

**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, January 16, 2018—6:45 p.m.**

**McKune Room**

**AGENDA**

**6:45 Board Meeting**

Welcome and Call to Order

Agenda Review, Additions, and Approval

Oath of Office for Board – Judge Richard E. Conlin

**6:55 Compulsory Segments**

Board Meeting Minutes Approval – December 19, 2017

Closed Session Minutes Approval – December 19, 2017

Approval of the December Operational Checks

Approval of December Financial Reports

Director's Report & Strategic Plan Report

**7:25 Public Comment**

**7:30 Presentations: None**

**7:30 Action Items**

1. Donations
2. 2018 Board Officers (New officers to continue the meeting)
3. 2018 Board Committees

**7:45 Discussion Items**

1. Policy Introductions and Revisions (170 Right of Appeal, 430 Patron Behavior Policy, 435 Library Violations Enforcement Policy, 450 Internet Access and Public Computing Use, and Employee Policy 108 Paid Time Off)
2. 2017 Budget Carryovers (handout at meeting)
3. 2017 Budget Adjustments (handout at meeting)

**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, December 19, 2017 6:45pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:**

**Staff:** Director L. Coryell, Assistant Director L. Ballard, C. Berggren, M. Bell, T. Lancaster, K. Sulecki, & P. Roberts.

**Guests:** Mary Budzinski, Nancy Neff, Sara Hammig, Zoe Hammig, Kent Martinez-Kratz, Sara Van Assche, Jenna Hines, Alissa Roath, Lynn Fox, Annie Venehas, Will Venehas, Nicole Warriner, Angela Harms, Aaron Warriner, Jennifer Kundak, Susanne Vanden Bosch, Rick Catherman, Keely Houle, & Danielle Choi.

**Welcome and Call to Order**

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

Because of the number of participants in attendance for Public Comment, Charlie suggested moving that portion of the meeting to the beginning.

MOTION made by A. Merkel, SECONDED by E. Sensoli to move Public Comment to the beginning of the meeting. Discussion: None

All Ayes: 7-0

**Agenda Review, Additions, and Approval**

MOTION made by J. Carr, SECONDED by A. Merkel to approve the agenda as amended. Discussion: Jan Carr asked that Discussion Item #3 be moved to the end of the agenda, due to its Closed Session status.

All Ayes: 7-0

Charlie Taylor read an End of the Year 2017 Library Highlights that he had prepared. The things he touched on included the first year of the Strategic Plan, the staff reorganization, two new programming events: the Songfest and Music in the Air, the CDL Garage (the library's non-traditional collection), Lori's open-door policy, and the anticipated building plans moving ahead, including adding more art. Overall he stated that the Chelsea District Library has had an amazingly successful and impactful year.

**Public Comment:**

Charlie instructed that patrons who wished to speak should stand, state their name and what city/township they reside in, as well as if they are representing a specific group. He also made clear that the board had a lot of other business on the docket and urged those speaking to keep their comments to three minutes.

**Speakers:**

K. Martinez-Kratz of Chelsea  
S. Vanden Bosch of Chelsea  
J. Hines of Chelsea read from a written statement  
S. Hammig of Lima Township  
A. Warriner of Chelsea  
N. Warriner of Chelsea  
J. Kundak of Chelsea  
C. Harwood of Gregory  
A. Venehas of Chelsea  
A. Harms of Chelsea  
S. Van Assche  
E. Rose of Chelsea  
B. Deaver of Lima Township  
W. Venehas of Chelsea  
Z. Hammig of Lima Township

All speakers spoke about their love for the library and their desire to keep the library safe from predators. Charlie thanked each speaker for their comments and stressed that the patron in question is banned from the library and is now facing prosecution in court.

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the minutes of the November 21, 2017 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by J. Wilczynski, SECONDED by J. Carr to accept the General Fund Operational checks for November, 2017. Discussion: The amount of legal fees was noted.

All Ayes 7-0

MOTION made by J. Wilczynski, SECONDED by E. Sensoli to accept Financial Reports for November, 2017. Discussion: It was noted that the library had come in under budget for 2017.

All Ayes: 7-0

**Director's Report Update:**

L. Coryell update:

- Lori announced that the Patron 2017-1 complaint had been dismissed by the State of Michigan's Department of Civil Rights.
- Shared that four policies (Patron Behavior Policy, Library Violations Enforcement Policy, Internet Access and Public Computing Use, and Right of Appeal) are under review.
- Passed out a draft version of the Child Safety pamphlet that the librarians created for the library.
- Noted that despite substantial drops in circulation reported in most libraries, CDL experienced only a 1.8% decline.

**Strategic Plan Update:**

- Lori read from the highlights of the Strategic Plan Update in the board packet and noted that the January packet will include a 2017 retrospective.
- Charlie thanked Lori for making the Dashboard reporting consistent and for the follow through with the Strategic Plan.
- Keegan elaborated on the in-school research discussions her librarian staff had conducted.

**Friends Report Update:**

- Lori stated that the Volunteer Appreciation Party was a success and thanked Linda for having such a well-oiled machine in place.
- Reiterated that the Friends Annual Meeting will be January 27 at 10:30 in the McKune Room and shared that Keegan will be bringing CDL Garage items to the meeting to talk about our non-traditional collection.
- We have submitted our wish list amount to the Friends for 2018.
- Jennifer Kundak announced that there are still open positions on the Friends board.

Other Reports Notes: None

**Presentations:** None

**Action Item #1: Donations**

MOTION made by J. Carr, SECONDED by J. Wilczynski to approve and acknowledge the presented 2017 November donations of \$1,900.00. Discussion: It was noted that further donations in memory of Robert Kush were collected in December and will appear in next month's donations.

All Ayes: 7-0

**Action Item #2: 2018 Calendar of Operations and Holidays**

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the presented 2018 Calendar of Operations and Holidays. Discussion: Mel mentioned that the Hoopla downloadable media system will be starting at CDL in January. Jan asked if ending net neutrality could impact Hoopla and Mel acknowledged that it could.

All Ayes: 7-0

**Action Item #3: 2018 Board Meeting Calendar**

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the presented 2018 Board Meeting Calendar. Discussion: None

All Ayes: 7-0

**Action Item #4: Capital Improvement Fund Commitment**

MOTION made by J. Wilczynski, SECONDED by TJ Helfferich to approve the presented transfer of funds to maintain the \$100,000.00 commitment to the Capital Improvement Fund. Discussion: None

All Ayes: 7-0

**Action Item #5: 2017 to 2018 Budget Adjustments**

MOTION made by J. Carr, SECONDED by J. Wilczynski to approve the presented 2017 to 2018 budget adjustment carryovers. Discussion: The board asked about the timeline for the money in the Strategic Plan line and Keegan elaborated on the "Design Think" component for any changes the library feels would be beneficial. Charlie suggested that perhaps the board retreat in 2018 could involve evaluating the proposed building decisions/plans.

All Ayes: 7-0

**Action Item #6: 2017 Budget Adjustments**

MOTION made by J. Wilczynski, SECONDED by E. Sensoli to approve the presented 2017 budget adjustments. Discussion: Linda elaborated on the sorts of things covered in the Maintenance Contingency line.

All Ayes: 7-0

**Discussion Item #1: 2018 Board Officers**

Susan shared the Nominating Committee's reasoning for keeping Charlie on as president for a second year.

**Discussion Item #2: 2018 Board Committees**

Gary Munce has been confirmed as the new board member representing Lyndon Township and has been assigned to the Fundraising and Policy Committees.

**Discussion Item #4: Broadband Support Letter**

MOTION made by E. Sensoli, SECONDED by A. Merkel to move Discussion Item #4 to Action Item #8. Discussion: None.

All Ayes: 7-0

**Action Item #8: Broadband Support Letter**

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the presented board support letter for broadband House Bill 4162. Discussion: The letter was signed by all board members. Charlie also encouraged members to send individual letters in support of this broadband legislation.

All Ayes: 7-0

**Committee Reports**

**Policy Committee** – The Policy Committee is meeting on January 5 to discuss the four policies being reviewed, in hopes that those policies can be ready for the January 16 board meeting.

**Finance Committee** –

**Personnel Committee** –

**Nominating Committee** – Met on October 19 and minutes are in packet.

**Fundraising Committee** –

MOTION made by A. Merkel, SECONDED by TJ Helfferich to move into CLOSED SESSION to discuss Discussion Item #3.

Jan Carr conducted a Roll Call Vote: A. Merkel, Aye; E. Sensoli, Aye; J. Wilczynski, Aye; S. Lackey, Aye; TJ Helfferich, Aye; C. Taylor, Aye; and J. Carr, Aye.

**Action Item #7: 2017 Director's Annual Review**

MOTION made by S. Lackey, SECONDED by J. Wilczynski to approve the Personnel Committee's recommendation for the library director's annual review. Discussion: None

All Ayes: 7-0

**Public and Board Comment:**

Jerry expressed his appreciation for his time on the board and thanked everyone for making it a special experience.

Charlie thanked Jerry for his service and all the wisdom and insight that he has brought to the board and informed him that the board had purchased a departing gift to show their appreciation.

**Other Items:**

Susan suggested that Lori contact the Sun Times, since they were represented at the Public Comment portion of the meeting, to offer clarity concerning the patron incident and the library's commitment to safety.

**Adjourn:**

MOTION made by J. Carr, SECONDED by J. Wilczynski to adjourn the meeting at 8:45 p.m.

All Ayes: 7-0

---

Janice L. Carr, Board Secretary

---

Date



## **Oath of Office**

I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the office of Trustee of the Chelsea District library according to the best of my ability.

January 16, 2018

---

Signature

---

Print Name



# **FINANCE REPORTS**



# Chelsea District Library

## List of Checks for Board Approval

December 2017

Date	Num	Name	Memo	Paid Amount
<b>701 - Personnel Expenses</b>				
<b>701.100 - Wages</b>				
<b>701.120 - Retirement Pick up</b>				
12/07/2017	11202017PRST	Alerus Financial	12/08/2017 PR	1,552.51
12/08/2017	PR12082017		RETIREMENT	-1,552.51
12/21/2017	12042017PRST	Alerus Financial	12/22/2017 PR	1,552.51
12/22/2017	PR12222017		RETIREMENT	-1,552.51
Total 701.120 - Retirement Pick up				0.00
<b>701.100 - Wages - Other</b>				
12/08/2017	PR12082017		WAGES	35,504.09
12/22/2017	PR12222017		WAGES	34,745.71
12/31/2017	PRAccr2017		100% of 01/05/2018 Payroll	36,596.49
Total 701.100 - Wages - Other				106,846.29
Total 701.100 - Wages				106,846.29
<b>701.110 - Retirement-Contributions</b>				
<b>701.115 - 401A Retirement Matching</b>				
12/07/2017	11202017PRST	Alerus Financial	12/08/2017 PR	3,130.51
12/08/2017	PR12082017		RETIREMENT PICK UP	-3,130.51
12/21/2017	12042017PRST	Alerus Financial	12/22/2017 PR	3,130.51
12/22/2017	PR12222017		RETIREMENT PICK UP	-3,130.51
Total 701.110 - Retirement-Contributions				0.00
<b>701.115 - 401A Retirement Matching</b>				
12/08/2017	PR12082017		401 A MATCHING	1,354.17
12/22/2017	PR12222017		401 A MATCHING	1,354.17
12/31/2017	PRAccr2017		100% of 01/05/2018 401A Matching	1,354.43
Total 701.115 - 401A Retirement Matching				4,062.77
<b>701.200 - FICA</b>				
12/08/2017	PR12082017		FICA EMPLOYER	2,716.15
12/22/2017	PR12222017		FICA EMPLOYER	2,658.07
12/31/2017	3rdPartyPR		Employer FICA-3rd Party Payer	25.25
12/31/2017	PRAccr2017		100% of 01/05/2018 Employer FICA	2,799.70
Total 701.200 - FICA				8,199.17
<b>701.300 - Flex Benefits</b>				
12/07/2017	11102017ST	Unum Life Insurance Co.	2017 Premium December	664.35
12/08/2017	PR12082017		Dep Life (CA & DL & HI)	-10.81
12/21/2017	12112017ST	Unum Life Insurance Co.	2018 Premium January	664.35
12/21/2017	AccrPrepay		Unum Ins - Jan 2018 Premium	-664.35
12/22/2017	PR12222017		Dep Life (CA & DL & HI)	-10.81
Total 701.300 - Flex Benefits				642.73

# Chelsea District Library

## List of Checks for Board Approval

### December 2017

01/08/18

Date	Num	Name	Memo	Paid Amount
12/21/2017	701.400 - Unemployment 20174thQTR	Michigan Municipal League-Unemp	4th QTR 2017	5.88
	Total 701.400 - Unemployment			5.88
12/07/2017	701.500 - Workers Comp W8H A509527-...	Citizens Insurance Co	2018 Workmen's Comp Policy 12/18/17-12/18/18	2,004.00
12/07/2017	PrePay20181		Citizens 2018 W/C Policy	-2,004.00
	Total 701.500 - Workers Comp			0.00
	Total 701 - Personnel Expenses			119,756.84
	727 - Supplies			
	727.200 - General Operations			
12/21/2017	470288	Smart Office Solutions	Miscellaneous Supplies	39.40
12/21/2017	470587	Smart Office Solutions	Miscellaneous Office Supplies	210.62
12/21/2017	470626	Smart Office Solutions	Miscellaneous Office Supplies	29.00
12/31/2017	17APAccr1		Petty Cash	14.66
	Total 727.200 - General Operations			293.68
	727.300 - Material Processing			
	727.320 - Matl Processing Cases			
12/21/2017	16214	Budget Library Supplies	DVD & CD Cases	282.00
12/28/2017			Circ Receipts - L/D	-5.50
	Total 727.320 - Matl Processing Cases			276.50
	727.330 - Matl Processing Other			
12/07/2017	6262223	Demco Inc.	Local History Stickers	15.41
	Total 727.330 - Matl Processing Other			15.41
	Total 727.300 - Material Processing			291.91
	727.500 - Cleaning			
	727.510 - Cleaning Paper Products			
12/07/2017	11302017CC	Ballard, Linda P.	Paper Supplies	15.69
12/07/2017	469957	Smart Office Solutions	Towels & Tissues	96.63
12/21/2017	470408	Smart Office Solutions	Hard Roll Paper Towels	56.61
12/31/2017	17APAccr1		Petty Cash	9.53
	Total 727.510 - Cleaning Paper Products			178.46
	727.520 - Cleaning Supplies			
12/07/2017	11272017CC	Ballard, Linda P.	Wipes	13.49
12/07/2017	300143209	Cintas Corporation-300	Soap	14.78
12/21/2017	300153173	Cintas Corporation-300	Soap	14.78
12/31/2017	17APAccr1		Cintas	14.78

01/08/18

# Chelsea District Library

## List of Checks for Board Approval

### December 2017

Date	Num	Name	Memo	Paid Amount
12/31/2017	17APAccr1		Petty Cash	5.76
	Total 727.520	Cleaning Supplies		63.59
	727.530	Cleaning Rugs		
12/07/2017	300143209	Cintas Corporation-300	Rugs 12/01/2017	54.99
12/21/2017	300153173	Cintas Corporation-300	Rugs 12/15/2017	54.99
12/31/2017	17APAccr1		Cintas	54.99
	Total 727.530	Cleaning Rugs		164.97
	Total 727.500	Cleaning		407.02
	727.600	Printing		
	727.620	Printing Forms		
12/21/2017	38544	Chelsea Print & Graphics	POs & Check Requests for 2018	396.00
	Total 727.620	Printing Forms		396.00
	Total 727.600	Printing		396.00
	727.700	Postage		
	727.720	Postage-Operating Postage		
12/19/2017				
12/31/2017	17APAccr1		Circ Receipts	0.58
12/31/2017	17APAccr1		Petty Cash	3.84
			Pitney Bowes	169.56
	Total 727.720	Postage-Operating Postage		173.98
	Total 727.700	Postage		173.98
	727.800	Maintenance		
	727.830	Maintenance General		
12/31/2017	17APAccr1		Petty Cash	4.23
12/31/2017	17APAccr1		Petty Cash	10.00
12/31/2017	17APAccr1		Petty Cash	4.87
	Total 727.830	Maintenance General		19.10
	Total 727.800	Maintenance		19.10
	Total 727	Supplies		1,581.69
	801	Professional Services		
	801.010	Attorney		
12/07/2017	727200	Foster Swift Collins & Smith	Legal Counsel on Library Incidents & Issues	4,900.00
12/07/2017	727233	Foster Swift Collins & Smith	Legal Counsel on Library Incidents & Issues	360.00
	Total 801.010	Attorney		5,260.00
	801.040	Bookkeeper		
12/07/2017	201723	Budzinski & Associates	1/2 December 2017 Billing	450.00

# Chelsea District Library

## List of Checks for Board Approval

### December 2017

01/08/18

Date	Num	Name	Memo	Paid Amount
12/21/2017	201724	Budzinski & Associates	1/2 December 2017 Billing	450.00
Total 801.040 · Bookkeeper				900.00
801.041 · Payroll Services				
12/07/2017	20367656	Payroll 1	2017 November	184.78
Total 801.041 · Payroll Services				184.78
801.090 · Collection Fees				
12/21/2017	454499	Unique Management Services Inc	Collection Fees 10/02 - 11/30/2017	136.94
Total 801.090 · Collection Fees				136.94
801.200 · Insurance				
801.210 · General Liability Insurance				
12/07/2017	ODH A509529-...	Citizens Insurance Co	2018 Business Liability Policy 12/18/17-12/18/18	9,070.00
12/07/2017	0105538613LB...	Travelers	2018 Crime Insurance	865.00
12/07/2017	PrePay20181		Citizens 2018 Business Policy	-9,070.00
12/07/2017	PrePay20181		Travelers 2018 Crime Policy	-865.00
Total 801.210 · General Liability Insurance				0.00
801.220 · Directors/Officers Insurance				
12/07/2017	LHH A806362-18	Citizens Insurance Co	2018 Management Liability Policy 12/18/17-12/18/18	1,029.00
12/07/2017	PrePay20181		Citizens 2018 Management Policy	-1,029.00
Total 801.220 · Directors/Officers Insurance				0.00
Total 801.200 · Insurance				0.00
801.300 · Banking Fees				
801.310 · Bank Fees				
12/31/2017			Service Charge	10.20
Total 801.310 · Bank Fees				10.20
801.350 · Credit Card Fee Circ				
12/06/2017	CCFee112017		11/2017 CC Merchant Fee	57.14
Total 801.350 · Credit Card Fee Circ				57.14
801.360 · Pay Pal Fees				
12/31/2017	17APAccr1		Petty Cash	3.00
12/31/2017	AccrPayPal		Paypal - Donation Fees a/o 12/31/2017	30.60
Total 801.360 · Pay Pal Fees				33.60
Total 801.300 · Banking Fees				100.94
Total 801 · Professional Services				6,582.66



# Chelsea District Library

## List of Checks for Board Approval

### December 2017

Date	Numb	Name	Memo	Paid Amount
<b>803 - Maintenance Service Contracts</b>				
<b>803.010 - Maint Svc Contingency</b>				
12/07/2017	30634	H.V. Burton Company	Corrosion Inhibitor	218.00
12/07/2017	1121	Hawks & Associates Inc	Paint Media Ceiling	215.00
12/07/2017	19873	Ken Cook's Plumbing and Heating Inc.	Toilet Repair	191.00
12/21/2017	SEI/01145911	ASSA ABLOY Entrance Systems	New Rollers for Front Doors	594.34
12/21/2017	332830	NBS Commercial Interiors	5 Pneumatic Chairs Repaired	197.51
12/21/2017	330359	NBS Commercial Interiors	5 Pneumatic Chairs Repaired	472.52
12/31/2017	17APAccr1		Johnson Controls	5,072.00
Total 803.010 - Maint Svc Contingency				6,960.37
<b>803.600 - Building Maintenance</b>				
<b>803.605 - Janitorial</b>				
12/07/2017	11382	A Production Cleaning Company Inc.	Cleaning 11/19-12/02/2017	1,440.85
12/21/2017	11398	A Production Cleaning Company Inc.	Cleaning 12/03-12/17/2017	1,440.85
12/31/2017	17APAccr1		A Production	1,440.85
Total 803.605 - Janitorial				4,322.55
<b>803.620 - Trash</b>				
12/07/2017	18173	City of Chelsea	November 2017	40.00
Total 803.620 - Trash				40.00
<b>803.870 - Plumbing MA</b>				
12/21/2017	19948	Ken Cook's Plumbing and Heating Inc.	Annual Maintenance	500.00
Total 803.870 - Plumbing MA				500.00
<b>Total 803.600 - Building Maintenance</b>				
Total 803 - Maintenance Service Contracts				4,862.55
Total 803.870 - Plumbing MA				11,822.92
<b>850 - Telecommunications</b>				
<b>850.100 - Local &amp; Long Distance Charges</b>				
<b>850.120 - Telephone</b>				
12/07/2017	11252017ST	A T & T	10/26/17-11/25/17 Billing (November)	317.04
12/07/2017	11242017ST	Navitas Credit Corp	VOIP Lease - 2017 December	244.73
12/21/2017	12092017ST	Keybank	Siar2Star - 11/26 - 12/25/2017	375.05
12/31/2017	17APAccr1		AT & T	157.07
Total 850.120 - Telephone				1,093.89
<b>850.121 - Director's Cell Phone</b>				
12/21/2017	9797113071	Verizon Wireless	Director's Cell Phone 2017 Dec	51.74
Total 850.121 - Director's Cell Phone				51.74
Total 850.100 - Local & Long Distance Charges				1,145.63

# Chelsea District Library

## List of Checks for Board Approval

### December 2017

01/08/18

Date	Num	Name	Memo	Paid Amount
850.300	TLN Internet Service			
850.311	WiFi Hotspots			
12/21/2017	9797113071	Verizon Wireless	Library Hotspots 2017 Dec	280.88
12/21/2017	261402854-036	Sprint	2017 Dec Lyndon/Circ Hotspots	536.37
Total 850.311	WiFi Hotspots			817.25
Total 850.300	TLN Internet Service			817.25
Total 850	Telecommunications			1,962.88
880	Promotional Materials			
880.100	Advertising			
880.110	Media Buy			
12/07/2017	17CHM23	Harbor House	CACC 1/4 Panel Ad	355.00
12/07/2017	4602-R	The Sun Times	11/22/2017 Ad	60.00
12/07/2017	4656-R	The Sun Times	11/29/2017 Ad	60.00
Total 880.110	Media Buy			475.00
Total 880.100	Advertising			475.00
880.200	Publications			
880.240	Newletter			
12/07/2017	241162	Print-tech Inc.	2017-2018 Winter Newsletter	4,076.67
Total 880.240	Newletter			4,076.67
Total 880.200	Publications			4,076.67
880.300	Marketing Supplies			
880.310	Displays			
12/21/2017	12092017ST	Keybank	Store Supply - Slatwall Baskets for Media Area	66.89
12/21/2017	5475/154	Great Lakes Ace Hardware	Hangers for Photo Shoot	12.48
Total 880.310	Displays			79.37
880.330	Paper			
12/21/2017	470288	Smart Office Solutions	Labels	63.96
Total 880.330	Paper			63.96
880.340	Printed Items / Stationary			
12/31/2017	17APAccr1		Print-Tech	676.80
Total 880.340	Printed Items / Stationary			676.80
Total 880.300	Marketing Supplies			820.13
880.400	Program Promotion			
880.410	Adult Program Promotion			
880.411	General Adult Promotion			

01/08/18

# Chelsea District Library

## List of Checks for Board Approval

December 2017

Date	Num	Name	Memo	Paid Amount
12/21/2017	044413	Southeastern Libraries Cooperating	Graphic Promotions for Hot Reads Cold Nights	36.97
		Total 880.411 · General Adult Promotion		36.97
12/21/2017	880.412 · Midwest Literary Walk 12142017BI	City of Chelsea	Banner Installation	100.00
		Total 880.412 · Midwest Literary Walk		100.00
		Total 880.410 · Adult Program Promotion		136.97
880.420 · Youth / Teen Promotion				
880.422 · Authors in Chelsea				
12/21/2017	12142017BI	City of Chelsea	Banner Installation	55.00
		Total 880.422 · Authors in Chelsea		55.00
		Total 880.420 · Youth / Teen Promotion		55.00
880.430 · Library Program Promotion				
880.431 · General Library Prog Promotion				
12/21/2017	241638	Print-tech Inc.	Washtenaw Reads Banner Footers	181.06
12/21/2017	241851	Print-tech Inc.	Washtenaw Posters	66.43
		Total 880.431 · General Library Prog Promotion		247.49
880.433 · Sonic Sundays				
12/21/2017	241638	Print-tech Inc.	Sonic Sunday Banner Footers	253.48
12/21/2017	241851	Print-tech Inc.	Sonic Sunday Posters	71.45
		Total 880.433 · Sonic Sundays		324.93
		Total 880.430 · Library Program Promotion		572.42
880.440 · Service / Resource Promotion				
880.441 · General Service/Resource Promo				
12/21/2017	5964777	4 imprint	Tote Bags for Home Bound Delivery Program	930.37
		Total 880.441 · General Service/Resource Promo		930.37
		Total 880.440 · Service / Resource Promotion		930.37
		Total 880.400 · Program Promotion		1,694.76
880.500 · Purchased Services				
880.510 · General Purchased Services				
12/21/2017	12092017ST	Keybank	Uberflip - 12/2017	30.85
12/21/2017	12092017ST	Keybank	Adobe Stock Monthly - Dec 2017	29.99
		Total 880.510 · General Purchased Services		60.84
		880.520 · Professional Services		

# Chelsea District Library

## List of Checks for Board Approval

### December 2017

01/08/18

Date	Num	Name	Memo	Paid Amount
<b>880.521 • Graphic Design Services</b>				
12/07/2017	CDL-001	Matt Talbot Design and Illustration	CDL SongFest '17 Designs	600.00
12/21/2017	DEC2017A	Koepping, Luna Marie Elizabeth	Sonic Sundays & Chelsea Delivers!	475.00
12/21/2017	DEC2017B	Koepping, Luna Marie Elizabeth	Authors in Chelsea Design	150.00
Total 880.521 • Graphic Design Services				1,225.00
Total 880.520 • Professional Services				1,225.00
Total 880.500 • Purchased Services				1,285.84
Total 880 • Promotional Materials				8,352.40
<b>884 • Programming</b>				
<b>884.110 • Adult Speakers</b>				
<b>884.117 • Oral History Project</b>				
12/21/2017	12092017ST	Keybank	Display Aisle - Stand	34.69
Total 884.117 • Oral History Project				34.69
<b>884.119 • General Adult Events</b>				
12/07/2017	11272017NV	Chelsea Senior Center	Senior Fun Night Food	146.23
12/21/2017	597435776598	Amazon.com	Acid Free Kraft Paper	39.95
12/21/2017	044413	Southeastern Libraries Cooperating	Graphic Promotions for Hot Reads Cold Nights	120.00
12/31/2017	17APAccr1		Petty Cash	13.48
12/31/2017	17APAccr1		Petty Cash	15.00
Total 884.119 • General Adult Events				334.66
Total 884.110 • Adult Speakers				369.35
<b>884.120 • Adult Supplies</b>				
<b>884.121 • Refreshments</b>				
12/21/2017	12092017ST	Keybank	Chelsea Bakery - Purple Rose 11/11	15.00
12/21/2017	12092017ST	Keybank	Pollys - Common Chords Refreshments	40.85
Total 884.121 • Refreshments				55.85
<b>884.126 • General Adult Programs</b>				
12/07/2017	6262223	Demco Inc.	Mosaic Sticker Posters	95.00
12/31/2017	17APAccr1		Amazon	11.75
12/31/2017	17APAccr1		Amazon	84.20
Total 884.126 • General Adult Programs				190.95
Total 884.120 • Adult Supplies				246.80
<b>884.210 • Youth Speakers</b>				
<b>884.211 • Authors in Chelsea</b>				
<b>884.922 • Youth Prog Rest Gifts Authors</b>				
12/31/2017	17APAccr1		Baker & Taylor Program	200.30

# Chelsea District Library

## List of Checks for Board Approval

### December 2017

Date	Nam	Name	Memo	Paid Amount
Total 884.922 · Youth Prog Rest Gifts Authors				
12/21/2017	884.953 · Youth Prog Rest Chelsea Ed Foun			200.30
12/21/2017	2033339383	Baker & Taylor Program Account	Michael Buckley Books	185.22
12/21/2017	2033339505	Baker & Taylor Program Account	Helen Frost Books	191.84
12/21/2017	20333349774	Baker & Taylor Program Account	Shell Pearsall Books	20.06
12/31/2017	17APAccr1		Baker & Taylor Program	609.95
12/31/2017	17APAccr1		Baker & Taylor Program	173.29
Total 884.953 · Youth Prog Rest Chelsea Ed Foun				
				1,180.36
Total 884.211 · Authors in Chelsea				
				1,380.66
884.212 · General Youth Programs				
12/07/2017	12072017TT	DeMea, Karla		100.00
12/31/2017	17APAccr1		12/07 & 12/14 Toddler time Amazon	44.06
Total 884.212 · General Youth Programs				
				144.06
Total 884.210 · Youth Speakers				
				1,524.72
884.220 · Youth Supplies				
12/21/2017	884.221 · Makerspace	Keybank		30.46
12/21/2017	12092017ST	Keybank	Staples - Skynet Photos Staples - Skynet Photos	20.87
Total 884.221 · Makerspace				
				51.33
884.222 · General Youth Programs				
12/31/2017	17APAccr1		Petty Cash	18.63
Total 884.222 · General Youth Programs				
				18.63
884.223 · Holiday Programs				
12/07/2017	BYgYpNFTQXV	Amazon.com	Teen/Tween Gift Making	184.24
12/07/2017	BLVwtWWCJD..	Amazon.com	Teen/Tween Gift Making	20.30
12/07/2017	HLNcUfygITR	Amazon.com	Teen/Tween Gift Making	9.99
12/21/2017	12092017ST	Keybank	Oriental Trading - Youth Holiday	14.55
12/31/2017	17APAccr1		Petty Cash	5.94
Total 884.223 · Holiday Programs				
				235.02
Total 884.220 · Youth Supplies				
				304.98
884.270 · Teen Supplies				
884.273 · Teen Holiday Programs				
12/21/2017	12092017ST	Keybank	Oriental Trading - Teen Holiday	89.39
12/21/2017	12092017ST	Keybank	Dollar Tree - Teen/Tween Gift Making	32.00
12/21/2017	12092017ST	Keybank	Pollys - Teen/Tween Gift Making	26.07
Total 884.273 · Teen Holiday Programs				
				147.46

# Chelsea District Library

## List of Checks for Board Approval

### December 2017

01/08/18

Date	Num	Name	Memo	Paid Amount
<b>884.276 · Teen Refreshments</b>				
12/21/2017	537457567386	Amazon.com	Fruit Rollups	20.00
12/21/2017	744788489784	Amazon.com	Guava Hard Candy	4.07
12/21/2017	598696349379	Amazon.com	Chocolate coatings	15.70
12/21/2017	458754498675	Amazon.com	Various Items	273.84
12/21/2017	836596546357	Amazon.com	Various Items	83.52
12/21/2017	12092017ST	Keybank	Krogers - Study Hours	66.48
Total 884.276 · Teen Refreshments				463.61
Total 884.270 · Teen Supplies				611.07
<b>884.600 · Technology Programming</b>				
<b>884.601 · Technology Programs General</b>				
12/21/2017	12092017ST	Keybank	Meijers - TLN Tech Committee Meeting	9.34
12/21/2017	12092017ST	Keybank	Panera - TLN Tech Committee Meeting	14.83
Total 884.601 · Technology Programs General				24.17
Total 884.600 · Technology Programming				24.17
<b>884.910 · Adult Programming Restricted</b>				
<b>884.930 · Oral History Restrictd Gift</b>				
<b>884.932 · MHC - World War I Grant</b>				
12/21/2017	12092017ST	Keybank	Visual Impact - Black Pegasus Display	215.27
12/21/2017	12092017ST	Keybank	Display Aisle - Pegasus 8x8 Backdrop	278.90
Total 884.932 · MHC - World War I Grant				494.17
Total 884.930 · Oral History Restrictd Gift				494.17
Total 884.910 · Adult Programming Restricted				494.17
Total 884 · Programming				3,575.26
<b>885 · Volunteer</b>				
<b>885.100 · Programs</b>				
12/07/2017	11302017CC	Ballard, Linda P.	Appreciation Food	74.73
12/07/2017	12052017VA	Lancaster, Terri	Volunteer Holiday Appreciation	11.96
12/07/2017	12072017VA	Montange, Jeremy	Volunteer of Year & Staffed Plaques	50.00
12/21/2017	12092017ST	Keybank	Common Grill - Gift Certificates	100.00
12/31/2017	17APAccr1		Petty Cash	4.47
Total 885.100 · Programs				241.16
<b>885.200 · Supplies</b>				
12/31/2017	17APAccr1		Petty Cash	6.00
Total 885.200 · Supplies				6.00
Total 885 · Volunteer				247.16

01/08/18

# Chelsea District Library

## List of Checks for Board Approval

### December 2017

Date	Num	Name	Memo	Paid Amount
<b>920 - Utilities</b>				
12/21/2017	920.110 · City of Chelsea Water	City of Chelsea-Elect & Water	10-31-2017 to 11-30-2017	66.11
	Total 920.110 · City of Chelsea Water			66.11
12/21/2017	920.120 · City of Chelsea Sewer	City of Chelsea-Elect & Water	10-31-2017 to 11-30-2017	145.12
	Total 920.120 · City of Chelsea Sewer			145.12
12/21/2017	920.130 · City of Chelsea Electric	City of Chelsea-Elect & Water	10-31-2017 to 11-30-2017	2,442.78
	Total 920.130 · City of Chelsea Electric			2,442.78
12/21/2017	920.150 · City of Chelsea Sprinkler	City of Chelsea-Elect & Water	10-31-2017 to 11-30-2017	27.47
	Total 920.150 · City of Chelsea Sprinkler			27.47
12/21/2017	920.200 · McKune Gas	DTE Energy	2017 November	1,408.86
	Total 920.200 · McKune Gas			1,408.86
	Total 920 · Utilities			4,090.34
<b>960 - Board &amp; Director Expense</b>				
12/07/2017	960.100 · Board Expenses	Amazon.com	Member Appreciation	42.55
	Total 960.100 · Board Expenses			42.55
12/21/2017	960.200 · Director Expense	Keybank	Red Brick - Meeting w/Dexter Director	30.44
12/21/2017	12092017ST	Keybank	Hollander's - Note cards & Thank You cards	51.77
	Total 960.200 · Director Expense			82.21
	Total 960 · Board & Director Expense			124.76
<b>967 - Equipment</b>				
12/21/2017	967.200 · Equipment Software	Keybank	Dec 2017 Ninite Pro-Monthly non-Windows Updates	20.00
12/21/2017	12092017ST	Keybank	Dec - Bisect Hosting - Hosted Minecraft Server Svcs	12.46
	Total 967.200 · Equipment Software			32.46
12/05/2017	967.300 · Equipment Furniture & Fixtures			
	967.310 · Makerspace Furnishings			
			Circ Receipts - L/D Kindle Charger	-20.00

# Chelsea District Library

## List of Checks for Board Approval

### December 2017

01/08/18

Date	Num	Name	Memo	Paid Amount
12/21/2017	457434633545	Amazon.com	Supplies for 3D Printer Carls	115.38
12/21/2017	464693663574	Amazon.com	Supplies for 3D Printer Carls	168.14
12/21/2017	577656666569	Amazon.com	Supplies for 3D Printer Carls	10.99
Total 967.310 · Makerspace Furnishings				274.51
967.330 · Equipment - non-Computer				
12/07/2017	11272017CC	Ballard, Linda P.	Space Heater	21.90
Total 967.330 · Equipment - non-Computer				21.90
Total 967.300 · Equipment Furniture & Fixtures				296.41
Total 967 · Equipment				328.87
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.143 · Other Staff Travel				
12/21/2017	12092017ST	Keybank	Rims Cafe Dallas - LMCC17Conference	3.00
12/21/2017	12092017ST	Keybank	TGI Fridays Dallas Airport - LMCC17Conference	13.91
12/21/2017	12092017ST	Keybank	Intercontinental Hotel - LMCC17Conference	40.00
12/21/2017	12092017ST	Keybank	Intercontinental Hotel - LMCC17Conference	424.50
Total 969.143 · Other Staff Travel				481.41
Total 969.100 · Staff Travel				481.41
Total 969.001 · Travel				481.41
969.600 · Staff Training				
969.620 · Staff In Service				
12/31/2017	17APAccr1		Petty Cash	4.28
Total 969.620 · Staff In Service				4.28
969.930 · Workplace Wellness Restricted				
12/21/2017	474797963375	Amazon.com	Desk Cycle & SAD Therapy Lamp	248.95
Total 969.930 · Workplace Wellness Restricted				248.95
Total 969.600 · Staff Training				253.23
Total 969 · Continuing Education Expenses				734.64
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
12/05/2017			Circ Receipts - L/D	-20.00
12/07/2017	95578841	Midwest Tape	95578841 - Nov Audio Bks	179.95
12/07/2017	95601310	Midwest Tape	95601310 - Nov Audio Bks	391.89
12/07/2017	95612996	Midwest Tape	95612996 - Nov Audio Bks	159.95



# Chelsea District Library

## List of Checks for Board Approval

### December 2017

01/08/18

Date	Numb	Name	Memo	Paid Amount
12/07/2017	75625812	Recorded Books Inc.	Replacement Disc	6.95
12/21/2017	95636234	Midwest Tape	95636234 - Nov Audio Bks	99.97
12/21/2017	95636240	Midwest Tape	95636240 - Audio Bks - Replacement	9.99
12/21/2017	95656407	Midwest Tape	95656407 - Nov Audio Bks	44.99
12/28/2017			Circ Receipts - L/D	-10.00
Total 982.120 - Adult Books on Disc				863.69
982.140 - Youth Books on Disc				
12/07/2017	1084987273	Penguin Random House LLC	Youth/Teen Audio Books	33.75
12/07/2017	75627198	Recorded Books Inc.	75627198	40.52
12/07/2017	75630125	Recorded Books Inc.	75630125	49.98
12/07/2017	75630326	Recorded Books Inc.	75630326	64.09
12/07/2017	75630694	Recorded Books Inc.	75630694	90.00
12/07/2017	75627004	Recorded Books Inc.	75627004	28.80
12/21/2017	2033348914	Baker & Taylor-Youth Audiobooks	2033348914	606.60
12/21/2017	95636237	Midwest Tape	95636237 - Youth DVDs Replacement	9.99
12/21/2017	16202428	Weston Woods Studios	Books on CD	179.70
Total 982.140 - Youth Books on Disc				1,103.43
Total 982.100 - Audio Books				1,967.12
982.400 - Non Print				
982.410 - Electronic Products/Subs				
12/07/2017	95628037	Midwest Tape - Hoopla	Hoopla Service Account Deposit	3,950.00
Total 982.410 - Electronic Products/Subs				3,950.00
982.416 - eContent/Kindle				
12/07/2017	214020033827	Amazon.com	Youth Titles for Kindles	433.64
12/07/2017	205046378666	Amazon.com	Adult Kindle Content	304.77
12/31/2017	17APAccr1		Amazon	439.80
Total 982.416 - eContent/Kindle				1,178.21
982.420 - Adult Music on CD				
12/07/2017	95601307	Midwest Tape	95601307 - Oct Music CDs	16.99
12/07/2017	95612993	Midwest Tape	95612993 - Oct Music CDs	9.59
12/21/2017	95636230	Midwest Tape	95636230 - Oct Music CDs	29.99
12/21/2017	95650437	Midwest Tape	95650437 - Oct Music CDs	13.99
Total 982.420 - Adult Music on CD				70.56
982.430 - Non-Traditional Collections				
12/31/2017	17APAccr1		Amazon	476.74
Total 982.430 - Non-Traditional Collections				476.74
982.450 - Youth Music CD				

# Chelsea District Library

## List of Checks for Board Approval

### December 2017

Date	Num	Name	Memo	Paid Amount
12/21/2017	B70611510	Baker & Taylor-Entertainment	B70611510	47.92
Total 982.450 - Youth Music CD				47.92
982.460 - DVD Feature				
12/07/2017	95601308	Midwest Tape	95601308 - Oct Feat DVDs	36.79
12/07/2017	95612998	Midwest Tape	95612998 - Nov Feat DVDs	392.83
12/21/2017	95636238	Midwest Tape	95636238 - Nov Feat DVDs	347.87
12/21/2017	95650439	Midwest Tape	95650439 - Nov Feat DVDs	39.98
12/21/2017	95656409	Midwest Tape	95656409 - Nov Feat DVDs	215.47
Total 982.460 - DVD Feature				1,032.94
982.461 - Lucky Day DVDs				
12/07/2017	95612999	Midwest Tape	95612999 - Nov LD DVDs	113.55
12/21/2017	95636239	Midwest Tape	95636239 - Nov LD DVDs	93.97
12/21/2017	95656580	Midwest Tape	95656580 - Nov LD DVDs	40.98
Total 982.461 - Lucky Day DVDs				248.50
982.470 - DVD Non-Fiction				
12/07/2017	95578785	Midwest Tape	95578785 - Oct NF DVDs	11.99
12/07/2017	95601305	Midwest Tape	95601305 - Oct NF DVDs	11.99
12/07/2017	95601311	Midwest Tape	95601311 - Nov NF DVDs	42.37
12/19/2017			Circ Receipts - L/D	-29.99
12/21/2017	95636235	Midwest Tape	95636235 - Nov NF DVDs	19.99
Total 982.470 - DVD Non-Fiction				56.35
982.480 - Youth Video DVD				
12/05/2017			Circ Receipts - L/D	-14.99
12/07/2017	95578789	Midwest Tape	95578789 - Youth DVDs	31.98
12/07/2017	95578840	Midwest Tape	95578840 - Youth DVDs	56.97
12/07/2017	95578842	Midwest Tape	95578842 - Youth DVDs	160.49
12/07/2017	95601309	Midwest Tape	95601309 - Youth DVDs	55.97
12/07/2017	95601312	Midwest Tape	95601312 - Youth DVDs	102.93
12/07/2017	95612995	Midwest Tape	95612995 - Youth DVDs	11.99
12/07/2017	95612997	Midwest Tape	95612997 - Youth DVDs	11.99
12/21/2017	95636232	Midwest Tape	95636232 - Youth DVDs	67.97
12/21/2017	95636233	Midwest Tape	95636233 - Youth DVDs	15.99
12/21/2017	95636236	Midwest Tape	95636236 - Youth DVDs	31.97
12/21/2017	95656405	Midwest Tape	95656405 - Youth DVDs	5.59
12/21/2017	95656408	Midwest Tape	95656408 - Youth DVDs	62.36
12/28/2017			Circ Receipts - L/D	-13.98
12/31/2017	17APAccr1		Amazon	5.99
12/31/2017	17APAccr1		Amazon	16.05
12/31/2017	17APAccr1		Amazon	223.96
12/31/2017	17APAccr1		Midwest Tape	68.97
Total 982.480 - Youth Video DVD				902.20

# Chelsea District Library

## List of Checks for Board Approval

### December 2017

Date	Num	Name	Memo	Paid Amount
<b>982.485 · Playaway Views</b>				
12/07/2017	236058	Findaway World, LLC	Launchpads	2,694.29
12/07/2017	235557	Findaway World, LLC	Launchpads	305.98
12/07/2017	236669	Findaway World, LLC	Launchpad Cases	207.48
12/21/2017	238335	Findaway World, LLC	Launchpad Dinorific!	39.99
12/21/2017	237543	Findaway World, LLC	Playaway Lock Packs	46.93
12/31/2017	17APAccr1		Findaway	299.97
Total 982.485 · Playaway Views				3,594.64
Total 982.400 · Non Print				11,558.06
<b>982.500 · Local History Preservation</b>				
<b>982.510 · Local History Preservation</b>				
12/21/2017	12092017ST	Keybank	Ican! Technology - Infix Version 7	101.97
Total 982.510 · Local History Preservation				101.97
Total 982.500 · Local History Preservation				101.97
<b>982.700 · Print</b>				
<b>982.705 · Adult Print</b>				
<b>982.710 · Adult Large Print</b>				
12/07/2017	2033297789	Baker & Taylor-Adult Large Print	2033297789	60.85
12/07/2017	2033321475	Baker & Taylor-Adult Large Print	2033321475	80.35
12/21/2017	2033336988	Baker & Taylor-Adult Large Print	2033336988	152.08
12/31/2017	17APAccr1		Baker & Taylor Adult Large Prt	32.29
Total 982.710 · Adult Large Print				325.57
<b>982.720 · Adult Print General</b>				
12/05/2017			Circ Receipts - L/D	-68.98
12/07/2017	2033307345	Baker & Taylor-Adult	2033307345	325.91
12/07/2017	2033316495	Baker & Taylor-Adult	2033316495	290.24
12/07/2017	2033321150	Baker & Taylor-Adult	2033321150	417.21
12/19/2017			Circ Receipts - L/D	-40.98
12/21/2017	2033330094	Baker & Taylor-Adult	2033330094	870.44
12/21/2017	2033340632	Baker & Taylor-Adult	2033340632	630.10
12/31/2017	17APAccr1		Amazon	165.62
Total 982.720 · Adult Print General				2,589.56
<b>982.740 · Multiple Book Copies</b>				
<b>982.740 · Multiple Book Copies</b>				
12/21/2017	2033340681	Baker & Taylor Books Adult Multiples	2033340681	68.36
12/31/2017	17APAccr1		Baker & Taylor Adult Multiples	122.96
12/31/2017	17APAccr1		Baker & Taylor Adult Multiples	75.53
Total 982.740 · Multiple Book Copies				266.85
<b>982.750 · Professional Collection</b>				
12/31/2017	17APAccr1		Amazon	5.44

# Chelsea District Library

## List of Checks for Board Approval

### December 2017

Date	Num	Name	Memo	Paid Amount
12/31/2017	17APAccr1		Amazon	5.29
12/31/2017	17APAccr1		Amazon	13.99
Total 982.750 · Professional Collection				24.72
Total 982.705 · Adult Print				3,206.70
982.755 · Youth Print				
982.760 · Youth Print General				
12/05/2017			Circ Receipts - L/D	-107.90
12/07/2017	2033310010	Baker & Taylor-Youth	2033310010	20.52
12/07/2017	2033317809	Baker & Taylor-Auto Yours Cats	2033317809	18.40
12/07/2017	2033296879	Baker & Taylor-Teen Fiction	2033296879	98.28
12/07/2017	2033320875	Baker & Taylor-Teen Fiction	2033320875	29.17
12/07/2017	2033299406	Baker & Taylor-Unlabeled	2033299406	301.53
12/07/2017	2033324351	Baker & Taylor-Unlabeled	2033324351	63.10
12/19/2017			Circ Receipts - L/D	-149.14
12/21/2017	2033354219	Baker & Taylor-Youth	2033354219	32.00
12/21/2017	2033346719	Baker & Taylor-Teen Fiction	2033346719	340.51
12/28/2017			Circ Receipts - L/D	-44.97
12/31/2017	17APAccr1		Baker & Taylor Youth	24.68
12/31/2017	17APAccr1		Baker & Taylor Auto Yours Cat	46.41
12/31/2017	17APAccr1		Baker & Taylor Teen	26.72
12/31/2017	17APAccr1		Baker & Taylor Unlabeled	13.39
12/31/2017	17APAccr1		Baker & Taylor Program	32.67
12/31/2017	17APAccr1		Petty Cash	15.00
12/31/2017	17APAccr1		World Book Inc	99.00
Total 982.760 · Youth Print General				859.37
982.765 · Youth/Teen Special Needs Coll				
12/07/2017	655784877359	Amazon.com	Sensory Items	30.01
12/07/2017	943476977796	Amazon.com	Sensory Items	9.84
12/21/2017	469597447589	Amazon.com	Sensory Items	35.26
Total 982.765 · Youth/Teen Special Needs Coll				75.11
982.770 · Youth Ref.				
12/31/2017	17APAccr1		World Book Inc	900.00
Total 982.770 · Youth Ref.				900.00
Total 982.755 · Youth Print				1,834.48
Total 982.700 · Print				5,041.18
982.800 · Collection Enhancement				
982.810 · Adult Enhancement				
12/07/2017	653765595584	Amazon.com	Winter Reading Basic Reads	11.95
12/07/2017	457776938689	Amazon.com	Winter Reading Basic Reads	11.99
12/07/2017	987838999868	Amazon.com	Winter Reading Basic Reads	89.18

01/08/18

# Chelsea District Library List of Checks for Board Approval December 2017

Date	Num	Name	Memo	Paid Amount
12/21/2017	446838758989	Amazon.com	Basic Reads	16.07
12/21/2017	745994374476	Amazon.com	Basic Reads	14.24
12/21/2017	2033351370	Baker & Taylor-Adult Enhance Acct	2033351370	5.99
12/31/2017	17APAccr1		Amazon	11.47
12/31/2017	17APAccr1		Amazon	43.35
12/31/2017	17APAccr1		Baker & Taylor Adult	304.74
Total 982.810 · Adult Enhancement				508.98
Total 982.800 · Collection Enhancement				508.98
982.910 · Adult Collection Restricted				
12/21/2017	95650450	Midwest Tape	95650450 - God: a History	34.99
Total 982.910 · Adult Collection Restricted				34.99
982.920 · Youth Collection Restricted				
12/21/2017	2033354219	Baker & Taylor-Youth	2033354219	5.23
12/21/2017	2033343963	Baker & Taylor-Auto Yours Cats	2033343963	97.97
12/21/2017	2033341881	Baker & Taylor-Unlabeled	2033341881	30.81
Total 982.920 · Youth Collection Restricted				134.01
Total 982 · Collection Expense				19,346.31
TOTAL				178,506.73



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	Oct 17	Nov 17	Dec 17	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
402 - District Revenue	827,294	707,905	56,763	23,403	61,865	1,704	(475)	(185)	212	(338)	0	0	1,678,148	1,693,231	(15,083)	99%
501.001 - Grants	1,000	0	0	0	0	0	0	500	0	500	0	0	2,000	2,000	0	100%
539.000 - State Grants	0	0	0	0	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	0	0	0	9,918	8,500	1,318	116%
574.100 - Penal Fines	0	0	0	0	0	0	0	22,469	0	0	0	0	22,469	23,000	(531)	98%
607.100 - Non-Resident Fees	696	636	328	375	107	375	134	562	455	393	406	375	4,842	5,500	(658)	88%
645.100 - Copiers & Printers	92	1,000	699	675	587	738	181	1,591	562	600	104	873	7,702	7,500	202	103%
655.100 - Circulation Fines	1,650	2,200	1,624	1,640	2,627	1,972	1,728	1,733	2,048	2,205	1,651	1,676	22,754	23,500	(746)	97%
665.100 - Interest	21	32	36	17	13	8	5	5	5	6	6	7	161			
666.100 - Investment Earnings	6	6	4,223	16	17,845	2,381	174	174	3,666	825	17,800	2,308	49,424	45,500	3,924	109%
666.500 - Investment Change in Value	354	1,593	(1,099)	3,260	795	(6,613)	548	5,123	(9,078)	(143)	(5,893)	(2,193)	(13,946)			
674 - Contribution & Donation-Public	1,260	8,500	100	5,500	3,450	1,056	1,000	2,949	0	10,090	505	11,100	45,510	40,270	5,240	113%
675 - Donations Private	0	0	0	0	0	0	0	0	0	0	1,000	0	1,000	1,000	0	100%
Total Income	832,373	721,872	62,074	34,886	87,289	6,496	3,295	39,864	(2,130)	14,138	15,579	14,146	1,829,882	1,850,001	(20,119)	99%
Gross Profit	832,373	721,872	62,074	34,886	87,289	6,496	3,295	39,864	(2,130)	14,138	15,579	14,146	1,829,882	1,850,001	(20,119)	99%
Expense																
701 - Personnel Expenses	46,315	80,054	116,689	79,897	79,782	83,689	79,605	78,716	119,045	79,035	78,122	119,757	1,040,706	1,066,156	(25,450)	98%
727 - Supplies	1,386	1,298	2,257	628	1,097	823	2,029	981	1,016	879	1,365	1,582	15,341	17,300	(1,959)	89%
801 - Professional Services	12,400	1,957	10,147	4,736	7,968	2,794	2,836	5,698	1,168	3,400	5,654	6,583	65,341	66,243	(902)	99%
803 - Maintenance Service Contracts	3,182	9,290	10,022	22,185	8,170	8,505	5,372	11,572	8,330	7,710	5,354	11,823	111,515	119,769	(8,254)	93%
850 - Telecommunications	(2,411)	929	2,105	859	4,299	1,812	4,513	2,363	4,382	2,065	7,875	1,963	30,754	31,178	(424)	99%
880 - Promotional Materials	2,213	3,567	7,182	2,692	3,188	7,097	642	8,436	4,034	1,382	2,670	7,752	50,855	52,300	(1,445)	97%
884 - Programming	3,779	1,889	18,287	10,473	4,540	4,046	5,173	9,911	3,942	3,141	2,081	3,575	70,837	78,004	(7,167)	91%
885 - Volunteer	0	16	177	21	449	0	20	26	22	44	1,000	247	2,022	2,250	(228)	90%
920 - Utilities	0	4,725	4,106	3,935	3,634	3,838	4,475	4,657	4,925	4,276	4,170	4,090	46,831	56,200	(9,369)	83%
960 - Board & Director Expense	268	184	80	195	65	108	243	74	0	396	67	125	1,805	3,350	(1,545)	54%
965 - Automation Services	14,383	0	0	10,235	0	0	10,235	0	0	10,566	0	0	45,419	46,212	(793)	98%
967 - Equipment	2,195	2,325	4,074	3,400	1,373	987	158	3,325	3,239	2,862	1,249	329	25,516	25,449	67	100%
969 - Continuing Education Expenses	641	1,794	1,181	2,028	501	597	3,152	1,687	415	1,275	433	735	14,439	19,351	(4,912)	75%
980 - Capital Expense	0	0	0	8,697	1,095	8,668	18,224	0	10,800	4,776	4,206	0	56,466	57,500	(1,034)	98%
982 - Collection Expense	845	22,963	13,695	8,328	16,435	15,897	8,696	27,149	10,440	9,434	11,509	19,346	164,737	180,838	(16,101)	91%
Total Expense	85,196	130,991	190,002	158,309	132,596	138,861	145,373	154,595	171,758	131,241	125,755	177,907	1,742,584	1,822,100	(79,516)	96%
Net Ordinary Income	747,177	590,881	(127,928)	(123,423)	(45,307)	(132,365)	(142,078)	(114,731)	(173,888)	(117,103)	(110,176)	(163,761)	87,298	27,901	59,397	
Other Income/Expense																
Other Expense																
999.001 - Transfer to Capital Improvement	0	0	0	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	0	0	0	5,000	(5,000)	0%
999.025 - Carry from General Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	45,401	(45,401)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	27,901	(27,901)	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	(27,901)	27,901	0%
Net Income	747,177	590,881	(127,928)	(123,423)	(45,307)	(132,365)	(142,078)	(114,731)	(173,888)	(117,103)	(110,176)	(163,761)	87,298	0	87,298	100%

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

	Jan - Dec 17	Jan - Dec 16	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402 • District Revenue	1,678,148.44	1,609,050.84	69,097.60	4.29%
501.001 • Grants	2,000.00	0.00	2,000.00	100.0%
539.000 • State Grants	0.00	8,594.17	-8,594.17	-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	4,838.70	5,518.98	-680.28	-12.33%
645.100 • Copiers & Printers	7,702.09	7,012.37	689.72	9.84%
655.100 • Circulation Fines	22,753.47	22,598.48	154.99	0.69%
665.100 • Interest	163.01	193.89	-30.88	-15.93%
666.100 • Investment Earnings	49,424.20	49,036.50	387.70	0.79%
666.500 • Investment Change in Value	-13,948.05	-3,122.90	-10,825.15	-346.64%
666.510 • Change in Community Foundation	0.00	1,614.00	-1,614.00	-100.0%
674 • Contribution & Donation-Public	45,509.63	60,934.58	-15,424.95	-25.31%
675 • Donations Private	1,000.00	6,776.67	-5,776.67	-85.24%
<b>Total Income</b>	<b>1,829,878.09</b>	<b>1,803,509.26</b>	<b>26,368.83</b>	<b>1.46%</b>
<b>Gross Profit</b>	<b>1,829,878.09</b>	<b>1,803,509.26</b>	<b>26,368.83</b>	<b>1.46%</b>
<b>Expense</b>				
701 • Personnel Expenses	1,040,707.08	982,233.43	58,473.65	5.95%
727 • Supplies	15,340.97	16,088.00	-747.03	-4.64%
801 • Professional Services	65,340.06	69,455.86	-4,115.80	-5.93%
803 • Maintenance Service Contracts	111,514.97	104,018.19	7,496.78	7.21%
850 • Telecommunications	30,750.70	18,888.36	11,862.34	62.8%
880 • Promotional Materials	50,857.67	50,745.19	112.48	0.22%
884 • Programming	70,837.93	83,373.88	-12,535.95	-15.04%
885 • Volunteer	2,021.13	1,499.79	521.34	34.76%
920 • Utilities	46,831.64	53,464.39	-6,632.75	-12.41%
960 • Board & Director Expense	1,803.34	2,572.77	-769.43	-29.91%
965 • Automation Services	45,419.94	44,371.37	1,048.57	2.36%
967 • Equipment	25,517.97	48,971.85	-23,453.88	-47.89%
969 • Continuing Education Expenses	14,437.51	23,460.28	-9,022.77	-38.46%
980 • Capital Expense	56,465.99	75,199.20	-18,733.21	-24.91%
982 • Collection Expense	164,738.87	164,550.52	188.35	0.11%
<b>Total Expense</b>	<b>1,742,585.77</b>	<b>1,738,893.08</b>	<b>3,692.69</b>	<b>0.21%</b>
<b>Net Ordinary Income</b>	<b>87,292.32</b>	<b>64,616.18</b>	<b>22,676.14</b>	<b>35.09%</b>
<b>Net Income</b>	<b>87,292.32</b>	<b>64,616.18</b>	<b>22,676.14</b>	<b>35.09%</b>



**CHELSEA DISTRICT LIBRARY**

Fund Balances

December-17

**General Fund**

**LOCAL BANKS BALANCES**

Checking Account/ Chelsea State Bank

Money Market Account/Chelsea State Bank

Lake Trust Credit Union

Paypal Account

Cash on Hand

Beginning Balance	Net Change	Ending Balance
	\$91,315.71	\$242,188.69
\$150,872.98	\$0.00	\$0.00
\$0.00	\$0.00	\$5.00
\$5.00	\$869.40	\$869.40
\$0.00		
<u>\$150,872.98</u>	<u>\$91,315.71</u>	<u>\$243,063.09</u>

**Investment Partners Account**

IPA Fixed Income Fund

IPA Money Market Fund

**Investment Partners Total**

\$1,371,240.01	\$114.91	\$1,371,354.92
\$0.00	\$0.00	\$0.00
<u>\$1,371,240.01</u>	<u>\$114.91</u>	<u>\$1,371,354.92</u>

**Total General Fund**

<u>\$1,522,112.99</u>	<u>\$91,430.62</u>	<u>\$1,614,418.01</u>
-----------------------	--------------------	-----------------------

**Debt Service Fund**

Bond Debt Retirement Fund Checking

<u>\$255,082.00</u>	<u>\$10.84</u>	<u>\$255,092.84</u>
---------------------	----------------	---------------------





# Chelsea District Library Investment Account

As of 12/31/2017

## Original Investment

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

## Investment Activity

Date	Value
12/31/2017	1,371,355
Invested	1,077,957
Increase 6/2009 – 12/31/2016	257,942
2017 Change (Current Year)	35,456
Withdrawal / Deposit	0

## Investment Distribution

Fund	Value
Capital Reserve Fund	875,800
Capital Improvement Fund	100,000
General Fund from Investment	102,157
Investment Services Fund	293,398
(Interest - Fees + Change in Value)	1,371,355

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

Note: Board Committed \$22,500 to Capital Improvement

Fd on December 19, 2017

## Report for 12/31/2017

Note: Fund Adjusts entered 1/3/2017

Note: This Adjustment entered 1/3/2018

# 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	\$151,898	\$139,163	\$151,898	\$194,680	\$158,142	\$139,658	\$129,793	\$133,765	\$1,810,060	
Net cash flow	\$447,077	\$394,049	(\$1,049)	(\$100,169)	(\$144,334)	(\$66,680)	(\$147,446)	(\$142,670)	(\$151,609)	(\$136,041)	(\$125,964)	\$69,795	(\$105,041)	
Ending balance	\$615,120	\$1,009,169	\$1,008,120	\$907,951	\$763,617	\$696,937	\$549,491	\$406,821	\$255,212	\$119,171	(\$6,793)	\$63,002	\$63,002	
<b>Income</b>														
Total Income	\$647,073	\$592,932	\$60,275	\$31,879	\$69,620	\$11,174	\$9,160	\$35,162	\$38,115	\$15,268	\$4,444	\$231,458	\$1,746,560	
Other income PPT \$PP		\$127,753										\$869	\$128,622	
<b>Expenditures</b>														
Total Expense	\$136,500	\$131,639	\$190,732	\$158,575	\$133,408	\$139,306	\$145,781	\$195,200	\$168,509	\$133,730	\$126,639	\$140,142	\$1,800,161	
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	\$123,074	\$150,879	\$168,043	
Total Income	\$647,073	\$720,685	\$60,275	\$31,879	\$69,620	\$11,174	\$9,160	\$35,162	\$38,115	\$15,268	\$4,444	\$232,327	\$1,875,182	
Money Market Flow			(\$700,000)				\$100,000	\$100,000	\$200,000	\$150,000	\$150,000	\$150,000	\$0	
Expenditures	\$136,500	\$131,639	\$190,732	\$158,575	\$133,408	\$139,306	\$145,781	\$195,200	\$168,509	\$133,730	\$126,639	\$140,142	\$1,800,161	
Net cash flow	\$510,573	\$589,046	(\$830,457)	(\$126,696)	(\$63,788)	(\$128,132)	(\$36,621)	(\$60,038)	\$69,606	\$31,538	\$27,805	\$92,185	\$75,021	
Ending balance	\$678,616	\$1,267,662	\$437,205	\$310,509	\$246,721	\$118,589	\$81,968	\$21,930	\$91,536	\$123,074	\$150,879	\$243,064	\$243,064	

\$ 700,000 to money market 03/17  
add back as needed

Other Income	Process	Location
\$22,500	Capital Improvement Funds - add when transferred	Investment Account
\$45,500	Investment Interest - add when transferred	Investment Account
\$0	Capital Reserve Funds - add when transferred	Investment Account
\$42,041	Money from 2016 Budget - included in Balance Fwd	Checking Account

Chelsea District Library  
Donation and Restricted  
January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
501.001 · Grants			
501.200 · Chelsea Garden Club Grant	1,000	1,000	0
<b>Total 501.001 · Grants</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>
539.000 · State Grants			
539.300 · Michigan Humanities Council	0		
<b>Total 539.000 · State Grants</b>	<b>0</b>		
674 · Contribution & Donation-Public			
674.100 · Designated Adult Collection	40	40	0
674.101 · Designated Youth Collection	25	25	0
674.110 · Designated Adult Programming	13,756	13,756	0
674.111 · Designated Youth Programming	6,950	7,450	(500)
674.120 · Undesignated Donation	21,665	10,925	10,740
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
<b>Total 674 · Contribution &amp; Donation-Public</b>	<b>45,510</b>	<b>40,270</b>	<b>5,240</b>
675 · Donations Private			
675.400 · Chelsea Ed Foundation	1,000	1,000	0
<b>Total 675 · Donations Private</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>
<b>Total Income</b>	<b>47,510</b>	<b>42,270</b>	<b>5,240</b>
<b>Gross Profit</b>	<b>47,510</b>	<b>42,270</b>	<b>5,240</b>
<b>Expense</b>			
727 · Supplies			
727.900 · Supplies Restricted Gifts	101	100	1
<b>Total 727 · Supplies</b>	<b>101</b>	<b>100</b>	<b>1</b>
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
<b>Total 801.900 · Professional Restricted Gifts</b>	<b>1,220</b>	<b>1,250</b>	<b>(30)</b>
<b>Total 801 · Professional Services</b>	<b>1,220</b>	<b>1,250</b>	<b>(30)</b>
850 · Telecommunications			
850.300 · TLN Internet Service			
850.910 · WIFI Hot Spots - Restricted	2,000	2,000	0
<b>Total 850.300 · TLN Internet Service</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>
<b>Total 850 · Telecommunications</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>
884 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.922 · Youth Prog Rest Gifts Authors	2,500	2,500	0
884.953 · Youth Prog Rest Chelsea Ed Foun	1,180	1,180	0
<b>Total 884.211 · Authors in Chelsea</b>	<b>3,680</b>	<b>3,680</b>	<b>0</b>
<b>Total 884.210 · Youth Speakers</b>	<b>3,680</b>	<b>3,680</b>	<b>0</b>

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

	Jan - Dec 17	Budget	\$ Over Budget
<b>884.400 · Music Focus</b>			
884.960 · Sonic Sundays Restricted Gift	2,000	2,000	0
<b>Total 884.400 · Music Focus</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>
<b>884.500 · Artist In Residence</b>			
884.970 · Artist in Residence Restricted	1,964	2,000	(36)
<b>Total 884.500 · Artist In Residence</b>	<b>1,964</b>	<b>2,000</b>	<b>(36)</b>
<b>884.910 · Adult Programming Restricted</b>			
884.911 · Adult Prog Rest Gifts Comedy Sh	1,500	1,800	(300)
884.912 · Adult Prog Rest Gifts General	2,989	3,300	(311)
884.913 · Adult Prog Rest Gifts SRP	642	650	(8)
884.914 · Adult Prog Rest Gifts MWest LW	2,000	2,000	0
884.915 · Aud Prg. Rst. Gifts Purple Rose	1,000	1,000	0
884.930 · Oral History Restrcted Gift			
884.932 · MHC - World War I Grant	494	494	0
<b>Total 884.930 · Oral History Restrcted Gift</b>	<b>494</b>	<b>494</b>	<b>0</b>
<b>Total 884.910 · Adult Programming Restricted</b>	<b>8,625</b>	<b>9,244</b>	<b>(619)</b>
<b>884.920 · Youth Programming Restricted</b>			
884.921 · Youth Prog Rest Gifts Genl	0	500	(500)
884.923 · Youth Prog Rest Gifts SRP	3,493	3,493	0
<b>Total 884.920 · Youth Programming Restricted</b>	<b>3,493</b>	<b>3,993</b>	<b>(500)</b>
<b>Total 884 · Programming</b>	<b>19,762</b>	<b>20,917</b>	<b>(1,155)</b>
<b>967 · Equipment</b>			
967.900 · Equipment Restricted Gifts			
967.910 · Equipment Rest Gifts	1,223	749	474
<b>Total 967.900 · Equipment Restricted Gifts</b>	<b>1,223</b>	<b>749</b>	<b>474</b>
<b>Total 967 · Equipment</b>	<b>1,223</b>	<b>749</b>	<b>474</b>
<b>982 · Collection Expense</b>			
982.500 · Local History Preservation			
982.941 · Chelsea Standard Digitize - Res	1,098	1,508	(410)
<b>Total 982.500 · Local History Preservation</b>	<b>1,098</b>	<b>1,508</b>	<b>(410)</b>
982.910 · Adult Collection Restricted	2,317	2,320	(3)
982.920 · Youth Collection Restricted	284	284	0
<b>Total 982 · Collection Expense</b>	<b>3,699</b>	<b>4,112</b>	<b>(413)</b>
<b>Total Expense</b>	<b>28,005</b>	<b>29,128</b>	<b>(1,123)</b>
<b>Net Ordinary Income</b>	<b>19,505</b>	<b>13,142</b>	<b>6,363</b>
<b>Net Income</b>	<b>19,505</b>	<b>13,142</b>	<b>6,363</b>





# **DIRECTOR'S REPORT**



## **Library Director's Report on December 2017 Respectfully submitted for January 2018 Board Meeting**

### **Staff News**

Library Aide Jennie Medeiros celebrated her twelve-year work anniversary on December 27<sup>th</sup>. We are a better place, thanks to Jennie!

### **Safety and Security at CDL**

Please find below some of the ways we are working to ensure a safe environment for all patrons at our library-- particularly children.

- The Chelsea District Library continues to comply with PA 212, which states that if a library offers use of the Internet, they have a system or method in place designed to prevent minors from being exposed to obscene or sexually explicit matter considered harmful to minors. Because minors have access to all public areas of the Library, that content is not allowed on Internet-enabled devices in the Library. Staff monitors all areas of the Library in this effort.
- Library policies are reviewed regularly. The Library staff and board are currently reviewing policies and practices related to patron behavior and visitor safety and security.
- As part of our Strategic Plan 2017-2019, we are undergoing a Design Think process to evaluate how library space is used, with safety and security as a primary concern.
- Our professional staff has created a *Child Safety in Public Spaces* informational handout reinforcing Library policies created to keep children safe, as well as including suggestions for safety in public spaces. It will be distributed throughout the Library and via our marketing channels.
- We are working with community partners to create and implement programs for children in our community to raise awareness of safety and how to handle themselves in difficult situations.

### **2018 Board Update**

I met with Gary Munce for his board orientation. We discussed the history, mission, operation, policies, and budget of CDL. We covered the role of the trustee and the mechanics of the board and its meetings. We also discussed the role of the public library and the Library Bill of Rights. I think he's ready!

### **FY2017 Audit Update**

Auditors from Stevens, Kirinovic, & Tucker will be on site February 12-15 to begin the work of the CDL audit for the year ending December 31, 2017. Administrative Assistant Chris Berggren and Bookkeeper Mary Budzinski (with a little assistance from Terri Lancaster) have begun gathering items requested from the firm necessary to perform their work.

### **Out and About -- December 2017**

- Attended Volunteer Appreciation Party – December 2<sup>nd</sup>
- Attended City of Chelsea Human Rights Commission meeting – December 6<sup>th</sup>
- Toured Chelsea Wellness Center and met with Amy Heydlauff, CEO of 5 Healthy Towns
- Served holiday lunch at Senior Center – December 15<sup>th</sup>
- Met with Chelsea Mayor Melissa Johnson – December 18<sup>th</sup>
- Attended Rotary meetings – December 19<sup>th</sup>

### **Looking Ahead to January 2018**

- Meet with Lynn Fox, member, City of Chelsea Human Rights Commission – January 8<sup>th</sup>
- Rotary with Terri Lancaster re: Library card sign up – January 9<sup>th</sup>
- Meet with 5 Healthy Towns – January 11<sup>th</sup>
- Reading program at North Creek Elementary School – January 12<sup>th</sup>
- Chelsea 2030 meeting – January 14<sup>th</sup>

- **Meet with Executive Director Monica Monsma of Chelsea Area Chamber of Commerce – January 18<sup>th</sup>**
- **Meet with Kerry Sheldon of Bridgeport Consulting – January 22<sup>nd</sup>**
- **Chelsea Community Center meeting – January 24<sup>th</sup>**
- **Shared Automated System Users Group meeting – January 25<sup>th</sup>**

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

Goal progress from December 2017 – early January 2018 is shared below.

*Goal 1.1 Realize the highest potential of the Library facility, fully utilizing all existing space to support optimal patron usage and experience.*

- Replaced playhouse in KidSpot with a flexible, space-efficient play structure to allow for constructive play but also keep the room free for programming.

*Goal 1.2 Continue to diversify the Library's revenue sources.*

- Secured online memorial donations.

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

*Goal 2.1 Increase awareness/visibility of the Library throughout the community.*

- Facebook analytics for 2017 shows increases for the following annual statistics: 19% increase in posts, 12% increase in followers, 44% increase in post reach, and 42% increase of engagement in posts. We are continuing to grow our audience; we are becoming more visible in followers' newsfeeds; and we are doing a better job of getting readers to engage with our posts by clicking for more information or commenting/replying.

*Goal 2.2 Conduct regular, meaningful outreach and engagement with residents and representatives of the rural areas of the Library's service district.*

- Began work to expand Homebound Delivery services which will benefit rural areas.
- Homebound Delivery Service rebranded as "CDL Delivers."

*Goal 2.3 Strengthen and sustain relationships with schools in the district.*

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

*Goal 3.2 provide leadership around issues of diversity, equity, and inclusion through our programs, collections, and services.*

- Working with City of Chelsea Human Rights Commission in their surveying of service area.

*Goal 3.3 Expand the Library's collection of non-traditional items.*

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

- Met with Silver Solutions to brainstorm opportunities for collaboration on intergenerational programs and initiatives.



Chelsea District Library Performance Dashboard December 2017

	Dec-16	Dec-17	%change from last Dec	2016 to date	2017 to date
Annual Items in Collection		69446	NA		69446
Annual Registered Borrowers	9689	8412	-13%	9689	8412
Circulation - Total	22824	22473	-2%	303637	298112
Items	21058	20568	-2%	282598	274593
E-books/E-audio	1423	1639	15%	18198	19151
E-magazines	343	191	-44%	2841	3071
Non-Traditional		27	NA	0	386
Hotspots		14	NA	0	178
Deposit Collection Circulation	NA	34	NA	0	733
Self-Check Items - Total	2142	1981	-8%	33403	32120
New Cards - Total	41	43	5%	952	923
Reference Desk Interactions - Total	1633	1999	22%	21743	25184
Engagement - Total	605	565	-7%	22113	21136
Youth Program Attendance	127	177	39%	4126	5715
Adult Program Attendance	229	190	-17%	2894	2462
Teen Program Attendance	50	46	-8%	638	397
General Program Attendance	135	0	-100%	4049	2291
Outreach -- Youth	50	110	120%	6707	5697
Outreach -- Teen	0	0	NA	2317	1941
Outreach -- Adult	14	18	29%	628	686
Awareness Opportunities		0	NA	35	1125
Homebound Visits	N/A	24	NA	719	822
Programs/Visits Offered - Total	26	30	15%	750	698
Youth	9	12	33%	194	223
Adult	8	9	13%	148	156
Teen	2	3	50%	71	45
General	3	0	-100%	38	24
Outreach -- Youth	1	3	200%	163	121
Outreach -- Teen	0	0	NA	68	18
Outreach -- Adult	3	3	0%	67	69
Awareness Events		0	NA	1	42
Door Count - Total	13642	14071	3%	202885	201684
WiFi Data Usage (GB) - Total	815.54	2752.08	238%	8008.06	23819.6
Library Internal Public WiFi	815.54	605.71	-26%	8008.06	10961.5
Total Hotspot Wifi	NA	2147.2	NA	0	2166.95
Lyndon Twp Wifi	NA	92.35	NA	0	117.967
Lima	NA	0.134	NA	0	5070.33
Sylvan	NA	0.567	NA	78096	80402.5
Mobile Beacon Hotspots		1641.74	NA	8461	9589.79
Hotspots available for checkout	NA	412.43	NA	15445	14877.4
Computer Usage/Sessions - Total	5571	6630	19%	83867	87032
Workstations	1166	1028	-12%	16611	15493
Wireless	4405	5602	27%	67056	71539
Website Stats					
Website Sessions	8742	7992	-9%	104067	102183
Website Users	4926	4827	-2%	58134	64547

Decrease due to patron database clean up in prep for new system. TML

started recording mid 2017

Started adding numbers from outside programs to door count May 2017

started recording Mobile Beacon Hostpot Numbers July 2017





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

**Facility**

December was a busy month as far as facility issues were concerned. The second chiller repair was completed but won't signed off until spring when the Freon can be put in. The chiller will then be fired up and final testing done. This repair happened to coincide with the extremely cold weather we had for several weeks this month and we just couldn't seem to get the building as warm as it should be. I could see that our system hot water temp was low so while the mechanic was here doing the chiller repair, I asked him to look at the boilers. Sure enough, they both were having issues that were keeping them from working properly. Once they both were repaired, the building felt much warmer!

We also had our annual plumbing inspection which included a backflow inspection this year. While they only found small issues- 3 minor toilet flushing leaks- they did find that the valves were leaking pretty good during the backflow test. That leak required a larger repair and ordering parts so it was scheduled for January.

Our outer glass front doors also needed some maintenance this month. The roller wheels that keep them sliding smoothly were worn out and were replaced. Didn't want those doors hanging open in that extremely cold weather!

And last but not least, the elevator stopped working with the whole Wednesday night book sale crew inside, including Mary Budzinski! They were on their way up when it just stopped. They pushed the emergency button and were connected to an operator who called our staff, and a service tech was sent out from Ann Arbor. By the time he got here, our staff had gone to the basement, pushed the UP button in coordination with Mary using the floor unlock key, and got the elevator to go to the first floor where the crew was released. Turned out something called the "interlocks" that latch the car at each floor were worn out and had to be ordered before the repair could be completed, taking the elevator out of service for rest of the night and the next day. The mechanic said we got several more years out of them than the usual 8-10 years, for what it's worth.

**Volunteers**

December tends to be a slow month for volunteers, as you might imagine. We logged 70.5 non-book sale hours and 152 book sale hours this month, bringing our total volunteer hours to 4610 for 2017! Our annual volunteer appreciation event on Hometown Holidays Saturday was a big success, thanks to Lori, Patty and several other staff who pitched in to help while I was out of town. From the feedback I heard, a good time was had by all!

**Strategic Plan**

I made some progress this month on the Wellness initiative, ordering a desk bike and Seasonal Affective Disorder (SAD) "happy" light. I also researched some small workout equipment we will purchase next year to go in McKune to be used for staff as they take breaks during the day.

Respectfully submitted- Linda Ballard, Assistant Director

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	247.00	187.00	186.00	213.50	152.00	2427.50
CPU	18.25	17.00	11.50	13.00	10.50	15.00	7.25	10.00	17.25	21.75	12.50	8.75	162.75
Local History	43.75	45.25	50.75	47.00	53.00	48.00	45.75	20.75	41.75	37.50	47.00	24.50	505.00
Program	21.5	1.75	8.75	4.50	4.50	39.00	33.25	0.00	9.00	13.75	21.75	1.50	159.25
Workroom	9.00	10.00	15.00	16.50	13.50	24.75	31.50	47.25	15.00	17.50	22.00	10.00	232.00
Friends	0.00	20.00	6.00	10.00	6.00	1.50	6.00	6.00	6.00	22.50	4.00	9.75	97.75
YSG	27.50	13.00	25.00	34.00	19.00	365.50	310.00	19.00	15.00	70.00	9.00	2.00	909.00
Board Trustees	12.00	7.00	5.00	9.00	9.00	14.25	15.75	10.5	5.00	8.75	6.00	14.00	116.25
Brd/comm mtgs													
Monthly Totals	350.00	271.00	319.00	343.00	341.50	733.00	659.50	360.50	296.00	377.75	335.75	222.50	4609.50
Non Book sale	132.00	114.00	122.00	134.00	115.50	508.00	449.50	113.50	109.00	191.75	122.25	70.50	2182.00

**Program Report: December**

Date	Event	Attendance
<b>Adult Programming (9 Programs, 190 Attendees)</b>		
12/1	Hometown Holiday- Common Chords	100
12/2	Purple Rose Theatre Concert Reading	39
12/4	Film Forum: Iwo Jima Diary	14
12/5	Reading Glasses: a Book Club	17
12/12	Computer Training 1:1	4
12/13	Place That Face	Cancelled
12/16	Chelsea Community Forum	12
12/20	3D Printing	Cancelled
12/21	Books & Banter	4
<b>Youth Programming (12 Programs, 177 Adult &amp; Child Attendees)</b>		
12/5, 12,19	Babytime	16, 18, 17
12/6, 13	Preschool Storytime	9, 11
12/7, 14	Toddertime	20, 19
12/9	Hoppin' Holidays	25
12/11	Minecraft Mondays	5
12/12	A2SO Instrument Petting Zoo Storytime	11
12/14	READ to Library Dogs	5
12/28	Kids Movie Marathon	21
<b>Teen Programming (3 Program, 46 Attendees)</b>		
12/2	Tween & Teen Homemade Gifts	33
12/7,21	That Thursday Thing: Paracord Bracelets, Cookie Decorating	8, 5
<b>Outreach (Adult 3/18, Teen 0/0, Youth 3/110, Awareness 0/0)</b>		
12/1 (Y)	Holiday Storytime at Farmer Supply	90
12/5,19 (A)	iPad Class at CRC & Computer Training 1:1 at Glazier	3,4, 2
12/11,13 (Y)	Storytime at Early Childhood Center & Special Needs	13, 7
12/21 (A)	Book Club at Pines	9
<b>*Denoted Strategic Plan Initiative</b>		
<b>(A) Denotes Adult Outreach (Y) Denotes Youth Outreach (T) Denotes Teen Outreach</b>		
<b>(G) Denotes General Outreach</b>		

**Upcoming Programs**

In January we have some great programs starting. Washtenaw Reads will officially kick-off and we have two related programs: Born with Africa in Them on 1/9 and and Kuungana Drum & Dance on 1/24. We also have winter reading programs to help fight away the winter dreariness. For elementary age kids we have our Winter Warrior program with challenge cards that include

indoor and outdoor winter activities. For tweens, teens, and adults we have our Hot Reads for Cold Nights program where participants can leave reviews for their recently read books on our display board and get a drawing slip for a chance to win a mug with cocoa and a \$5 gift card to Zou Zou's. We will pull two names each week through the end of February.

#### Statistics

	December 2017	December 2016
Ref Questions	1,999	1,633
Homebound Book Deliveries	24	N/A
Inter-library Loan	7	8

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

December was spent finishing projects, getting ready for January programming, and finalizing spring newsletter content. We sent out some Local History Items for digitation, ordered a new play structure for Kidspot, and prepared for our Hot Reads for Cold Nights and Winter Warriors reading programs. Our part-time Adult Librarian Cathy Kamil is also retiring at the end of the year so we have been working on transitioning duties as we get ready for our intern Sarah Conrad to join us as a part-time librarian. Finally, I have begun a careful evaluation of the Adult Fiction Collection. I am going shelf by shelf to weed and replace popular titles that are in bad shape due to their high usage. This project will continue into the New Year.

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

December was a good month for planning and preparation, particularly focusing on our upcoming spring quarter. I reached out to potential partners for future Top 5 events, and am excited to be working with Marianne from Zou Zou's for our spring game night. Keegan, Patty and I also met with Rich and Karen Fahle to begin plans for the Midwest Literary Walk. Our venues are booked and we have some spectacular authors on our short list of potentials. Since this January was the start of two major programs, Washtenaw Reads and Hot Reads for Cold Nights, Laura, Keegan and I also worked together to create displays and promo materials for both events. On the local history front, I had a conference call with Melanie and a bibioboard rep to discuss some of our wish list items for both the patron and staff end of the database. While no guarantees were made, I'm hopeful that some changes coming in 2018 will improve our workflow. Finally, as Cathy Kamil retired January 1st, I worked with her in preparation for taking over the Homebound Book Delivery service, now renamed "CDL Delivers!".

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

December started with a charming program by Chelsea Common Chords, with over 100 people attending. Reading Glasses had a fun White Elephant Book exchange of favorite books where members also suggested book club reads, so after an online member poll, we picked our reads for 2018. Our newest book club member, Hazel, made her debut at the ripe age of one week old! Shannon has been training me to prep local history photos for Biblioboard, and I will soon be taking over CDL's popular Place That Face program. I finished the month helping with the Hot Reads Cold Nights winter reading program, which runs Jan.-Feb. Check-out the super cute display and genre buttons on the second floor!

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

This was a good month for tidying up loose ends, especially continuing to work on analyzing and maintaining the youth nonfiction collection. I have been able to pull outdated materials from the shelves and determine what I need to freshen up this collection over the coming months. I also prepared for a new Youth program that will start in January, Winter Warriors. Participants will get a button to fill with rhinestone "snowflake" stickers as they complete challenges, which will help kids and families stay busy with activities for indoor and outdoor winter fun (and hopefully not go stir-crazy from cabin fever)!

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

December was another good month for teen programming, with two new popular That Thursday Thing activities: paracord survival bracelets and cookie decorating. Both drew a nice mix of boys and girls. I also helped run the teen and tween gift making program with Jessica and headed up the teen hygiene drive which concludes in early January. I finished up end of the year ordering by updating the teen kindles (and doing some data hygiene on their content lists) and ordering more Overdrive titles. Finally, I had a presentation proposal on Escape Rooms accepted for the Rural and Small Library conference which will take place in Traverse City this spring.

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

I completed orders for the year, specifically ordering items for the video game, family movie and playaway media collections. I also ordered audiobooks and ebooks for parents on Overdrive. I dressed up as Mrs Claus and read stories at the farm supply store during Hometown Holidays. The following week I hosted the 4H club's annual Hoppin' Holidays party. Planning for Spring programming was finished, specifically including several parenting workshops with a local business. I also worked on arranging for a special display of an Authors In Chelsea participant's work for the months of February/March.



## **Technology**

### **Summary of December 2017**



#### **From: Ron Andrews – Head of Technology**

My biggest project for December was making sure that everything for our Hoopla launch was ready for January 2, 2018. I worked closely with Patty to make sure our new handouts were ready and with Midwest Tape to make sure that we had all of the settings ready. Also ran a week of Hoopla training with the staff.

Working with Melanie we also helped setup a new service called Wandoo Reader for the Information Services department to use in tandem with their reading contests. Info Services will be using it with the new, Hot Reads, Cool nights.

Many of the year-end tasks included setting up and configuring the 2018 Reference stats sheets, updating and closing out 2017 orders and invoices.

We have a shared database call AAM that allows patrons to put money for printing on their library card. The database is hosted at TLN but due to other libraries pulling out of the shared database it now make more sense for each library to host their own patron printing records. We will be migrating the data from TLN servers to Chelsea Library servers in January 2018.

Finally I filled out a survey for TLN in preparation for spring training for our new CARL system. This also included giving Patty a small article for the newsletter about where we are with the CARL process.

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

##### **Servers and Network:**

- Fixed more backup issues on our staff servers. Began looking into some alternative backup solution as we have had ongoing issues with backups. Currently exploring Veeam.
- Installed Windows Software Update Services on our public server in preparation for deploying Windows 10 on the public computers in 2018. The service is not seeing all the public computers and will need further troubleshooting.
- Discussed and researched options for getting Family History database backup up and running.
- Updated firmware on all of the network equipment to fix security vulnerability.

##### **Public and Staff Computers:**

- Updated the public machines with a new version of our security software and updated all the non-windows software. Also fixed some default settings on the public desktop.
- Fixed the last of the Kindles with Wifi issues.
- Kerry Ballard installed the people counter for me and I worked with our vendor to configure it. The vendor then recorded an hour of traffic and manually counted to verify the people counters accuracy. It was 100%. I will be getting a volunteer to help us run our own validation.

### Broadband

- Lyndon Twp Broadband subcommittee has put together a site at [lyndonbroadband.org](http://lyndonbroadband.org) where new information about the implementation is posted.
- Attended meeting between Michigan Broadband Cooperative and the Lyndon Township ISP subcommittee.
- Attended two Michigan Broadband Cooperative meetings and made some updates to the Michigan Broadband Cooperative site for Grass Lake Township and Dexter Township.
- Dexter Township has conducted their own survey of their residents. You can check out their results at <http://www.mbcoop.org/dexter-township/>

### Other:

- Spent a while working on analyzing data from the hotspot surveys and putting together the final report for the Mobile Beacon Grant.
- Assisted with 1:1 computer training programs at both the library and CRC.
- Made a few updates to the Friends site and trained their board members on updating their site.
- Prepped for 2018 by creating new budget sheet and new performance dashboard.

*Ron Andrews & Melanie Bell*



# MARKETING BOARD REPORT

December 2017

## MARKETING HIGHLIGHTS

### 2017 In Review



What an amazing year 2017 has been! From the launch of our Strategic Plan in January, to the addition of three major programs, to the redesign of our print and digital newsletters, to the creation of our new Fairy Garden, and so much more, there was never a lack of great things to promote here at CDLI — and the numbers show it! On the attached sheet, “2017 Marketing by the Numbers,” you’ll see the volume of marketing efforts it takes to make sure the community knows what’s going on at their library. As my father always said “Nobody knows what it takes to put on a show!” And while these number help to give you some insight into my efforts — CDL marketing would not be nearly as successful if not for the efforts of the CDL staff, board, friends, and ambassadors who go the extra mile to help get the word out about how CDL Engages, Inspires, and Equips the Chelsea community! Thanks to all of you for helping make my job so rewarding — I am proud to be a part of such a wonderful library!

### Sonic Sundays

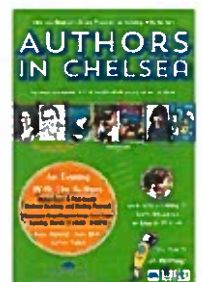


CDL’s favorite winter music series is back for its 7<sup>th</sup> year! One of our most heavily attended programs, this year’s line-up is sure to draw the crowds again. The complete line up can be found at [chelseadistrictlibrary.org/sonic-sundays/](http://chelseadistrictlibrary.org/sonic-sundays/). Promotional efforts include:

- Sun Times and Chelsea Update advertisements
- In-library poster display
- In-library monitor slides
- Press release
- Facebook cover image with webpage link
- Facebook posts
- Website highlights and trending post
- Installation of avenue banners with 2018 dates
- eNews articles

### Authors in Chelsea 2018

We are beginning to ramp our Authors in Chelsea promotions. School posters were created and sent to print late December with delivery to the schools scheduled for mid-January. Save the dates were sent to local media and posted in our eNews and on our website. Start to look for additional promotions in February and don’t forget to mark your calendar for the AinC Evening with the Authors on Tuesday, March 13 at the WSEC Board Room.



# MARKETING BOARD REPORT

December 2017

## CDL Stationary

In our continued effort to brand CDL using our new mission statement, notecards have been created and printed. There are two versions available to staff and board: a half-fold card with envelope, and a two-sided flat card for more casual correspondence.



## ADDITIONAL MARKETING PROJECTS IN PROGRESS

- Hot Read for Cold Nights Reading Program
  - Worked with Adult Librarian staff to create buttons for patrons
  - Designed back of bookmarks with instructions and print
  - Created and printed large banners for 2<sup>nd</sup> floor display
  - Created silhouettes for posting on 2<sup>nd</sup> floor display
- Friend and Volunteer of the Year
  - Updated website with 2017 recipient bios and poster images
  - Created and scheduled website highlight posts
  - Created and scheduled in-library monitor slides
  - Uploaded appreciation party photos to Facebook and posted as album
- January Blood Drive
  - Created and scheduled in-library monitor slides
  - Wrote press release and sent to local media
  - Created and scheduled Facebook posts
- Downloadable Collection Help Guides
  - Redesigned downloadable collection help guides (Overdrive, Libby, RB Digital, and Hoopla) and created PDFs for in-house printing.
- Child Safety Card
  - Designed Child Safety Card for patron distribution
- Spring 2018 Newsletter
  - Began reviewing cover image submission and newsletter layout

## MISCELLANEOUS MARKETING ACTIVITIES

- Published and shared library display schedules worksheet with staff
- Scheduled Facebook posts for Community Center Sampler Day CDL activities
- Created Friends Book Sale and Annual Meeting monitor slides and scheduled
- Uploaded winter newsletter cover image to submission page with link
- Attended Midwest Literary Walk meeting and started to organize event tasks
- Created and scheduled January and February website highlight posts
- Sent RFQ for name badge and business card order
- Submitted January and February ad artwork to The Sun Times
- Submitted AinC and MLW avenue banner applications to City of Chelsea
- Posted holiday closing signs and sent Nixle alert

Respectfully submitted,  
Patty Roberts  
Head of Marketing



CHELSEA DISTRICT LIBRARY

# 2017

## MARKETING BY THE NUMBERS

**11** MAJOR  
MARKETING  
CAMPAIGNS

**234**  
ARTICLES/MENTIONS  
IN LOCAL MEDIA

**51**  
ADVERTISEMENTS

**221**  
WEBSITE  
HIGHLIGHT POSTS



**ENEWS**  
48 ISSUES SENT  
2086 SUBSCRIBERS **↑ 14%**

**18**  
Press Releases

facebook

## 2017 STATS



Chelsea District Library

Published by Patty Roberts [?] · December 26, 2017 at 10:00am · 🌐

**549 POSTS** **↑ 19%**  
**1833 LIKES** **↑ 11%**  
**1752 FOLLOWERS** **↑ 12%**  
**10,169 ENGAGED** **↑ 42%**  
**232,042 REACHED** **↑ 44%**

**215**  


MONITOR  
SLIDES

## Jan. 7: Kick-off of Sonic Sundays at the library

[chelseupdate.com/jan-7-kick-off-sonic-sundays-library/](http://chelseupdate.com/jan-7-kick-off-sonic-sundays-library/)

December 31, 2017



This January and February the **Chelsea District Library** sets the stage for local musicians with their annual winter music series, **Sonic Sundays**.

Now in its seventh year, Sonic Sundays offers six musical performances at various locations around Chelsea. These diverse concerts feature everything from high school percussion ensembles to New Orleans' inspired music.

The 2018 series kicks-off on Jan. 7, from 2-3 p.m., with a family oriented performance by Gemily at the Chelsea District Library McKune Room. This children's folk music trio is sure to delight families and kids with sing-along songs, cool instruments, and folk music from around the world. Sonic Sunday performances do not require registration and are appropriate for all ages.

Additional performances include:

Jan. 14 | **Percussion Ensembles Concert** at the Chelsea High School

Feb. 28 | **A2SO Reed Trio** at the Chelsea District Library

Feb. 11 | **Nutshell** at the Chelsea District Library

Feb. 18 | **Mo'Easy** at Jet's Pizza

Feb. 25 | **San, Emily, & Jacob** at Silver Maples Retirement Community

For more details on this year's line-up, visit [www.chelseadistrictlibrary.org/sonic-sundays/](http://www.chelseadistrictlibrary.org/sonic-sundays/) or call 734-475-8732 ext. 219.



## Jan C. Greene

Passed away at age 58, Monday, December 18, 2017 at Sparrow Hospital in Lansing, MI. She was born February 19, 1959 in Ann Arbor, MI the daughter of Cecil and Barbara Ford.

On April 22, 2004 she married James M. Greene in Chelsea, and he survives. Also surviving are her mother of Venice, FL, one son Marc Zdon of Whitmore Lake, siblings: Glen Ford of Ann Arbor, Bruce Ford of Huntington, IN and Gary (Stacey) Ford of Venice, FL; also several nieces and nephews including Michael Ford, Chris Ford, Patty Ford, and Jade Kline.

She had lived in the area for the past 28 years. Jan graduated from Saline High School in 1977, Washtenaw Community College in 2011, and Lansing Community College in 2014. While in Ann Arbor she was employed at Malloy Inc. for 17 years, First Impressions, and Michigan Works. She volunteered as a tutor with the Washtenaw Literacy program. She also worked at Dart Container Corporation in Mason.

She enjoyed music and was a Blues enthusiast. Her love of animals was evident in her volunteer work at the Humane Society and for Crazy Cat Rescue. A friend of felines everywhere, she saved a number of cats including the two she had when she passed. She filled her time with needle point, as well as heading out on adventurous road trips.

A barbecue enthusiast, it was she who taught her husband the art of barbecuing. She loved wandering the backcountry with her husband, collecting shells while in Florida, and most of all, she loved helping other people.

Funeral services took place Thursday, December 28, 2017 from the Caskey-Mitchell Funeral Home, Stockbridge with Pastor Gerry Grevling officiating. Burial will follow at Oaklawn Cemetery in Stockbridge. (The family will receive friends at the funeral home on Wednesday, December 27, 2017 from 2-4 and 6-8 p.m.) Memorial contributions may be made to the Crazy Cat Rescue of Ann Arbor [crazycatrescue.org](http://crazycatrescue.org) or the Stockbridge Library [www.cadl.org/stockbridge](http://www.cadl.org/stockbridge).



1959-2017

## Obituaries

### Elizabeth Ann Becker Manchester, Michigan Formerly of Dexter

At age 78, passed away Monday, Dec. 18, 2017 at her daughter's home in Manchester. She was born Aug. 5, 1939 in Detroit, Michigan the daughter of Michael & Helen (Frybis) Swickicki.

Elizabeth graduated from Gabriel Richard High School in Ann Arbor in 1957. She worked as a flight attendant for North Central Airlines where she met Forrest Paul Becker III. They were married on November 5, 1965, at St. Thomas Catholic Church in Ann Arbor, and settled in Dexter to raise their family.

She was a devout Catholic, serving in many capacities and was a long-time member of Old St. Patrick's Catholic Church. She loved to pray the Rosary. Elizabeth volunteered for Meals on Wheels and was very active in the Hope Clinic in Ypsilanti.

She loved the outdoors, especially hiking, swimming, walking the dogs, and skiing. She enjoyed traveling up north to her cottage and to Traverse City.

Later in life, she took nursing classes at Washtenaw Community College. She was a dedicated wife and mother, and loved to spend time with her grandchildren, laughing, playing, and cooking.

Survivors include a daughter, Julie (James) Gregory of Manchester; three sons, Paul Becker of Cadillac, Mark (Jennifer) of Pinckney, Forrest (Candace) Becker III of Troy; a brother, Rick (Judy) (Trenton) two sisters-in-law, Julie Swickicki, Sally Joe Barth; five grandchildren, Hayden, Gabby, Katie, Jaimes, and Santanah; and several nieces and nephews.

Her husband Forrest preceded her in death on September 28, 2013. She was also preceded in death by her parents and a brother, Michael Swickicki.

A mass of Christian Burial took place Friday, Dec. 22, from St. Joseph Catholic Church, Village Church in Dexter, with Fr. Brendan J. Walsh officiating. Burial took place at Mt. Olivet Cemetery in Chelsea, Michigan.

Arrangements by Cole Funeral Chapel. Memorial contributions may be made to the Catholic Church of your choice.

## Tax Cut Bill:

### Bigger Paychecks For Middle Class or Risky Giveaway For The Wealthy?

By Tim Longmore, [www.salinemag.com](http://www.salinemag.com)

As Congressman Tim Walberg (R-Tipton) celebrated the passage of the Tax Cuts and Job Act, his presumptive Democratic challenger Gretchen Driekell, the former Mayor of Saline, leveled criticism against the sweeping tax bill.

Walberg attended a bill passage ceremony at the White House Wednesday. According to a news release from Walberg's office, a typical family of four earning the median family income of \$73,000 will receive a \$2,059 tax cut.

"In cities and towns throughout the 7th District, I've repeatedly heard the need for tax relief for hardworking families and small businesses who need a break. All along, I've fought for boosting their take-home pay and pocketbooks," Walberg said in the press release. "Our bill delivers on the promise to provide real relief and a brighter future. It will help create more good-paying jobs, jumpstart our economy, and encourage more investment in our communities. Now that this historic bill is on President Trump's desk, tax cuts and bigger paychecks are on the way."

Driekell is a Democratic candidate for Congress in Michigan's 7th District. She criticized the bill saying that it raises the deficit to benefit the wealthy. Her campaign issued a press release saying Walberg for a third time voted for a tax bill that will raise the annual deficit to



1939-2017

## Marie J. French

Passed away at age 89, December 25, 2017.

Beloved wife of the late James J. French. Dear mother of Irish (the late Edwin Jr.) Raamussen. Grandmother of David J. Fellows, Steven D. (Lynn) Fellows and Angela M. Raamussen. Great grandmother of Brandon Kennell, Kaylin Fellows, Lily Kennell and Max Fellows. Sister of Robert Cochrane and the late Joanne Cochrane Parrish.

Marie was a former secretary for the City of Chelsea. She was a member of Sunshine Methodist Church in Phoenix, AZ.

Memorial service is Saturday, December 30 at 1pm from Joy Baptist Church, Westland. In lieu of flowers, family suggests donations to her caregivers for transitioning (make checks payable to David Fellows) [www.santaufnerahome.com](http://www.santaufnerahome.com)



**Home and Office Cleaning**  
Dependable, high quality service  
References available

Call Vickie @ (517) 294-6571

## Show Your Care During National Blood Donor Month

Life's a Gift. Give More of it.

### Give Blood

Find a Blood Drive

Did you know that the Red Cross must collect nearly 14,000 blood donations every day for patients in need? And that winter weather and illness can make it difficult for them to maintain a sufficient blood supply during this time of year? You can help. Register to give blood at Chelsea District Library's next drive on Wednesday, January 3, 2018 from 11a-7pm in the McKune Room.

Setting up an appointment is fast and easy: Simply call 1-800-RED CROSS or visit [redcrossblood.org](http://redcrossblood.org) and enter "chelsealibrary" into the Find a Blood Drive search box. You can also reduce the time you spend at the drive by using the RapidPass tool, which lets you complete your pre-donation reading and health history online before your appointment. To encourage donors during this time of year, the Red Cross will be giving out long-sleeved Red Cross T-shirts to those who donate between Dec. 21 and Jan. 7, while supplies last.

Start the new year off by helping someone in need. Your act of kindness could change a person's life. For more information regarding donor eligibility, please call 1-800-RED CROSS (1-800-733-7767) or visit [redcrossblood.org](http://redcrossblood.org).

**State Farm**

Barb Young Ins Agency Inc  
Barb Young, Agent

5411 Oak Valley Drive, Suite 200  
Ann Arbor, MI 48106-7605  
Bus 734 642 0880 / Fax 734 642 6142  
[www.barbyoungagency.com](http://www.barbyoungagency.com)

The greatest investment you can give is a refund.

**William H. Hild**  
FURNITURE  
Saline, Michigan  
(734) 475-1411

**John D. Hild**  
FURNITURE  
Saline, Michigan  
(517) 241-7424

Two Locations  
One Family

Family Owned, Serving Four Counties

**Yep we cover Life**

Rich Liler  
1250 S. Main St., Chelsea  
(734) 475-9184  
[RichLilerAgency.com](http://RichLilerAgency.com)

**THE RICH LILER INSURANCE GROUP**

Life Insurance  
Auto Insurance  
Homeowners Insurance



**Circulation Supervisor's Report  
December 2017**

- Circulation – 22,473 or 2% lower than last December;  
298,142 YTD or 2% lower than this time last year.
- Patron Count- 14,071 or 3% higher than last December;  
203,684 YTD or equal with last year.  
\*\* Does not include offsite programs.
- Circulation by township- for December
  - Dexter = 10% of total transactions – higher than last month
  - Lima = 13% of transactions – lower than last month
  - Lyndon = 14% of transactions – same as last month
  - Sylvan = 19% of transactions - higher than last month
  - Chelsea = 34% of transactions – same as last month
- December Circulation: 78% were items from Chelsea and 22% were inter-loaned items.
- Automated phone renewals in December– 4, Self-check was 10% of items checked out in December; Overdrive = 1639 in December; RBDigital = 191 in December.
- Registrations for December– 43 new cards; 8412 total card holders  
\*Dexter = 1087 cards; Lima = 996 cards; Lyndon = 1302 cards  
\*Sylvan = 1412 cards; Chelsea = 3040 cards; Nonresident = 575 cards
- Unique Collections update: No update this month

**Circulation Activities:**

- We received 4.5 to 10 tubs in the run each day M-F with a total of 99.5 in December. We didn't receive a run on December 13<sup>th</sup> & 14<sup>th</sup> due to the weather and December 25<sup>th</sup> or 26<sup>th</sup> as TLN was closed for the holidays.
- We were closed on December 24<sup>th</sup>, 25<sup>th</sup> & 31<sup>st</sup> for the holidays and we closed early on December 13<sup>th</sup> due to the weather.
- We had 2 December anniversaries in the circ department: Mary Tobin celebrated her 4<sup>th</sup> anniversary on the 18<sup>th</sup> and Jennie Medeiros celebrated her 12<sup>th</sup> anniversary on the 27<sup>th</sup>. Congratulations to both of these fantastic aides.
- Holds on the Hot Spots are holding steady with 26 for Sprint & 23 for Verizon.

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	2	108	8651	
September	73	11	0	2	86	8629	
October	67	9	1	2	79	8617	
November	43	7	1	0	51	8568	
December	38	5	0	0	43	8412	
Totals						923	

2017 - TLN & CDL cleanup 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	7837
Dexter	1198	1216	1258	1197	1222	1206	1211	1215	1230	1087
Lima	1086	1124	1176	1169	1174	1156	1133	1109	1109	996
Lyndon	1477	1605	1673	1567	1579	1538	1539	1546	1522	1302
Sylvan	1619	1743	1822	1800	1786	1693	1662	1667	1641	1412
CityChel	2900	3020	3184	3165	3386	3409	3538	3572	3562	3040
NonRes	933	977	960	902	744	640	649	655	625	575
Freedom	107	81	58	18	7	6	6	6	7	0
Sharon	151	153	150	149	141	118	122	118	110	107
Waterloo	391	421	423	411	365	336	348	352	333	249
GrassLk					15	26	29	28	25	37
Other	284	322	329	324	216	154	144	151	150	182
Totals	9213	9685	10073	9800	9891	9642	9732	9764	9689	8412

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.	472	536	506	441	399	467	238	14856	16822	-12%
Nov.	490	447	411	392	382	296	218	15660	15404	2%
Dec.	401	340	411	355	378	340	216	14071	13642	3%
Total								203884	202885	
Monthly average								16,974	16,907	
Avg. % Increase										0%

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

Estimates for all of 2016 & 2017 totals due to people counter not being accurate 8/8/2017

Trans	% Tot	SEMCOG Dec2010	% of Pop	Regist	% of Entity Pop.
Dec-17	Trans	Pop.			
18,114		15010			
1823	10%	2604	46%		42% Dexter
2345	13%	1909	61%		54% Lima
2622	14%	2720	57%		100% Lyndon
3366	19%	2833	60%		100% Sylvan
6228	34%	4944	69%		100% CityChel
			58%		
264	1%				
654	4%				
740	4%				
72	0%				
	100%				

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

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



Item Circulation 2017

	All items circled at Chel inc: OD & Zinio	Chel items circled at Chel inc: OD & Zinio	% of Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/ renewed anywhere in system	Chel items circled other libraries		
Jan.	25,453	19,751	78%	5,702	22%	20,029	2,147		
Feb.	23,360	18,088	77%	5,272	23%	18,216	1,868		
March	27,351	21,372	78%	5,979	22%	21,337	2,109		
April	24,391	19,361	79%	5,030	21%	19,201	1,845		
May	23,111	18,137	78%	4,974	22%	18,291	1,912		
June	25,614	20,654	81%	4,960	19%	20,633	1,789		
July	25,770	22,545	87%	3,225	13%	22,587	1,992		
August	25,171	21,802	87%	3,369	13%	21,805	2,022		
Sept.	21,859	18,430	84%	3,429	16%	18,241	1,688		
Oct.	23,255	19,820	85%	3,435	15%	19,671	1,805		
Nov.	22,827	17,935	79%	4,892	21%	17,759	1,668		
Dec.	22,743	17,780	78%	4,963	22%	17,512	1,596		
<b>Totals</b>	<b>290,905</b>	<b>235,675</b>	<b>81%</b>	<b>55,230</b>	<b>19%</b>	<b>235,282</b>	<b>22,441</b>		
<b>Mnth Avg</b>	<b>24,242</b>	<b>19,640</b>		<b>4,603</b>		<b>19,607</b>	<b>1,870</b>		

Circulation by Department - Percentage				Circulation by Department - Total Checkouts			
	Adult	Youth	Teen		Adult	Youth	Teen
January	59%	37%	4%	January	11,808	7,416	805
February	57%	39%	4%	February	10,526	7,026	734
March	54%	41%	5%	March	11,615	8,764	958
April	55%	41%	4%	April	10,494	7,893	814
May	58%	38%	4%	May	10,606	6,866	819
June	51%	43%	6%	June	10,549	8,904	1,180
July	52%	43%	5%	July	11,727	9,648	1,212
August	53%	42%	5%	August	11,585	9,134	1,086
September	56%	40%	4%	September	10,184	7,242	816
October	56%	40%	4%	October	11,122	7,795	754
November	56%	41%	3%	November	9,864	7,287	609
December	59%	37%	4%	December	10,414	6,444	655
<b>Yearly Avg.</b>	<b>56%</b>	<b>40%</b>	<b>4%</b>	<b>Yearly Total</b>	<b>130,494</b>	<b>94,419</b>	<b>10,442</b>

Chelsea District Library  
2017

Average Daily Circulation									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	2017 Total	%Diff.
Jan.	840	700	811	760	720	673	463	25,453	-4%
Feb.	818	853	854	808	737	601	468	23,360	-7%
March	835	852	798	834	666	720	482	27,351	-2%
April	936	798	814	772	657	588	419	24,391	-3%
May	785	841	709	709	652	480	390	23,111	-2%
June	932	942	844	668	802	507	416	25,614	-6%
July	1049	1000	1030	866	687	564	476	27,762	-1%
August	958	901	869	780	712	455	456	27,193	2%
Sept.	791	951	814	707	658	591	477	23,547	3%
Oct.	790	842	838	710	628	596	407	25,060	5%
Nov.	737	818	764	734	679	604	468	22,827	-4%
Dec.	701	836	836	794	631	548	500	22,473	-2%
<b>Total</b>								<b>298,142</b>	
<b>Mnth Avg</b>								<b>24,845</b>	
<b>Avg. % Inc.</b>								<b>30,363</b>	
								<b>25,303</b>	
									-2%

with OD & RB, & deposit  
collection ckouts.

These figures represent all materials charged, renewed, or routed out, not just ours & include OD, RB, Digital & deposit collections  
Highlighted monthly totals are corrected numbers. TML 12-6-17

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	732	68,967
Nov	737	67,916
Dec	333	67,239
<b>Total/Avg</b>	<b>8,480</b>	<b>69,446</b>

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	220	262	179	219
Nov	172	267	207	241
Dec	191	343	205	279
<b>Total</b>	<b>3,071</b>	<b>2,841</b>	<b>2,990</b>	<b>1,968</b>

SifChk/ Check-outs only				
2016 Totals	2017 Total	Days	Per Day ChkOuts	%
2820	3061	30	102	11%
2608	2384	27	88	11%
3032	3042	31	98	11%
2941	2300	29	79	12%
2580	2364	29	81	11%
2901	3102	30	103	11%
3528	3263	30	109	13%
3554	3159	31	102	13%
2221	2653	28	95	9%
2447	2701	31	87	10%
2689	2110	28	75	12%
2142	1981	27.5	72	10%
<b>33463</b>	<b>32120</b>			<b>11%</b>

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

Overdrive Circ (downloadable e-books, audio books and music)				
2017	2016	2015	2014	2013
1577	1752	1295	1295	957
1401	1638	1418	1244	861
1703	1552	1502	1366	960
1589	1386	1278	1293	1066
1504	1464	1425	1027	948
1570	1344	1445	1343	900
1659	1508	1570	1379	1013
1724	1618	1516	1262	1095
1539	1438	1448	1341	883
1644	1571	1512	1498	1023
1602	1504	1585	1340	889
1639	1423	1547	1462	1030
<b>19151</b>	<b>18198</b>	<b>17541</b>	<b>15850</b>	<b>11625</b>

# **ACTION ITEMS**

THE UNIVERSITY OF CHICAGO  
LIBRARY

1968

# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

January 16, 2018 Board Packet

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

### Accept December donations and changes to the 2017 FY Budget.

	<u>Income Line -</u>	<u>Expense Line</u>
Edward & Karen Belloli	674.120	\$50.00
Kenneth Kush	674.120	\$50.00
Fred & Sally Dickinson	674.120	\$100.00
Arlene B Howe Rev. Living Trust	674.120	\$10,000.00
Candy Kus	674.120	\$25.00
Rogerio & Judith Zepeda	674.120	\$25.00
Sandra Belback	674.120	\$50.00
Amy Vandenbergh	674.120	\$50.00
Pines Book Club	674.110	\$10.00
Sarah Teare	674.120	\$250.00
Karl & Kathleen Alleman	674.120	\$100.00
Gary & Jo Ann Muncie	674.120	\$250.00
Mary A. Green	674.120	\$100.00
		<b><u>Sub Total: \$11,060.00</u></b>

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

**Sub Total: \$**

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

**Total General Donations: \$11,060.00**

Janice L. Carr, Board Secretary

Date



## **Action Item #2**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** January 16, 2018 Meeting

2018 Chelsea District Library Board Officers

**Background:**

Discussion on the presented officers for 2018 took place at the December 19, 2017 meeting.

President:	Charlie Taylor
President-Elect:	Susan Lackey
Treasurer:	Elizabeth Sensoli
Secretary:	Anne Merkel

---

Janice L. Carr, Board Secretary

---

Date





## **Action Item #3**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** January 16, 2018 Meeting

#### 2018 Library Board Committees

**Background:**

Committees for 2018 are appointed by the board president. The president has historically not chaired a committee due to their other responsibilities and the board treasurer is always the chair of the Finance committee. The proposed board committees were shared and discussed at the December 19, 2017 meeting.

---

Janice L. Carr, Board Secretary

---

Date



**Chelsea District Library  
Board of Trustees  
2018 Board Committees**

Governance  
**Appendix #3**

Approved: January 16, 2018

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

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

\_\_\_\_\_  
Date



# DISCUSSION ITEMS



# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

**Library Board Fact Sheet**  
January 16, 2018 Meeting

## **Policy Revisions**

### **Background:**

New Policies 170 (Right to Appeal) and 435 (Library Enforcement Policy) have been written and Revisions have been made to 430 (Patron Behavior Policy) and 450 (Internet Access and Public Computing Use) in the Policy Master, as well as Employee Policy 108 (Paid Time Off) in the Human Resources Policy and Procedure Manual. The library now seeks board approval to make these additions and revisions permanent.





Chelsea District Library  
Policy and Procedure

Policy Section **1: Governance**

Board Approval Date:

Revised:

Subject: **170 Right of Appeal**

*A patron (1) whose privileges ~~where~~ **have been** suspended, revoked or limited by any action of the Library or (2 ) who had conditions placed on a reinstatement of library privileges ~~Patrons may~~ **appeal that decision** ~~appeal any Library policy, or decision made based on these policies,~~ in writing to the Library Director. Appeals must be received by the Library ~~made~~ within 10 business days of the date of the decision/action.*

*If library privileges were revoked, suspended or limited, the appeal shall state why library privileges should be restored. If the patron had conditions placed on the reinstatement, the appeal shall state the limitations being appealed and suggested modifications where applicable and why they should be modified or lifted.*

*The Library Board shall hear and decide the appeal and issue written notice of the decision to the patron who appealed. ~~Director or a designee will respond to the appeal in writing within 10 working days of the date the appeal was received.~~*

*~~Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days.~~*

*The decision of the Library Board is final.*

Personnel Responsibility  
Director

---

Janice Carr, Secretary

---

Date



**Chelsea District Library  
Policy and Procedure**

Policy Section **4: Facility & Equipment**

Board Approval Date:

Revised:

**SUBJECT 430: PATRON BEHAVIOR POLICY RULES OF CONDUCT**

**I. Introduction.**

The Chelsea District Library (the "Library") is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy is to assist the Library in fulfilling its mission **to engage, inspire, and equip through evolving services and resources. ~~as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.~~**

The following rules of conduct shall apply to the **building ~~all buildings and all branches~~** – interior and exterior – and all grounds controlled and operated by the Library ("Library facilities") and to all persons entering in or on the premises, unless otherwise specified.

**II. Rules for a Safe Environment.**

- A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, larceny, removing library material from the property without authorization through the approved lending procedures or vandalism) is prohibited.
- B. Weapons. Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library.
- D. Under the Influence. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.

- E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs and other personal transport devices are permitted by those individuals with disabilities.
- F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
- G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming.
- H. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
- I. Staff Only Areas. Patrons shall not be permitted in any areas designated as "staff only" unless otherwise permitted by the Library Director or designee.
- J. School Groups. School groups using the Library must have approval of the Library Director or designee and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

### III. Rules for Personal Behavior.

- A. Personal Property. Personal property brought into the Library is subject to the following:
  - 1. The Library personnel may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags.
  - 2. The Library is not responsible for personal belongings left unattended.
  - 3. The Library does not guarantee storage for personal property.
  - 4. Personal possessions must not be left unattended or take up seating or space if needed by others.

- B. Food and Beverages. Limited types of food and beverages are permitted inside of the Library, but only in areas approved by the Library Director.
- C. Unauthorized Use. Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. Further, any patron whose privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.
- D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials shall be required to leave the building and shall not remain on Library property.
- E. Considerate Use. The following behavior is prohibited in the Library and in the Library building.
1. Spitting;
  2. Running, pushing, shoving or other unsafe physical behavior;
  3. Putting feet or legs on or climbing furniture;
  4. Using obscene or threatening language or gestures.
- F. Panhandling or Soliciting. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.
- G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.
2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:
  - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
  - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
  - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to the areas **30 feet from all entrances**.
  - d. No person shall block ingress or egress from the Library building.
  - e. Permitted times will be limited to the operating hours of the Library.
  - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- I. Sales. Selling merchandise on Library property without prior permission from the Library Director is prohibited.
- J. Distributions; Postings. Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited.
- K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Library materials may not be taken into restrooms.
- L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; and (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.
- M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of

annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

- N. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume, or cologne, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).
- O. Phones. Phone calls are prohibited in the Library, except in the lobby. Those patrons desiring to use phones to place or receive calls must use the phones outside of the Library buildings or in the Library's lobby. Phones shall be placed on silent or vibrate mode upon entering the Library.
- P. Library Policies. Patrons must adhere to all Library Policies.
- Q. Identification. Patrons must provide identification to Library staff when requested.
- R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.
- S. Smoking; Tobacco Use. Smoking, using e-cigarettes, vaping, or chewing tobacco is prohibited on Library property.
- T. Shirts and Shoes. Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.

#### **IV. Rules for the Use and Preservation of Library Materials and Property.**

- A. Care of Library Property. Patrons must not deface, vandalize, damage or improperly remove Library materials, equipment, furniture, or buildings. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library.
- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library phones and staff computers are for staff use only.

- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.
- E. Use of Tables and Computers. Only 4-6 people may be seated at a table and no additional people may stand around any one table. Maximum number depends on size and location of the table.

## V. Children in the Library

- A. Use by Children. Children are welcome and encouraged to use the Library at all times. The Library desires to make each visit an important one for the child. A "Child" means a minor under the age of 18.
- B. Rules and Regulations Regarding Children.
  - 1. All patrons, including children, are expected to comply with the Library's policies. Parents, guardians or responsible caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
  - 2. Parents, guardians and caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library or on Library property.
  - 3. Library staff will not be expected to supervise or monitor children's behavior.
  - 4. Children under the age of 8~~40~~ must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver (who must be at least ~~18~~12 years old) shall remain in the Library at all times. If a child under the age of ~~10~~ 8 is attending a Library-sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program.
  - 5. Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
  - 6. Children ages 3 5 and under must be within the visual contact of a parent, guardian or responsible caregiver at all times, including during programs and visits to the restroom. Children ages ~~3-5~~ and under may not be left in the ~~Youth Services Department~~ library alone.



7. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children ~~10~~ 8 years or older who may be asked to leave the Library if the child is in violation of Library policy.

8. We request that all unattended children be picked up at least ten minutes before closing time. Parents, guardians and responsible caregivers need to be aware of when the Library closes.

9. Children ~~10~~ 8 years or older ~~must~~ should know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.

C. Contact of Parent or Guardian. Library staff will attempt to contact a parent, legal guardian, custodian or caregiver when:

1. The health or safety of an unattended child is in doubt.
2. A child is frightened while alone at the Library.
3. The behavior of an unattended child violates Library policy.
4. The unattended child has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time. A child is considered unattended at closing time if the child is under the age of ~~10~~ 8 or the child needs assistance procuring transportation.

D. Unattended Children at Closing. If a parent, legal guardian, custodian or caregiver cannot be reached by closing time or fails to arrive ~~within a reasonable time~~ 30 minutes after being contacted, Library staff will contact law enforcement officials to take charge of the situation involving the unattended child. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.

If the parent, legal guardian, custodian or caregiver can be reached by closing time, the staff member shall explain the Library's policy and provide a copy of this policy.

## VI. Disciplinary Process for Library Facilities.

Pursuant to Chelsea District Library Policy 435: Library Violations Enforcement Policy, the Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this policy. If necessary, the local police may be called to intervene.

- ~~A. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.~~
- ~~B. Violation of the Policy — Suspension of Privileges. Unless otherwise provided in this policy, (see Section C below), the Library shall handle violations as follows:~~
- ~~1. Initial Violation: Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.~~
  - ~~2. Subsequent Violations: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.~~
- ~~C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:~~
- ~~1. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.~~
  - ~~2. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Library Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses,~~

~~which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.~~

~~D. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Library Director or the Library Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.~~

## **VII. Right of Appeal.**

~~Pursuant to Chelsea District Library Policy 170: Right of Appeal, patrons may appeal a decision to limit or suspend privileges. by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.~~

21969:00001:3366566-1





# **Chelsea District Library Policy and Procedure**

Policy Section 4: **Facility and Equipment**

Board Approval Date:

Revised:

Subject: **435 LIBRARY VIOLATIONS ENFORCEMENT POLICY**

## **I. Purpose.**

The purpose of this policy is to provide a process for addressing violations of the Chelsea District Library policies. This Library Violations Enforcement Policy will set forth the process and procedure for violations of all Library policies, including but not limited to the Patron Behavior, Internet Use, and Meeting Rooms.

## **II. Library Director/Designee's Right to Suspend Privileges.**

Upon determining that a Library policy has been violated, the Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

## **III. Incident reports.**

Library Staff shall record in the form of a written Incident Report any violation of Library policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The Incident Report should include physical descriptions in addition to the name of the patron. A copy of the limitation or suspension of privileges letter should be attached, if applicable.

## **IV. Violation of the Policy – Suspension of Privileges.**

A. *General Violations.* Unless otherwise provided in Section IV.B of this Library Violations Enforcement Policy, the Library shall handle violations as follows:

1. *Initial Violation:* Library patrons observed violating a Library Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.

2. *Subsequent Violations:* The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if violations of the same rule continue. Such limitation or suspension shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

B. *Violations that Affect Safety and Security.* Violations of Library policy that affect safety and security, including but not limited to violations involving verbal abuse, violence, threatening behaviors, child pornography or obscenity, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation:* The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
2. *Subsequent Violations:* The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Subsequent violations of the same rule shall result in additional limitations or suspensions of increasing length. Such limitations or suspensions shall be in writing specifying the nature of the violation.

## **V. Reinstatement.**

The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Policy that was the subject of the violation before their privileges may be reinstated. Specific conditions pertaining to the violator's use of the library may be set before library privileges are reinstated.

## **VI. Right of Appeal.**

Patrons may appeal a decision to limit or suspend privileges to the Library Director and/or the Library Board by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were revoked or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final. per Policy #170  
Right to Appeal

Chelsea District Library  
Policy and Procedure

Policy Section 4: **Facility and Equipment**

Board Approval Date: September 21, 1998

Board Approval Date: November 20, 2007

Board **Revision Date:** October 20, 2015

**Subject 450: Internet Access and Public Computing Use**

**Background:**

Chelsea District Library provides the residents of this community access to the Internet and public computers as a limited resource and a privilege for educational, informational and recreational purposes. All users of the Internet and public computers must use these library resources in a responsible and courteous way, consistent with the purposes for which they are provided, and to follow all rules, regulations and procedures established for their use including, but not limited to, those of the Library.

The Library attempts to provide a secure and virus-free computing environment on all public workstations. In this effort, all workstations are equipped with virus-checking software, security protocols, and standard software to provide for the general needs of the users.

The library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet or use of the public computers. No guarantees, either expressed or implied, are made by the library with respect to the quality or content of the information available on the Internet. Not all the information available is accurate, current or complete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet. In compliance with Michigan's Public Act 212 of 2000<sup>1</sup>, the library provides a filtering system for use by children [under the age of 18 years old].

**Policy:**

**Access**

- Library users access the Internet and public computers at their own discretion and are expected to abide by this policy and the Chelsea District Library's Code of Conduct.
- **Library computer users may not access internet images considered "harmful to minors" on computers where children are present.**

---

<sup>1</sup> Michigan Public Act 212 of 2000, which revised the Library Privacy Act 455 of 1982: MCL 397.606  
Restriction of Internet access to minors; immunity from liability; exceptions.

- Library cards, Internet access cards or library barcode numbers may not be used by anyone except to whom they are registered.
- Users under the age of 18 using library computers must use the “filtered internet” option **unless accompanied by an adult or legal guardian.**
- Internet and public computer resources are provided equally to all library users, therefore session limitations and waiting queues may be required.
- All public computers are available whenever the library is open; wireless access is available 24/7 unless the library is experiencing technical or other service difficulties.
- **Guest passes for users of all ages are filtered.**

### Use

- All computer access must be used in a responsible manner, respecting the rights of others around them.
- Illegal activity as is defined by applicable local, state or federal law is prohibited. Any activity intended to disrupt or damage computers, equipment or network services is prohibited and subject to prosecution for violation.
- Internet users are cautioned that security on the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use, and therefore should be considered public.
- Users may print to either a black & white or color laser printer for a nominal fee.
- Saving files to a workstation hard drive is prohibited; personal storage ~~devices~~ **devices** are allowed.
- Headphones are attached to each public workstation and users are allowed to use their own.
- Librarians and computer volunteers are available to help as much as time and their knowledge allow.

### Privacy

- The library, as in other aspects of library service, respects the privacy of all individuals in their use of information resources.
- Users should respect the privacy of others when using the public computers and should be sensitive to others’ values and beliefs when accessing potentially controversial information and images.
- The library does not monitor or maintain records of users’ Internet transactions, content or websites.
- Privacy screens are available and required at the discretion of the library staff on all public computer workstations.

Behavior of a computer user inconsistent with this policy, library practice or procedure may result in warnings to the user that their behavior is not acceptable and an explanation of what is acceptable. ~~The patron may be required to leave the library building for a length of time determined by the library staff.~~ Further failure to abide by library policy, practice or procedure may result in extended or permanent loss of access



to the library and/or loss of library privileges pursuant to Chelsea District Library Policy 430: Patron Behavior Policy. ~~as determined by the Library Director in her/his discretion.~~

Users who feel wrongly accused under this policy may make an appeal ~~address their concerns in writing to the Library Director~~ pursuant to Chelsea District Library Policy 170: Right of Appeal.

Any behavior or actions that staff reasonably suspect may violate local, state, or federal law will be immediately reported to the local police department for prosecution.

Adopted by the Chelsea District Library Board of Trustees

Gary F. Zenz

10/20/2015

---

Gary Zenz, Secretary

---

Date



## **SUBJECT: 108. PAID TIME OFF**

### **A. Definitions**

1. Eligible employee is defined as a regularly scheduled full-time or part-time employee as defined in Policy No. 310, Employee Classifications. *Substitutes* and *temporary employees* (also defined in Policy No. 310) are not eligible to receive PTO hours. Time missed from work for these employees is without pay.
2. An anniversary date is the date on which the employee begins working for the Library. The anniversary date remains constant during the employee's tenure of employment with the Library; it does not change, even in the event of a promotion or movement to another job classification.
3. A service year is a one-year period of time that begins on the employee's first day of employment with the Library. An employee begins a new service year on each subsequent annual anniversary date as defined in section A2 of this policy.

### **B. Policy Overview and Purpose Statement**

1. Time off from work is important to maintain good health so as to consistently sustain our goal of the highest level of service to our patrons. It is the policy of Chelsea District Library to provide eligible employees with paid time off (PTO) to be used when the employee misses work for any reason, including vacation, sickness, and personal time. It is expected that employees will responsibly manage their bank of earned PTO hours throughout the year to allow for *expected* and *unexpected* absences.
2. In circumstances under which an employee has need for time off in excess of the amount of paid time off allowed during a service year as defined in this policy, Chelsea District Library also provides an employee the opportunity to request time off without pay (TOWP).
3. The purpose of this policy is to describe the amounts of paid time off granted to employees and how employees can accumulate and utilize banked PTO hours, and to provide a general description of the processes for requesting and approving TOWP, as described in Section D.

### **C. Accumulation and Use of PTO Hours**

1. All eligible employees earn PTO hours based on the following schedule:

#### SCHEDULE OF PAID TIME OFF

YEARS OF SERVICE	RATE OF PTO	MAXIMUM NO. OF ALLOWABLE BANKED PTO HOURS For FT staff
1st	1 PTO Hr. For Each 16.2 Hours Paid	80
2nd-5th	1 PTO Hr. For Each 12.3 Hours Paid	248
6th-10th	1 PTO Hr. For Each 10 Hours Paid	308
11+	1 PTO Hr. For Each 8.4 Hours Paid	368

2. After the 90-day introductory period PTO hours may be used AFTER they are earned and banked (accumulated). Each year, employees may only use what they accrue during their service year. **Any exceptions will be at the director's discretion.**
3. An employee should submit PTO requests as far in advance as possible.
4. In situations in which requests for use of PTO time are made in advance, the supervisor will consider the request on a case-by-case basis. Factors that may be considered in approving or denying a request for use of PTO time are:
  - a. necessity
  - b. length of service of the employee
  - c. length or amount of PTO time being requested
  - d. amount and frequency of PTO time used previous to the time being requested
  - e. other approved requests for PTO time during the same period
  - g. the effect the time off would have on scheduling needs and business operations.
5. Eligible employees can bank PTO hours subject to the maximums listed in the schedule on page 2 of this policy. Eligible part-time employees' maximums will be prorated based on the number of hours per week the employee works. An employee's bank cannot exceed this maximum. An employee must either use time or forfeit future earned PTO time until the bank balance is reduced

below the maximum. Situations may arise that require a reduction in an employee's PTO bank that can't be achieved by using the time. This can be done through a payroll pay-out, the frequency and amount of which will be at the director's discretion.

6. An employee who terminates by death, retirement, or voluntary termination will receive payment for accumulated, unused PTO hours. PTO accumulation will be prorated to the date of termination. Such PTO hours, up to the maximum, will be paid at the employee's rate of pay at the time of termination. If the employee terminates prior to completing 90 days of service, they are not eligible for PTO pay out. Employees who are discharged or who fail to provide two-week notice of their voluntary termination will not be eligible to receive payment for the unused PTO hours.
7. Salaried employees use PTO time in whole-day increments only.
8. Hourly employees use PTO time in one-quarter (1/4) hour increments.
9. PTO requests exceeding two weeks in length require the additional approval of the library director.
10. If a holiday falls during an employee's scheduled and approved PTO day, that day is not charged against the employee's PTO time.
11. Employees on an approved leave of absence for any reason do not earn PTO time during the leave.
12. Employees must use all banked PTO time before submitting a request for time off without pay.
13. A previously approved PTO request will be revoked if PTO is exhausted. A Personal Leave of Absence may not be granted for this purpose. A request for TOWP may be submitted in this situation. See Section D.
14. The *accrual* of PTO as described in this policy does not apply to the director. That PTO is determined each year as part of the director's performance evaluation and then placed into his/her PTO bank in a lump sum. The *allowed bank maximums* do apply to the director.

Revised:



**COMMITTEE**

**INFO &**

**MINUTES**





**CDL Board Policy Committee Meeting  
Minutes January 5, 2018 1 PM**

**Present: Jan Carr, T.J. Helfferich, Elizabeth Sensoli  
Director Lori Coryell and Assistant Director Linda Ballard were  
present to answer questions and clarify proposed policy  
changes.**

**The following policies were reviewed and/or revised:**

**#410 Child Safety – replaced by #430 Patron Behavior Policy**

**#430 (NEW) Patron Behavior Policy – this policy replaces former  
policy #430 (Library Rules of Conduct) and incorporates policy  
#130 Child Safety**

**#435 (NEW) Library Violations Enforcement Policy**

**#170 (NEW) Right of Appeal**

**#450 Internet Access and Public Computing Use**

**#108 Paid Time Off**

**There was some additional clarification needed on #170 and  
#108. Lori will provide this clarification prior to the January 16<sup>th</sup>  
board meeting.**

**All policies will be recommended to the full CDL board for  
discussion and action at the January 16<sup>th</sup> meeting**

**Meeting was adjourned at 2:45 PM  
Respectfully submitted,  
Jan Carr, Policy Committee Chair**

