CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, October 17, 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
Minutes Approval – September 19, 2017
Approval of the September Operational Checks
Approval of September Financial Reports
Director's Report & Friends Report
Strategic Plan Report

7:15 Public Comment

7:20 Presentations: Celia Morse (The Library Network)

7:40 Discussion Items
1. 2017 Budget Adjustments
2. Policy Changes

7:55 Reports
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Fundraising Committee

8:00 Public Comment

8:05 Other Items

8:10 Adjournment

Public Participation

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

Public Participation at Open Meetings

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

There are two ways to participate in a Board meeting:

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

- You may address the Board during agenda items listed as "Comments from the Public."

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

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

Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, September 19, 2017 6:45pm
Meeting Location: McKune Meeting Room

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

Trustees Absent: S. Lackey and J. Carr

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

Guests: Bill Tucker & Marcia White

Welcome and Call to Order
C. Taylor called the meeting to order at 6:45 p.m.

Agenda Review and Additions
MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve the agenda as presented. Discussion: None All Ayes: 5-0

Compulsory Segments:
Minutes and Approval of Checks
MOTION made by J. Wilczynski, SECONDED by A. Merkel to approve the minutes of the August 15, 2017, Budget Hearing. Discussion: None All Ayes: 5-0

MOTION made by J. Wilczynski, SECONDED by A. Merkel to approve the minutes of the August 15, 2017, Board Meeting. Discussion: None All Ayes: 5-0

MOTION made by J. Wilczynski, SECONDED by E. Sensoli to accept the General Fund Operational checks for August, 2017. Discussion: None All Ayes 5-0

MOTION made by E. Sensoli, SECONDED by J. Wilczynski to accept Financial Reports for August, 2017. Discussion: None All Ayes: 5-0

Director's Report Update:
L. Coryell update:

- Lori discussed the upcoming Song Fest promotions and asked the Board to help promote this event.
- Washtenaw Reads new title is *Homegoing* by Yaa Gyasi. The author event will be at Rackham Hall in February.
- Paper copies of the Annual Report are being mailed out with handwritten notes to all donors and local officials.
- Looking at dashboard numbers, Lori pointed out that the difference in programming from last year to this year had to do with last year's 10th anniversary event, which was very well attended.
- Anne Merkel complimented the success that librarians had with in-school outreach at the beginning of the school year.

Strategic Plan Update:

- Lori's Strategic Plan Update was reviewed.
- Charlie Taylor thanked Elizabeth Sensoli for her work in getting a library sign at the Lima town hall and a Wi-Fi hotspot badge on the township webpage.
- VOIP issues were updated and discussed, though Lori emphasized that with Mel and Ron on the task, she was not concerned.

Friends Report Update:

- Friends next meeting is Sept. 20. An update will follow at next month's Board Meeting.

Other Reports Notes: None

Presentations: Bill Tucker, Principal, Stevens, Kirinovic & Tucker

- Bill explained that our former audit firm, Abraham & Gaffney, P.C., has split and its two divisions, Tax and Audit, have become separate entities. The new audit firm is Stevens, Kirinovic & Tucker, P.C. (SKT) and the transition has gone very smoothly.
- The contract with SKT will remain the same in terms of fee structure and Bill's hope is that the same staff as last year will continue to work with us going forward. He noted that they've retained all their clientele, thus far.
- Abraham & Gaffney's relationship with Montcalm County was also discussed.

Public Comment: None

Action Item #1: Donations
MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve and acknowledge the presented 2017 August donations of $2,948.64.
Discussion: None All Ayes: 5-0

Action Item #2: Approval of 2018 Budget for the Chelsea District Library
MOTION made by J. Wilczynski, SECONDED by E. Sensoli to approve the 2018 Budget for the Chelsea District Library. Discussion: None
All Ayes: 5-0

Discussion Item #1: Closed Session Minutes Appeal
MOTION made by E. Sensoli, SECONDED by A. Merkel to move Discussion Item #1 to Action Item #3. Discussion: Lori reiterated that the reason we went into Closed Session was to consider material exempt from disclosure by statute, including library records that are exempt from disclosure pursuant to the Michigan Library Privacy Act.
All Ayes: 5-0

Action Item #3: Closed Session Minutes Appeal
MOTION made by A. Merkel, SECONDED by E. Sensoli to not approve Patron Appeal 2017-1 requesting access without a court order to the July 17, 2017, Closed Session Minutes, which were approved on August 15, 2017. Discussion: None
All Ayes: 5-0

Committee Reports

Policy Committee – There is a meeting scheduled for 9-22 to review 3 policies.

Finance Committee – Next meeting will be 10-26.

Personnel Committee – TJ will organize soon.

Nominating Committee –

Fundraising Committee –

Public and Board Comment: None

Other Items:

WEMU's Jeremy Baldwin, who hosts the Roots Music Program, gave the Song Fest a plug on 9-16 and followed it with a Paul Burch song.

Adjourn:
MOTION made by J. Wilczynski, SECONDED by TJ Helfferich to adjourn the meeting at 7:44 p.m.

All Ayes: 5-0

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Janice L. Carr, Board Secretary Date

FINANCE REPORTS

Chelsea District Library
List of Checks for Board Approval
September 2017

Date	Num	Name	Memo	Paid Amount
701 · Personnel Expenses				
701.100 · Wages				
701.120 · Retirement Pick up				
09/01/2017	PRST08142017	Alerus Financial	09/01/2017 PR	1,548.43
09/01/2017	PR09012017		RETIREMENT	-1,548.43
09/14/2017	08282017PRST	Alerus Financial	09/15/2017 PR	1,548.43
09/15/2017	PR09152017		RETIREMENT	-1,548.43
09/28/2017	09112017PRST	Alerus Financial	09/29/2017 PR	1,548.43
09/29/2017	PR09292017		RETIREMENT	-1,548.43
Total 701.120 · Retirement Pick up				0.00
701.100 · Wages - Other				
09/01/2017	PR09012017		WAGES	34,852.23
09/15/2017	PR09152017		WAGES	34,590.98
09/29/2017	PR09292017		WAGES	36,771.29
Total 701.100 · Wages - Other				106,214.50
Total 701.100 · Wages				106,214.50
701.110 · Retirement-Contributions				
09/01/2017	PRST08142017	Alerus Financial	09/01/2017 PR	1,464.14
09/01/2017	PR09012017		RETIREMENT PICK UP	-1,464.14
09/14/2017	08282017PRST	Alerus Financial	09/15/2017 PR	3,128.54
09/15/2017	PR09152017		RETIREMENT PICK UP	-3,128.54
09/28/2017	09112017PRST	Alerus Financial	09/29/2017 PR	3,129.85
09/29/2017	PR09292017		RETIREMENT PICK UP	-3,129.85
Total 701.110 · Retirement-Contributions				0.00
701.115 · 401A Retirement Matching				
09/01/2017	PR09012017		401 A MATCHING	1,343.63
09/15/2017	PR09152017		401 A MATCHING	1,344.46
09/29/2017	PR09292017		401 A MATCHING	1,346.09
Total 701.115 · 401A Retirement Matching				4,034.18
701.200 · FICA				
09/01/2017	PR09012017		FICA EMPLOYER	2,666.30
09/15/2017	PR09152017		FICA EMPLOYER	2,646.25
09/29/2017	PR09292017		FICA EMPLOYER	2,813.08
Total 701.200 · FICA				8,125.63
701.300 · Flex Benefits				
09/01/2017	PR09012017		Dep Life (CA & DL & HI)	-10.81
09/15/2017	PR09152017		Dep Life (CA & DL & HI)	-10.81
09/28/2017	09112017ST	Unum Life Insurance Co.	2017 Premium October	703.09
09/29/2017	PR09292017		Dep Life (CA & DL & HI)	-10.81

Chelsea District Library
List of Checks for Board Approval
September 2017

Date	Num	Name	Memo	Paid Amount
Total 701.300 · Flex Benefits				670.66
Total 701 · Personnel Expenses				119,044.97
727 · Supplies				
727.200 · General Operations				
09/27/2017	468305	Smart Office Solutions	Defective Dry-Eraser	-2.28
09/27/2017	468291	Smart Office Solutions	Hanging Folder Frame & Tape cartridges	2.28
09/28/2017	09262017ST	Petty Cash-	Polly's - Air Freshner	6.50
09/28/2017	468291	Smart Office Solutions	Hanging Folder Frame & Tape cartridges	62.88
09/28/2017	468292	Smart Office Solutions	Calendars	53.96
09/28/2017	468293	Smart Office Solutions	Finger Ring Tally Counter	23.68
09/28/2017	09222017Costco	Ballard, Linda P.	Costco Batteries	32.98
09/28/2017	468534	Smart Office Solutions	Markers, paper, envelopes	59.75
Total 727.200 · General Operations				239.75
727.300 · Material Processing				
727.340 · Repairs				
09/28/2017	6215525	Demco Inc.	Book Tape	71.62
Total 727.340 · Repairs				71.62
727.300 · Material Processing - Other				
09/28/2017	6215525	Demco Inc.	Book Tape	71.61
Total 727.300 · Material Processing - Other				71.61
Total 727.300 · Material Processing				143.23
727.500 · Cleaning				
727.520 · Cleaning Supplies				
09/14/2017	30833544	Cintas Corporation-300	Soap	14.78
09/28/2017	300844366	Cintas Corporation-300	Soap	14.78
Total 727.520 · Cleaning Supplies				29.56
727.530 · Cleaning Rugs				
09/14/2017	30833544	Cintas Corporation-300	Rugs 09/08/2017	54.99
09/28/2017	300844366	Cintas Corporation-300	Rugs 09/22/2017	54.99
Total 727.530 · Cleaning Rugs				109.98
Total 727.500 · Cleaning				139.54
727.700 · Postage				
727.720 · Postage-Operating Postage				
09/08/2017			Circ Receipts	1.16
09/28/2017	09262017ST	Petty Cash-	Postmaster - Certified Letter	3.84
09/28/2017	09212017PM	Pitney Bowes Reserve Account	Postage on Machine	400.00

Chelsea District Library
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September 2017

Date	Num	Name	Memo	Paid Amount
Total 727.720 · Postage-Operating Postage				405.00
Total 727.700 · Postage				405.00
727.800 · Maintenance				
727.830 · Maintenance General				
09/28/2017	09262017ST	Petty Cash-	Dayspring - Step Ladder	15.00
Total 727.830 · Maintenance General				15.00
Total 727.800 · Maintenance				15.00
727.900 · Supplies Restricted Gifts				
09/28/2017	071115145118	Amazon.com	Heavy Duty Tape Dispenser	21.20
09/28/2017	6215525	Demco Inc.	Adhesive & Book Tape	52.76
Total 727.900 · Supplies Restricted Gifts				73.96
Total 727 · Supplies				1,016.48
801 · Professional Services				
801.010 · Attorney				
09/14/2017	721382	Foster Swift Collins & Smith	Barefoot Patron Legal Advice & Work	220.00
Total 801.010 · Attorney				220.00
801.040 · Bookkeeper				
09/14/2017	201717	Budzinski & Associates	1/2 September 2017 Billing	350.00
09/28/2017	201718	Budzinski & Associates	1/2 September 2017 Billing	350.00
Total 801.040 · Bookkeeper				700.00
801.041 · Payroll Services				
09/14/2017	19452313	Payroll 1	2017 August	184.78
Total 801.041 · Payroll Services				184.78
801.300 · Banking Fees				
801.310 · Bank Fees				
09/30/2017			Service Charge	9.40
Total 801.310 · Bank Fees				9.40
801.350 · Credit Card Fee Circ				
09/06/2017	CCFee082017		August 2017 CC Fee	53.53
Total 801.350 · Credit Card Fee Circ				53.53
Total 801.300 · Banking Fees				62.93
Total 801 · Professional Services				1,167.71

Chelsea District Library
List of Checks for Board Approval
September 2017

Date	Num	Name	Memo	Paid Amount
803 · Maintenance Service Contracts				
803.010 · Maint Svc Contingency				
09/28/2017	7152592705	Schindler Elevator Corp	Elevator Wouldn't Open	860.53
Total 803.010 · Maint Svc Contingency				860.53
803.600 · Building Maintenance				
803.605 · Janitorial				
09/14/2017	11290	A Production Cleaning Company Inc.	Cleaning 08/27-09/09/2017	1,440.85
09/28/2017	11304	A Production Cleaning Company Inc.	Cleaning 09/10-09/23/2017	1,440.85
09/28/2017	11305	A Production Cleaning Company Inc.	Full Carpet Cleaning	1,300.00
Total 803.605 · Janitorial				4,181.70
803.610 · Lawn/Snow Service				
803.611 · Lawn Service				
09/28/2017	10593	Association Maintenance Corp	Mow/Weed Aug/Sept	533.75
Total 803.611 · Lawn Service				533.75
Total 803.610 · Lawn/Snow Service				533.75
803.620 · Trash				
09/14/2017	18059	City of Chelsea	August Trash Collection	50.00
Total 803.620 · Trash				50.00
803.630 · Elevator				
09/28/2017	8104567636	Schindler Elevator Corp	Annual Maintenance	1,756.32
Total 803.630 · Elevator				1,756.32
Total 803.600 · Building Maintenance				6,521.77
Total 803 · Maintenance Service Contracts				7,382.30
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
09/14/2017	09092017ST	Keybank	Star2Star Communication	341.71
09/14/2017	09092017ST	Keybank	Star2Star Communication	24.57
Total 850.120 · Telephone				366.28
850.121 · Director's Cell Phone				
09/14/2017	9791806564	Verizon Wireless	Director's Cell Phone 2017 Sept	51.69
Total 850.121 · Director's Cell Phone				51.69
Total 850.100 · Local & Long Distance Charges				417.97
850.300 · TLN Internet Service				

Chelsea District Library
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Date	Num	Name	Memo	Paid Amount
850.310 · Internet				
09/28/2017	58951	The Library Network	July through September Internet	3,108.97
Total 850.310 · Internet				3,108.97
850.311 · WiFi Hotspots				
09/14/2017	9791806564	Verizon Wireless	Library Hotspots 2017 Sept	280.88
09/28/2017	261402854-033	Sprint	2017 Sept Lyndon/Circ Hotspots	574.57
Total 850.311 · WiFi Hotspots				855.45
Total 850.300 · TLN Internet Service				3,964.42
Total 850 · Telecommunications				4,382.39
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
09/14/2017	09042017ST	Chelsea Update	July/August/September Ads	255.00
09/28/2017	3913-R	The Sun Times	Coupon Ad 8/30	60.00
09/28/2017	4012-R	The Sun Times	Coupon Ad 9/13	60.00
09/28/2017	4077-R	The Sun Times	Coupon Ad 9/20	60.00
Total 880.110 · Media Buy				435.00
Total 880.100 · Advertising				435.00
880.200 · Publications				
880.210 · Annual Report				
09/14/2017	SEPT2017A	Koepping, Luna Marie Elizabeth	Graphic Design for 2016 Annual Report	600.00
Total 880.210 · Annual Report				600.00
880.230 · Newsletter Postage				
09/28/2017	09192017NLP	Postmaster	Postage for 2017-18 Winter Newsletter	700.00
Total 880.230 · Newsletter Postage				700.00
Total 880.200 · Publications				1,300.00
880.300 · Marketing Supplies				
880.310 · Displays				
09/28/2017	09262017ST	Petty Cash-	Dayspring - Slat Wall Displayer	20.00
Total 880.310 · Displays				20.00
880.320 · Misc Marketing Supplies				
09/14/2017	09092017ST	Keybank	The Artisan Collection Font Bundle for SongFest	22.00
Total 880.320 · Misc Marketing Supplies				22.00
880.340 · Printed Items / Stationary				

Chelsea District Library
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Date	Num	Name	Memo	Paid Amount
09/14/2017	239842	Print-tech Inc.	2 Boxes CDL Envelopes	168.92
09/28/2017	SI-1766508	Namify	Name Badges	41.73
Total 880.340 · Printed Items / Stationary				210.65
Total 880.300 · Marketing Supplies				252.65
880.400 · Program Promotion				
880.430 · Library Program Promotion				
880.435 · CDL Songfest				
09/14/2017	1278734SC	iPromoteu.com Inc	Songfest Coasters	284.71
09/14/2017	09092017ST	Keybank	Underground Printing - TeeShirts	880.35
09/28/2017	4076-R	The Sun Times	Songfest Ad 9/20	149.00
Total 880.435 · CDL Songfest				1,314.06
Total 880.430 · Library Program Promotion				1,314.06
880.440 · Service / Resource Promotion				
880.441 · General Service/Resource Promo				
09/28/2017	INV89437	Hasselbring Clark	Aqua Ace Paper for Teacher Orientation Packets	71.61
Total 880.441 · General Service/Resource Promo				71.61
Total 880.440 · Service / Resource Promotion				71.61
Total 880.400 · Program Promotion				1,385.67
880.500 · Purchased Services				
880.510 · General Purchased Services				
09/14/2017	09092017ST	Keybank	Uberflip - 09/2017	30.85
09/14/2017	09092017ST	Keybank	Adobe Stock Monthly - Sept 2017	29.99
Total 880.510 · General Purchased Services				60.84
880.520 · Professional Services				
880.522 · Photography Services				
09/28/2017	09182017ST	Burrill Strong Photography	2017 Photography Services (1/2)	600.00
Total 880.522 · Photography Services				600.00
Total 880.520 · Professional Services				600.00
Total 880.500 · Purchased Services				660.84
Total 880 · Promotional Materials				4,034.16
884 · Programming				
884.110 · Adult Speakers				
884.111 · Midwest Literary Walk				
09/14/2017	09122017DEP	First Congregational United Church Christ	MLW 4/28/18 Deposit	50.00

Chelsea District Library
List of Checks for Board Approval
September 2017

Date	Num	Name	Memo	Paid Amount
Total 884.111 · Midwest Literary Walk				50.00
884.119 · General Adult Events				
09/14/2017	079046335896	Amazon.com	Music Audio CDs	9.17
09/14/2017	302378161568	Amazon.com	Music Audio CDs	71.52
09/14/2017	09302017SF	Kennedy, Thomas M	SongFest	100.00
Total 884.119 · General Adult Events				180.69
Total 884.110 · Adult Speakers				230.69
884.120 · Adult Supplies				
884.125 · Midwest Literary Walk				
09/14/2017	09092017ST	Keybank	Common Grill - MLW Meeting	183.80
Total 884.125 · Midwest Literary Walk				183.80
884.126 · General Adult Programs				
09/14/2017	08312017PRG	Brown, Laura	Michaels Wreath Supplies for 10/23 Program	40.25
09/14/2017	08302017PRG	Howard, Lisa	Harvest Entertaining Program Supplies	219.35
09/14/2017	09092017ST	Keybank	Michaels Online - Fall Wreath Supplies	54.21
09/28/2017	137849508948	Amazon.com	Songfest Supplies	53.17
Total 884.126 · General Adult Programs				366.98
Total 884.120 · Adult Supplies				550.78
884.210 · Youth Speakers				
884.212 · General Youth Programs				
09/28/2017	014188006243	Amazon.com	Stars Stickers	7.99
09/28/2017	014181919556	Amazon.com	Cupcake Papers	6.80
09/28/2017	10112017BAL	Organization for Bat Conservation	10/11 Night Creatures Balance	235.00
Total 884.212 · General Youth Programs				249.79
884.213 · Parenting Programs				
09/14/2017	10132017LI	Johnston, Jennifer R	10/13 Lock In Childcare	50.00
09/14/2017	09082017HS	Johnston, Jennifer R	09/08 Homeschool Meetup Childcare	50.00
Total 884.213 · Parenting Programs				100.00
884.215 · Early Literacy				
09/14/2017	09262017BT	Maveal, Jackie	09/26 BabyTime	50.00
09/28/2017	10112017DA	Battey, Beth	10/11 Dance Along/Sing Along	90.00
09/28/2017	10122017TT	DeMea, Karla	10/12 Toddlertime	50.00
09/28/2017	10102017BT	Maveal, Jackie	10/10 BabyTime	50.00
Total 884.215 · Early Literacy				240.00
Total 884.210 · Youth Speakers				589.79
884.220 · Youth Supplies				

Chelsea District Library
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September 2017

Date	Num	Name	Memo	Paid Amount
884.222 · General Youth Programs				
09/14/2017	09092017ST	Keybank	Cottage Inn - Read Aloud Book Club	55.38
Total 884.222 · General Youth Programs				55.38
884.226 · Summer Reading				
09/28/2017	09262017ST	Petty Cash-	Gordons Food - Popcorn & Bowl	19.48
Total 884.226 · Summer Reading				19.48
884.240 · Storytime Collection				
09/28/2017	09262017ST	Petty Cash-	Kohl's - Plush Toys	26.50
Total 884.240 · Storytime Collection				26.50
Total 884.220 · Youth Supplies				101.36
884.260 · Teen Speakers				
884.265 · Teen Advisory Board (TAB)				
09/28/2017	09262017ST	Petty Cash-	Perky - Ice	9.78
09/28/2017	09262017ST	Petty Cash-	Perky - Ice	4.89
Total 884.265 · Teen Advisory Board (TAB)				14.67
Total 884.260 · Teen Speakers				14.67
884.270 · Teen Supplies				
884.272 · Teen General Programs				
09/14/2017	09092017ST	Keybank	Michaels Online - That Thursday Thing	41.21
09/14/2017	09092017ST	Keybank	Dollar Tree - That Thursday Thing	8.00
09/14/2017	09092017ST	Keybank	Dollar Tree - That Thursday Thing	12.00
09/14/2017	09092017ST	Keybank	Office Max - Locker Decor That Thursday Thing	25.31
09/28/2017	204524988567	Amazon.com	Miscellaneous Supplies	51.80
Total 884.272 · Teen General Programs				138.32
884.276 · Teen Refreshments				
09/14/2017	09092017ST	Keybank	Cottage Inn - BMS SRP Party	151.30
09/28/2017	09262017ST	Petty Cash-	CVS - Plates	4.87
Total 884.276 · Teen Refreshments				156.17
Total 884.270 · Teen Supplies				294.49
884.500 · Artist In Residence				
884.510 · Artist in Residence				
09/28/2017	09282017SF	Coryell, Mark	Guitar Tune-up for Songfest Instrument	76.50
Total 884.510 · Artist in Residence				76.50
884.970 · Artist in Resdience Restricted				
09/28/2017	09262017ST	Petty Cash-	Dollar Tree - Gift Bags	4.70

Chelsea District Library
List of Checks for Board Approval
September 2017

Date	Num	Name	Memo	Paid Amount
09/28/2017	09262017ST	Petty Cash-	Dollar Tree - Gift Bags	4.24
Total 884.970 · Artist in Resdience Restricted				8.94
884.500 · Artist In Residence - Other				
09/28/2017	09302017SF	Bandyke, Martin	SongFest Interviews	600.00
09/28/2017	09302017SFBAL	Burch Jr, Paul W	Chelsea Songfest 2017-Balance	750.00
09/28/2017	09292017AinR	Johnson, Carter	Photograph Artist in Residence Events	225.00
09/28/2017	09302017SF	Lawrence, John E.	9/30 Teen Songwriting Workshop	500.00
Total 884.500 · Artist In Residence - Other				2,075.00
Total 884.500 · Artist In Residence				2,160.44
Total 884 · Programming				3,942.22
885 · Volunteer				
885.200 · Supplies				
09/28/2017	09262017ST	Petty Cash-	Polly's - Volunteer Candy	21.57
Total 885.200 · Supplies				21.57
Total 885 · Volunteer				21.57
920 · Utilities				
920.110 · City of Chelsea Water				
09/14/2017	09062017ST	City of Chelsea-Elect & Water	07-31-2017 to 08-31-2017	72.55
Total 920.110 · City of Chelsea Water				72.55
920.120 · City of Chelsea Sewer				
09/14/2017	09062017ST	City of Chelsea-Elect & Water	07-31-2017 to 08-31-2017	152.56
Total 920.120 · City of Chelsea Sewer				152.56
920.130 · City of Chelsea Electric				
09/14/2017	09062017ST	City of Chelsea-Elect & Water	07-31-2017 to 08-31-2017	4,234.10
Total 920.130 · City of Chelsea Electric				4,234.10
920.150 · City of Chelsea Sprinkler				
09/14/2017	09062017ST	City of Chelsea-Elect & Water	07-31-2017 to 08-31-2017	381.67
Total 920.150 · City of Chelsea Sprinkler				381.67
920.200 · McKune Gas				
09/14/2017	09062017ST	DTE Energy	2017 August	84.28
Total 920.200 · McKune Gas				84.28
Total 920 · Utilities				4,925.16

Chelsea District Library
List of Checks for Board Approval
September 2017

Date	Num	Name	Memo	Paid Amount
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
09/14/2017	231997429217	Amazon.com	Supplies for Recabling Server Room	124.43
09/14/2017	243697890436	Amazon.com	UPS Battery	319.99
09/14/2017	102902619346	Amazon.com	UPS Battery	319.99
09/28/2017	071115145118	Amazon.com	Headset & Microphone	24.97
Total 967.120 · Computers				789.38
Total 967.100 · Equipment Hardware				789.38
967.200 · Equipment Software				
09/14/2017	09092017ST	Keybank	Sept 2017 Ninite Pro-Monthly non-Windows Updates	20.00
09/14/2017	09092017ST	Keybank	Sept - Bisect Hosting - Hosted Minecraft Server Svcs	12.46
Total 967.200 · Equipment Software				32.46
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
09/14/2017	037990362246	Amazon.com	Tools, Storage Bins, & Cables	165.43
09/14/2017	038910776278	Amazon.com	Tools, Storage Bins, & Cables	16.96
09/14/2017	181951732592	Amazon.com	Tools, Storage Bins, & Cables	67.49
Total 967.310 · Makerspace Furnishings				249.88
967.330 · Equipment - non-Computer				
09/28/2017	6210811	Demco Inc.	Book Carts	2,167.04
Total 967.330 · Equipment - non-Computer				2,167.04
Total 967.300 · Equipment Furniture & Fixtures				2,416.92
Total 967 · Equipment				3,238.76
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.110 · Director Travel				
09/28/2017	09152017DW	Coryell, Lori	New & Advanced Director Workshops	115.84
Total 969.110 · Director Travel				115.84
969.144 · Committee Meetings				
09/28/2017	09142017TLN	Lancaster, Terri	TLN Circ Meeting 9/14	50.40
Total 969.144 · Committee Meetings				50.40
Total 969.100 · Staff Travel				166.24
Total 969.001 · Travel				166.24

Chelsea District Library
List of Checks for Board Approval
September 2017

Date	Num	Name	Memo	Paid Amount
969.600 · Staff Training				
969.610 · Workshops				
09/14/2017	09092017ST	Keybank	Library of MI - New Director's Workshop	30.00
09/14/2017	09092017ST	Keybank	Library of MI - Advanced Director's Workshop	35.00
Total 969.610 · Workshops				65.00
969.620 · Staff in Service				
09/14/2017	09092017ST	Keybank	Common Grill - Staff Move Appreciation	119.64
09/14/2017	09092017ST	Keybank	Busch's - Moving Supplies	64.45
Total 969.620 · Staff in Service				184.09
Total 969.600 · Staff Training				249.09
Total 969 · Continuing Education Expenses				415.33
980 · Capital Expense				
975.100 · Building Improvement Additions				
09/28/2017	312JB	Chelsea Paint & Carpentry LLC	Balance for Info Services Wall Renovation	10,800.00
Total 975.100 · Building Improvement Additions				10,800.00
Total 980 · Capital Expense				10,800.00
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
09/28/2017	95353524	Midwest Tape	95353524 - Aug Audio Bks	410.90
09/28/2017	95353526	Midwest Tape	95353526 - Replacement Audio Bks	54.98
09/28/2017	95369463	Midwest Tape	95369463 - Aug Audio Bks	104.97
09/28/2017	95369467	Midwest Tape	95369467 - Replacement Audio Bks	39.99
09/28/2017	130533586465	Amazon.com	Book on CD	18.16
09/28/2017	95392161	Midwest Tape	95392161 - Replacement Audio Bks	9.99
09/28/2017	95392162	Midwest Tape	95392162 - Sept Audio Bks	199.95
09/28/2017	95413556	Midwest Tape	95413556 - Replacement Audio Bks	19.99
09/28/2017	95413610	Midwest Tape	95413610 - Sept Audio Bks	474.88
Total 982.120 · Adult Books on Disc				1,333.81
982.140 · Youth Books on Disc				
09/14/2017	1083637191	Penguin Random House LLC	1083637191	41.25
09/28/2017	1083860941	Penguin Random House LLC	1083860941	84.75
Total 982.140 · Youth Books on Disc				126.00
Total 982.100 · Audio Books				1,459.81
982.400 · Non Print				
982.410 · Electronic Products/Subs				
09/14/2017	58848	The Library Network	Novelist Database Renewal 10/01/17-9/30/2018	884.00

Chelsea District Library
List of Checks for Board Approval
September 2017

Date	Num	Name	Memo	Paid Amount
09/14/2017	58443	The Library Network	Consumers Reports DB Renewal 10/01/17-9/30/2018	783.00
Total 982.410 · Electronic Products/Subs				1,667.00
982.416 · eContent/Kindle				
09/14/2017	016591312940	Amazon.com	Adult Kindle Content	304.95
09/14/2017	168313109354	Amazon.com	Youth Kindle Content	302.34
09/14/2017	091281170134	Amazon.com	Teen Kindle Content	663.53
Total 982.416 · eContent/Kindle				1,270.82
982.420 · Adult Music on CD				
09/19/2017			Circ Receipts - L/D	-16.99
Total 982.420 · Adult Music on CD				-16.99
982.431 · NT Collections - Supplies				
09/28/2017	070426712905	Amazon.com	Sudio Pro All in One Photography	39.95
Total 982.431 · NT Collections - Supplies				39.95
982.450 · Youth Music CD				
09/14/2017	95329215	Midwest Tape	95329215 - Music CDs	27.58
09/14/2017	95369464	Midwest Tape	95369464 - Youth Music CDs	15.99
09/28/2017	95392129	Midwest Tape	95392129 - Music CDs	6.39
Total 982.450 · Youth Music CD				49.96
982.460 · DVD Feature				
09/14/2017	95351309	Midwest Tape	95351309 - Aug Feat DVDs	65.97
09/14/2017	95369462	Midwest Tape	95369462 - Aug Feat DVDs	19.99
09/14/2017	95369468	Midwest Tape	95369468 - Sept Feat DVDs	340.43
09/19/2017			Circ Receipts - L/D	-103.97
09/28/2017	95391279	Midwest Tape	95391279 - Sept Feat DVDs	166.51
09/28/2017	95413555	Midwest Tape	95413555 - Aug Feat DVDs	22.39
09/28/2017	95413557	Midwest Tape	95413557 - Sept Feat DVDs	169.51
Total 982.460 · DVD Feature				680.83
982.461 · Lucky Day DVDs				
09/14/2017	95351330	Midwest Tape	95351330 - Aug LD DVDs	22.99
09/14/2017	95369469	Midwest Tape	95369469 - Sept LD DVDs	22.99
09/28/2017	95391361	Midwest Tape	95391361 - Sept LD DVDs	81.96
09/28/2017	95413558	Midwest Tape	95413558 - Sept LD DVDs	65.97
Total 982.461 · Lucky Day DVDs				193.91
982.470 · DVD Non-Fiction				
09/28/2017	95351331	Midwest Tape	95351331 - Aug NF DVDs	15.99
09/28/2017	95369466	Midwest Tape	95369466 - Aug NF DVDs	23.99
09/28/2017	95391362	Midwest Tape	95391362 - Sept NF DVDs	68.96

Chelsea District Library
List of Checks for Board Approval
September 2017

Date	Num	Name	Memo	Paid Amount
09/28/2017	95413559	Midwest Tape	95413559 - Sept NF DVDs	135.96
Total 982.470 · DVD Non-Fiction				244.90
982.480 · Youth Video DVD				
09/14/2017	95351059	Midwest Tape	95351059 - Youth DVDs	35.97
09/28/2017	95392128	Midwest Tape	95392128 - DVDs	39.97
09/28/2017	95413554	Midwest Tape	95413554 - DVDs	78.38
Total 982.480 · Youth Video DVD				154.32
982.490 · Videogames				
09/08/2017			Circ Receipts - L/D	-15.00
09/19/2017			Circ Receipts - L/D	-40.00
Total 982.490 · Videogames				-55.00
Total 982.400 · Non Print				4,229.70
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
09/14/2017	2033114597	Baker & Taylor-Adult Large Print	2033114597	51.87
09/28/2017	2033137139	Baker & Taylor-Adult Large Print	2033137139	41.96
Total 982.710 · Adult Large Print				93.83
982.720 · Adult Print General				
09/08/2017			Circ Receipts - L/D	-73.97
09/14/2017	2033094910	Baker & Taylor-Adult	2033094910	559.69
09/14/2017	2033104791	Baker & Taylor-Adult	2033104791	178.87
09/14/2017	2033120464	Baker & Taylor-Adult	2033120464	572.10
09/19/2017			Circ Receipts - L/D	-28.00
09/28/2017	268706229196	Amazon.com	Books	85.83
09/28/2017	2033142013	Baker & Taylor-Adult	2033142013	348.61
09/28/2017	2033148575	Baker & Taylor-Adult	2033148575	585.34
Total 982.720 · Adult Print General				2,228.47
982.740 · Multiple Book Copies				
09/14/2017	2033097715	Baker & Taylor Books Adult Multiples	2033097715	187.00
09/14/2017	2033120319	Baker & Taylor Books Adult Multiples	2033120319	76.79
09/28/2017	2033132639	Baker & Taylor Books Adult Multiples	2033132639	81.61
Total 982.740 · Multiple Book Copies				345.40
Total 982.705 · Adult Print				2,667.70
982.755 · Youth Print				
982.760 · Youth Print General				
09/08/2017			Circ Receipts - L/D	-23.97

Chelsea District Library
List of Checks for Board Approval
September 2017

Date	Num	Name	Memo	Paid Amount
09/14/2017	2033097850	Baker & Taylor-Youth	2033097850	156.18
09/14/2017	2033120344	Baker & Taylor-Youth	2033120344	13.48
09/14/2017	2033110730	Baker & Taylor-Teen Fiction	2033110730	304.01
09/14/2017	2033116543	Baker & Taylor-Teen Fiction	2033116543	43.72
09/14/2017	2033116954	Baker & Taylor-Teen Fiction	2033116954	92.10
09/14/2017	2033118089	Baker & Taylor-Auto Yours Cats	2033118089	175.74
09/14/2017	2033106138	Baker & Taylor-Unlabeled	2033106138	220.13
09/14/2017	2033107321	Baker & Taylor-Unlabeled	2033107321	104.13
09/19/2017			Circ Receipts - L/D	-36.97
09/28/2017	2033136513	Baker & Taylor-Youth	2033136513	132.53
09/28/2017	2033145789	Baker & Taylor-Auto Yours Cats	2033145789	88.52
09/28/2017	2033139413	Baker & Taylor-Teen Fiction	2033139413	22.56
09/28/2017	2033127780	Baker & Taylor-Unlabeled	2033127780	284.09
09/28/2017	2033128097	Baker & Taylor-Unlabeled	2033128097	68.28
09/28/2017	2033130559	Baker & Taylor-Unlabeled	2033130559	145.81
09/28/2017	2033159025	Baker & Taylor-Youth	2033159025	8.91
09/28/2017	2033153653	Baker & Taylor-Unlabeled	2033153653	104.18
09/28/2017	09262017ST	Petty Cash-	Solution Squad - Book for A2CAF	20.00
Total 982.760 · Youth Print General				1,923.43
Total 982.755 · Youth Print				1,923.43
Total 982.700 · Print				4,591.13
982.800 · Collection Enhancement				
982.810 · Adult Enhancement				
09/14/2017	251443539147	Amazon.com	Books	28.34
09/14/2017	2033104853	Baker & Taylor-Adult Enhance Acct	2033104853	81.29
09/28/2017	2033126811	Baker & Taylor-Adult Enhance Acct	2033126811	67.09
09/28/2017	2033152709	Baker & Taylor-Adult Enhance Acct	2033152709	28.85
Total 982.810 · Adult Enhancement				205.57
Total 982.800 · Collection Enhancement				205.57
Total 982 · Collection Expense				10,486.21
TOTAL				**170,857.26**

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10/10/17
Accrual Basis

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

	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Jan - Sep 17	TOTAL 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)	212	1,678,486	1,693,231	(14,745)	99%
501.001 · Grants	1,000	0	0	0	0	0	0	500	0	1,500	1,000	500	150%
539.000 · State Grants	0	0	0	0	0	0	0	0	0	0			
540.100 · State Aid	0	0	0	0	0	4,875	0	4,943	0	9,818	8,500	1,318	116%
574.100 · Penal Fines	0	0	0	0	0	0	0	22,469	0	22,469	23,000	(531)	98%
607.100 · Non-Resident Fees	696	636	328	375	107	375	134	562	455	3,668	5,500	(1,832)	67%
645.100 · Copiers & Printers	92	1,000	699	675	587	738	181	1,591	562	6,125	7,500	(1,375)	82%
655.100 · Circulation Fines	1,650	2,200	1,624	1,640	2,627	1,972	1,728	1,733	2,048	17,222	23,500	(6,278)	73%
665.100 · Interest	21	32	36	17	13	8	5	5	5	142			
666.100 · Investment Earnings	6	6	4,223	16	17,845	2,381	174	174	3,666	28,491	45,500	(17,009)	63%
666.500 · Investment Change in Value	354	1,593	(1,699)	3,260	795	(6,613)	548	5,123	(9,078)	(5,717)			
674 · Contribution & Donation-Public	1,260	8,500	100	5,500	3,450	1,056	1,000	2,949	0	23,815	29,474	(5,659)	81%
675 · Donations Private	0	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	(2,130)	1,786,019	1,838,205	(52,186)	97%
Gross Profit	832,373	721,872	62,074	34,886	87,289	6,496	3,295	39,864	(2,130)	1,786,019	1,838,205	(52,186)	97%
Expense													
701 · Personnel Expenses	46,315	80,054	116,689	79,897	79,782	83,689	79,605	78,716	119,045	763,792	1,066,156	(302,364)	72%
727 · Supplies	1,386	1,298	2,257	628	1,097	823	2,029	981	1,016	11,515	17,300	(5,785)	67%
801 · Professional Services	12,400	1,957	10,147	4,736	7,968	2,794	2,836	5,698	1,168	49,704	143,243	(93,539)	35%
803 · Maintenance Service Contracts	3,182	9,290	10,022	22,185	8,170	8,505	5,372	10,624	7,382	84,732	116,769	(32,037)	73%
850 · Telecommunications	(2,411)	929	2,105	859	4,299	1,812	4,513	2,363	4,382	18,851	31,178	(12,327)	60%
880 · Promotional Materials	2,213	3,567	7,182	2,692	3,188	7,097	642	8,436	4,034	39,051	55,745	(16,694)	70%
884 · Programming	3,779	1,889	18,287	10,473	4,540	4,046	5,173	9,911	3,942	62,040	88,344	(26,304)	70%
885 · Volunteer	0	16	177	21	449	0	20	26	22	731	2,250	(1,519)	32%
920 · Utilities	0	4,725	4,106	3,935	3,634	3,838	4,475	4,657	4,925	34,295	60,100	(25,805)	57%
960 · Board & Director Expense	268	184	80	195	65	108	243	74	0	1,217	3,350	(2,133)	36%
965 · Automation Services	14,383	0	0	10,235	0	0	10,235	0	0	34,853	46,212	(11,359)	75%
967 · Equipment	2,195	2,325	4,074	3,400	1,373	987	158	3,325	3,239	21,076	24,524	(3,448)	86%
969 · Continuing Education Expenses	641	1,794	1,181	2,028	501	597	3,152	1,687	415	11,996	21,102	(9,106)	57%
980 · Capital Expense	0	0	0	8,697	1,095	8,668	18,224	0	10,800	47,484	37,500	9,984	127%
982 · Collection Expense	845	22,963	13,695	8,328	16,435	15,897	8,696	27,149	10,440	124,448	183,973	(59,525)	68%
Total Expense	85,196	130,991	190,002	158,309	132,596	138,861	145,373	153,647	170,810	1,305,785	1,897,746	(591,961)	69%
Net Ordinary Income	747,177	590,881	(127,928)	(123,423)	(45,307)	(132,365)	(142,078)	(113,783)	(172,940)	480,234	(59,541)	539,775	
Other Income/Expense													
Other Expense													
999.001 · Transfer to Capital Improvement	0	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	0	5,000	(5,000)	0%
999.025 · Carry from General Fund	0	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	0	(59,541)	59,541	0%
Net Other Income	0	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)	(172,940)	480,234	0	480,234	100%

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10/10/17
Accrual Basis

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

	Jan - Sep 17	Jan - Sep 16	$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,678,486.16	1,610,069.24	68,416.92	4.25%
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	3,664.95	3,691.48	-26.53	-0.72%
645.100 · Copiers & Printers	6,125.36	5,307.42	817.94	15.41%
655.100 · Circulation Fines	17,222.25	17,426.18	-203.93	-1.17%
665.100 · Interest	144.04	162.86	-18.82	-11.56%
666.100 · Investment Earnings	28,491.38	28,848.90	-357.52	-1.24%
666.500 · Investment Change in Value	-5,719.25	26,786.85	-32,506.10	-121.35%
674 · Contribution & Donation-Public	23,814.63	36,995.00	-13,180.37	-35.63%
Total Income	1,786,016.12	1,772,689.61	13,326.51	0.75%
Gross Profit	1,786,016.12	1,772,689.61	13,326.51	0.75%
Expense				
701 · Personnel Expenses	763,792.57	724,876.32	38,916.25	5.37%
727 · Supplies	11,514.34	11,522.88	-8.54	-0.07%
801 · Professional Services	49,703.49	50,091.07	-387.58	-0.77%
803 · Maintenance Service Contracts	84,732.22	73,989.53	10,742.69	14.52%
850 · Telecommunications	18,848.49	11,715.20	7,133.29	60.89%
880 · Promotional Materials	39,053.54	38,845.56	207.98	0.54%
884 · Programming	62,041.50	71,696.55	-9,655.05	-13.47%
885 · Volunteer	730.25	234.08	496.17	211.97%
920 · Utilities	34,295.71	35,032.12	-736.41	-2.1%
960 · Board & Director Expense	1,215.45	1,806.84	-591.39	-32.73%
965 · Automation Services	34,853.73	33,313.66	1,540.07	4.62%
967 · Equipment	21,078.05	24,750.76	-3,672.71	-14.84%
969 · Continuing Education Expenses	11,995.36	20,274.39	-8,279.03	-40.84%
980 · Capital Expense	47,483.98	70,826.00	-23,342.02	-32.96%
982 · Collection Expense	124,449.21	112,327.54	12,121.67	10.79%
Total Expense	1,305,787.89	1,281,302.50	24,485.39	1.91%
Net Ordinary Income	480,228.23	491,387.11	-11,158.88	-2.27%
Net Income	480,228.23	491,387.11	-11,158.88	-2.27%

CHELSEA DISTRICT LIBRARY
Fund Balances
September-17

	Beginning Balance	Net Change	Ending Balance
General Fund			
LOCAL BANKS BALANCES			
Checking Account/ Chelsea State Bank	$19,453.22	$69,605.35	$89,058.57
Money Market Account/Chelsea State Bank	$2,476.59	$0.10	$2,476.69
Cash on Hand	**$21,929.81**	**$69,605.45**	**$91,535.26**
Investment Partners Account			
IPA Fixed Income Fund	$1,364,072.84	-$5,411.94	$1,358,660.90
IPA Money Market Fund	$400,000.00	-$100,000.00	$300,000.00
Investment Partners Total	**$1,764,072.84**	**-$105,411.94**	**$1,658,660.90**
Total General Fund	**$1,786,002.65**	**-$35,806.49**	**$1,750,196.16**
Debt Service Fund			
Bond Debt Retirement Fund Checking	**$327,238.47**	**$95.55**	**$327,334.02**

Investment Professionals

Account no. NKM-039542

GL 017.004

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance
Dec-16	1,335,898.77						
Jan-17	1,335,898.77		6.23			353.75	1,336,258.75
Feb-17	1,336,258.75		6.34			1,592.50	1,337,857.59
Mar-17	1,337,857.59		4,222.69			-1,699.15	1,340,381.13
Apr-17	1,340,381.13		15.62			3,259.65	1,343,656.40
May-17	1,343,656.40		17,845.35	10.00		794.95	1,362,286.70
Jun-17	1,362,286.70		2,381.36			-6,613.35	1,358,054.71
Jul-17	1,358,054.71		173.65			547.65	1,358,776.01
Aug-17	1,358,776.01		173.68			5,123.15	1,364,072.84
Sep-17	1,364,072.84		3,666.46			-9,078.40	1,358,660.90
Oct-17	1,358,660.90						1,358,660.90
Nov-17	1,358,660.90						1,358,660.90
Dec-17	1,358,660.90						1,358,660.90
Balance	1,335,898.77	0.00	28,491.38	10.00	0.00	-5,719.25	1,358,660.90
GL							1,358,660.90

Investment Professionals

Account no. NKM-039542 **Money Market**

GL 017.003

	Beginning Balance	Deposit/transfer in	Interest	Fees	Withdrawl	Change in Value	Ending balance
Dec-16	0.00						
Jan-17	0.00		0.00	0.00	0.00	0.00	0.00
Feb-17	0.00		0.00			0.00	0.00
Mar-17	0.00	700,000.00	0.00	0.00		0.00	700,000.00
Apr-17	700,000.00		0.00		0.00	0.00	700,000.00
May-17	700,000.00		0.00		0.00	0.00	700,000.00
Jun-17	700,000.00		0.00			0.00	700,000.00
Jul-17	700,000.00		0.00		100,000.00	0.00	600,000.00
Aug-17	600,000.00		0.00		200,000.00	0.00	400,000.00
Sep-17	400,000.00		0.00		100,000.00	0.00	300,000.00
Oct-17	300,000.00		0.00			0.00	300,000.00
Nov-17	300,000.00		0.00			0.00	300,000.00
Dec-17	300,000.00		0.00			0.00	300,000.00
Balance	0.00	700,000.00	0.00	0.00	400,000.00	0.00	300,000.00
GL							300,000.00

Chelsea District Library Investment Acccount
As of 09/30/2017

Original Investment

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

Investment Activity

Date	Value
9/30/2017	**1,358,661**
Invested	1,077,957
Increase 6/2009 – 12/31/2016	257,942
2017 Change (Current Year)	**22,762**
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)	**280,704**
	1,358,661

Report for 09/30/2017

Note:Fund Adjusts entered 1/3/2017

Note: 2017 Budget moves $22,500 from Capital Improvement Fund to General Fund

Note: 2017 Budget moves $20,000 from General Fund to Capital Reserve Fund

Note: 2017 Budget moves $15,000 from Capital Reserve Fund to General Fund

Chelsea District Library Cash Flow 2017

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

Income

Total Income	$647,073	$592,932	$60,275	$31,879	$69,620	$11,174	$9,160	$35,162	$38,115	$2,240	$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	$168,509	$139,658	$129,793	$133,765	$1,802,866	
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	$91,536	$104,118	$128,154	$168,043	
Total Income	$647,073	$720,685	$60,275	$31,879	$69,620	$11,174	$9,160	$35,162	$38,115	$2,240	$3,829	$203,560	$1,832,772	
Money Market Flow			($700,000)				$100,000	$100,000	$200,000	$150,000	$150,000		$0	
Expenditures	$136,500	$131,639	$190,732	$158,575	$133,408	$139,306	$145,781	$195,200	$168,509	$139,658	$129,793	$133,765	$1,802,866	
Net cash flow	$510,573	$589,046	($830,457)	($126,696)	($63,788)	($128,132)	($36,621)	($60,038)	$69,606	$12,582	$24,036	$69,795	$29,906	
Ending balance	$678,616	$1,267,662	$437,205	$310,509	$246,721	$118,589	$81,968	$21,930	$91,536	$104,118	$128,154	$197,949	$197,949	

$ 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

1:17 PM
10/10/17
Accrual Basis

Chelsea District Library
Donation and Restricted
January through September 2017

	Jan - Sep 17	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
501.001 · Grants			
501.200 · Chelsea Garden Club Grant	1,000	1,000	0
Total 501.001 · Grants	1,000	1,000	0
539.000 · State Grants			
539.300 · Michigan Humanities Council	0		
Total 539.000 · State Grants	0		
674 · Contribution & Donation-Public			
674.110 · Designated Adult Programming	13,756	12,950	806
674.111 · Designed Youth Programming	6,950	8,450	(1,500)
674.120 · Undesignated Donation	35	0	35
674.121 · Annual Giving	0	5,000	(5,000)
674.141 · Designated Technology	2,000	2,000	0
674.142 · Designated Small Equipment	724	724	0
674.143 · Designated Maintenance	100	100	0
674.145 · Designated Professional	250	250	0
Total 674 · Contribution & Donation-Public	23,815	29,474	(5,659)
675 · Donations Private			
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
Total 675 · Donations Private	0	1,000	(1,000)
Total Income	24,815	31,474	(6,659)
Gross Profit	24,815	31,474	(6,659)
Expense			
727 · Supplies			
727.900 · Supplies Restricted Gifts	74	100	(26)
Total 727 · Supplies	74	100	(26)
801 · Professional Services			
801.900 · Professional Restricted Gifts			
801.905 · Strategic Plan - General	220	250	(30)
801.910 · Chelsea Garden Club FairyGarden	1,000	1,000	0
Total 801.900 · Professional Restricted Gifts	1,220	1,250	(30)
Total 801 · Professional Services	1,220	1,250	(30)
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WiFi Hot Spots - Restricted	2,000	2,000	0
Total 850.300 · TLN Internet Service	2,000	2,000	0
Total 850 · Telecommunications	2,000	2,000	0
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	2,299	2,500	(201)
884.953 · Youth Prog Rest Chelsea Ed Foun	0	1,180	(1,180)
Total 884.211 · Authors in Chelsea	2,299	3,680	(1,381)
Total 884.210 · Youth Speakers	2,299	3,680	(1,381)

Chelsea District Library
Donation and Restricted
January through September 2017

	Jan - Sep 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 Resdience Restricted	1,159	2,000	(841)
Total 884.500 · Artist In Residence	1,159	2,000	(841)
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	3,300	(2,040)
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 Restriced Gift			
884.932 · MHC - World War I Grant	0	494	(494)
Total 884.930 · Oral History Restriced Gift	0	494	(494)
Total 884.910 · Adult Programming Restricted	6,402	9,944	(3,542)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	0	500	(500)
884.923 · Youth Prog Rest Gifts SRP	2,686	3,493	(807)
Total 884.920 · Youth Programming Restricted	2,686	3,993	(1,307)
Total 884 · Programming	14,546	21,617	(7,071)
967 · Equipment			
967.900 · Equipment Restricted Gifts			
967.910 · Equipment Rest Gifts	1,223	724	499
Total 967.900 · Equipment Restricted Gifts	1,223	724	499
Total 967 · Equipment	1,223	724	499
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	22,593	29,738	(7,145)
Net Ordinary Income	2,222	1,736	486
Net Income	2,222	1,736	486

DIRECTOR'S REPORT

Library Director's Report on September 2017
Respectfully submitted for October 2017 Board Meeting

Staff News
Lots of work anniversaries this month! Please join me in congratulating the following CDL employees for outstanding work during their tenures here at the Library –

- Librarian Cathy Kamil celebrated her eleven-year work anniversary on September 5th
- Library Assistant Mindy Kinner marked eleven years at CDL on September 8th
- Library Assistant Deb Pilarz celebrated her eleven-year anniversary on September 8th
- Library Aide Julia Pecka celebrated two-years at CDL on September 15th
- Assistant Director Linda Ballard celebrated 22 years (!) here at the Chelsea District Library on September 18th
- Network Administrator Melanie Bell celebrated her five-year anniversary on September 24th
- Library Assistant Amy Zoran marked her five-year anniversary on September 27th

New Director Workshop/Advanced Director Workshop
On September 14 and 15, I attended both the Michigan Library Association's New Director and Advanced Director Workshops. Both are required to receive State Aid funding. Topics ranged from the Open Meetings Act, to Schmoozing for Beginners (facilitated by EveryLibrary founder Patrick Sweeney). Attorney Anne Seurynck led an informative session on library millages and millage campaigns. The days were filled with practical advice as well as opportunities to network with fellow directors.

Leadership Roles in SASUG and TLN Steering Committee
As of September I am now an At-Large representative on The Library Network's Steering Committee. The Steering Committee guides the consortium and is responsible for making recommendations to the membership on matters concerning organization, operations, and priorities of the Consortium.

I am also the Chair-Elect of the Shared Automated System Uses Group (SASUG). SASUG is responsible for the operation and governance of the TLN Shared Automation System. The Users Group provides a forum for discussion of shared automation issues and represents its member libraries to the TLN Board and within the cooperative.

In-Service Plans
The agenda for our annual In-Service day, scheduled for Friday, November 3rd, has been set. We will start the morning with empathy training/exercises, followed by a team-building session facilitated by local jazz musician John E. Lawrence (Lawrence facilitated a much-talked about and much-lauded program with teens during the CDL Song Fest). The afternoon will include all-staff training as well as department-specific training. We will incorporate strategies from our Worksite Wellness Committee into the day as they prepare breakfast, snacks, and get us moving throughout the day. It promises to be a worthwhile day!

CDL's First Annual Song Fest
The first annual CDL Song Fest was a success! 359 participants attended its events. 22% of that number attended teen-specific programs, responding to our Strategic Plan goal to enhance the Library's programs, collections, and services to address the needs and interests of teenage patrons The expenses totaled approximately $5,800. We received remarkable verbal and written feedback on the Fest. Please see Patty Roberts' Marketing report in this packet for some of these.

Friend-ly Reminder
The Friends Annual Tea Party takes place on Wednesday, October 18th from 3:30 to 5 p.m. in the McKune Room. The food will be delicious; the company exquisite. The Reading Garden seating dedication in memory of Stan Staffeld will take place at the top of the afternoon's program as friends and family of Stan gather in the Reading Garden at 3:30 p.m. As you know, many people donated funds in his memory to our Friends, who in turn assisted with the purchase of the seating.

Out and About -- September 2017

- Attended City Council meeting – September 5th
- Attended Chelsea Area Chamber of Commerce Breakfast – September 7th
- Attended Johnson Controls Customer Appreciation Event – September 8th
- Appeared on Lucy Ann Lance Radio Show to promote CDL Song Fest– September 12th
- Attended Library of Michigan New Director Workshop – September 14th
- Attended Library of Michigan Advanced Director Workshop – September 15th
- Met with Kerry Sheldon of Bridgeport Communications to follow up on Strategic Planning– September 18th
- Attended Chelsea Senior Center Fundraising Breakfast – September 20th
- Met with Rick Taylor to discuss sponsorship opportunities – September 22nd
- Attended Rotary meeting – September 26th
- Remotely attended Shared Automated System Users Group meeting – September 28th
- Met with City Manager John Hanifan to discuss Veterans Day celebration – September 28th
- *Jimmie Rodgers: An Interpretation* by Paul Burch – September 28th
- With Paul Burch, appeared on Martin Bandyke's show on 107one to promote Song Fest – September 29th
- Attended Chelsea Senior Center and Chelsea High School with Paul Burch – September 29th
- CDL Song Fest – September 30th

Looking Ahead to October 2017

- The Library Network (TLN) Steering Committee Meeting – October 6th
- Fairy Garden grant presentation at Chelsea Area Garden Club – October 9th
- Visit Chelsea High School to discuss student participation in Winter Newsletter – October 10th
- Chelsea 2030 Meeting – October 15th
- Participate in Executive Exchange panel discussion – *Advocacy from the Top: Spring Your Board to Action* -- at Michigan Library Association – October 18th
- Friends Annual Tea Party and Stan Staffeld Garden Seating Dedication – October 18th
- Chelsea Area Chamber Citizen of the Year & Lifetime Achievement Awards Banquet – October 26th

Strategic Plan 2017-19 Update
Goal progress from September – early October 2017 is shared below.

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

- Lyndon Township approved street banner installation and has placed web badge on website homepage.
- Staff attended Michigan Broadband Cooperative meetings to help implementation of Lyndon Township Broadband.
- Put together materials for broadband campaign in Sharon Township. Network Administrator chaired Washtenaw Broadband Initiative and discussed next steps for other rural communities (Dexter, and Manchester) who are trying to bring broadband to all their residents.

Goal 2.1 Increase Awareness/Visibility of the Library
See Goals 1.3 above and 2.3 and 3.4 below.

Goal 2.3 Strengthen and sustain relationships with schools in the district

- CDL Song Fest featured songwriter Paul Burch met with two classes of English students from Chelsea High School to discuss songs as poetry. Plans for more collaboration between CHS and CDL developing.

Goal 3.1 Enhance the Library's programs, collections, and services to address the needs and interests of teenage patrons

- CDL Song Fest featured songwriter Paul Burch met with two classes of English students from Chelsea High School to discuss songs as poetry. Plans for more collaboration between CHS students and CDL developing.
- Ten high school-aged students attended John E. Lawrence's teen workshop on songwriting as part of the CDL Song Fest. Relationships between staff and students developed. Plans for more collaboration between CHS and CDL developing.

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

- CDL Song Fest featured songwriter Paul Burch appeared at Chelsea Senior Center's Life Stories with students from Chelsea High School (9/29). Students shared their creative work with seniors.

Chelsea District Library Performance Dashboard September 2017

	Sep-16	Sep-17	%change from last Sep	2016 to date	2017 to date
Circulation - Total	**22787**	**21859**	**-4%**	**233096**	**222050**
Items	21224	19945	-6%	217427	204341
E-books/E-audio	1438	1539	7%	13700	14266
E-magazines	125	264	111%	1969	2488
Non-Traditional		25	NA	0	283
Hotspots		12	NA	0	133
Deposit Collection Circulation	NA	74	NA	0	539
Self-Check Items - Total	2221	2653	19%	26185	25328
New Cards - Total	169	86	-49%	783	750
Reference Desk Interactions - Total	1548	2664	72%	17236	18182
Engagement - Total	1461	1804	23%	19123	18086
Youth Program Attendance	476	493	4%	3298	4632
Adult Program Attendance	131	122	-7%	2033	1876
Teen Program Attendance	44	66	50%	526	209
General Program Attendance	41	184	349%	3534	2284
Outreach -- Youth	434	40	-91%	6204	4855
Outreach -- Teen	250	766	206%	2317	1941
Outreach -- Adult	85	74	-13%	457	548
Awareness Opportunities		30	NA	35	997
Homebound Visits	N/A	29	NA	719	744
Programs/Visits Offered - Total	66	67	2%	603	554
Youth	21	25	19%	150	165
Adult	8	14	75%	106	115
Teen	4	9	125%	49	28
General	2	4	100%	30	23
Outreach -- Youth	19	3	-84%	151	110
Outreach -- Teen	7	7	0%	68	18
Outreach -- Adult	5	4	-20%	48	56
Awareness Events		1	NA	1	39
Door Count - Total	16399	16439	0%	157017	159097
WiFi Data Usage (GB) - Total	639.64	1937.16	203%	5803.92	15302.6
Library Internal Public WiFi	639.64	922.14	44%	5803.92	7262.07
Total Hotspot Wifi	NA	507.51	NA	0	4782.20
Lyndon Twp Wifi	NA	80.02	NA	0	770.94
Lima	NA	1.75	NA	0	16.049
Sylvan	NA	6.13	NA	0	15.295
Hotspots available for checkout	NA	419.61	NA	0	3982.77
Computer Usage/Sessions - Total	6788	6929	2%	64770	67270
Workstations	1330	1162	-13%	12716	11977
Wireless	5458	5767	6%	52054	55293
Website Stats					
Website Sessions	7358	8677	18%	80357	76456
Website Users	4396	5447	24%	44608	48520

Chelsea District Library
Assistant Director's Report
Sept. 2017

Facility
Our Information Services office project has been completed and the librarians are settling in. The Great Office Switch-A-Roo of 2017 is also complete with Ron, Mel, Terri, Patty and I all in new offices.

LED- the third and final phase of the LED lighting conversion is under way. The lobby octagon, study rooms, New Book area, bathrooms, offices, work room, staff lounge, stacks, server room, and McKune Room are all done. Still to be completed are the stairwells, second floor clearstory, both basements, connector and eyebrow sconces, media area, and new tube lights to be installed by the front lobby windows. The final work will require an overnight work crew but we can see the light at the end of the tunnel on this one....pun intended! ☺

HVAC- the pump repair I referenced in July is complete and working well. With cooler weather around the corner, I will now be able to schedule the second chiller repair, hopefully later in October. This one will involve Freon, so it will be in the $5K range, and put us over budget in this maintenance line. After exploring options for moving the overhead water turn-off in the boiler room (also referenced in July) I have decided to wait to do that until next year as it is not critical to library operations.

Volunteers
We logged 104 non-book sale hours but due to circumstances beyond her control, Nancy was not able to get book sale numbers to me this month. I will get those caught up next month. The big dip in volunteer hours is a sure clue that the summer reading program is over! Please note that I have started adding board member attendance at monthly meetings to our volunteer numbers. Why haven't they been included in the past? That's a good question. Wish I had a good answer ☹

Strategic Plan
Our Workplace Wellness committee has met twice now and accomplished much! We have revised our Wellness practice statement (included with this report), surveyed our staff to get their ideas on how to spend the National Kidney Foundation grant, compiled those ideas to be voted on at our staff in-service in November, and planned a healthy breakfast, snacks and activities for the day. One of the exciting ideas I wanted to pass on was a Fitness Library for staff. This would consist of donated and purchased small equipment, like hand weights, yoga mats, stretching bands, etc., that would be kept in the staff area for use up in McKune when it is not in use. The daily announcements Lori makes would include when McKune is available each day.

This month Lori and I attended the annual fundraiser for one of our community partners, the Chelsea Senior Center. I also attended the policy committee meeting, Business After Hours at Curtis Chiropractic, and many of the Song Fest events. I celebrated my 22nd anniversary at CDL this month and feel so proud to be associated with such an amazingly creative and community focused organization, run by some of the best employees and volunteers I have ever worked with!

Respectfully submitted- Linda Ballard, Assistant Director

Chelsea District Library
2017 Volunteer Hours

Volunteer Area	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Booksale	218.00	157.00	197.00	209.00	226.00	225.00	210.00	NA	NA				1442.00
CPU	18.25	17.00	11.50	13.00	10.50	15.00	7.25	10.00	17.25	0.00	0.00	0.00	119.75
Local History	43.75	45.25	50.75	47.00	53.00	48.00	45.75	20.75	41.75	0.00	0.00	0.00	396.00
Program	21.5	1.75	8.75	4.50	4.50	39.00	33.25	0.00	9.00	0.00	0.00	0.00	122.25
Workroom	9.00	10.00	15.00	16.50	13.50	24.75	31.50	47.25	15.00	0.00	0.00	0.00	182.50
Friends	0.00	20.00	6.00	10.00	6.00	1.50	6.00	6.00	6.00	0.00	0.00	0.00	61.50
YSG	27.50	13.00	25.00	34.00	19.00	365.50	310.00	19.00	15.00	0.00	0.00	0.00	828.00
Board Trustees Brd/comm mtgs	12.00	7.00	5.00	9.00	9.00	14.25	15.75	10.5	5.00	0.00	0.00	0.00	87.50
Monthly Totals	**350.00**	**271.00**	**319.00**	**343.00**	**341.50**	**733.00**	**659.50**	**113.50**	**109.00**	**0.00**	**0.00**	**0.00**	**3239.50**
Non Book sale	*132.00*	*114.00*	*122.00*	*134.00*	*115.50*	*508.00*	*449.50*	*113.50*	*109.00*	*0.00*	*0.00*	*0.00*	*1797.50*

Program Report: September

Date	Event	Attendance
Adult Programming (14 Programs, 122 Attendees)		
9/2, 20	3D Printing	0, 0
9/5, 20, 21	Book Clubs: Reading Glasses, Next Chapter, Books & Banter	15, 0, 9
9/6	Iconic Restaurants of Ann Arbor	10
9/12, 26	Computer Training 1:1	4, 4
9/13	Place That Face	12
9/13	Restorative Justice with Adult Learners Institute	16
9/16	Chelsea Community Forum	10
9/17	Sculpture Walk	15
9/26	Ancestry Aficionados	3
9/28	Paul Burch Presents Jimmy Rogers	24
Youth Programming (25 Programs, 493 Adult & Child Attendees)		
9/2, 9, 16, 23, 30	Farmers Market Storytime	2, 3, 4, 1, 0
9/5, 12, 19, 26	Babytime	17, 21, 13, 27
9/6, 13, 20, 27	Preschool Storytime	22, 39, 17, 12
9/7, 14, 21, 28	Toddlertime	28, 36, 37, 26
9/8	Homeschool Meetup (G)	40
9/11	Minecraft Monday	21
9/15	R.E.A.D To Library Dogs	8
9/19	Tween Book Club	9
9/26	PJ Evening Storytime	33
9/27	Youth & Teen 3D Printing	12
9/30	Kevin Devine's Rollicking Family Concert	29
9/30	Kinderconcert	36
Teen Programming (9 Program, 66 Attendees)		
9/7, 21	That Thursday Thing: Locker Décor, Solar Powered Robot Bug	4, 5
9/8, 15, 22	Skynet Junior & Senior Scholars	4, 10, 11
9/10	College Admissions Essay Writing Workshop	9
9/23, 27	SAT Practice Test, Results	8, 5
9/30	Teen Songwriting Workshop	10
General Programs (5 Programs, 191)		
9/30	Exotic Instrument Zoo & Craft	52
9/30	Songwriting Mentor Sessions	7
9/30	Gear Talk & So You Want to Start a Band	15
9/30	Variety Showcase	30

9/30	Paul Burch Concert	87
Outreach (Adult 4/74, Teen 7/766, Youth 3/40, Gen. 1/41, Awareness 1/30)		
9/5, 19 (A)	iPad @ CRC,	7, 6
9/7 (T)	Pizza Party @ Beach Middle School	48
9/13 (Aware)	Staff Meeting @ South Meadows	30
9/19,20 (T)	School Visits at Beach Middle	290, 290
9/20, 21 (Y)	Storytime Visit at ECC	15, 15
9/21, 25 (T)	Lit Skills Class Visit @ Beach Middle	6, 4
9/21 (A)	Pines Book Club	6
9/26 (A)	Chelsea Senior Center History Trivia	55
9/27 (T)	SRSLY Comic Book Delivery for 7th Grade	100
9/27 (Y)	Storytime with Special Needs Class	4, 6
9/29 (T) (G)	CHS Visit with Paul Burch, CSC & CHS Class visit with Paul Burch	28, 41
***Denoted Strategic Plan Initiative**		
(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach (G) Denotes General Outreach		

Upcoming Programs

In October we will have a visit from the Bat Zone in Pontiac for a family program, the final WWI program by Dennis Fiems called *The Yanks are Comin'*, and our fall Film Forum, and our Not-too-Scary Evening Storytime! In addition we have our children's Halloween Costume Exchange and our No-Carve Pumpkin Decorating Contest!

Collections

Various weeding and collection projects are ongoing. Shannon is continuing her evaluation of our cookbook collection and fine-tuning our dewey numbers to improve brows ability, Jessica continues to review the entire juvenile nonfiction collection after taking it over in June, and Keegan began a slow but thorough evaluation of adult fiction including weeding and replacing well-loved favorites that have been better days.

Statistics

	September 2017	September 2016
Ref Questions	2,664	1,548
Homebound Book Delivery	29	N/A
Inter-library Loan	9	5

From Keegan Sulecki, Head of Information Services

September was a busy month with the beginning of the school year and our fall programming lineup. In an effort to be better equipped to interact with the teens coming into our building, I contacted Tia Maria Sanders from Novi Public Library to share her strategies for engaging with the many teens that visit her library. I worked with staff to plan and finalize our winter programming lineup for adults, youth, and teens and finished final preparations for our first Annual Songfest. In addition, I worked with Chelsea

Adult Learners Institute to decide on our collaborative programming for spring of 2018. Staff also have some great ideas about being more present in our townships and I spent some time trying to find contacts to help us explore our options. Finally, I began a careful evaluation and weed of our fiction collection. This project will take some time, but will hopefully help to refresh out collection.

From Shannon Powers, Adult Information Services Librarian

September was filled with program planning for the winter quarter, and work on some of our unusual collections. The Washtenaw Reads choice was announced, and I focused on recruiting presenters to speak on African A18429merican and West African history and culture, with some success. In mid September Keegan and I met with representatives at Jet's Pizza to plan for our upcoming Top 5 event, as well as future partnerships. I also used time in September to purchase additional titles for the Basic Reads collection, focusing on popular authors and series, and I continued work on reevaluating the cookbook collection. On the local history front, I spent time adding additional photos to the Ralph Guenther Collection on biblioboard, and trained Sarah Conrad to do the same, with the hope of adding more photos on a regular basis to maintain community interest. Finally, I hosted local history trivia at the Chelsea Senior Center as part of their One Room School House Reunion, and enjoyed the opportunity to mingle with many of our senior patrons.

From Laura Brown, Adult Information Services Librarian

September started with Reading Glasses Book Club having a wonderful discussion of The Nix by Nathan Hill. I also hosted an eye-opening talk about Restorative Justice from Mary King, Executive Director for the Michigan Council on Crime and Delinquency, and Kathie Gourlay, 20+ year criminal justice reform advocate. I lead the Silver Maples Book Club discussion of A Spool of Blue Thread by Ann Tyler, and hosted my first story time at the Farmer's Market. I continued keeping CDL's Song Fest buttons well stocked and maintained our fun CDL Song Fest downstairs display. The Staff Wellness Committee met for the first time; we are currently researching and polling staff to ascertain top interests and concerns before going forward. We have some great Adult programs planned for Winter Quarter--so stay tuned!

From Jessica Zubik, Youth & Teen Information Services Librarian

September has been a fun month full of school outreach and the start of our fall programs. I was able to attend South Meadow's first staff meeting of the year to introduce myself as their library liaison. At this visit, I also distributed packets with information about the types of services and class visits I can offer the teachers, and info on teacher cards as well. At the end of the month Melanie and I ran our second workshop on 3D printing for kids and teens. We had a small but productive group of kids, along with their parents, who learned about concepts like negative space and some basic geometric principles to design an object that can be 3D printed. Finally, I was also able to contract an author to visit South Meadows for Authors in Chelsea next march. We have a great lineup this year!

From Jody Wolak, Youth & Teen Information Services Librarian

September marked the beginning of fall programming as well as a lot of outreach to schools. Preschool storytime seems to be doing well in its new time slot. That Thursday Thing programs began, first with decorating locker decor and then with making solar powered robot bugs. TTT is attracting a wide range of teens (boys and girls, from 6th through 11th grade so far) so I'm encouraged that it will continue to gain traction. In outreach to schools, I attended a pizza party at Beach Middle School for students who finished the summer reading program. I also worked with Edith to present to all students in 6th, 7th, and 8th grades about the library's databases, upcoming programs, and recommended books. Finally, I attended a one-day teen services workshop from the Young Adult Library Services Association (YALSA).

It was helpful to have the opportunity to interact with other teen librarians, especially from outside TLN, and I learned about several programming ideas that would be good to try here.

From Edith Donnell, Youth & Teen Information Services Librarian

September was a busy month for school visits, outreach and storytimes. I started the month with Homeschool Meetup, where I talked to local homeschool parents and together they decided to develop a Facebook Group to help homeschool families communicate with one another with our assistance to get started. I visited Beach Middle School four times, twice with Jody to present hour-long talks about library databases, programs and book recommendations. Then at the invitation of teacher Kristi Henry, I met with 7th Lit Skills students to develop a personalized reading list for free reading time. I visited the special needs preschool classroom at North Creek for a short but playful storytime, and presented a longer storytime on the theme of construction with Early Childhood Center students. At the library, I celebrated pajamas in an evening storytime with great books like "Goodnight, Piggy Wiggy" and "City Moon."

Technology
Summary of September 2017

From: Ron Andrews – Head of Technology

Technology
During September I spent much time inventorying and labeling AV equipment both in the Technology offices and in the McKune Room. It is our hope to better provide and support programming and outside groups using the McKune room and to provide the library staff with the equipment they need to be successful. Melanie and I also resolved all of our issues with the new VOIP system.

I also spent time working closely on the Winter programming deadline for the CDL newsletter. I had a very successful meeting with Kori Rochefort who is the Life Enrichment Coordinator at Glazier – part of the CRC community. She informed me that they have experienced a huge increase in residents with digital devices and wanted to know if we could provide their location with the same Computer Training 1:1 session as we do monthly at the Dancey House at the CRC. After some great discussion we decided to do a trial period on the third Tuesday of the month from 2-4pm. This now means we have our regular CT 1:1 here at the library on the 2nd and 4th Tuesdays and at the CRC now on the 1st Thursday and the 3rd Tuesday. I also have an CRC –iPad class the 1st and 3rd Tuesdays monthly. So for the Winter quarter I will not be offering a one-up program but will concentrate on providing the best service for all of these training session at the library and the CRC

Budget
- All budget lines are doing well.
- Reviewing end of year budget lines with Melanie and my collection lines to make sure everything is in order and received

Collections
- Looking at budget lines and making purchases for the upcoming holidays and end of the year
- Started the intake process for our new Hoopla streaming service that will start Jan 2nd.

Programming
- Training by Request (TBR) is going slowly. We've had a couple of users who were very happy with the new schedule format and of course with the training.
- Continue to work with Patty on launching materials for Libby, RBDigital and Hoopla for October.

Meetings
- Kori Rochefort – Glazier - CRC
- Jessica and Melanie – to review and make decisions on how best to support the Lego partnership with the schools concerning technology and AV equipment.

From: Melanie Bell – Network Administrator

Most of September was spent on getting the phone system stabilized and working as expected. We had a number of issues that ended up being related to a bad Comcast modem and some noise on the Comcast connection. These have both been resolved.

Servers and Network:
- Made some minor adjustments to the wiring in the server room.
- Replaced bad hard drive in backup server so backups are working again.

- Family History site went offline. There's an issue with the version of PHP that the database was designed with and the version our server hosts now offer. Was able to get it up and running for now but will probably need to move the database and update the code.
- Started work on moving the websites to https.
- Updated the "How to Get a Library Card" and other borrowing sections of our website with edits recommended by Terri and her staff.

Public and Staff Computers:

- Credit Card machine was having issues after updating firmware. Fixed the problem and wrote instructions for circ staff in case the problem pops up again.
- Prepped four laptops for loan to the Lego League Jr for their competition.
- Configured our new Library Document Station. This system will allow patrons to scan their documents do minor edits and then upload the document to Google Drive, Dropbox, email, USB and more. We are waiting to determine where to set it up before going live with it.

Broadband

- Michigan Broadband Cooperative is working on ways to help with the Lyndon Twp broadband implementation. Two members of the board are on the Lyndon Twp bond implementation subcommittee.
- Washtenaw County Board of Commissioners has established a new broadband sub committee.
- Michigan Broadband Cooperative had applied for a grant from the Greater Ann Arbor Region 9 Prosperity Initiative.
- Chaired a Washtenaw Broadband Initative meeting where Dexter Township broadband rep (Michael Compton) sending out a survey to their users to assess their broadband needs.

Other:

- Attended Tech Comm meeting.
- Company named Electrocycle came and picked up four heaping bins of old electronics from the tech storage area in the basement.
- Assisted Laura Brown with the Harvest Dinner at Wines on Main.
- Jessica Zubik and I taught a Tinker CAD class that went very well. Basically kids learn how to make simple 3D objects. They then have scheduled print times in October to print their 3D designs.

Ron Andrews & Melanie Bell

MARKETING BOARD REPORT

September 2017

MARKETING HIGHLIGHTS

1st ANNUAL CDL SONG FEST




The first annual Song Fest was a great success! We had a beautiful day, and while it started out a little bit slow, it gained momentum throughout the day with a full house for the Paul Burch Live performance at the Chelsea Alehouse. We received many great comments from participants and on our evaluation forms. The most exciting part was the engagement we received from our Chelsea-area teen population! On Friday, we took Paul Burch to the high school to meet with Shawn Sinacola's "Songwriting as Poetry" class and then to the Chelsea Senior Center where Shawn's 2nd class attended. In each session, not only did Paul share his life stories, but the students also shared their own works with as well. Additionally, many of the students signed up for Saturday programming — particularly the teen songwriting workshop and the variety showcase.

Promoting a new event in an active town like Chelsea can be a challenge, as there are so many other interests and activities to compete against. Our marketing reach is rather extensive and targets many different audiences. Efforts include: printed newsletter article, posters, radio spots, social media posts, personal invitations (including all Chelsea School District music teachers,) press releases, class room visits, Chamber announcements, local and A2 calendar postings, in-library displays, and paid advertisements (Chelsea Update & Sun Times.) While this helps us get the word out, our most powerful tool is "word of mouth," especially for a new event that people are unfamiliar with. So, I'd like to thank each and every person who helped promote this event by talking it up with a friend, neighbor, co-worker, or family member! While we'll use everything we've learned from this year's event to improve next year's Song Fest, based on the fabulous comments below, I know that we will have even greater attendance because we have a whole new troupe of Song Fest fans to help us remind people how great the event was!

Comments:

- "Really enjoyed Paul Burch's stories. I learned so much about music & songwriting. He is so genuine & an excellent musician!"
- "Amazing – the talent level is astounding" [attended Rollicking Family Concert, Exotic Instrument Zoo, and Paul Burch Live!]
- "Good panelists [Gear Talk/Start a Band] — very helpful information, great for making a band."
- "This is a great opportunity for young artists to get their start." [attended Start a Band, Teen workshop, Variety Showcase, and Paul Burch Live!]
- "This was great! Hope you do this more often." [Gear Talk]
- "Very inspirational!"
- "Such a wonderful opportunity — please continue in the future! & the buttons, stickers, & coaster are so cool, too! Builds confidence in these kids & provides opportunity to meet others in community interested in music & maybe help to start a band!" [Start a Band, Songwriting mentor session, Variety Showcase]
- "Amazing! I really enjoyed the interview with Martin Bandyke. Meeting at the Alehouse was great. Paul Burch was accessible and friendly! And Martin is fantastic!"
- "Loved the historical songwriting stories shared at the Alehouse. Outstanding contemporary library event."

The following comment is especially meaningful and came from Amy Zoran of our circulation department "...I saw quite a few different people in the library that day [during Song Fest.] We must have hit on the item that meant something to them! A couple of them were then in on Sunday. They hadn't been in in quite a while and were excited by things they saw Saturday. They got their library cards renewed."

MARKETING BOARD REPORT

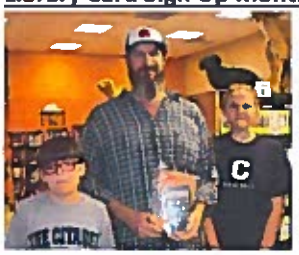
September 2017

Strategic Plan

Goal 2.1 - Increase Awareness/Visibility of Library

Lyndon Township board approved the installation of a Wi-Fi public access hotspot street banner (18" x 36".) I met with the Lyndon Township clerk to finalize the banner installation and location (below wooden Lyndon Township sign on front lawn.) Banner has been ordered and will be installed in October.

Library Card Sign Up Month



September was Library Card Sign Up month and we celebrated with the help of the Teen Titans! While this year's campaign was not as interactive as last year's Snoopy campaign, we still registered 86 new cardholders. The winner of the new member drawing was Dean Castle, who had his kids with him when accepting his prize. The Castle family recently relocated to Chelsea and we were thrilled to be a part of their first memories in their new town!

Kids Read Comics (KRC)

This month, posters were created and distributed throughout town for Kids Read Comics. Two large lobby posters were created; one with general information and the other with the event's detailed schedule. A press release was issued to local media and a Facebook event was created. Ads for The Sun Times and Chelsea Update were created and scheduled to run during October. We will continue our marketing campaign during October with a Lucy Ann Lance appearance, social media posts and outreach. Won't you help us spread the word about this upcoming event by sharing the Facebook event on your pages and talking about it with your friends, family, and neighbors? The event is scheduled for Saturday, Oct. 21 from 10am–4pm. There will be Michigan cartoonist, hands-on workshops, costume parade, lunch opportunities with the artists, a scavenger hunt and so much more! Visit kidsreadcomics.org to find out more!

Fairy Garden Sign

Have you seen our fairy garden yet? Our newest, wee neighbors have been getting lots of company throughout the summer! To highlight the garden and give thanks to those who helped make it possible, a sign was created to hang on the brick wall behind the garden. Looks for its installation in October.

MISCELLANEOUS MARKETING ACTIVITIES

- 2016 CDL Annual report was uploaded to CDL website and printed for in-library availability. Copies were also sent to 2016 donors and partners with a personal note from Lori Coryell.
- Google, Bing, and Yelp accounts were updated for winter hours
- Created and scheduled September website highlight posts
- Create 2017-18 Winter newsletter production timeline and send reminders for submission due date of 9/30/17
- Submit CDL's Hometown Holidays programming descriptions and images to Chelsea Festivals for brochure
- Attended staff meeting presentation on teen behavior
- Help promote Friends Tea Party, scheduled during National Friends of Library Week (10/15-10/21/17)

OUTREACH

Lori and I attended the Chamber's Business Breakfast at the Comfort Inn on Thursday, September 7. It was a great way to learn about local business activity, develop potential partnerships, and share information about CDL's First Annual Song Fest.

Respectfully submitted,
Patty Roberts
Head of Marketing

Tennis Remains Atop SEC White

Written by Mike Williamson
[illegible]

The Chelsea tennis team set up a SEC White showdown with undefeated Pinckney this week by defeating rival Dexter 8-0 September 14.

The Bulldogs and Pirates both came to the courts in Chelsea undefeated in league play, Tuesday. Results will be in next week's edition of the Sun Times News.

Against Dexter, the Bulldogs dominated most of the matches.

Evan Erber and Robin Wilkinson won 6-0, 6-0 at three doubles, while Lucas DeRosia and Timmy Lyons won 6-0, 6-1 at one doubles. Lucas Glendening won 6-0, 6-2 at three singles.

The match of the day was at four doubles, where Zach Dosey and Owen Fahle rallied from a set down to win 2-6, 6-3, 6-3.

Also picking up wins were Tobin Moore at one singles, Tyler Emmert at two singles, Dan Lin at four singles, and Drew Vanderspool and A.J. Mitchell at two doubles.

Bulldogs Bounce Back With Shutout

The Chelsea football team bounced back from its first loss of the season last week blanking Tecumseh 24-0 September 15.

A pair of first half Thomas Steele touchdown runs gave the Bulldogs a 14-0 halftime lead, which is all the Bulldogs defense would need.

Owen Nikischer was a ball hawk on defense for the Bulldogs, picking off three passes on the night. He also had a solo tackle and three assists.

In the third quarter, Steele hit Aaron McDaniels with a 25-yard scoring pass to make it 21-0 after three.

Cullen Lindsay finished the scoring with a 38-yard field goal in the fourth to make the final 24-0.

Cross Country Teams Have Huge Week

The Chelsea boys' and girls' cross country teams both had big showings last week and are clearly both going to be a force at this year's state finals.

The boys' team is ranked second in the state in Division 2 and it showed last week.

The Bulldogs finished second in the Elite Division at the Spartan Invitational Friday, September 15. Chelsea finished with 179 points, behind only defending D1 state champion White Lake-Lakeland with 153. The Bulldogs topped several state ranked teams, including D1 third ranked Saline and D2 number one ranked Corunna.

Tom Oates led Chelsea with a personal best of 15:29 to finish third overall.

Jensen Holm also medaled for the Bulldogs with a 26th place finish. Carson Rabbitt with a strong second place finish. Chelsea finished with 97 points, just two points behind Grosse Point South.

Will Scott lead the Bulldogs with a 10th place finish, while Joseph Norwood was 14th. Zander Hartsuff came home 22nd, Jeremy Northrup, 24th, Shaun Happy 27th, and Jimmy Alford 33rd.

The girls' brought home the title at New Boston. They dominated the race placing five runners in the top 11 and finishing with 31 points, easily outdistancing second place Grosse Ile with 92.

Caroline Hirth led the Bulldogs with a second place finish.

Allison Hughes, Sydney Matusik, and Allison Hause finished fifth, sixth, and seventh, respectively, followed by Riley Thorburn in 11th.

Morgan Kurth was 14th. Division.

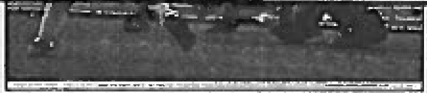
The jamboree had runners from both the Red and White Division running at the same time and places were based on the overall finish of the runner. Final team points were then sorted into White and Red for final standings.

Chelsea dominated the White, finishing with 63 points. They finished second overall behind only Division 1 number one ranked Ann Arbor Pioneer with 36. Dexter was the next closest White team with 205 points.

Oates finished second overall to lead the Bulldogs with a time of 15:40.4.

Holm finished fourth, Rabbitt 10th, Gilbreath 18th, Hartsuff 30th, Rosolowski 39th, and Scott 62nd out of 113 runners.

The girls finished second with 161 points, behind Pinckney with 78 points.



Peighton Rast makes a kick save in goal vs Hartland.
Photo by Mike Williamson

several big saves and keeping Chelsea close.

The Bulldogs battled to a scoreless 0-0 tie with Detroit Country Day September 15.

Chelsea is 1-3-3 overall on the season.

Solar Home Tour Starts At Chelsea District Library

Chelsea District Library (CDL) is pleased to announce their participation in the 2017 Solar Home Tour on Saturday, October 7. This event, sponsored by Transition Town Chelsea, is a partnership that includes CDL, the Great Lakes Renewable Energy Association, and Jet's Pizza. This nation-wide event is designed to spread knowledge about using sustainable technologies to reduce monthly utility bills, help protect our environment, become self-reliant, and rely on energy that is continually renewed from the sun's output. More than 160,000 participants will visit some 5,500 buildings in 3,200 communities across the United States.

The local Chelsea tour is free and includes approximately ten local homes and businesses that will be opening their doors to the public to showcase alternative energy technology such as wind, passive solar technology, and solar hot water. Highlights include the Trumpeys' off-grid straw bale home (featured as 2015 Homesteaders of the Year by Mother Earth News), the Ann Arbor Electrical Training Center located in Chelsea with a large solar panel array and vertical-axis wind turbines, and a residential site with car charging stations featured in a Ford electric car commercial.

Interested participants can begin their tour at Chelsea District Library, located at 221 S. Main Street at any time between 10am and 4pm. A detailed tour guide with map and name tag/ticket will be provided for participants who can choose which sites hold the most interest for them and create their own self-paced itinerary. This format is ideal for those interested in learning about how renewable energy works through real-world examples.

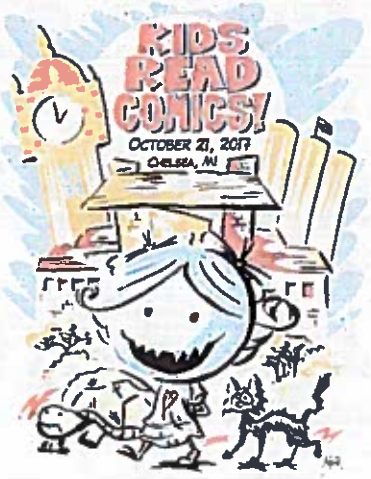
Interested participants can direct their questions to Keegan Sulecki at Chelsea District Library 734-475-8732 ksulecki@chelseadistrictlibrary.org or to one of the event organizers: Cary Church, 734-433-0654, cahurch@comcast.net or Patrick Zieske, 734-389-8880, [illegible]@yahoo.com

Oct. 21: Kids Read Comics Chelsea festival

chelseaupdate.com

9/20/2017

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



Chelsea District Library, in collaboration with **Kids Read Comics**, will host a free, all-day festival of comic book fun on Saturday, Oct. 21.

The event will feature over a dozen comics creators, hands-on workshops, interactive games and activities, and a kids' costume parade. Throughout the day, artists will participate in creating round-robin comics, and the results will be posted on walls for all to see.

Artists in attendance—displaying comics, books and original art at their artists alley tables—will include *Apooka* creator Mike Roll; *Wonder Woman*, *Flash* and *Journey* writer-artist William Messner-Loebs; children's book author and illustrator Ruth McNally Barshaw; master of mini-comics Matt (*Cynicalman*) Feazell; math teacher and math comic creator Jim (*Solution Squad*) McClain; *Highlights Magazine* illustrator Merrill Rainey; and *Scratch 9* artist Josh Buchanan. They will be eager to talk about the comics they make, the comics kids love, and the comics kids love to make.

In addition to meeting artists at the library, kids and families will have a chance to join them at a special free lunch at Jet's Pizza (advance registration required).

The day's events also include a downtown Chelsea scavenger hunt; and kids will receive free comics provided by Green Brain Comics of Dearborn.

"A great thing about comics is the way kids are enlivened by them," said Chelsea youth and teen librarian and Kids Read Comics co-founder **Edith Donnell**, who is leading the event. "They become storytellers, they want to talk about what they're seeing. They want to draw and write and create after being exposed to comics."

Donnell believes that Kids Read Comics Chelsea will kickstart that creative process. "Kids meet comics book artists and watch them at work, and get to explore some of those skills themselves. By the end of a KRC event, we hear stories about kids who are already drawing their own comics, inspired by what they've experienced."

Kids Read Comics Chelsea runs from 10 a.m. until 4 p.m. on Saturday, Oct. 21. More information is available at www.kidsreadcomics.org.

About Kids Read Comics: Kids Read Comics is a nonprofit organized in 2008 by four Michigan residents dedicated to putting comics, and the tools to make comics, in the hands of young people. In addition to librarian Donnell, they are artist and cartooning teacher Jerzy Drozd, Green Brain co-owner Dan Merritt, and comic book writer Dan Mishkin. Kids Read Comics puts on the annual Ann Arbor Comic Arts Festival.

Circulation Supervisor's Report
September 2017

- Circulation – 21,859 or 4% lower than last September;
  222,080 YTD or 5% lower than this time last year.

- Patron Count- 16,439 or equal to last September;
  159,097 YTD or 1% higher than this time last year.
  ** Does not include offsite programs.

- Circulation by township- for September
  - Dexter = 10% of total transactions – same as last month
  - Lima = 13% of transactions – lower than last month
  - Lyndon = 16% of transactions – same as last month
  - Sylvan = 17% of transactions - lower than last month
  - Chelsea = 34% of transactions – lower than last month

- September Circulation: 84% were items from Chelsea and 16% were inter-loaned items.

- Automated phone renewals in September – 4, Self-check was 10% of items checked out in September; Overdrive = 1539 in September; RBdigital = 264 in September.

- Registrations for September– 86 new cards; 8629 total card holders
  *Dexter = 1113 cards; Lima = 1027 cards; Lyndon = 1353 cards
  *Sylvan = 1447 cards; Chelsea = 3090 cards; Nonresident = 599 cards

Circulation Activities:

- We received 4 to 11 tubs in the run each day M-F with a total of 121 in September.
- We had 4 anniversaries in the circulation department this month:
- Mindy Kinner and Deb Pilarz celebrated their 11th anniversary on September 8th, Julie Pecka celebrated her 2nd anniversary on September 15th and Amy Zoran celebrated her 5th anniversary on September 27th. Congratulations to all!
- We have had a positive response to our Amnesty letters and have had many items returned, paid for or at least had conversations with patrons regarding their accounts.
- I attended the TLN Circulation Committee meeting in Allen Park.
- I was privileged to work our first ever "Song Fest", greeting patrons as they came in and directing them to the class or event they were looking for. The feedback I received from patrons was very positive and I directed Lori to several so she could have personal conversations with them about what they all hoped would continue next year. It was really wonderful to see so many teens attending & performing!

Respectfully submitted,
Terri Lancaster
Head of Circulation

Chelsea District Library
Monthly New Registration 2017

	District	NonRes	School	Other	Total Month	Grand Total
January	82	10	4	2	98	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	73	11	0	2	86	8629
October					0	
November					0	
December					0	
Totals					750	

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	16132	15548	4%
Feb.	574	516	478	475	422	413	337	14193	14638	-3%
March	464	519	485	511	415	450	266	18562	17833	4%
April	489	474	440	411	377	368	237	17932	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	18720	-3%
Sept.	578	578	533	465	423	441	282	16439	16399	0%
Oct.									16822	
Nov.									15404	
Dec.									13642	
Total								159097	202885	
Monthly average								17,677	16,907	
Avg. % increase										1%

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

2017 - TLN & CDL cleanout of patron database

Registered Card Holders

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
District	8280	8708	9113	8898	9147	9002	9083	9109	9064	8030
Dexter	1198	1216	1258	1197	1222	1206	1211	1215	1230	1113
Lima	1086	1124	1176	1169	1174	1156	1133	1109	1109	1027
Lyndon	1477	1605	1673	1567	1579	1538	1539	1546	1522	1353
Sylvan	1619	1743	1822	1800	1786	1693	1662	1667	1641	1447
CityChel	2900	3020	3184	3165	3386	3409	3538	3572	3562	3090
NonRes	933	977	960	902	744	640	649	655	625	599
Freedom	107	81	58	18	7	6	6	6	7	1
Sharon	151	153	150	149	141	118	122	118	110	108
Waterloo	391	421	423	411	365	336	348	352	333	259
GrassLk					15	26	29	28	25	36
Other	284	322	329	324	216	154	144	151	150	195
Totals	9213	9685	10073	9800	9891	9642	9732	9764	9689	8629

Trans Sep-17	% Tot Trans	SEMCOG Dec2010 Pop.	% of Pop Regist	% of Entity Pop.	
19,034		15010			
1826	10%	2604	46%	42%	Dexter
2539	13%	1909	61%	54%	Lima
2978	16%	2720	57%	100%	Lyndon
3308	17%	2833	60%	100%	Sylvan
6544	34%	4944	69%	100%	CityChel
			58%		
369	2%				
722	4%				
711	4%				
37	0%				
	100%				

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

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

Chelsea District Library
2017

	Average Daily Circulation							2017		
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	*2016*	%Diff.
Jan.	840	700	811	760	720	673	463	25453	26455	-4%
Feb.	818	853	854	808	737	601	468	23360	25063	-7%
March	835	852	798	834	666	720	482	27351	27839	-2%
April	936	798	814	772	657	588	419	24391	25179	-3%
May	785	841	709	709	652	480	390	23111	23647	-2%
June	932	942	844	668	802	507	416	25614	27254	-6%
July	1049	1000	1030	866	687	564	476	25770	28112	-8%
August	958	901	869	780	712	455	456	25171	26760	-6%
Sept.	791	951	814	707	658	591	477	21859	22787	-4%
Oct.									23845	
Nov.									23872	
Dec.									22824	
Total								222080	303637	
Mnth Avg								*24,676*	*25,303*	
Avg.% Inc.								with OD & RB, & deposit collection ckouts.		-5%

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

	SlfChk/ 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	2653	28	95	10%
2447				
2689				
2142				
33463	25328			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	613	68,542
Oct		
Nov		
Dec		
Total/Avg	6,678	69,912

	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	264	*125*	*162*	*208*
Oct		*262*	*179*	*219*
Nov		*267*	*207*	*241*
Dec		*343*	*205*	*279*
Total	2488	*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*
1539	*1438*	*1448*	*1341*	*883*
	1571	*1512*	*1498*	*1023*
	1504	*1585*	*1340*	*889*
	1423	*1547*	*1462*	*1030*
14266	*18198*	*17541*	*15850*	*11625*

Item Circulation 2017

	All items circed at Chel inc: OD & Zinio	Chel items circed at Chel inc: OD & Zinio	% of Chel items circed at Chel	Other items circed at Chel	% other items circed at Chel	Chel items charged/ renewed anywhere in system	Chel items circed other libaries
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.	21,859	18,430	84%	3,429	16%	18,241	1,688
Oct.				0			
Nov.				0			
Dec.				0			
Totals	**222,080**	**180,140**	**81%**	**41,940**	**19%**	**180,340**	**17,372**
Mnth Avg	*24,676*	*20,016*		*4,660*		*20,038*	*1,930*

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	56%	40%	4%
October			
November			
December			
Yearly Avg.	55%	40%	5%

Circulation by Department - Total Checkouts

	Adult	Youth	Teen
January	11,808	7,416	805
February	10,526	7,026	734
March	11,615	8,764	958
April	10,494	7,893	814
May	10,606	6,866	819
June	10,549	8,904	1,180
July	11,727	9,648	1,212
August	11,585	9,134	1,086
September	10,184	7,242	816
October			
November			
December			
Yearly Total	99,094	72,893	8,424

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

October 17, 2017 Meeting

2017 October Budget Adjustments

Background:
The recent building modifications and upgrades were not in the original 2017 Budget. When the library received the $79,862.26 from the Local Community Stabilization Authority's reimbursement check, the entire amount was placed in the Strategic Plan line (801.079) as a holding location. A budget adjustment is now required to move $20,000 of these funds to the Building Improvement and Additions and the Capitol Maintenance lines to cover the costs of the recent changes.

Motion Requested:
That the Board approves the following October budget adjustments to the 2017 budget:

Amount	From	To	Reason
$20,000.00	801.079 Lib. Strategic Plan	975.100 ($12,000) Building Improv. Add.	Cover building changes (Construction)
		975.200 ($8,000) Capitol Maintenance	Cover building maintenance (Lighting)

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

October 17, 2017 Meeting

Policy Revisions

Background:

Revisions were made to 3 policies: 211 Borrower Registration, 220 Borrowing Cards for Chelsea School District Staff, and 240 Non-Resident Fee. These revisions will require Board approval.

Chelsea District Library
Policy and Procedure

Policy Section: 2. Circulation
Board Approval Date: November 18, 2003
Board Revision Date: July 20, 2004
Board Revision Date: May 16, 2006
Board Revision Date: October 20, 2015
Board Revision Date: October 17, 2017

Subject: 211 Borrower Registration

Background:
Chelsea District Library serves the residents of the City of Chelsea, the townships of Lyndon and Sylvan, and the townships of Dexter and Lima not located within the Dexter Library District. It is supported predominantly by local property tax revenues from residents of the Chelsea District Library service area. Borrowing privileges are extended to residents of the district~~,~~ and, for a fee, to non-residents.

Policy:
1. All property owners and renters in the Chelsea District Library service area are eligible for resident borrowing cards. All members of the household are also considered eligible.

2. People who are employed in the Chelsea Library District but who do not reside in the district may get a library card at no cost if they provide the library with confirmation of employment on company letterhead signed and dated by their supervisor.

3. Persons residing outside of the Chelsea District Library service area may obtain a library card for an annual or quarterly fee. In some cases, fees are waived. See Non-Resident Fee policy for complete non-resident information.

4. To receive a library card, applicants must complete a registration application, which requires picture ID and proof of residency. The ID# is recorded on the patron record but only used as a unique identifier. The completed application is the property of the library. The following forms of identification will be accepted and can be on paper or a device:

current driver's license	property deed	current telephone bill
car registration	current tax receipt	current utility bill
voter registration	lease agreement	Michigan ID card
checkbook with name and address imprint		military ID

5. Parents or guardians may register their children under 18 for borrowing privileges if the parent or guardian agrees to assume financial responsibilities for materials borrowed and fines owed by the~~m~~ minor. ~~Parents or guardians may register their children or charges only if the parents or guardians have a valid Chelsea District Library card.~~

6. Library cards must be presented to check out items or to use library computers. Exceptions may be granted on a limited basis and at the discretion of the library staff but only with acceptable picture ID.

7. Any person who knowingly provides falsified identification in applying for a library card is subject to revocation of their library card.

8. A resident's library card is not transferable. A library card is subject to confiscation if misused.

9. Library cards are valid for one year. Renewal of library privileges requires current proof of residency. Renewal for non-resident employers/employees also requires official re-confirmation of employment. Renewal for non-residents requires payment of fee at time of renewal. All existing fines & fees on the patrons and minor children's accounts must be paid-off at the time of renewal.

10. As long as the Chelsea District Library is a member of the Southeast Michigan Library Cooperative, The Library Network (TLN), the library will support their policies and procedures.

~~10/20/2015~~

~~Gary F. Zenz, Board Secretary~~

Date

Janice L. Carr, Board Secretary

Chelsea District Library
Policy and Procedure

Policy Section 2: Circulation
Board Approval Date: September 18, 2012
Committee Review Date: June 2012
Revised: October 17, 2017

Subject: 220 Borrowing Cards for Chelsea School District Staff

Background:
The library wishes to foster and maintain an excellent relationship with the Chelsea School District and the professional and administrative staff of the School District for the benefit of Chelsea families. The purpose of this policy is to support classroom instruction.

Policy:
Teachers, administrative staff and other professional staff in the Chelsea School District are provided resident borrowing privileges with the added feature that materials they borrow may be kept for extended periods as detailed in the Registration Form. These borrowing privileges are extended to all professional and administrative staff of the Chelsea School District, whether or not they reside in the area served by the Chelsea District Library. These special privileges are not extended to student teachers, to family and/or friends of a cardholder, or to any third-party not a cardholder.

Procedure:
School personnel wishing to take advantage of this privilege must have the registration form signed by a Chelsea School District administrator which verifies the position held in order to be granted this borrowing card. This registration must be renewed annually.

The library reserves the right to revoke the special privileges granted a cardholder if the card is not used by the cardholder consistent with this policy.

Personnel Responsible:
~~Circulation Manager~~ Head of Circulation

Forms Associated With this Policy:
Registration Form / Information Sheet

~~J. Miller~~ ~~9/18/2012~~

~~Janis Miller~~ Janice L. Carr, Board Secretary Date

Chelsea District Library
Policy and Procedure

Policy Section: 2.Circulation
Board Approval Date: November 18, 2003
Revised: June 16, 2009
Revised: October 20, 2015
Revised: October 17, 2017

Subject: 240 Non-Resident Fee

Background:
Chelsea District Library serves the residents of the City of Chelsea, the townships of Lyndon and Sylvan, and the townships of Dexter and Lima *not located within the Dexter Library District.* It is supported predominantly by local property tax revenues from residents of the Chelsea District Library service area. Persons living outside of the district (non-residents) who wish to borrow materials from the library may pay an annual or quarterly fee to obtain a library card.

Policy:
1. A non-resident is any person who resides outside of the Chelsea District Library service area.

2. The annual fee is calculated according to Michigan library law and procedure.

3. The fee is charged on an annual or quarterly basis. It is available for no less than three months and no more than twelve months.

4. Waiver of non-resident fees may be granted under certain circumstances. These include (but are not limited to):

a) persons owning property within the district and living outside the district. In addition to picture ID and proof of current address, proof of ownership must be shown and recorded on the registration form.

b) persons whose workplace is in the Chelsea District Library district but who live outside the Library district pursuant Policy 211(2) Teachers, administrators and professional staff of Chelsea School District refer to Circulation policy #220: Borrowing Cards for Teachers.

c) persons residing in Chelsea School District who are currently taxpayers in a non-reciprocating library district, including portions of Grass Lake and Waterloo townships.

d) persons residing in the Dexter Township portion of Pinckney School District.

e) students in the Chelsea School District living outside the service area.

5. Any person who knowingly falsifies identification in applying for a library card is subject to revocation of borrowing privileges.

~~Gary F. Zenz~~ ~~10/20/2015~~

~~Gary Zenz, Secretary~~
Janice L. Carr, Board Secretary

Date

COMMITTEE INFO & MINUTES

CDL Board of Trustees Personnel Committee
Meeting Minutes for 3 October 2017, 10am

Present: TJ Helfferich, Jan Carr, Anne Merkel

The Personnel Committee met to begin the annual evaluation process for the Library Director. We reviewed the process, discussed and revised the letters to be sent to the CDL Board, Staff Department Heads, and Director to elicit feedback, and revised the evaluation forms which are also being sent out.

We decided that all forms and feedback should be returned to the Committee by no later than October 30, either electronically to TJ Helfferich at thelfferich@chelseadistrictlibrary.org or printed out and placed in an envelope in my mailbox by Monday, October 30.

Meeting adjourned at 11:15am

Submitted by TJ Helfferich

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	