summer (Information Services Head Keegan Sulecki very capably representing CDL and the Chelsea community), whittling a long list of titles down to two finalists: *Homegoing* by Yaa Gyasi and *Thank You for Your Service* by David Finkel. Mary Budzinski represents our library community on the Selection Committee. The winning title will be announced at the end of September.

Annual Report

The 2016 Annual Report is complete and available on the website. Printed copies are also available at service desks in the library. Copies will be mailed out to donors and local elected officials. A big thanks to Marketing Head Patty Roberts and Luna at LM Designs for wrangling a large amount of information into such a readable and appealing format. As you go through the document, I hope you share my pride in what we accomplished during the year thanks to an amazing staff and supportive community.

Performance Dashboard

The Performance Dashboard that follows this report has been updated as follows:

- Door Count numbers from 2016 through August 2017 are estimates due to a malfunctioning People Counter.

- Numbers from CDL programs taking place on the grounds of the Library (Music in the Air concert, Fairy Garden Ribbon Cutting, etc.) have been added to the Door Count to get a more accurate number of people visiting the library space.
- Deposit Collection circulation numbers are now being recorded under Circulation.
- Awareness Events have been added under Engagement. These are events where CDL staffers are engaging people to make them aware of CDL programs, resources, and services (this is different from CDL staffers facilitating outreach programs in the community). Examples of Awareness Events include visits to townhall meetings to increase awareness of our WiFi hotspot lending program and services available to cardholders via the internet and a CDL hosting an informational table at the Chelsea Spring Expo.

Broadband Bond Passage

Congratulations to the residents of Lyndon Township for passage of the broadband millage initiative in August! CDL's support of this effort dovetails nicely with our 2017-2019 Strategic Plan Goal 1.3 – *Continue to advocate for and support high-speed Internet access throughout the Library service area.* We look forward to supporting more efforts throughout the service area to increase access to this vital service.

Out and About -- August 2017

- Attended Rotary meeting – August 1st
- Worked the Chelsea Fair Rotary trailer – August 22nd
- Met with MERS representative – August 17th
- Appeared on Martin Bandyke's radio program (107one FM) to promote CDL Song Fest – August 22nd
- Attended Chelsea City Council meeting – August 21st
- Attended Chelsea Community Center meeting – August 28th

Looking Ahead to September 2017

- Chelsea Area Chamber of Commerce Breakfast – September 7th
- Johnson Controls Customer Appreciation Event – September 8th
- Lucy Ann Lance Radio Show to promote CDL Song Fest – September 12th
- Library of Michigan New Director Workshop – September 14th
- Library of Michigan Advanced Director Workshop – September 15th
- Chelsea Community Center meeting – September 18th
- Meet with Kerry Sheldon of Bridgeport Communications – September 18th
- Chelsea Senior Center Fundraising Breakfast – September 20th
- Possible MERS Conference – September 21st and 22nd
- Meet with Kath Dimond, Director, Manchester District Library – September 28th
- *Jimmie Rodgers: An Interpretation* by Paul Burch – September 28th
- On Air with Martin Bandyke to promote Song Fest – September 29th
- Paul Burch at Chelsea Senior Center and Chelsea High School – September 29th
- CDL Song Fest – September 30th

Strategic Plan 2017-19 Update

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

Goal 1.1 Realize the highest potential of the Library facility

- Outdoor seating installed in Reading Garden

Goal 1.3 Continue to advocate for and support high-speed Internet access throughout the Library service area

- Lyndon Township passes Broadband Bond. CDL assisted in distributing facts and creating awareness on this initiative.

Goal 2.1 Increase Awareness/Visibility of the Library

- WiFi hotspot access posters and website badges provided to Lima and Sylvan Townships. Lima and Lyndon implementing both pieces. Sylvan posted signs.
- Added marketing question to all programs requiring program registration to include the marketing source influencing decision to register.

Goal 2.3 Strengthen and sustain relationships with schools in the district

- Partnership with FIRST Lego League in Elementary Schools (we lend our LEGO WeDos and laptops to support program).
- Met with Chelsea Schools Executive Director of Curriculum, Instruction, and Human Resources to discuss facilitation of communication between CDL and teachers.
- Attended North Creek and South Meadow Elementary Schools, Beach Middle School, and Chelsea High School Open Houses to encourage library card sign up among students.

Goal 3.4 Collaborate with our community's senior population to create deliberately designed intergenerational programming opportunities.

- CDL Song Fest featured songwriter Paul Burch to appear at Chelsea Senior Center's Life Stories with students from Chelsea High School (9/29).

Chelsea District Library Performance Dashboard August 2017

	Aug-16	Aug-17	%change from last Aug	2016 to date	2017 to date
Circulation - Total	26760	25171	-6%	210309	200191
Items	24939	23105	-7%	196203	184396
E-books/E-audio	1618	1724	7%	12262	12727
E-magazines	203	230	13%	1844	2224
Non-Traditional		34	NA	0	258
Hotspots		13	NA	0	121
Deposit Collection Circulation	NA	65	NA	0	465
Self-Check Items - Total	3554	3159	-11%	23964	22675
New Cards - Total	83	108	30%	614	664
Reference Desk Interactions - Total	1812	3006	66%	15688	15518
Engagement - Total	1743	992	-43%	17662	16282
Youth Program Attendance	259	233	-10%	2822	4139
Adult Program Attendance	236	152	-36%	1902	1754
Teen Program Attendance	35	20	-43%	482	143
General Program Attendance	509	0	-100%	3493	2100
Outreach -- Youth	350	300	-14%	5770	4815
Outreach -- Teen	230	180	-22%	2067	1175
Outreach -- Adult	89	31	-65%	372	474
Awareness Opportunities	35	54	54%	35	967
Homebound Visits	N/A	22	NA	719	715
Programs/Visits Offered - Total	39	39	0%	537	487
Youth	9	14	56%	129	140
Adult	13	11	-15%	98	101
Teen	4	3	-25%	45	19
General	2	0	-100%	28	19
Outreach -- Youth	3	2	-33%	132	107
Outreach -- Teen	2	2	0%	61	11
Outreach -- Adult	5	5	0%	43	52
Awareness Events	1	2	100%	1	38
Door Count - Total	18720	18195	-3%	140618	142658
WiFi Data Usage (GB) - Total	598.58	2046.5	242%	5164.28	13365.5
Library Internal Public Wifi	598.58	1024	71%	5164.28	6339.93
Total Hotspot Wifi	NA	511.25	NA	0	4274.69
Lyndon Twp Wifi	NA	67.41	NA	0	690.92
Lima	NA	1.29	NA	0	14.299
Sylvan	NA	2.04	NA	0	9.165
Hotspots available for checkout	NA	440.51	NA	0	3563.16
Computer Usage/Sessions - Total	7636	7517	-2%	57982	60341
Workstations	1513	1483	-2%	11386	10815
Wireless	6123	6034	-1%	46596	49526
Website Stats					
Website Sessions	8630	9980	16%	72999	67779
Website Users	5175	6550	27%	40212	43073

We are now counting number of deliveries and not number of items delivered

2016 and 2017 are estimated based on circ number fluctuations
Started adding numbers from outside programs to door count May 2017

Program Report: August

Date	Event	Attendance
Adult Programming (11 Programs, 152 Attendees)		
8/1	Reading Glasses: a book club	16
8/4, 16	3D Printing	1, 0
8/8	CDL Top 5 at Thompson's Pizza	48
8/8, 22	Computer Training 1:1	1, 3
8/9	Place That Face	12
8/12	Robin Hills Farm Tour	34
8/19	Purple Rose Theatre Concert Reading	20
8/29	Ancestry Aficionados	3
8/30	Harvest Entertaining	14
Youth Programming (14 Programs, 233 Adult & Child Attendees)		
8/1, 8, 15, 22, 29	Babytime	30, 18, 20, 32, 26
8/5, 12, 19, 26	Farmers Market Storytime	0, 3, 2, 2
8/9	Dance Along, Sing Along	37
8/10	Lego Duplo Storytime	22
8/14	Lego Club	5
8/17	Family Read-Aloud Book Club	28
8/18	READ to Library Dog	8
Teen Programming (3 Program, 20 Attendees)		
8/29, 30, 31	PSAT Class	8, 8, 4
Outreach300622		
8/1, 3,15 (A)	CRC: iPad, CT 1:1, iPad	4, 6, 5
8/16, 17 (A)	Book Clubs: Senior Center, Pines	5, 11
8/29 (Y) (T)	Open Houses: North Creek & Chelsea High	150, 30
8/30 (Y) (T)	Open Houses: South Meadows, Beach Middle	150, 150
*Denoted Strategic Plan Initiative		
(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach		

Upcoming Programs

September will kick-off our fall offerings and we have some changes to our old lineups. In September, Preschool Storytime will be on Wednesday mornings instead of on Thursdays after Toddlertime. We hope the new time will help families as the old time was challenging as it ran into lunch and nap time. For teens, we will be starting our *That Thursday Thing* series that will provide teens with fun activities twice a month on Thursdays. For adults we have some great feature programming including: *Iconic Restaurants of Ann Arbor*, and a program on Restorative Justice.

Collections

In August our youth staff established a new book area for our Series collection to make it easier for children and parents to find new books in their favorite series. In the adult collection, we have finished interfiling out local history books and plan to provide Local History stickers for better browsing in the future. We are also working on some ideas to make our nonfiction collection easier to browse and Shannon will be using the cook books as a pilot collection.

Statistics

	August 2017	August 2016
Ref Questions	3,006	1,812
Homebound Book Deliveries	22, including 3 Deposit Coll.	N/A
Inter-library Loan	11	5
Zinio Checkouts	230	203

From Keegan Sulecki, Head of Information Services

August was a great month with many projects moving forward. The construction on the new Information Services office was completed and while there was some chaos as staff shuffled around, everyone is now in their new space. Having all Information staff in one space will hopefully allow for better communication. I attended this year's Chelsea Adult Learners Kick-off and was able to present our fall partnership programs and registration already looks great for these two events. Details have been finalized for our first Songfest and I am excited to bring a bagpiper and someone who plays didgeridoo and handpan. Authors in Chelsea and Midwest Literary Walk planning are both underway for 2018. In addition, I am slowly working on documenting some key processes for the department, including the handling of Baker & Taylor invoices. My goal going forward is to continue to document processes for better consistency and easier training in the future. Finally, our Design Think team met to discuss our data collection methods going forward. We will continue to collect all reference questions for one week each month and will begin observations of specific spaces in September.

From Shannon Powers, Adult Information Services Librarian

This August kicked off with our first CDL Top 5 event. The preparation over the summer paid off with a full house and a successful game. Management at Thompson's was particularly happy, which leads me to believe that this game will be a great way to partner with local businesses in the future. August was also a good month for prepping collections and future programs. I weeded the 600s, focusing in particular on the cookbooks to prepare the collection for a new shelving system designed to improve browsing. More work on this collection will continue into September. Preparations for Midwest Literary Walk 2018 also began this month, as I synthesized data and comments from our evaluation cards to discuss during our meeting with the Fahles. And finally, I spent time this month researching storytime themes and styles as I will begin helping with the fall farmer's market storytimes.

From Laura Brown, Adult Information Services Librarian

As part of CDL's new Information Services Department, Jessica showed me how to prepare/present for CDL's new Farmers Market Story Times. I'm now working on CDL's Family History offerings with our local ancestry volunteer, as well as coordinating all local history volunteers. Worked with Patty to create displays for our first songfest. Hosted the Harvest Entertaining Program with Melanie at Wines on Main

and also the August Purple Rose Concert Readings. My ordering duties have increased to include multiples and Lucky Day adult titles, as well as Overdrive e-audio Advantage titles.

From Jessica Zubik, Youth & Teen Information Services Librarian

August saw several exciting developments with outreach to the schools. As an outcome of my meeting with Marcus Kaemming last month, we are now working with the building principals to attend their first staff meetings throughout September to connect further with all of the teachers. I have prepared a teacher packet for every educator in the district with teacher card application info, contact cards, and a list of services that we've helped teachers with in the past so that teachers know how we can work together. I have also connected with the FIRST Robotics Boosters, specifically their (new) lower division for the elementary students called Lego League, Jr. The teams will be borrowing our Lego WeDo robotics sets throughout the fall to compare for their exhibition, and I'm working with parent volunteer Megan Smith and booster president Steve Eberle for other ways to partner with the FIRST teams (all grades) throughout the year. This is a really unique partnership between a FIRST organization and a public library-- and the first of its kind in our area.

From Jody Wolak, Youth & Teen Information Services Librarian

At the beginning of August, I attended the TLN youth and teen committee meetings, where I gathered a lot of information about early literacy and teen programs at other libraries. I was also voted chair-elect of the teen services committee for the 2017-18 year. At the end of the month I met with the other officers of the youth and teen services committees to plan the performers' showcase, where we invite nearly 30 performers to perform samples of their shows so that libraries can book them for upcoming programs, especially summer reading. I look forward to possibly finding some new performers to add to next year's summer reading offerings! I also attended the open houses for Beach Middle School and Chelsea High School, where I spoke with students and parents about getting library cards and all the exciting teen programs we have coming up. Bringing the prize wheel to give away promotional items (pens, phone stands, etc.) was a huge hit and drew a lot of interest to our table. On the programming front, I prepared for fall storytimes, secured locations to be part of the scavenger hunt for Kids Read Comics, and prepped for September's That Thursday Thing programs.

From Edith Donnell, Youth & Teen Information Services Librarian

In the month of August I contacted the schools about upcoming plans to visit and provide informational presentations, storytimes, and give teachers our new teacher card/informational packets. I participated in the North Creek Open House, talking to parents about our early literacy collections, our new ebook app Libby, and getting library cards for families who are new to the area. I also connected with the new local head of the Girl Scouts for Washtenaw County and was able to assist her with securing the use of the McKune room for an upcoming meeting. I also worked on planning Kids Read Comics, developing the event's website posts and event schedule. I hosted the first Family Read-Aloud Book Club, which was very successful and we plan to repeat it in the Winter. I started to get acquainted with my new youth collections, ordering titles for picturebooks, early readers and juvenile graphics. I also ordered replacement Playaway Views and weeded the parenting collection's outdated homeschool books.

Technology

Summary of August 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 July 2017: **67.41 GB**
 - o Lima Twp Hotspot data usage for July 2017: **1.29 GB**
 - o Sylvan Twp Hotspot data usage for July 2017: **2.04 GB**
 - o Checkout Hotspot data usage for July 2017: **440.51 GB**
 - o MB Grant Hotspot data usage for July 2017: **TBD**

From: Ron Andrews – Head of Technology

Technology

Another two major items this month; Punchlist meeting with CTS sales rep, Mark Coley for new VOIP installation and a Re-wiring, cleanup of the Server Room and Tech storage area.

First we met with Mark Coley to review a punchlist of issues from our newest VOIP installation. We clarified and discussed solutions to a few issues that are still lingering from the installation of the Star2Star phone system.

The next was a project took the entire Labor Day weekend for Melanie and I to complete. We spent those three days while the library was closed to:

- Unplug and replug all of the network connections in the server room to better arrange them and to use the opportunity to color code certain groups of connections (i.e. staff, phones etc...)
- Remove old equipment from the racks and rearrange to make easier access and use of equipment in the racks
- Cleanup and reorganize the technology area for the basement including gathering all equipment to be recycled and stage the equipment we will be prepping for sale at the Friends Booksale as before.

Lastly, now that Melanie and I are sharing an office I have taken the time to collect and inventory all of our AV equipment and will have staff sign it out to maintain integrity and functionality. It has already in this short period of time availed to us a better communication and ability to strategically plan for technology needs not only for programming but for the building as well. As Martha Stewart would say, "It's a good thing!"

Budget

- All budget lines are doing well.
- Receiving invoices for VOIP system and new copiers correctly

Collections

- Nothing new here to report
- Melanie and I provided a week of OverDrive support to the consortium

Programming

- Created registration form online for TBR launch on Sept 1st and provided the Information Staff with information as a reminder of how the program works. Looking forward to providing more options for our library users.
- Patty and I met to discuss the launch and marketing for the new Libby and RBDigital apps for library users. We are already providing a soft launch for users who have already

discovered these new apps that replace the OverDrive all and the Zinio app. We are finding that the new Libby app is working successfully and that users are liking it much better than the OverDrive app.

Meetings

- VOIP – Punchlist meeting with Mark Coley from CTS (Mel and Ron)
- eContent Meeting in Milford on August 10th
- Budget hearing with the Library Board

From: Melanie Bell – Network Administrator

Spent the majority of August working on troubleshooting and finalizing the VoIP implementation, staff training for the new phone system and moving everybody's equipment for the great office shuffle.

Servers and Network:

- People Counter still not accurate. Worked with the vendor weekly to calibrate and test the system. Had a volunteer name Mason Nead actually sit at the front door and count the number of people coming in. Numbers are still not accurate. Vendor will be running one last calibration and audit before replacing the equipment.
- Ron and I spent labor day weekend re-cabling and organizing the server room. Cables are now neatly organized, with server power and network cable labeled. We also have color coded system for the cables.
- Ron and I assisted worked on a number of issues after the VoIP implementation including getting the paging system working, training staff, troubleshooting issues, with call quality, and finalizing holiday closing messages.
- Updated all the batteries for the uninterruptible power sources in the server room.

Public and Staff Computers:

- Ron and I moved equipment and setup some new equipment for the great office shuffle. Also moved our own offices.
- Updated our postage meter to run over wifi.

Broadband

- **As I mentioned last month 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 met to discuss next steps now that the bond has passed. Lyndon Twp will form a bond implementation subcommittee. The subcommittee will hire a project manager and then release RFP's for design, build, maintenance, and internet service
- Other townships are interested in doing the same as Lyndon. Currently Sharon Twp is preparing to put a broadband bond proposal on the May 2018 ballot.

Other:

- Attended Tech Comm meeting.
- Trained a new volunteer named Sam Nead on the 3D printer. He helped run two 3D printing sessions in August.
- Ron and I met with Saline District Library to answer questions about loaning out hotspots.
- Assisted Laura Brown with the Harvest Field Dinner program at Wines on Main
- Assisted with the Solar Eclipse program
- Assisted with the Lego League Jr Coaches meeting

Ron Andrews & Melanie Bell

MARKETING BOARD REPORT

August 2017

MARKETING HIGHLIGHTS

Songfest

There was flurry of marketing activity during August for our exciting new program CDL Song Fest!

- Schedule ad space in local press; create ad artwork for Sun Times News and submitted
- Created event's program descriptions and created event schedule card for distribution
- Finalized all artwork for print and promo items: posters, coasters, stickers, buttons, t-shirts, porch banner and sent to printers or printed in house.
- Printed and assembled two different sets of buttons; the larger size will be Song Fest branded and the two smaller sizes will have different musical terms that people can choose to label themselves.
- Worked with LM Designs to create an event webpage including full interview with Paul Burch and placed link in website homepage trending section and event drop down menu
- Submitted press release to local and southeastern MI media
- Began distribution of event schedules and posters to Chelsea businesses and organizations
- Shared promotional items and information with Chelsea Senior Center for article in their newsletter about pre-event at the center and day-long event at the library
- Created in-house monitor slides and scheduled
- Worked with Laura Brown to create 3 displays
 - Main Lobby display holds CDL music-related collections, event schedules, and large informational poster
 - 2nd floor display case holds music-related paraphernalia, articles, and event schedules
 - 2nd floor display board invites visitors to help us build the "Ultimate Playlist" by sharing their favorite song/artist. It also includes Song Fest buttons and event schedules. If you stop by the library, make sure to check it out and add your personal favorite to the list!



Strategic Plan

Goal 2.1 - Increase Awareness/Visibility of Library

- Created signage for public Wi-Fi access provided by CDL and worked with each municipality to get signage posted
 - Lima Township posted printed posters and also placed a web badge on their website
 - Sylvan Township posted printed posters
 - Lyndon Township posted printed posters and agreed to place a web badge on their website and hang an outdoor banner (provided by CDL.)



Annual Report



CHelsea DISTRICT LIBRARY
ENGAGE. INSPIRE. EQUIP.

ANNUAL
REPORT
2016

CHelsea DISTRICT LIBRARY (CDL)
223 S. Main St. | Chelsea, MI 48118
734.434.6712

How do you summarize all the wonderful things this library does in a year into a short and concise report? It's not easy! First you make a list of all library's accomplishments. Next, you gather up all the wonderful testimonials you received throughout the year. Annual reports need images to bring them to life, so then you start sifting through all the wonderful photos you've captured, only to find yourself totally immersed and distracted because they are so engaging! Once you've collected all this information along with your financial statements and performance measures, you are left to find that you have way TOO much to include in a 12-page document! So back to the drawing board you go...

You take out the red pen and start editing until you come up with the highlights that really shine! You work with a great designer to help package it up and when you are done, you feel really proud to be a part of an organization that never settles, always reaches, and continually listens to those they are meant to serve! I hope you enjoy this year's annual report and its contents remind you of what an amazing library CDL really is!

MARKETING BOARD REPORT

August 2017

Kids Read Comics (KRC)



This is the second of two new major programs that we are preparing for this fall. Originally created by Edith Donnell, CDL youth librarian, and held here at CDL, this program was moved to Ann Arbor and hosted by AADL a number of years. We are happy to say, this popular program is back at CDL and scheduled for Saturday, October 21, 2017. To kick off KRC promotions, a flyer was created to distribute to the students at CSD open houses. Look for more activity next month as we ramp up our efforts to get the word about this exciting new program.

Midwest Literary Walk (MLW)

Planning for the 2018 MLW has already begun!!! The committee met to discuss this year's authors, changes to the program, venues, and ways to promote. Our social media and website have been updated with this year's date — Saturday, April 28, so mark your calendar and stay tuned as the event comes into focus! Shortly after our kickoff meeting, I received an email from the Osher Lifelong Learning Institute at Saginaw Valley State University inquiring about the 2018 event and whether we would have room for their group of about 50. Additionally, they will be planning to eat lunch while in town. This was a very exciting email to receive, as part of this event's mission, besides offering the community an opportunity to hear nationally acclaimed authors speak, is to collaborate with Chelsea-area businesses to bring visitors to town. We will be working with the Chamber to accommodate this group in the spring.

MISCELLANEOUS MARKETING ACTIVITIES

- Created August ad artwork for Chelsea Update and submitted
- Solar Eclipse — created "provided by CDL" labels for free solar glasses and photographed event on the lawn
- Provided photo of CDL building for Michigan Radio's online piece on Lyndon Township's broadband bond vote.
- Met with Ron to discuss Libby and RB Digital new app campaign — scheduled for October.
- Created and scheduled website highlights for August
- Attended August Board Meeting/2018 Budget hearing
- Researched vendors for zippered ear buds for teen population promo item, finalized vendor and placed order
- Created monitor slides for September programs, uploaded and scheduled
- Created and submitted ad artwork for Sun Times August ads and submitted
- Provided Community Observer with press photos for the fall Community Guide
- Moved into new office
- Photographed Lori for updated director photo for annual report and website page
- Updated Twitter profile image

Respectfully submitted,
Patty Roberts
Head of Marketing

Chelsea District Library launches celebration of songwriting

chelseaupdate.com

8/30/2017



Courtesy photo by Emily Beaver of Paul Burch

Chelsea District Library recently announced its first celebration of the art and craft of songwriting, the CDL Song Fest 2017.

CDL Song Fest 2017 will take place on Saturday, Sept. 30 with special pre-Fest events on Thursday, Sept. 28 and Friday, Sept. 29.

CDL Song Fest 2017 will feature family activities, a teen workshop, and opportunities to flex songwriting muscles plus, performances by local artists and nationally known songwriter, Paul Burch. The Song Fest is family friendly and open to the public. The full schedule and more information can be found by visiting chelseadistrictlibrary.org/songfest

"The Song Fest had a terrific 10-year run in Ypsilanti," said Lori Coryell, executive director, Chelsea District Library. "I am delighted that this program has found a new home in Chelsea. It's a natural fit. The Chelsea community enthusiastically embraces and celebrates the arts. We are thrilled to have Paul Burch — who is so supportive of the mission of public libraries — to share his unique vision of American roots music for our inaugural Song Fest."

CDL Song Fest 2017 Schedule

Thursday, Sep. 28 | 7–9pm

Jimmie Rodgers: An Interpretation by Paul Burch

Friday, Sep. 29 | 12:30–1:30pm

Life Stories with Paul Burch

Saturday, Sep. 30

9–9:30am Market Music Storytime

10–11am Kevin Devine's Rollicking Family Concert

11am–12pm Make and Take Instruments & Exotic Instrument Zoo

11am–12pm Songwriting Mentor Sessions

12pm–12:30pm A2SO KinderConcert

1–2pm Gear Talk

1–2pm "So, you want to start a band?"

2–3pm Beat the Clock Song Writing Challenge

2–3pm Teen Songwriting Workshop with John E. Lawrence

3–5pm Variety Showcase

7:30–10pm Paul Burch Live with Martin Bandyke at Chelsea Alehouse



About Paul Burch

For more than two decades, Paul Burch's unique vision of American roots music has attracted characters and collaborators from punk to honky tonk. "At the risk of being impeached by the bluegrass purists," wrote legendary music critic Chet Flippo, "I think Burch is the best duet partner Ralph Stanley has found since his brother, Carter Stanley, died in 1966." <https://paulburch.com/backlife>. For more information on Paul Burch, visit paulburch.com.



PUBLIC NOTICES

PUBLIC NOTICE SPECIAL MEETING/PUBLIC HEARING OF THE WASHTENAW COUNTY BOARD OF PUBLIC WORKS

The Washtenaw County Board of Public Works will meet at 7:00 PM, Thursday, September 7, 2017 at the Dexter Township Hall, 6880 Dexter-Pinecreek Road, Dexter, Michigan to hear objections to a proposed Lake Improvement Project for North Lake located in Dexter and Lyndon Townships, Washtenaw County.

Thursday, September 7, 2017

All meetings are subject to change. Posted in compliance with the Open Meetings Act, Public Act 267 of 1978. The County of Washtenaw will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seven (7) days' notice to the County of Washtenaw. Individuals with disabilities requiring auxiliary aids or services should contact the County of Washtenaw by writing or calling the following: Human Resources, 220 North Main Street, P.O. Box 8645 Ann Arbor, Michigan 48107-8645, (734) 222-6800, TDD (734) 994-1733

Updated 11/14/14

St. Joseph Mercy Chelsea to Offer Peer-to-Peer Mentoring Program for Mental Illness

St. Joseph Mercy Chelsea will offer a free 12-week peer-to-peer mentoring program beginning in September. The educational course will provide participants with a supportive, safe and confidential environment to meet with and learn from trained National Alliance on Mental Illness (NAMI) peer mentors who also live with mental illness.

This course will help participants: understand mental illness; discover new coping strategies; reduce stigma; gain knowledge to help empower; connect with others who share a similar experience; find volunteer and advocacy opportunities.

The program takes place from 6 to 8pm on Thursdays, beginning September 14, 2017 at St. Joseph Mercy Chelsea, 775 S. Main St., Conference Room.

To register, please call Kathy Wals, St. Joseph Mercy Chelsea behavioral health navigator, at 734-680-5312. Registration is required.

St. Joseph Mercy Chelsea To Offer Course For Family And Friends Of The Mentally Ill

St. Joseph Mercy Chelsea will host a free 12-week family-to-family educational program for families, friends and caregivers of individuals diagnosed with a mental illness such as major depression, bipolar disorder, schizophrenia, schizo-affective disorder, panic disorder, obsessive-compulsive disorder and post traumatic stress disorder.

Family-to-Family consists of a series of 12 weekly classes structured to help people understand and support individuals with serious mental illness while maintaining their own well-being. This course teaches the basics about serious brain disorders and treatments, helps connect people to community resources and teaches important skills and coping techniques for their difficult journey. A team of trained National Alliance on Mental Illness (NAMI) family member volunteers who understand what it is like to have a loved one struggle with a chronic psychiatric condition will teach the class.

The program takes place from 6 to 8pm, Thursdays, beginning September 14, 2017 at St. Joseph Mercy Chelsea, 775 S. Main St., Conference Room.

To register, please call Kathy Wals, St. Joseph Mercy Chelsea behavioral health navigator, at 734-680-5312. Registration is required.

DROWNING IN DEBT?

Michael J. McGivney

Attorney at Law
104 W. Main St., Stockbridge, MI 49285

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Chelsea District Library

Launches Annual Celebration of Songwriting

Chelsea District Library announces its first celebration of the art and craft of songwriting - the CDL Song Fest 2017.

CDL Song Fest 2017 will take place on Saturday, September 30 with special pre-Fest events on Thursday, September 28 and Friday, September 29. CDL Song Fest 2017 will feature family activities, a teen workshop, and opportunities to flex songwriting muscles plus, performances by local artists and nationally known songwriter, Paul Burch. The Song Fest is family friendly and open to the public. The full schedule and more information can be found by visiting chelseadistrictlibrary.org/songfest.

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Village And Township Work Together On Manchester Parks

Continued from the Front Page

Watkins Lake State Park, a joint project between the Michigan Department of Natural Resources (MDNR) and the Washtenaw County Parks and Recreation division, is located in Manchester and Norvell Townships.

It was officially opened late last year, covers 1,122 acres and offers a wide variety of recreational activities. Included in this acreage is a 4.5-mile former rail corridor that goes from east to west along the new state park.

A statement released by the MDNR indicated that the former rail corridor could be converted into a trail and that trail could possibly be expanded to the Villages of Manchester and Brooklyn.

This trail, which would be non-motorized, multi use, and well suited for hikers, mountain bikers and equestrians would bring more traffic to both the township and village, hence their collaboration on the project.

The Parks Public Hearing was a chance for members of the community to come see the proposed addition to the Watkins Lake State Park and to give input on what they wanted to see included in the new five year parks and recreation plan.

One side of the room had easels that listed all the parks in the community, where they were located and what each park offered.

The other side held information about Watkins Lake State Park, county pathways, regional trails and state trails.

One easel on that side also held information about recreation financing. It included information on a possible community wide millage to fund parks and recreation related projects. It included cost estimates for village and township residents, what the millage would and could fund and

ongoing expenses.

There were representatives from the village and township on hand to answer questions.

The village and township are looking for funding for a feasibility study from the Washtenaw County Connecting Communities grant program and can apply for up to \$300,000 in grant money.

This study would evaluate alternate routes, costs, funding options, partnership opportunities, and resident input to determine if and how the trail should be developed. Money from a community wide millage would go towards the feasibility study.

In addition to the open forum at the meeting there was a 38-question joint recreation plan community survey available that would indicate exactly what residents would want from the new parks plan.

Poster 517-764-7888

Driveway Gravel, Sand, Topsoil, Demolition Work,
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[Stateside \(/programs/stateside\)](#)

Fed up with slow internet, Lyndon township set to vote on publicly-funded alternative

By [TYLER SCOTT \(/PEOPLE/TYLER-SCOTT\)](#) • AUG 4, 2017



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[url=http%3A%2F%2Fwww.tinyurl.com%2Fy9qrya2k&text=Fed%20up%20with%20slow%20internet%2C%20Lyndon%20township%20set%20to%20vote%20on%20publicly-funded%20alternative\)](http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fy9qrya2k&text=Fed%20up%20with%20slow%20internet%2C%20Lyndon%20township%20set%20to%20vote%20on%20publicly-funded%20alternative)



(http://mediad.publicbroadcasting.net/p/michigan/files/styles/x_large/public/201708/library_1024.jpg)

Rural residents without high-speed internet at home rely on places like the Chelsea District Library for access and to get work done, even sitting in the parking lot to use the library's wi-fi after-hours.

BURRILL STRONG PHOTOGRAPHY / COURTESY OF CHELSEA DISTRICT LIBRARY

Listen

3:38

Bart and Mary Beth Hammer would welcome any solution to their internet woes.

"You can get a satellite dish, but it's so slow," said Bart Hammer, airline pilot and Lyndon Township resident. "And you only get a small amount of data [so] that you can't stream anything."

"It's disheartening when I see the opportunities that are being missed in our communities that don't have any connectivity," said Ben Fineman, president of Michigan Broadband Cooperative.

For more than two years, Fineman and the other volunteer board members of Michigan Broadband Cooperative (<http://www.mbcoop.org/>) have been lobbying local township governments to consider a publicly-funded solution: Build a municipally owned broadband network infrastructure, and consider partnering with a third-party internet service provider to finally bring workable internet connections to rural residents.

That very proposal (http://www.twp-lyndon.org/about_us/public_notices.php) will be on Tuesday's primary election ballot for voters in Lyndon Township, near Ann Arbor. After surveys, feasibility studies, and public meetings, the township board found enough public support to put the measure to a vote.

"We found a whole lot of pent-up demand and frustration," Fineman said. "People's frustration has just been growing with the increasing inability to participate in modern society. It's really created an equity issue."

Fineman says local school districts that send students home with internet-connected devices like iPads to access textbooks and homework online have had their efforts to improve education stymied by a lack of internet access at many students' homes. People who work from home find themselves dependent on local libraries or coffee shops for the kind of reliable Wi-Fi they can't get at home.

The Federal Communications Commission reports nearly 30 percent of rural Washtenaw County residents, a little more than 33,000 people, don't have access to fixed broadband internet (<https://www.fcc.gov/reports-research/maps/fixed-broadband-deployment-data/#lat=42.353429&lon=-83.897095&zoom=6>) — defined as an internet connection with a download speed of 25 Mbps and a 3 Mbps upload speed.

"Our kids send us things all the time, and we're like, 'Well I can't do that from home,'" Hammer said. "So we'll have to go to the library and download this thing that you showed us."

Bart and Mary Beth Hammer don't want to give up their lakeside home and its gorgeous view, but they're desperate for better internet service, often comparison shopping with their neighbors around the lake. Bart says they'll gladly support the Lyndon Township proposal.

"We'll definitely vote yes, and if it comes through, we'll be paying whatever it costs to make it happen," he said.

Lyndon Township Supervisor Marc Keezer says he's personally approached several traditional internet service providers on behalf of the township, but none of them have shown any interest in building the infrastructure in the area on their own. It's a question of population density and return on investment for for-profit internet providers. Rural townships provide a sparse customer base when compared to towns and cities.

"We don't particularly want to build a network in our township. We would rather it be privatized and be like everybody else," Keezer said. "But that's not a reality for us here."

The proposal is for a 20-year millage of 2.9 mills. A home with a taxable value of \$100,000 would pay a little less than \$300 annually in taxes to support the measure, plus a monthly fee for broadband internet service.

The money would be used to build a fiber-optic infrastructure for broadband internet access, plus a "head-end" to house equipment and electronics. Keezer says the total cost of the proposal is \$7 million, including estimates for maintenance and repairs.

In theory, Lyndon Township residents will be paying at least a comparable rate to their current internet bill, with a potential for savings, and be receiving much better internet service.

It's not the first case of a local government in Michigan taking action to provide reliable high-speed internet to its constituents. The city of Sebewaing, Michigan's municipal utility company installed a fiber to the home network for residents a few years ago (<https://muninetworks.org/content/sebewaing-bringing-better-connectivity-residents-businesses-fiber->



CDL Song Fest 2017

When: Sat., Sept. 30, 9 a.m.-10:30 p.m.

Phone: 734-475-8732

Email: proberts@chelseadistrictlibrary.org

Price: Free

chelseadistrictlibrary.org/songfest

Chelsea District Library announces its first celebration of the art and craft of songwriting, the CDL Song Fest 2017. CDL Song Fest 2017 will take place on Saturday, September 30 with special pre-Fest events on Thursday, September 28 and Friday, September 29. CDL Song Fest 2017 will feature family activities, a teen workshop, and opportunities to flex songwriting muscles plus, performances by local artists and nationally known songwriter, Paul Burch. The Song Fest is family friendly and open to the public. The full schedule and more information can be found by visiting chelseadistrictlibrary.org/songfest.

Chelsea District Library

221 S. Main St., Chelsea Greater Detroit Area

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★★★★★ Be the first to review this location!

Live/Concert, User Submitted

**Circulation Supervisor's Report
August 2017**

- Circulation – 25,171 or 6% lower than last August;
200,221 YTD or 5% lower than this time last year.
- Patron Count- 18,195 or 3% lower than last August;
142,658 YTD or 2% higher than this time last year.
** Does not include offsite programs.
- Circulation by township- for August
 - Dexter = 10% of total transactions – lower than last month
 - Lima = 14% of transactions – higher than last month
 - Lyndon = 16% of transactions – higher than last month
 - Sylvan = 18% of transactions - higher than last month
 - Chelsea = 35% of transactions – same as last month
- August Circulation: 87% were items from Chelsea and 13% were inter-loaned items.
- Automated phone renewals in August – 25, Self-check was 14% of items checked out in August;
Overdrive = 1724 in August; Zinio = 230 in August.
- Registrations for August– 108 new cards; 8651 total card holders
 - *Dexter = 1122 cards; Lima = 1027 cards; Lyndon = 1361 cards
 - *Sylvan = 1458 cards; Chelsea = 3209 cards; Nonresident = 474 cards

Circulation Activities:

- We received 4 to 8 tubs in the run each day M-F with a total of 134.5 in August.
- The patron count has been adjusted for 2016 & 2017 looking at our circulation numbers for these years to come up with a more realistic number. The counter has been recalibrated several times and will possibly be replaced if they can't get a more accurate read with our current one.
- We have mailed out letters to patrons going back to July of 2015 that have "Lost" items on their accounts, letting them know about the Amnesty program for the month of September. The response has been good. Many items & accounts are being paid through PayPal and by checks in the mail. We have had quite a few phone calls also with questions about accounts and what the process will be starting in October. Lori & I have decided that only lost or damaged items over \$25.00 will be sent to collections at this time. This could change in the future to include fines, but our main goal is to get our items back on the shelves for other patrons to use.

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	25179	-2%
June	932	942	844	668	802	507	416	25614	-6%
July	1049	1000	1030	866	687	564	476	25770	-8%
August	958	901	869	780	712	455	456	25171	-6%
Sept.								22787	
Oct.								23845	
Nov.								23872	
Dec.								22824	
Total								200221	
Month Avg								25,028	
Avg. % Inc.								with OD & RB, & deposit collection ckouts.	-5%

These figures represent all materials charged, renewed, or routed out, not just ours & include OD, RB, Digital & deposit collections

SifChk/ Check-outs only				
2016 Totals	2017 Total	Days	Per Day	% ChkOuts
2820	3061	30	102	11%
2608	2384	27	88	11%
3032	3042	31	98	11%
2941	2300	29	79	12%
2580	2364	29	81	11%
2901	3102	30	103	11%
3528	3263	30	109	14%
3554	3159	31	102	14%
2221				
2447				
2689				
2142				
33463	22675			12%
This is based on actual checkouts, Overdrive & Zinio are done online.				

2017	Items Added	Total Items
Jan	936	71,943
Feb	573	71,312
Mar	758	71,604
April	666	69,225
May	915	69,669
June	641	69,479
July	784	69,171
Aug	792	68,267
Sept		
Oct		
Nov		
Dec		
Total/Avg	6,065	70,084

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	230	203	369	251
Sept		125	162	208
Oct		262	179	219
Nov		267	207	241
Dec		343	205	279
Total	2224	2,841	2,990	1,968

Overdrive Circ (downloadable e-books, audio books and music)				
2017	2016	2015	2014	2013
1577	1752	1295	1295	957
1401	1638	1418	1244	861
1703	1552	1502	1366	960
1589	1386	1278	1293	1066
1504	1464	1425	1027	948
1570	1344	1445	1343	900
1659	1508	1570	1379	1013
1724	1618	1516	1262	1095
	1438	1448	1341	883
	1571	1512	1498	1023
	1504	1585	1340	889
	1423	1547	1462	1030
12727	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	9597
February	60	8	1	1	70	9528
March	67	3	2	3	75	9493
April	50	3	0	1	54	9437
May	52	8	0	2	62	8704
June	95	6	0	1	102	8672
July	86	6	1	2	95	8639
August	101	5	2	108	8651	
September				0	0	
October				0	0	
November				0	0	
December				0	0	
Totals					664	

2017 - LUN & CBL cleanup of patron database

Registered Card Holders

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
District	8260	8708	9113	8998	9147	9002	9083	9109	9064	8177
Dexter	1198	1216	1258	1197	1222	1206	1211	1215	1230	1122
Lima	1086	1124	1176	1169	1174	1156	1133	1109	1109	1027
Lyndon	1477	1605	1673	1567	1579	1538	1539	1546	1522	1361
Sylvan	1619	1743	1822	1800	1786	1693	1662	1667	1641	1458
CityChel	2900	3020	3184	3165	3386	3409	3538	3572	3562	3209
NonRes	933	977	960	902	744	640	649	655	625	474
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	256
GrassLk					15	26	29	28	25	22
Other	284	322	329	324	216	154	144	151	150	99
Totals	9213	9685	10073	9800	9891	9642	9732	9764	9689	8651

Average Daily Door Count 2017 REV 8/8/17

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	2016	% Diff
Jan.	511	468	477	465	404	417	298	16182	15548	4%
Feb.	574	516	478	475	422	413	337	14193	14898	-3%
March	464	519	485	511	415	450	266	18562	17833	4%
April	489	474	440	411	377	368	237	17982	17201	4%
May	469	449	407	397	357	358	236	17446	16630	5%
June	501	497	485	422	405	341	194	20254	19628	3%
July	518	396	555	493	344	376	221	19944	20420	-2%
August	649	561	552	509	636	418	313	18195	18728	-3%
Sept.								16399		
Oct.								16822		
Nov.								15484		
Dec.								13642		
Total								142658	202885	
Monthly average								17,832	16,907	2%
Avg. % increase										

New People/Door counter went live on July 2016 Jan-Jun 2016 Est.
Estimates for all of 2016 & 2017 totals due to people counter not being accurate

8/8/2017

Trans	% Tot	SEMCOG Dec 2010	% of Pop
Aug-17	Trans	Pop.	% of Entity Pop.
22,183		15010	
2218	10%	2604	46%
3031	14%	1909	61%
3451	16%	2720	57%
3976	18%	2833	60%
7859	35%	4944	69%
			58%
408	2%		
482	2%		
698	3%		
60	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	25,171	21,802	87%	3,369	13%	21,805	2,022
Sept.				0			
Oct.				0			
Nov.				0			
Dec.				0			
Totals	200,221	161,710	81%	38,511	19%	162,099	15,684
Mnth Avg	25,028	20,214		4,814		20,262	1,961

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	53%	42%	5%
September			
October			
November			
December			
Yearly Avg.	55%	41%	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	11,585	9,134	1,086
September			
October			
November			
December			
Yearly Total	88,910	65,651	7,608

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 19, 2017 Board Packet

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

Accept August donations and changes to the 2017 FY Budget.

	Income Line -	Expense Line
Christine Merkel	674.120	\$25.00
Timothy & Judy Flint	674.143	\$100.00
Friends of CDL	674.110	\$1,000.00
Friends of CDL	674.111	\$100.00
Friends of CDL	674.142	\$723.64
Non-Designated (No budget change)		
Maintenance – Book Repair Supplies	727.900	
Adult Programming – Music in the Air	884.912	
Lew Green Memorial	884.923	
Stan Staffeld Memorial Furniture Unit	980.100	
		<u>Sub Total: \$1,948.64</u>

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

Friends of CDL	674.110	884.970	\$1,000.00
Adult Programming – Song Fest			
		<u>Sub Total: \$1,000.00</u>	

Acknowledge the donations below toward the CDL Endowment.

Dan Maroney In Memory of Paul & Roxie Maroney (\$200.00)

Total General Donations: \$2,948.64

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet September 19, 2017 Meeting

Approval of 2018 Budget for the Chelsea District Library

Background:

On August 15, 2017, the Chelsea District Library board held a budget hearing on the 2018 FY Budget. The budget is ready for approval by the CDL board.

Action:

The Chelsea District Library board hereby approves the presented 2018 FY budget for the Chelsea District Library.

Janice L. Carr, Board Secretary

Date

Resolution No. 2017-9-19 @ 1.9338
Chelsea District Library
2018 Budget

WHEREAS, The Library Director has prepared and submitted to the Library Board the proposed budgets for calendar year 2018; and

WHEREAS, the Library Board has advertised the proposed millage rates in the The Sun Times News/Chelsea U on **Wednesday, July 26, 2017** and held the public hearing on the budget and the proposed millage rates pursuant to Section 16 of the Uniform Budgeting and Accounting Act (Truth in Budgeting) on **Tuesday, August 15, 2017**; and

WHEREAS, the Library Board has reviewed the proposed tax rates and budgets.

NOW THEREFORE BE IT RESOLVED, the Chelsea District Library Board of Trustees adopts the 2018 budget as follows:

General Fund	
Expenses	FY 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	2,300
Utilities	59,400
Board Expenses	3,800
Automation Services	48,895
Equipment	25,500
Continuing Education Exp	27,275
Capital Expenses	89,500
Collection Expenses	176,220
Capital Reserve Fund	21,800
Total Operating Expenses:	\$ 1,950,898

Be it further resolved that the revenues, other incomes, debits and fees are estimates as follows:

<u>General Fund</u>	<u>2017</u>
District Revenue	1,710,798
Other Government Income	33,500
Fees	35,250
Interest and Dividends	46,100
Contributions, Donations & Grants	26,250
Sub-Total	\$ 1,851,898
DDA TIFA Tax Capture	\$ 21,000
PPT Reimbursement	\$ 29,500
Total Income	\$ 1,860,398
From Capital Improvement Fund	\$ 90,500
 Total Income including Capital Improve. Fund	 \$ 1,950,898

Be it further resolved, that the Library Director is authorized to approve transfers of budgetary funds within an expense line, but any increases to the expense lines must be authorized by the Library board.

Be it further resolved, the following property tax revenues and tax rates be authorized and that the City of Chelsea, Dexter, Lima, Lyndon and Sylvan Township Treasurers are ordered to levy such funds on behalf of the Chelsea District Library.

	<u>Rate</u>	<u>Estimated Revenue</u>
<u>Operating Millage</u>	1.9338	1,710,798
<u>Bond Debt</u>	0.7000	619,277
 Total Millage	 <u>2.6338</u>	 <u>2,330,075</u>

I, Janice L. Carr, hereby certify the above Resolution No. 2017-9-19 was duly approved by the Chelsea District Library Board of Trustees assembled at a regular meeting held September 19, 2017

Janice L. Carr, Secretary
Chelsea District Library

2017 Tax Rate Request (This form must be completed and submitted on or before September 30, 2017)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Washtenaw	2017 Taxable Value of ALL Properties in the Unit as of 5-22-17 867,847,241
Local Government Unit Requesting Millage Levy Chelsea District Library	For LOCAL School Districts: 2017 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2017 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2017 Current Year "Headlee" Millage Reduction Fraction	(7) 2017 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
voted	Operate	8/1999	1.75	1.6215	0.9972	1.6169	0.9884	1.6169	0.0000	1.6169	12/2019
voted	Debt	5/2004	no limit	n/a	n/a	n/a	n/a	unlimited	0.0000	0.7000	12/2023
voted	Operate	8/2014	0.3200	0.3179	0.9972	0.3170	0.9884	0.3170	0.0000	0.3170	12/2019

Prepared by Lori Coryell	Telephone Number 734-475-8732 x206	Title of Preparer Director	Date 9/19/17
------------------------------------	--	--------------------------------------	------------------------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Janice L. Carr	9/19/17
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Charles Taylor	9/19/17

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See 5TC Bulletin 3 of 2017 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

Instructions For Completing Form 614 (L-4029) 2017 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 3 of 2017 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2016 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2016 permanently reduced rate can be found in column 7 of the 2016 Form L-4029. For operating millage approved by the voters after April 30, 2016, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2017 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2017 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2017. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2017 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2017 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2017 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 3 of 2017. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2017 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 3 of 2017. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004 regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet September 19, 2017 Meeting

Closed Session Minutes Appeal

Background:

Patron Appeal 2017-1 has requested access to the July 17, 2017, Closed Session Minutes, which were approved on August 15, 2017. This will need to be moved to an Action Item for the purpose of a decision.

COMMITTEE INFO & MINUTES

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

Approved: January 17, 2017

	Fundraising Committee	Personnel Committee	Finance Committee	Policy Committee	Nominating Committee
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	

