

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, January 19, 2016—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Agenda review and additions

6:50 Swearing-in of new trustees/Judge Richard E. Conlin

7:00 Compulsory Segments

Minutes Approval – Dec. 15, 2015

Approval of the Operational Checks

Director's Report

7:15 Public Comment

7:20 Action Items

Board Officers 2016

Board Committees

Donations

J. Wilczynski

J. Wilczynski

L. Coryell

7:30 Discussion Items

Budget Adjustment to 2016 Budget

CDL 10th Anniversary

L. Coryell

L. Coryell

7:40 Reports

Friends of the Library

Policy Committee

Finance Committee

Personnel Committee

Search Committee

Nominating Committee

S. Whitmarsh

7:55 Public Comment

8:00 Other Items

8:05 Adjourn

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

Tuesday, December 15, 2015 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: Elizabeth Sensoli, Jerry Wilczynski, Robin Wagner, Gary Zenz, Susan Brown, Jan Carr, Charlie Taylor and Interim Director Linda Ballard.

Trustees Absent: None

Staff: T. Lancaster.

Guests: Jim Pruitt – Chelsea Update, Lynn Fox, Tim Farmer, Susan Lackey & Mary Budzinski.

Welcome and Call to Order

E. Sensoli called the meeting to order at 6:45 p.m.

Agenda Review and Additions

1. Discussion Item #3 – Capital Improvement Fund Commitment

MOTION made by G. Zenz, SECONDED by S. Brown to approve the agenda as revised.
Discussion: None All Ayes: 7-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by S. Brown, SECONDED by R. Wagner to approve the minutes of the November 16, 2015 Special Board Meeting. Discussion: Corrections to the minutes are – The top should read “Minutes of Special Board Meeting” and the 2nd roll call should read “out of closed session”. S. Brown & R. Wagner as amended. All Ayes: 7-0

MOTION made by J. Carr, SECONDED by C. Taylor to approve the minutes of the November 16, 2015 Closed Session. Discussion: None All Ayes: 7-0

MOTION made by G. Zenz, SECONDED by J. Wilczynski to approve the minutes of the November 17, 2015 Board Meeting. Discussion: None All Ayes: 7-0

MOTION made by J. Wilczynski, SECONDED by R. Wagner to accept the General Fund Operational checks for November 2015. Discussion: None All Ayes: 7-0

Interim Director's Report Update:

L. Ballard gave an update: Several months back L. Ballard saw in an enews from MLA that libraries could apply for a reimbursement from the State of Michigan to cover some of their loss from the 2014 Personal Property Tax revisions. We filled out the paperwork with help from PFM and received word from the state that we had turned it in too late. A couple of weeks later we received a check for \$3011 which will be put in the Debt Service bank account. C. Taylor commented that he would like to see a permanent Maker's Space at the library. This isn't possible right now, but sometime after the New Year some of the items will be available for check out by patrons. Staff are in the process of writing documentation for this. S. Brown thanked L. Ballard for meeting with her daughter.

Public Comment:

Mary Budzinski wanted to say Good-bye and Thank you to the three departing board members, G. Zenz, S. Brown & R. Wagner.

Board of Trustee candidate interviews & discussion**Interviews:**

The board interviewed the following candidates for the At Large Trustee term February 2016-December 2016:

7:00 pm – Lynn Fox – City of Chelsea

7:25 pm – TJ Helfferich – City of Chelsea

7:50 pm - Tim Farmer – City of Chelsea

8:15 pm – Anne Williams – Dexter Township

8:25 pm – Gary Munce – Lyndon Township

The board took a break between the three new candidates and the two who had been previously interviewed.

Discussion on each candidate and what they would bring to the board.

Process - The board ranked each candidate 1-5, one the highest ranking, 5 the lowest ranking. The two candidates with the lowest score would be voted on by roll call vote. The two with the lowest score were T.J. Helfferich and Gary Munce.

The roll call vote was as follows:

Roll call vote: Elizabeth Sensoli – Gary Munce, Jerry Wilczynski – T. J. Helfferich, Robin Wagner – T. J. Helfferich, Susan Brown – T. J. Helfferich, Charlie Taylor – Gary Munce, Jan Carr - T. J. Helfferich, Gary Zenz – Gary Munce. Final: T. J. Helfferich 4 votes, Gary Munce 3 votes.

MOTION made by C. Taylor, SECONDED by J. Wilczynski to approve appointment of T. J. Helfferich as the At large trustee to fill out the remainder of Robin Wagner's term to the Chelsea District Library board for the term of February 2016- December 31, 2016. Discussion: None
All Ayes: 7-0

R. Wagner stepped out at this time.

Action Item #1: Donations October

MOTION made by J. Wilczynski, SECONDED by G. Zenz to accept and allocate the general donations for November 2015 in the total amount of \$1,110.00 plus \$1,000.00 that is being allocated. Discussion: None
All Ayes: 6-0

Action Item #2: 2016 Calendar of Library Operations & Holidays

MOTION made by G. Zenz, SECONDED by J. Wilczynski to approve the presented 2016 Calendar of Library Operations & Holidays. Discussion: Question on the Shared System Not Available – this is when The Library Network takes the system down for maintenance and the catalog or check out system are both unavailable.
All Ayes: 6-0

Action Item #3: 2016 Library Board Meeting Calendar

MOTION made by S. Brown, SECONDED by J. Carr to approve the presented 2016 Board Meeting Calendar. Discussion: Question on whether the board would like to move the

December 20th meeting to December 13th due to the holidays. This can be decided at a later date.

All Ayes: 7-0

Action Item #4: Budget Carryover from 2015 to 2016

MOTION made by J. Wilczynski, SECONDED by C. Taylor to approve the presented Budget carryover from 2015 to 2016. This was updated from the November discussion item.

Discussion: None

All Ayes: 7-0

Action Item #5: 2015 Budget Adjustments

MOTION made by R. Wagner, SECONDED by J. Wilczynski to approve the presented 2015 budget adjustments. This was updated from the November discussion item. Discussion: None

All Ayes: 7-0

Discussion Item #1: 2016 Board Officers

J. Wilczynski reviewed the presented officers for 2016. This will move to action in January 2016.

Discussion Item #2: 2016 Board Committees

J. Wilczynski reviewed the presented committee appointments for 2016. L. Ballard brought to the boards attention that the standing committees are not listed in the boards by-laws and this is something they might want to change next year. This will move to action in January 2016.

Discussion Item #3: Capital Improvement Fund Commitment

L. Ballard review this with the board. Per our auditors, the board made a decision to commit a set dollar amount to be committed to the Capital Improvement Fund of \$100,000. With the transfer of \$18,000 in 2016 to the budget for capital improvements the balance will be down to \$29,974. The board can decide to keep the balance at \$100,000 or change it to \$50,000.

MOTION made by G. Zenz, SECONDED by S. Brown to move discussion item #3, Capital Improvement Fund Commitment to action. Discussion: None

All Ayes: 7-0

MOTION made by C. Taylor, SECONDED by J. Carr to approve a \$100,000.00 balance in the Capital Improvement Fund to action. Discussion: None

All Ayes: 7-0

Committee & Friends Reports

Friends of the Library – The Friends annual meeting is January 30th from 10:15 to 12 noon and they have asked Lori Coryell to be the speaker.

Policy Committee – No Report

Finance Committee – Minutes from the October 1st meeting are in the packet.

Personnel Committee – No report

Nominating Committee – Met and presented officers & committee appointments this month.

Public and Board Comment:

Lynn Fox commented that previous attorney recommendations to the Board had been that officers of the Friend's of the Chelsea District Library could not serve concurrently on the CDL Board of Trustees as this would constitute a conflict of interest.

Jim Pruitt of the Chelsea Update asked if the library board minutes were put in any paper of record. They are not. Lisa Allmendinger would like to be our paper of record.

Other Items:

C. Taylor had a discussion with P. Roberts about a sign in front of the library. L. Ballard stated that City & State ordinances prevent us from doing this. R. Wagner thanked L. Ballard & T. Lancaster for their work.

Adjourn:

MOTION made by G. Zenz, SECONDED by C. Taylor to adjourn the meeting at 9:29 p.m.
All Ayes: 7-0

Janice L. Carr, Board Secretary

Date

DRAFT

FINANCE REPORTS

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

	TOTAL															
	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan - Dec 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
402 - District Revenue	813,651	528,750	139,386	8,405	277	56,056	2,976	(13)	(739)	110	(32)	0	1,548,827	1,520,635	28,192	102%
540.100 - State Aid	0	0	0	0	4,377	0	4,461	0	0	0	0	0	8,838	7,800	1,038	113%
574.100 - Penal Fines	0	0	0	0	0	0	0	25,047	0	0	0	0	25,047	20,000	5,047	125%
607.100 - Non-Resident Fees	749	348	562	535	428	401	187	375	428	508	455	749	5,725	5,000	725	115%
645.100 - Copiers & Printers	236	702	655	971	647	621	623	683	568	565	496	706	7,473	8,000	(527)	93%
655.100 - Circulation Fines	1,585	1,671	2,482	2,236	1,105	1,739	1,937	2,728	1,488	2,398	1,654	2,184	23,207	25,000	(1,793)	93%
665.100 - Interest	17	29	46	41	37	33	30	26	20	16	10	7	312	30,000	13,422	145%
666.100 - Investment Earnings	0	0	4,935	(721)	14,922	2,278	0	0	4,216	0	15,514	2,278	43,422	30,000	13,422	145%
666.500 - Investment Change in Value	23,035	(15,003)	8,755	(6,360)	(4,618)	(13,121)	5,956	(1,604)	10,497	(5,769)	(8,905)	(2,785)	(7,922)	0	(7,922)	0%
674 - Contribution & Donation-Public	350	6,560	6,950	280	4,900	540	10,150	100	200	120	370	1,820	32,340	40,190	(7,850)	80%
675 - Donations Private	0	0	0	0	0	5,000	0	0	0	6,000	0	0	11,000	12,000	(1,000)	92%
Total Income	839,623	523,057	163,771	5,387	22,075	53,547	26,320	27,342	16,678	3,948	11,562	4,959	1,698,269	1,668,625	29,644	102%
Gross Profit	839,623	523,057	163,771	5,387	22,075	53,547	26,320	27,342	16,678	3,948	11,562	4,959	1,698,269	1,668,625	29,644	102%
Expense																
701 - Personnel Expenses	46,045	69,384	72,332	72,086	107,457	72,686	83,549	65,125	64,961	102,667	67,586	66,389	890,267	975,546	(85,279)	91%
727 - Supplies	2,303	856	1,916	1,771	1,674	1,101	1,710	723	1,258	222	644	5,131	19,309	21,150	(1,841)	91%
801 - Professional Services	15,270	1,822	965	14,460	1,253	4,216	8,616	1,255	1,730	7,470	7,760	2,097	66,914	67,613	(699)	99%
803 - Maintenance Service Contracts	4,785	7,010	8,193	14,944	7,453	9,444	7,005	6,880	10,163	12,518	6,512	9,704	104,611	109,056	(4,445)	96%
850 - Telecommunications	(3,576)	4,833	494	4,852	380	502	579	1,786	1,063	3,060	498	1,006	15,477	20,545	(5,068)	75%
880 - Promotional Materials	1,031	5,905	1,362	4,116	5,544	1,228	1,166	6,404	3,000	1,086	5,932	3,741	40,515	45,360	(4,845)	89%
884 - Programming	3,256	1,537	13,092	7,747	5,066	5,189	4,533	5,387	3,295	5,246	7,817	2,537	64,702	71,065	(6,363)	91%
885 - Volunteer	0	0	167	32	224	32	0	0	16	0	1,020	471	1,962	1,900	62	103%
920 - Utilities	0	5,608	6,145	4,581	4,184	4,147	4,616	4,543	5,090	4,771	4,217	7,224	55,126	64,850	(9,724)	85%
960 - Board Expense	56	226	249	682	91	60	379	35	0	47	574	13	2,412	3,400	(988)	71%
965 - Automation Services	13,583	0	0	9,105	0	0	0	9,064	0	0	11,950	1,427	45,129	46,192	(1,063)	98%
967 - Equipment	1,342	2,504	126	2,170	464	60	126	2,418	1,339	1,069	4,696	9,777	26,091	28,194	(2,103)	93%
969 - Continuing Education Expenses	1,650	370	1,960	515	1,312	1,841	110	1,544	1,649	672	1,439	32	13,094	15,537	(2,443)	84%
980 - Capital Expense	46,412	0	17,360	7,796	3,984	399	0	2,909	0	0	2,771	0	81,631	102,500	(20,869)	80%
982 - Collection Expense	10,662	7,205	15,898	18,673	9,266	7,519	6,476	9,905	34,081	14,271	12,069	14,483	160,508	167,445	(6,937)	96%
Total Expense	142,819	107,260	140,259	163,530	148,352	108,424	118,865	117,978	127,645	153,099	135,485	124,032	1,587,748	1,740,353	(152,605)	91%
Net Ordinary Income	696,804	415,797	23,512	(158,143)	(126,277)	(54,877)	(92,545)	(90,636)	(110,967)	(149,151)	(123,923)	(119,073)	110,521	(71,728)	182,249	(154%)
Other Income/Expense																
Other Expense																
999.001 - Transfer to Capital Improvement	0	0	0	0	0	0	0	0	0	0	0	0	0	(102,500)	102,500	0%
999.002 - Transfer to Capital Reserve Fun	0	0	0	0	0	0	0	0	0	0	0	0	0	20,000	(20,000)	0%
999.025 - Carry from General Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	10,772	(10,772)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	(71,728)	71,728	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	71,728	(71,728)	0%
Net Income	696,804	415,797	23,512	(158,143)	(126,277)	(54,877)	(92,545)	(90,636)	(110,967)	(149,151)	(123,923)	(119,073)	110,521	0	110,521	100%

Chelsea District Library

List of Checks for Board Approval

December 2015

01/11/16

Date	Num	Name	Memo	Paid Amount
701 - Personnel Expenses				
701.100 - Wages				
701.120 - Retirement Pick up				
12/10/2015	11232015STPay	Alerus Financial	11/27 Payroll	1,477.75
12/11/2015	PR12112015		RETIREMENT	-1,477.75
12/23/2015	12072015PS	Alerus Financial	12/24 Payroll	1,477.75
12/24/2015	PR12242015		RETIREMENT	-1,477.75
Total 701.120 - Retirement Pick up				0.00
701.100 - Wages - Other				
12/11/2015	PR12112015		WAGES	28,947.27
12/24/2015	PR12242015		WAGES	29,413.02
Total 701.100 - Wages - Other				58,360.29
Total 701.100 - Wages				58,360.29
701.110 - Retirement-Contributions				
12/10/2015	11232015STPay	Alerus Financial	11/27 Payroll	1,214.75
12/11/2015	PR12112015		RETIREMENT PICK UP	-1,214.75
12/23/2015	12072015PS	Alerus Financial	12/24 Payroll	1,214.75
12/24/2015	PR12242015		RETIREMENT PICK UP	-1,214.75
Total 701.110 - Retirement-Contributions				0.00
701.115 - 401A Retirement Matching				
12/11/2015	PR12112015		401 A MATCHING	1,190.21
12/24/2015	PR12242015		401 A MATCHING	1,190.21
Total 701.115 - 401A Retirement Matching				2,380.42
701.200 - FICA				
12/11/2015	PR12112015		FICA EMPLOYER	2,214.46
12/24/2015	PR12242015		FICA EMPLOYER	2,250.12
Total 701.200 - FICA				4,464.58
701.300 - Flex Benefits				
12/11/2015	PR12112015		Dep Life (CA & DL & HI)	-9.66
12/23/2015	153450004918	Blue Care Network of Michigan	January 2016 Medical	637.95
12/23/2015	12112015ST	Unum Life Insurance Co.	January 2016 Premium	551.93
12/24/2015	PR12242015		Dep Life (CA & DL & HI)	-9.66
Total 701.300 - Flex Benefits				1,170.56
701.400 - Unemployment				
12/23/2015	12222015QTR	Michigan Municipal League-Unemp	4th Quarter 2015	12.84
Total 701.400 - Unemployment				12.84

01/11/16

Chelsea District Library

List of Checks for Board Approval

December 2015

Date	Nam	Name	Memo	Paid Amount
Total 701 · Personnel Expenses				66,388.69
727 · Supplies				
727.200 · General Operations				
12/03/2015	194481	Research Technology Intl	Circ Receipts	-4.25
12/10/2015	451178	Smart Office Solutions	ECO Pro Kit and Pad	86.63
12/10/2015	452410	Smart Office Solutions	Miscellaneous Supplies	286.16
12/10/2015	452827	Smart Office Solutions	Miscellaneous Supplies	61.48
12/23/2015	12222015PC	Petty Cash-	Tape Cartridge	90.76
12/23/2015	12222015PC	Petty Cash-	Dishwasher tabs	4.21
12/23/2015	12222015PC	Petty Cash-	3M Strips for Christmas hangings	7.93
12/23/2015	12222015PC	Petty Cash-	Cards	7.39
12/30/2015			Circ Receipts	-4.25
Total 727.200 · General Operations				536.06
727.400 · Printer Consumables				
12/10/2015	452561	Smart Office Solutions	Printer Ink Cartridges	123.59
12/10/2015	452521	Smart Office Solutions	Printer Ink Cartridges	123.59
12/10/2015	452457	Smart Office Solutions	Printer Ink Cartridges	407.02
Total 727.400 · Printer Consumables				654.20
727.500 · Cleaning				
727.510 · Cleaning Paper Products				
12/10/2015	12012015Vol	Ballard, Linda P.	Tissue	16.79
12/23/2015	28785	Trail Supply LLC	Toilet Paper	41.00
Total 727.510 · Cleaning Paper Products				57.79
727.520 · Cleaning Supplies				
12/10/2015	300402329	Cintas Corporation-300	Soap	8.15
12/23/2015	300411157	Cintas Corporation-300	Soap	8.15
12/31/2015	APAcc20151		Cintas	8.15
Total 727.520 · Cleaning Supplies				24.45
727.530 · Cleaning Rugs				
12/10/2015	300402329	Cintas Corporation-300	Rugs 11/27/2015	44.43
12/23/2015	300411157	Cintas Corporation-300	Rugs 12/11/2015	44.43
12/31/2015	APAcc20151		Cintas	44.43
Total 727.530 · Cleaning Rugs				133.29
Total 727.500 · Cleaning				215.53
727.600 · Printing				
727.620 · Printing Forms				
12/23/2015	35903	Chelsea Print & Graphics	2016 POs & Check Requests	340.00

Chelsea District Library

List of Checks for Board Approval

December 2015

01/11/16

Date	Num	Name	Memo	Paid Amount
Total 727.620 · Printing Forms				
				340.00
Total 727.600 · Printing				
				340.00
727.700 · Postage				
727.720 · Postage-Operating Postage				
12/30/2015			Circ Receipts	-2.08
Total 727.720 · Postage-Operating Postage				
				-2.08
Total 727.700 · Postage				
				-2.08
727.800 · Maintenance				
727.810 · Maintenance Light Bulbs				
12/23/2015	672985-0	Wyandotte Electric Supply Co.	Sylvania Bulbs	174.08
Total 727.810 · Maintenance Light Bulbs				
				174.08
727.820 · Maintenance HVAC Supplies				
12/23/2015	1-27510130361	Johnson Controls	Varicell Filters-Heating Cooling	3,129.00
Total 727.820 · Maintenance HVAC Supplies				
				3,129.00
727.830 · Maintenance General				
12/31/2015	APAcc20151		Great Lakes Ace Hardware	83.94
Total 727.830 · Maintenance General				
				83.94
Total 727.800 · Maintenance				
				3,387.02
Total 727 · Supplies				
				5,130.73
801 · Professional Services				
801.040 · Bookkeeper				
12/10/2015	201523	Budzinski & Associates	1/2 December Billing	450.00
12/23/2015	201524	Budzinski & Associates	1/2 December Billing	450.00
Total 801.040 · Bookkeeper				
				900.00
801.041 · Payroll Services				
12/10/2015	18362487	Payroll 1	November 2015	166.54
Total 801.041 · Payroll Services				
				166.54
801.058 · Recruitment Agency				
12/23/2015	85481	DK Security	Coryell Background Check	172.50
Total 801.058 · Recruitment Agency				
				172.50
801.092 · Grant Writing				
12/10/2015	721	Xenakis, Sandra	November Grant Work	400.00

01/11/16

Page 4

01/11/16

Chelsea District Library

List of Checks for Board Approval

December 2015

Date	Num	Name	Memo	Paid Amount
803.600 · Building Maintenance				
803.605 · Janitorial				
12/10/2015	10730	A Production Cleaning Company Inc.	Cleaning 11/22-12/05/2015	1,440.85
12/22/2015	10738	A Production Cleaning Company Inc.	Cleaning 12/13-12/26/2015	1,440.85
12/31/2015	APAcc20151		A Production	1,235.01
Total 803.605 · Janitorial				4,116.71
803.610 · Lawn/Snow Service				
803.612 · Snow				
12/10/2015	S15269	Osinski Inc.	11/21 - 11/23/15 Snow	297.00
Total 803.612 · Snow				297.00
Total 803.610 · Lawn/Snow Service				297.00
803.620 · Trash				
12/10/2015	17229	City of Chelsea	November Trash	40.00
Total 803.620 · Trash				40.00
803.810 · Roof/gutter Inspection				
12/23/2015	48622	R. D. Kleinschmidt Inc.	Roof Repair/Gutter Extensions	200.00
Total 803.810 · Roof/gutter Inspection				200.00
Total 803.600 · Building Maintenance				4,653.71
Total 803 · Maintenance Service Contracts				9,704.27
850 · Telecommunications				
850.100 · Local & Long Distance Charges				
850.120 · Telephone				
12/10/2015	11252015ST	A T & T	10/26/2015-11/25/2015 Phone	583.15
Total 850.120 · Telephone				583.15
850.121 · Director's Cell Phone				
12/10/2015	9756125911	Verizon Wireless	Surcharge & Fees plus 2 Days Active	13.62
12/10/2015	12092015ST	Keybank	Sept - Oct Cell Phone	56.83
Total 850.121 · Director's Cell Phone				70.45
Total 850.100 · Local & Long Distance Charges				653.60
850.300 · TLN Internet Service				
850.311 · WiFi Hotspots				
12/10/2015	261402854-011	Sprint	Nov 2015 WiFi Data - Lyndon Twp	183.80
12/23/2015	261402854-012	Sprint	Dec 2015 WiFi Data - Lyndon Twp	168.43
Total 850.311 · WiFi Hotspots				352.23

01/11/16

Chelsea District Library

List of Checks for Board Approval

December 2015

Date	Num	Name	Memo	Paid Amount
Total 850.300 · TLN Internet Service				
Total 850 · Telecommunications				352.23
Total 850 · Telecommunications				
880 · Promotional Materials				
880.100 · Advertising				
880.110 · Media Buy				
12/23/2015	12112015ST	Chelsea Update	November & December Ads	120.00
12/31/2015	APAcc20151		Harbor House	675.00
Total 880.110 · Media Buy				795.00
Total 880.100 · Advertising				795.00
880.300 · Marketing Supplies				
880.320 · Misc Marketing Supplies				
12/10/2015	244012891352	Amazon.com	Liquid Chalk Markers - Sandwich Board	53.85
12/10/2015	12092015ST	Keybank	Photography - Green Screen Cloth	18.66
Total 880.320 · Misc Marketing Supplies				72.51
880.330 · Paper				
12/10/2015	451178	Smart Office Solutions	Paper	64.09
12/31/2015	APAcc20151		Hasselbring Clark	496.10
Total 880.330 · Paper				560.19
880.340 · Printed Items / Stationary				
12/10/2015	120187	JanWay Company USA Inc	Phone Stand Giveaway Promos	421.99
12/10/2015	SI-1624226	Namify	3 Name Badges	39.19
12/31/2015	APAcc20151		Foresight Group	341.48
Total 880.340 · Printed Items / Stationary				802.66
Total 880.300 · Marketing Supplies				1,435.36
880.400 · Program Promotion				
880.420 · Youth / Teen Promotion				
880.421 · General Youth/Teen Promotion				
12/10/2015	4331421	4 imprint	Promotional Pens for Chelsea Schools	497.91
Total 880.421 · General Youth/Teen Promotion				497.91
Total 880.420 · Youth / Teen Promotion				497.91
880.430 · Library Program Promotion				
880.431 · General Library Prog Promotion				
12/10/2015	229548	Print-tech Inc.	Volunteer & Friend of the Year Posters	98.13
Total 880.431 · General Library Prog Promotion				98.13
880.433 · Sonic Sundays				

Chelsea District Library

List of Checks for Board Approval

December 2015

01/11/16

Date	Num	Name	Memo	Paid Amount
12/23/2015	229793	Print-tech Inc.	Sonic Sunday Large Posters	79.76
12/31/2015	APAcc20151		The Sun Times	149.00
Total 880.433 · Sonic Sundays				228.76
Total 880.430 · Library Program Promotion				326.89
880.440 · Service / Resource Promotion				
880.441 · General Service/Resource Promo				
12/31/2015	APAcc20151		Print-Tech	355.09
Total 880.441 · General Service/Resource Promo				355.09
Total 880.440 · Service / Resource Promotion				355.09
Total 880.400 · Program Promotion				1,179.89
880.500 · Purchased Services				
880.510 · General Purchased Services				
12/10/2015	12092015ST	Keybank	Uberflip - 12/2015	30.85
Total 880.510 · General Purchased Services				30.85
880.520 · Professional Services				
880.521 · Graphic Design Services				
12/31/2015	APAcc20151		MC creative design	300.00
Total 880.521 · Graphic Design Services				300.00
Total 880.520 · Professional Services				300.00
Total 880.500 · Purchased Services				330.85
Total 880 · Promotional Materials				3,741.10
884 · Programming				
884.110 · Adult Speakers				
884.111 · Midwest Literary Walk				
12/23/2015	159619033-1	Penguin Random House LLC	2016 Robin Coste Lewis Deposit Fee	1,250.00
Total 884.111 · Midwest Literary Walk				1,250.00
884.119 · General Adult Events				
12/23/2015	12142015RR	Parr, Thomas A.	December Resume Review	150.00
Total 884.119 · General Adult Events				150.00
Total 884.110 · Adult Speakers				1,400.00
884.120 · Adult Supplies				
884.121 · Refreshments				
12/22/2015	12112015GFS	Meloche , Emily	Restock Supplies - GFS	140.80

Chelsea District Library

List of Checks for Board Approval

December 2015

01/11/16

Date	Num	Name	Memo	Paid Amount
12/22/2015	12102015	Sulecki, Keegan	Purple Rose Refreshments	15.00
12/23/2015	12222015PC	Petty Cash-	Chelsea Bakery	20.00
Total 884.121 · Refreshments				175.80
Total 884.120 · Adult Supplies				175.80
884.210 · Youth Speakers				
884.211 · Authors in Chelsea				
884.953 · Youth Prog Rest Chelsea Ed Foun				
12/10/2015	2031365170	Baker & Taylor Program Account	2031365170	23.57
12/10/2015	12176897	Scholastic Inc.	A in C Classroom Books	71.19
12/23/2015	2031405465	Baker & Taylor Program Account	Authors in Chelsea	169.37
Total 884.953 · Youth Prog Rest Chelsea Ed Foun				264.13
884.211 · Authors in Chelsea - Other				
12/23/2015	2031405465	Baker & Taylor Program Account	Authors in Chelsea	55.30
12/23/2015	2031451052	Baker & Taylor Program Account	Authors in Chelsea	178.38
Total 884.211 · Authors in Chelsea - Other				233.68
Total 884.211 · Authors in Chelsea				497.81
884.213 · Parenting Programs				
12/23/2015	12222015PC	Petty Cash-	Pollys Youth Program Supplies	20.59
Total 884.213 · Parenting Programs				20.59
884.215 · Early Literacy				
12/10/2015	12082015BT	Jackie Maveal	12/08 BabyTime	50.00
12/23/2015	12082015BTST	Jackie Maveal	12/08 BabyTime & Story Time	100.00
Total 884.215 · Early Literacy				150.00
Total 884.210 · Youth Speakers				668.40
884.220 · Youth Supplies				
884.222 · General Youth Programs				
12/10/2015	452410	Smart Office Solutions	Youth Supplies	17.30
Total 884.222 · General Youth Programs				17.30
884.223 · Holiday Programs				
12/23/2015	12182015SUP	Persello, Karen	Storytime Supplies	18.25
12/23/2015	12222015PC	Petty Cash-	Menards - Youth Program Supplies	5.72
Total 884.223 · Holiday Programs				23.97
884.240 · Storytime Collection				
12/10/2015	2031361986	Baker & Taylor-Unlabeled	2031361986	26.78

Chelsea District Library

List of Checks for Board Approval

December 2015

Date	Nu	Name	Memo	Paid Amount
Total 884.240 · Storytime Collection				
				26.78
Total 884.220 · Youth Supplies				
				68.05
884.260 · Teen Speakers				
884.264 · Teen General Programs				
12/10/2015	12082015D&D	Tesin, Alessandro	Nov 2015 D & D	30.00
12/31/2015	APAcc20151		Tesin, AI	30.00
Total 884.264 · Teen General Programs				
				60.00
Total 884.260 · Teen Speakers				
				60.00
884.270 · Teen Supplies				
884.276 · Teen Refreshments				
12/23/2015	12222015PC	Petty Cash-	Chelsea Bakery - Photovoice Program	10.00
12/23/2015	12222015PC	Petty Cash-	GFS - Photovoice Program	12.99
12/31/2015	APAcc20151		Donnell, Edith	30.87
12/31/2015	APAcc20151		Donnell, Edith	5.00
Total 884.276 · Teen Refreshments				
				58.86
Total 884.270 · Teen Supplies				
				58.86
884.700 · Consortium Meetings				
12/10/2015	12092015ST	Keybank	Panera-TLN Tech Committee	13.75
Total 884.700 · Consortium Meetings				
				13.75
884.920 · Youth Programming Restricted				
884.921 · Youth Prog Rest Gifts Genl				
12/10/2015	12052015PROG	Persello, Karen	12/5 Homemade Gifts - Supplies	44.67
12/10/2015	12022015PROG	Zubik, Jessica	12/05 Homemade Gifts Supplies	47.55
Total 884.921 · Youth Prog Rest Gifts Genl				
				92.22
Total 884.920 · Youth Programming Restricted				
				92.22
Total 884 · Programming				
				2,537.08
885 · Volunteer				
885.100 · Programs				
12/10/2015	12032015Vol	Ballard, Linda P.	Volunteer Appreciation - Drinks, Desserts	104.38
12/10/2015	12012015Vol	Ballard, Linda P.	Volunteer Appreciation Party	49.92
12/10/2015	12092015ST	Keybank	Common Grill-Volunteer Gifts	100.00
12/23/2015	12042015	Ballard, Linda P.	Volunteer Appreciation Party	28.58
12/31/2015	APAcc20151		Jeremy Montange	25.00
Total 885.100 · Programs				
				307.88
885.200 · Supplies				
12/10/2015	12012015Vol	Ballard, Linda P.	Candy	7.69

Chelsea District Library

List of Checks for Board Approval

December 2015

01/11/16

Date	Num	Name	Memo	Paid Amount
12/31/2015	APAcc20151		Jeremy Montange	155.00
Total 885.200 · Supplies				162.69
Total 885 · Volunteer				470.57
920 · Utilities				
920.110 · City of Chelsea Water				
12/10/2015	12032015ST	City of Chelsea-Elect & Water	10-30-2015 to 11-30-2015	67.11
12/31/2015	APAcc20151		City of Chelsea	60.67
Total 920.110 · City of Chelsea Water				127.78
920.120 · City of Chelsea Sewer				
12/10/2015	12032015ST	City of Chelsea-Elect & Water	10-30-2015 to 11-30-2015	146.12
12/31/2015	APAcc20151		City of Chelsea	138.68
Total 920.120 · City of Chelsea Sewer				284.80
920.130 · City of Chelsea Electric				
12/10/2015	12032015ST	City of Chelsea-Elect & Water	10-30-2015 to 11-30-2015	2,990.08
12/31/2015	APAcc20151		City of Chelsea	2,678.94
Total 920.130 · City of Chelsea Electric				5,669.02
920.150 · City of Chelsea Sprinkler				
12/10/2015	12032015ST	City of Chelsea-Elect & Water	10-30-2015 to 11-30-2015	28.47
12/31/2015	APAcc20151		City of Chelsea	28.47
Total 920.150 · City of Chelsea Sprinkler				56.94
920.200 · McKune Gas				
12/22/2015	12072015ST	DTE Energy	November 2015	1,085.83
Total 920.200 · McKune Gas				1,085.83
Total 920 · Utilities				
Total 920 · Utilities				7,224.37
960 · Board Expense				
960.100 · Board Expenses				
12/23/2015	12222015PC	Petty Cash-	Director Lunch	13.41
Total 960.100 · Board Expenses				13.41
Total 960 · Board Expense				13.41
965 · Automation Services				
965.300 · Filtering and Printing System				
965.310 · SAMS Clients				
12/10/2015	54316	The Library Network	Envisionware AAM Module	100.00
12/10/2015	54326	The Library Network	Envisionware Mobile Print Serv Fees	1,058.00

Chelsea District Library

List of Checks for Board Approval

December 2015

01/11/16

Date	Num	Name	Memo	Paid Amount
12/10/2015	543.48	The Library Network	Envisionware Client Services	268.54
Total 965.310 · SAMS Clients				1,426.54
Total 965.300 · Filtering and Printing System				1,426.54
Total 965 · Automation Services				1,426.54
967 · Equipment				
967.100 · Equipment Hardware				
967.120 · Computers				
12/10/2015	245876876857	Amazon.com	Makerspace Supplies	67.94
12/10/2015	245878187762	Amazon.com	Makerspace Supplies	67.94
12/10/2015	245871714017	Amazon.com	Makerspace Supplies	67.94
12/10/2015	245878771384	Amazon.com	Makerspace Supplies	52.97
12/10/2015	245879788733	Amazon.com	Makerspace Supplies	52.97
12/10/2015	245878463770	Amazon.com	Makerspace Supplies	173.21
12/10/2015	245873842906	Amazon.com	Makerspace Supplies	1,051.63
12/23/2015	245870970608	Amazon.com	CyberPower UPS	107.95
12/23/2015	245871971130	Amazon.com	Serilite Storage Bin	67.94
12/23/2015	1201573775	Newegg Business, Inc.	Headphones	123.91
12/23/2015	1201570043	Newegg Business, Inc.	Bluetooth Barcode Scanner	378.99
12/23/2015	1201572933	Newegg Business, Inc.	Laptops for Tech & Staff	1,678.75
Total 967.120 · Computers				3,892.14
Total 967.100 · Equipment Hardware				3,892.14
967.200 · Equipment Software				
12/10/2015	12092015ST	Keybank	Nov Ninite Pro-Monthly non-Windows Updates	20.00
Total 967.200 · Equipment Software				20.00
967.300 · Equipment Furniture & Fixtures				
967.310 · Makerspace Furnishings				
12/10/2015	090339791413	Amazon.com	Makerspace Supplies	90.20
12/10/2015	090338472219	Amazon.com	Makerspace Supplies	90.20
12/10/2015	090333121436	Amazon.com	Makerspace Supplies	90.20
12/10/2015	191891304562	Amazon.com	Makerspace Supplies	22.00
12/10/2015	015662165852	Amazon.com	Makerspace Supplies	140.24
12/10/2015	090330988293	Amazon.com	Makerspace Supplies	45.99
12/10/2015	090334642460	Amazon.com	Makerspace Supplies	104.89
12/10/2015	010019175828	Amazon.com	Makerspace Supplies	70.14
12/10/2015	1201484499	Newegg Business, Inc.	Adafriot Assembled Touchscreen	461.45
12/10/2015	1201492258	Newegg Business, Inc.	Tinkersphere Pi Bt Kit	1,335.88
12/10/2015	1201499751	Newegg Business, Inc.	40 Ph Cobbler Board	120.14
12/23/2015	090338946287	Amazon.com	Makerspace Supplies	70.60
12/31/2015	APAcc20151		LEGO Education	2,149.77
Total 967.310 · Makerspace Furnishings				4,791.70

Chelsea District Library

List of Checks for Board Approval

December 2015

01/11/16

Date	Num	Name	Memo	Paid Amount
Total 967.300 · Equipment Furniture & Fixtures				
967.900 · Equipment Restricted Gifts				
967.910 · Equipment Rest Gifts				
12/10/2015	235431351803	Amazon.com	Makerspace Supplies	7.69
12/10/2015	126972431168	Amazon.com	Makerspace Supplies	70.14
12/10/2015	12092015ST	Keybank	Strawbees - Straw Tinker Toys	81.00
12/10/2015	12092015ST	Keybank	Elenco - Snap Circuit Equipment	153.98
12/23/2015	2204	Sphero, Inc	Spherical Robot	759.94
Total 967.910 · Equipment Rest Gifts				1,072.75
Total 967.900 · Equipment Restricted Gifts				1,072.75
Total 967 · Equipment				9,776.59
969 · Continuing Education Expenses				
969.001 · Travel				
969.100 · Staff Travel				
969.144 · Committee Meetings				
12/22/2015	12072015ASC	Meloche , Emily	12/07 TLN ASC Meeting	32.49
Total 969.144 · Committee Meetings				32.49
Total 969.100 · Staff Travel				32.49
Total 969.001 · Travel				32.49
Total 969 · Continuing Education Expenses				
982 · Collection Expense				
982.100 · Audio Books				
982.120 · Adult Books on Disc				
12/10/2015	93444594	Midwest Tape	93444594 - Nov/Dec Audio Bks	94.98
12/10/2015	93458516	Midwest Tape	93458516 - Nov/Dec Audio Bks	74.98
12/10/2015	93463343	Midwest Tape	93463343 - Nov Playaways	1,579.75
12/10/2015	93463344	Midwest Tape	93463344 - Dec Audio Bks	19.98
12/10/2015	93467589	Midwest Tape	93467589 - Nov/Dec Audio Bks	29.99
12/10/2015	93467662	Midwest Tape	93467662 - Nov/Dec Audio Bks	59.99
12/23/2015	93485358	Midwest Tape	93485358 - Nov Playaways	159.98
12/23/2015	93489458	Midwest Tape	93489458 - Dec Audio/ Playaways	34.98
12/23/2015	93503826	Midwest Tape	93503826 - Nov/Dec Audio Bks	19.99
12/23/2015	93513693	Midwest Tape	93513693 - Dec Audio Bks	34.99
12/31/2015	APAcc20151		Midwest Tape	183.97
12/31/2015	APAcc20151		Midwest Tape	79.99
Total 982.120 · Adult Books on Disc				2,373.57
982.140 · Youth Books on Disc				
12/03/2015			Circ Receipts - L/D	-11.99
12/10/2015	IN1050799	Brilliance Publishing, Inc.	IN1050799	29.98

Chelsea District Library

List of Checks for Board Approval

December 2015

01/11/16

Date	Num	Name	Memo	Paid Amount
12/10/2015	1085724614	Penguin Random House LLC	1085724614	183.75
12/23/2015	1085802752	Penguin Random House LLC	1085802752	33.75
12/30/2015			Circ Receipts - L/D	-20.00
Total 982.140 · Youth Books on Disc				215.49
Total 982.100 · Audio Books				2,589.06
982.400 · Non Print				
982.450 · Youth Music CD				
12/18/2015				-24.00
12/31/2015	APAcc20151		Circ Receipts - L/D Baker & Taylor	148.41
Total 982.450 · Youth Music CD				124.41
982.460 · DVD Feature				
12/10/2015	93446692	Midwest Tape	93446692 - Holiday DVDs	13.59
12/10/2015	93446695	Midwest Tape	93446695 - Nov Feat DVDs	211.71
12/23/2015	93463340	Midwest Tape	93463340 - Nov Feat DVDs	42.98
12/23/2015	93485356	Midwest Tape	93485356 - Nov Feat DVDs	68.97
Total 982.460 · DVD Feature				337.25
982.461 · Lucky Day DVDs				
12/10/2015	93446696	Midwest Tape	93446696 - Nov LD DVDs	103.95
12/23/2015	93463341	Midwest Tape	93463341 - Nov LD DVDs	140.94
12/23/2015	93485357	Midwest Tape	93485357 - Nov LD DVDs	160.93
Total 982.461 · Lucky Day DVDs				405.82
982.470 · DVD Non-Fiction				
12/10/2015	93446693	Midwest Tape	93446693 - Oct NF DVDs	14.99
12/10/2015	93446697	Midwest Tape	93446697 - Nov NF DVDs	15.99
12/23/2015	93463342	Midwest Tape	93463342 - Nov NF DVDs	11.99
Total 982.470 · DVD Non-Fiction				42.97
982.480 · Youth Video DVD				
12/10/2015	93446690	Midwest Tape	93446690	29.99
12/10/2015	93446694	Midwest Tape	93446694	181.48
12/10/2015	93463318	Midwest Tape	93463318	45.57
12/10/2015	93485556	Midwest Tape	93485556	62.37
12/23/2015	12072015AMAZ	Persello, Karen	Requested DVD	15.84
12/31/2015	APAcc20151		Midwest Tape	68.97
12/31/2015	APAcc20151		Midwest Tape	45.98
12/31/2015	APAcc20151		Midwest Tape	32.78
Total 982.480 · Youth Video DVD				482.98
982.490 · Videogames				

Chelsea District Library

List of Checks for Board Approval

December 2015

01/11/16

Date	Num	Name	Memo	Paid Amount
12/10/2015	12082015VG	Donnell, Edith	Video Games for Collection	342.84
Total 982.490 · Videogames				342.84
Total 982.400 · Non Print				1,736.27
982.500 · Local History Preservation				
982.510 · Local History Preservation				
12/10/2015	12092015ST	Keybank		
Total 982.510 · Local History Preservation				48.72
Total 982.500 · Local History Preservation				48.72
982.600 · Periodical & Newspapers				
982.620 · Daily Newspapers				
12/23/2015	12222015PC	Petty Cash-		
Total 982.620 · Daily Newspapers				12.10
982.630 · Magazines				
12/18/2015				
12/22/2015	12102015PP	Donnell, Edith		
Total 982.630 · Magazines				12.10
Total 982.600 · Periodical & Newspapers				
982.700 · Print				
982.705 · Adult Print				
982.710 · Adult Large Print				
12/10/2015	2031371919	Baker & Taylor-Enhance Adult	2031371919	37.04
12/23/2015	2031423112	Baker & Taylor-Enhance Adult	2031423112	122.27
12/23/2015	2031438605	Baker & Taylor-Enhance Adult	2031438605	284.32
12/31/2015	APAcc20151		Baker & Taylor	59.83
Total 982.710 · Adult Large Print				503.46
982.720 · Adult Print General				
12/03/2015				
12/10/2015	2031331287	Baker & Taylor-Adult	Circ Receipts - L/D	-74.94
12/10/2015	2031337275	Baker & Taylor-Adult	2031331287	881.03
12/10/2015	2031376537	Baker & Taylor-Adult	2031337275	618.68
12/10/2015	2031395109	Baker & Taylor Books-Automatically Yours	2031376537	251.31
12/18/2015			2031395109	63.44
12/23/2015	2031401145	Baker & Taylor-Adult	Circ Receipts - L/D	-27.99
12/23/2015	2031415260	Baker & Taylor-Adult	2031401145	593.77
12/23/2015	2031420405	Baker & Taylor-Adult	2031415260	576.07
12/23/2015	2031426258	Baker & Taylor-Adult	2031420405	454.46
12/23/2015	2031445236	Baker & Taylor-Adult	2031426258	586.54
12/23/2015	2031434247	Baker & Taylor Books-Automatically Yours	2031445236	545.58
			2031434247	77.24

01/11/16

Chelsea District Library

List of Checks for Board Approval

December 2015

Date	Num	Name	Memo	Paid Amount
12/30/2015			Circ Receipts - L/D	-73.94
12/31/2015	APAcc20151		Baker & Taylor	804.12
12/31/2015	APAcc20151		Baker & Taylor	464.04
12/31/2015	APAcc20151		Baker & Taylor	15.99
Total 982.720 · Adult Print General				5,755.40
982.730 · Adult Ref.				
12/23/2015	54373	The Library Network	World Book Set	600.00
Total 982.730 · Adult Ref.				600.00
982.740 · Multiple Book Copies				
12/10/2015	2031367921	Baker & Taylor Books Adult Multiples	2031367921	283.65
12/23/2015	2031395218	Baker & Taylor-Adult	2031395218	261.85
12/23/2015	2031450003	Baker & Taylor Books Adult Multiples	2031450003	141.23
12/23/2015	54373	The Library Network	World Book Set	249.00
12/31/2015	APAcc20151		Baker & Taylor	15.43
Total 982.740 · Multiple Book Copies				951.16
Total 982.705 · Adult Print				7,810.02
982.755 · Youth Print				
982.760 · Youth Print General				
12/03/2015			Circ Receipts - L/D	-74.57
12/10/2015	2031345362	Baker & Taylor-Youth	2031345362	108.17
12/10/2015	2031362264	Baker & Taylor-Youth	2031362264	101.03
12/10/2015	2031345634	Baker & Taylor-Teen Fiction	2031345634	10.69
12/10/2015	2031340275	Baker & Taylor-Unlabeled	2031340275	111.90
12/10/2015	2031395835	Baker & Taylor-Auto Yours Cats	2031395835	86.17
12/18/2015			Circ Receipts - L/D	-23.94
12/23/2015	2031409545	Baker & Taylor-Youth	2031409545	77.22
12/23/2015	2031450246	Baker & Taylor-Youth	2031450246	34.07
12/23/2015	2031434936	Baker & Taylor-Auto Yours Cats	2031434936	61.94
12/23/2015	2031410690	Baker & Taylor-Unlabeled	2031410690	39.18
12/23/2015	2031436343	Baker & Taylor-Unlabeled	2031436343	75.72
12/30/2015			Circ Receipts - L/D	-17.99
12/31/2015	APAcc20151		Baker & Taylor	81.58
12/31/2015	APAcc20151		Baker & Taylor	33.87
12/31/2015	APAcc20151		Baker & Taylor	241.24
12/31/2015	APAcc20151		Baker & Taylor	40.46
Total 982.760 · Youth Print General				986.74
982.770 · Youth Ref.				
12/23/2015	0001521971	World Book School & Library	Reference Books	849.00
Total 982.770 · Youth Ref.				849.00

Chelsea District Library

List of Checks for Board Approval

December 2015

01/11/16

Date	Num	Name	Memo	Paid Amount
Total 982.755 · Youth Print				1,835.74
Total 982.700 · Print				9,645.76
982.910 · Adult Collection Restricted				
12/10/2015	2031383682	Baker & Taylor-Adult Memorial	2031383682	106.91
12/10/2015	2031400806	Baker & Taylor-Adult Memorial	2031400806	128.44
12/23/2015	2031426135	Baker & Taylor-Adult Memorial	2031426135	32.42
12/31/2015	APAcc20151		Baker & Taylor	100.49
12/31/2015	APAcc20151		Baker & Taylor	36.29
Total 982.910 · Adult Collection Restricted				404.55
982.920 · Youth Collection Restricted				
12/23/2015	12072015AMAZ	Persello, Karen	Memorial Book	25.59
Total 982.920 · Youth Collection Restricted				25.59
Total 982 · Collection Expense				14,483.05
TOTAL				124,031.56

Chelsea District Library
Profit & Loss Prev Year Comparison
January through December 2015

	Jan - Dec 15	Jan - Dec 14	\$ Change	% Change
Ordinary Income/Expense				
Income				
402 · District Revenue	1,548,826.72	1,254,394.38	294,432.34	23.47%
539.000 · State Grants	0.00	3,500.00	-3,500.00	-100.0%
540.100 · State Aid	8,838.44	8,846.68	-8.24	-0.09%
574.100 · Penal Fines	25,047.01	21,417.12	3,629.89	16.95%
607.100 · Non-Resident Fees	5,724.50	5,457.00	267.50	4.9%
645.100 · Copiers & Printers	7,473.36	8,024.64	-551.28	-6.87%
655.100 · Circulation Fines	23,208.37	23,878.04	-669.67	-2.81%
665.100 · Interest	311.92	105.67	206.25	195.18%
666.100 · Investment Earnings	43,424.40	41,162.66	2,261.74	5.5%
666.500 · Investment Change in Value	-7,923.65	36,446.28	-44,369.93	-121.74%
674 · Contribution & Donation-Public	32,340.00	30,926.49	1,413.51	4.57%
675 · Donations Private	11,000.00	16,782.00	-5,782.00	-34.45%
Total Income	1,698,271.07	1,450,940.96	247,330.11	17.05%
Gross Profit				
Expense				
701 · Personnel Expenses	890,265.53	864,475.61	25,789.92	2.98%
727 · Supplies	19,308.56	17,519.28	1,789.28	10.21%
801 · Professional Services	66,913.71	59,310.08	7,603.63	12.82%
803 · Maintenance Service Contracts	104,610.23	84,624.96	19,985.27	23.62%
850 · Telecommunications	15,476.08	18,216.19	-2,740.11	-15.04%
880 · Promotional Materials	40,514.44	27,901.46	12,612.98	45.21%
884 · Programming	64,701.52	55,854.17	8,847.35	15.84%
885 · Volunteer	1,960.18	1,360.95	599.23	44.03%
920 · Utilities	55,126.62	58,297.22	-3,170.60	-5.44%
960 · Board Expense	2,412.50	1,911.06	501.44	26.24%
965 · Automation Services	45,128.19	44,209.06	919.13	2.08%
967 · Equipment	26,091.09	10,417.78	15,673.31	150.45%
969 · Continuing Education Expenses	13,095.16	8,250.34	4,844.82	58.72%
980 · Capital Expense	81,629.86	36,531.89	45,097.97	123.45%
982 · Collection Expense	160,508.02	152,842.44	7,665.58	5.02%
Total Expense	1,587,741.69	1,441,722.49	146,019.20	10.13%
Net Ordinary Income	110,529.38	9,218.47	101,310.91	1,099.0%
Net Income	110,529.38	9,218.47	101,310.91	1,099.0%

Chelsea District Library
Donation and Restricted
January through December 2015

	Jan - Dec 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674 · Contribution & Donation-Public			
674.100 · Designated Adult Collection	500	500	0
674.101 · Designated Youth Collection	640	640	0
674.103 · Restricted Local History/Perse	1,100	1,100	0
674.110 · Designated Adult Programming	7,530	7,450	80
674.111 · Designated Youth Programming	11,700	10,700	1,000
674.120 · Undesignated Donation	420	1,350	(930)
674.121 · Annual Giving	10,000	10,000	0
674.143 · Designated Maintenance	100	100	0
674.150 · Continuing Education Restricted	350	350	0
674.200 · Friends of the Library Donation	0	8,000	(8,000)
Total 674 · Contribution & Donation-Public	32,340	40,190	(7,850)
675 · Donations Private			
675.100 · Chelsea Community Foundation	5,000	5,000	0
675.300 · Chelsea Wellness Foundation	6,000	6,000	0
675.400 · Chelsea Ed Foundation	0	1,000	(1,000)
Total 675 · Donations Private	11,000	12,000	(1,000)
Total Income	43,340	52,190	(8,850)
Gross Profit	43,340	52,190	(8,850)
Expense			
884 · Programming			
884.130 · Chelsea Reads			
884.940 · Chelsea Read Restricted Gifts	6,339	6,000	339
Total 884.130 · Chelsea Reads	6,339	6,000	339
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	1,500	1,500	0
Total 884.211 · Authors in Chelsea	4,000	4,000	0
Total 884.210 · Youth Speakers	4,000	4,000	0
884.400 · Sonic Sundays			
884.960 · Sonic Sundays Restricted Gift	1,900	1,900	0
Total 884.400 · Sonic Sundays	1,900	1,900	0
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts Comedy Sh	1,500	1,500	0
884.913 · Adult Prog Rest Gifts SRP	750	750	0
884.914 · Adult Prog Rest Gifts MWest LW	3,023	3,200	(177)
884.915 · Aud Prg. Rst. Gifts Purple Rose	1,000	1,000	0
Total 884.910 · Adult Programming Restricted	6,273	6,450	(177)
884.920 · Youth Programming Restricted			
884.921 · Youth Prog Rest Gifts Genl	1,184	1,300	(116)
884.923 · Youth Prog Rest Gifts SRP	5,250	5,450	(200)
Total 884.920 · Youth Programming Restricted	6,434	6,750	(316)
Total 884 · Programming	24,946	25,100	(154)
967 · Equipment			
967.900 · Equipment Restricted Gifts			
967.910 · Equipment Rest Gifts	3,471	4,094	(623)
Total 967.900 · Equipment Restricted Gifts	3,471	4,094	(623)
Total 967 · Equipment	3,471	4,094	(623)

Chelsea District Library

Donation and Restricted

January through December 2015

	Jan - Dec 15	Budget	\$ Over Budget
969 · Continuing Education Expenses			
969.910 · Continuing Education Rest Gates	0	0	0
969.920 · Cont Ed Restricted Gift	350	350	0
Total 969 · Continuing Education Expenses	350	350	0
982 · Collection Expense			
982.500 · Local History Preservation			
982.941 · Chelsea Standard Digitize - Res	135	135	0
Total 982.500 · Local History Preservation	135	135	0
982.700 · Print			
982.755 · Youth Print			
982.760 · Youth Print General			
982.901 · Friends Restricted Gift Youth	400	400	0
Total 982.760 · Youth Print General	400	400	0
Total 982.755 · Youth Print	400	400	0
Total 982.700 · Print	400	400	0
982.910 · Adult Collection Restricted	665	500	165
982.920 · Youth Collection Restricted	26	240	(214)
Total 982 · Collection Expense	1,226	1,275	(49)
Total Expense	29,993	30,819	(826)
Net Ordinary Income	13,347	21,371	(8,024)
Net Income	13,347	21,371	(8,024)

CHELSEA DISTRICT LIBRARY

Fund Balances

December-15

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank

Money Market Account/Chelsea State Bank

Cash on Hand

Beginning Balance	Net Change	Ending Balance
\$144,828.33	\$149,738.74	\$294,567.07
\$2,474.44	\$0.11	\$2,474.55
<u>\$147,302.77</u>	<u>\$149,738.85</u>	<u>\$297,041.62</u>

Infinex Investments

Infinex Fixed Income Fund

Infinex Money Market Fund

\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Investment Partners Account

<u>\$1,240,502.13</u>	<u>-\$506.96</u>	<u>\$1,239,995.17</u>
-----------------------	------------------	-----------------------

Total General Fund

<u>\$1,387,804.90</u>	<u>\$149,231.89</u>	<u>\$1,537,036.79</u>
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Debt Service Fund

Bond Debt Retirement Fund Checking

<u>\$111,789.06</u>	<u>\$34,472.95</u>	<u>\$146,262.01</u>
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INVESTMENT PROFESSIONALS INC
16414 SAN PEDRO AVENUE STE 150
SAN ANTONIO TX 78232
TEL:(800)593-8800



Brokerage Account Statement

Account Number: NKM-039542
Statement Period: 12/01/2015 - 12/31/2015

CHELSEA DISTRICT LIBRARY
ATTN WILLIAM HARMER
221 SOUTH MAIN STREET
CHELSEA MI 48118- 1267

Your Investment Professional:
MICHAEL VOORHEIS
(734) 385-1126

Portfolio at a Glance

	This Period
Beginning Account Value	\$1,240,502.13
Dividends, Interest and Other Income	2,278.49
Net Change in Portfolio	-2,785.45
Ending Account Value	\$1,239,995.17
Estimated Annual Income	\$44,017.81

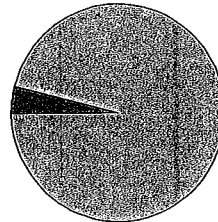
1/5/16

Asset Allocation

Cash, Money Funds, and Bank Deposits¹
Fixed Income
Account Total (Pie Chart)

	Last Period	This Period	% Allocation
	42,381.18	44,659.67	4%
	1,198,120.95	1,195,335.50	96%
	\$1,240,502.13	\$1,239,995.17	100%

¹ The Bank Deposits in your account are FDIC insured bank deposits. FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.



Please review your allocation periodically with your Investment Professional.



Client Service Information

Your Investment Professional: CIVI	Contact Information	Client Service Information
MICHAEL VOORHEIS INVESTMENT PROFESSIONALS INC LOCATED AT CHELSEA STATE BANK 1010 S MAIN ST CHELSEA MI 48118-1427	Telephone Number: (734) 385-1126 Fax Number: (734) 475-7740	Web Site: WWW.INVPRO.COM

Your Account Information

Investment Objective

Investment Objective: INCOME

Risk Exposure: LOW RISK

Please review your investment objective. If you wish to make a change or have any questions please contact your Investment Professional.

Tax Lot Default Disposition Method

Default Method for Mutual Funds: AVERAGE COST (USING FIRST IN FIRST OUT)

Default Method for Stocks in a Dividend Reinvestment Plan: FIRST IN FIRST OUT

Default Method for all Other Securities: FIRST IN FIRST OUT

Bond Amortization Elections:

Amortize premium on taxable bonds based on Constant Yield Method: Yes

Accrual market discount method for all other bond types: Constant Yield Method

Include market discount in income annually: No

Copies of Statement Sent

WILLIAM H HARMER

At your request copies of this statement have been sent to the above.

Electronic Delivery

You are currently enrolled to receive the following account communications via electronic delivery:

Statements and Reports

Trade Confirmations

Please log in to your account to make any changes to your electronic delivery preferences.

E-mail notifications are delivered to the following e-mail address(es):

#####@chelseadistrictlibrary.org

The above e-mail address is partially masked for your security. Please log into your account to review the full e-mail address.

INVESTMENT PROFESSIONALS INC
16414 SAN PEDRO AVENUE STE 150
SAN ANTONIO TX 78232
TEL: (800)593-8800



Investment Professionals INC

Brokerage

Account Statement

Statement Period: 12/01/2015 - 12/31/2015

Portfolio Holdings

Opening Date	Quantity	Account Number	Activity Ending	Opening Balance	Closing Balance	Accrued Income	Income This Year	30-Day Yield	Current Yield
Cash, Money Funds, and Bank Deposits 4.00% of Portfolio									
FDIC Insured Bank Deposits									
LIQUID INSURED DEPOSITS	44,659.670	NKM039542	12/31/15	42,381.18	44,659.67	0.23	1.76	N/A	N/A
12/01/15				\$42,381.18	\$44,659.67	\$0.23	\$1.76		
Total FDIC Insured Bank Deposits				\$42,381.18	\$44,659.67	\$0.23	\$1.76		
Total Cash, Money Funds, and Bank Deposits									

Date Acquired	Quantity	Unit Cost	Adjusted Cost Basis	Market Price	Market Value	Unrealized Gain/Loss	Accrued Interest	Estimated Annual Income	Estimated Yield
Fixed Income 96.00% of Portfolio (In Maturity Date Sequence)									
U.S. Treasury Securities									
Security Identifier: 912828QB9									
UNITED STATES TREAS NTS									
2.875% 03/31/18 B/E DTD 03/31/11									
1ST CPN DTE 09/30/11 CPN PMT SEMI ANNUAL ON MAR 31 AND SEP 30									
Moody Rating AAA									
04/15/11 *3.12	50,000.000	100.1430	50,071.66	103.8050	51,902.50	1,830.84	361.34	1,437.50	2.76%
				Original Cost Basis: \$50,281.25					
				\$50,071.66					
Total U.S. Treasury Securities					\$51,902.50	\$1,830.84	\$361.34	\$1,437.50	

Municipal Bonds									
Security Identifier: 160879JG8									
CHARLOTTE MICH PUB SCH DIST									
REFD-TAXABLE 4.750% 05/01/17 B/E									
DTD 01/13/10 SCH MICHIGAN SCHOOL BOND LOAN FUND									
1ST CPN DTE 11/01/10									
CPN PMT SEMI ANNUAL ON MAY 01 AND NOV 01									
TAXABLE									
S & P Rating AA-									
12/18/09 *3.12	40,000.000	100.0000	40,000.00	103.7420	41,496.80	1,496.80	316.67	1,900.00	4.57%
				Original Cost Basis: \$40,000.00					

Portfolio Holdings (continued)

Date Acquired	Quantity	Unit Cost	Adjusted Cost Basis	Market Price	Market Value	Unrealized Gain/Loss	Accrued Interest	Estimated Annual Income	Estimated Yield
Fixed Income (continued)									
Municipal Bonds (continued)									
AVONDALE MICH SCH DIST									
REFDG-TAXABLE-SER A 2.350% 05/01/18 B/E			Security Identifier: 054375SN1						
DTD 04/30/14 SCH MICHIGAN SCHOOL BOND LOAN FUND									
1ST CPN DTE 11/01/14									
CPN PMT SEMI ANNUAL ON MAY 01 AND NOV 01			Security Identifier: 703895JC7						
TAXABLE									
Moody Rating AA1									
04/04/14 3.12	75,000.000	100.0000	75,000.00	101.7340	76,300.50	1,300.50	293.75	1,762.50	2.30%
PAW PAW MICH PUB SCH DIST RFDG									
1.850% 05/01/18 B/E DTD 09/26/12			Security Identifier: 59447PCN9						
SCH MICHIGAN SCHOOL BOND LOAN FUND 1ST CPN DTE									
05/01/13 CPN PMT SEMI ANNUAL									
ON MAY 01 AND NOV 01			Security Identifier: 946303SG0						
TAXABLE									
S & P Rating AA-									
09/07/12 *3.12	75,000.000	100.0000	75,000.00	100.9530	75,714.75	714.75	231.25	1,387.50	1.83%
MICHIGAN FIN AUTH REV TAXABLE-RFDG-SCH									
LN 4.996% 09/01/18 B/E			Security Identifier: 946303SG0						
DTD 12/15/10 1ST CPN DTE 03/01/11 CPN PMT SEMI									
ANNUAL ON MAR 01 AND SEP 01									
Moody Rating AA2 S & P Rating AA+			Security Identifier: 946303SG0						
TAXABLE									
12/09/10 *3.12	50,000.000	100.0000	50,000.00	106.9380	53,469.00	3,469.00	832.67	2,498.00	4.67%
WAYNE ST UNIV MICH UNIV REVS GEN-SER									
C-BUILD AMER BDS-DIRECT PMT TO			Security Identifier: 946303SG0						
4.844% 11/15/18 B/E DTD 12/03/09 1ST CPN DTE									
05/15/10 CPN PMT SEMI ANNUAL									
ON MAY 15 AND NOV 15			Security Identifier: 946303SG0						
TAXABLE									
Moody Rating AA3 S & P Rating AA-									
11/25/09 *3.12	45,000.000	100.0000	45,000.00	104.1600	46,872.00	1,872.00	278.53	2,179.80	4.65%

INVESTMENT PROFESSIONALS INC
16414 SAN PEDRO AVENUE STE 150
SAN ANTONIO TX 78232
TEL:(800)593-8800



Brokerage

Account Statement

Statement Period: 12/01/2015 - 12/31/2015

Portfolio Holdings (continued)

Date Acquired	Quantity	Unit Cost	Adjusted Cost Basis	Market Price	Market Value	Unrealized Gain/Loss	Accrued Interest	Estimated Annual Income	Estimated Yield
Fixed Income (continued)									
Municipal Bonds (continued)									
MICHIGAN MUN BD AUTH REV TAXABLE-LOC GOVT			Security Identifier: 59455TN24						
LN PROG-B 5.600% 05/01/19 B/E									
DTD 05/18/10 1ST CPN DTE 11/01/10 CPN PMT SEMI									
ANNUAL ON MAY 01 AND NOV 01									
TAXABLE									
S & P Rating A+									
04/28/10 *3.12	35,000.000	100.0000	35,000.00	104.1170	36,440.95	1,440.95	326.67	1,960.00	5.37%
			Original Cost Basis: \$35,000.00						
CLARKSTON MICH CMINTY SCHS RFDG-TAXABLE									
2.250% 05/01/20 B/E DTD 03/26/13			Security Identifier: 182252T09						
SCH MICHIGAN SCHOOL BOND LOAN FUND 1ST CPN DTE									
11/01/13 CPN PMT SEMI ANNUAL									
ON MAY 01 AND NOV 01									
TAXABLE									
Moody Rating AA1									
03/06/13 *3.12	75,000.000	100.0000	75,000.00	99.9450	74,958.75	-41.25	281.25	1,687.50	2.25%
			Original Cost Basis: \$75,000.00						
LANSING MICH CAP IMPT									
6.000% 05/01/20 B/E DTD 07/22/09			Security Identifier: 516372PA1						
CALLABLE 05/01/19 @ 100.000 1ST CPN DTE 11/01/09									
CPN PMT SEMI ANNUAL									
ON MAY 01 AND NOV 01									
TAXABLE									
Moody Rating A2 S & P Rating AA-									
10/07/09 *3.12	35,000.000	102.3120	35,809.19	108.6820	38,038.70	2,229.51	350.00	2,100.00	5.52%
			Original Cost Basis: \$37,220.75						

Account Number: NKM-039542
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Pershing LLC, member FINRA, NYSE, SIPC

Portfolio Holdings (continued)

Date Acquired	Quantity	Unit Cost	Adjusted Cost Basis	Market Price	Market Value	Unrealized Gain/Loss	Accrued Interest	Estimated Annual Income	Estimated Yield
Fixed Income (continued)									
Municipal Bonds (continued)									
MICHIGAN ST REDG TAXABLE									
ENVIRONMENTAL 3.375% 12/01/20 B/E									
DTD 10/19/11 1ST CPN DTE 06/01/12 CPN PMT SEMI									
ANNUAL ON JUN 01 AND DEC 01									
Moody Rating AA1 S & P Rating AA-									
TAXABLE									
10/12/11 *3.12	75,000.000	99.4370	74,577.99	104.5730	78,429.75	3,851.76	210.94	2,531.25	3.22%
Original Cost Basis: \$74,271.00									
HOMER MICH CMINTY SCH DIST TAXABLE-SCH									
BLDG SITE-SER A- 5.750% 05/01/21 B/E									
DTD 05/18/11 SCH MICHIGAN SCHOOL BOND LOAN FUND									
1ST CPN DTE 11/01/11									
CPN PMT SEMI ANNUAL ON MAY 01 AND NOV 01									
TAXABLE									
S & P Rating AA-									
04/06/11 *3.12	75,000.000	100.0000	75,000.00	105.6040	79,203.00	4,203.00	718.75	4,312.50	5.44%
Original Cost Basis: \$75,000.00									
PONTIAC MICH WASTEWATER TREATMENT									
FAC DRAIN DIST MICH TAXABLE-DRAIN-SER A									
2.700% 06/01/22 B/E DTD 08/23/12 CALLABLE 06/01/21 @									
100.000									
1ST CPN DTE 06/01/13 CPN PMT SEMI ANNUAL									
ON JUN 01 AND DEC 01									
TAXABLE									
Moody Rating AAA S & P Rating AAA									
08/15/12 *3.12	75,000.000	100.0000	75,000.00	99.0050	74,253.75	-746.25	168.75	2,025.00	2.72%
Original Cost Basis: \$75,000.00									
MICHIGAN FIN AUTH REV TAXABLE-RFDG-SCH									
LN 5.996% 09/01/22 B/E									
DTD 12/15/10 1ST CPN DTE 03/01/11 CPN PMT SEMI									
ANNUAL ON MAR 01 AND SEP 01									
Moody Rating AA2 S & P Rating AA+									
TAXABLE									
01/11/11 *3.12	75,000.000	100.8360	75,627.20	115.3210	86,490.75	10,863.55	1,499.00	4,497.00	5.19%
Original Cost Basis: \$75,971.25									

INVESTMENT PROFESSIONALS INC
16414 SAN PEDRO AVENUE STE 150
SAN ANTONIO TX 78232
TEL: (800)593-8800



Brokerage

Account Statement

Statement Period: 12/01/2015 - 12/31/2015

Portfolio Holdings (continued)

Date Acquired	Quantity	Unit Cost	Adjusted Cost Basis	Market Price	Market Value	Unrealized Gain/Loss	Accrued Interest	Estimated Annual Income	Estimated Yield
Fixed Income (continued)									
Municipal Bonds (continued)									
Security Identifier: 5946107Z4									
MICHIGAN ST RFDG-TAXABLE-SCH									
LN-SER A 3.450% 05/15/23 B/E									
DTD 04/12/12 CALLABLE 05/15/22 @ 100.000 1ST CPN									
DTE 11/15/12									
CPN PMT SEMI ANNUAL ON MAY 15 AND NOV 15									
Moody Rating AA1 S & P Rating AA-									
TAXABLE									
04/04/12 *3.12	75,000.000	99.4180	74,563.82	103.1490	77,361.75	2,797.93	330.63	2,587.50	3.34%
Original Cost Basis: \$74,383.50									
Security Identifier: 689225TNO									
OTTAWA CNTY MICH LTD TAX-PENSION OBLIG									
3.050% 11/01/23 B/E DTD 12/18/14									
1ST CPN DTE 05/01/15 CPN PMT SEMI ANNUAL ON MAY 01 AND NOV 01									
TAXABLE									
Moody Rating AAA									
12/05/14 3.12	75,000.000	100.0000	75,000.00	100.5530	75,414.75	414.75	381.25	2,287.50	3.03%
Original Cost Basis: \$75,000.00									
Security Identifier: 016788C25									
ALLEGAN CNTY MICH TAXABLE-LTD									
TAX-PENSION OBLIG 3.350% 05/01/24 B/E									
DTD 12/16/14 1ST CPN DTE 05/01/15 CPN PMT SEMI ANNUAL ON MAY 01 AND NOV 01									
TAXABLE									
S & P Rating AA									
12/04/14 3.12	70,000.000	100.0000	70,000.00	100.6490	70,454.30	454.30	390.83	2,345.00	3.32%
Original Cost Basis: \$70,000.00									

Account Number: NKM-039542
CHELSEA DISTRICT LIBRARY

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Pershing LLC, member FINRA, NYSE, SIPC

Portfolio Holdings (continued)

Date Acquired	Quantity	Unit Cost	Adjusted Cost Basis	Market Price	Market Value	Unrealized Gain/Loss	Accrued Interest	Estimated Annual Income	Estimated Yield
Fixed Income (continued)									
Municipal Bonds (continued)									
Security Identifier: 7867023Z1									
SAGINAW CNTY MICH PENSION OBLIG									
4.640% 05/01/24 B/E DTD 01/30/14									
CALLABLE 11/01/23 @ 100.000 1ST CPN DTE 05/01/14									
CPN PMT SEMI ANNUAL									
ON MAY 01 AND NOV 01									
TAXABLE									
Moody Rating AA3									
01/17/14 3.12	75,000.000	100.0000	75,000.00	109.3240	81,993.00	6,993.00	580.00	3,480.00	4.24%
Original Cost Basis: \$75,000.00									
Security Identifier: 610628B81									
MONROE CNTY MICH TAXABLE-SEW DISP									
SYS-MET WTR POLLUTN CTL SYS-QUALIFIED									
4.050% 05/01/25 B/E DTD 06/03/14 CALLABLE 05/01/24 @									
100.000									
1ST CPN DTE 11/01/14 CPN PMT SEMI ANNUAL									
ON MAY 01 AND NOV 01									
TAXABLE									
S & P Rating AA									
05/15/14 *3.12	75,000.000	100.0000	75,000.00	102.0540	76,540.50	1,540.50	506.25	3,037.50	3.96%
Original Cost Basis: \$75,000.00									
Total Municipal Bonds	1,100,000.000		\$1,100,578.20		\$1,143,433.00	\$42,854.80	\$7,697.19	\$42,578.55	
Total Fixed Income	1,150,000.000		\$1,150,649.86		\$1,195,335.50	\$44,685.64	\$8,058.53	\$44,016.05	
Total Portfolio Holdings									
			\$1,195,309.53		\$1,239,995.17	\$44,685.64	\$8,058.53	\$44,017.81	

* Noncovered under the cost basis rules as defined below.

Securities acquired before 2011 or in retirement accounts are generally not subject to the new cost basis reporting rules set forth in the Internal Revenue Code of 1986, as amended ("IRC") (incorporating amendments enacted by P.L. 110-343, the Emergency Economic Stabilization Act of 2008) and are, therefore, considered "noncovered," under the new cost basis reporting rules, and marked or denoted as such. All other securities in this section are securities which are "covered" under the new cost basis reporting rules. Securities which are "covered" under the new cost basis reporting rules are defined as non-retirement, US taxpayers securities which have been acquired on or after their "applicable date(s)" at which they are subject to the cost basis reporting rules and the adjusted basis will be reported to the IRS on form 1099-B for the applicable tax year in which the security is disposed.

Reporting requirements generally will be phased in over a three-year period, as follows:

- Stock in a corporation acquired on or after January 1, 2011
- Mutual funds and dividend reinvestment plan (DRP) shares acquired on or after January 1, 2012
- Options and any Debt Instruments that provide a simple fixed payment schedule for which a yield to maturity can be easily determined acquired on or after January 1, 2014.

Cost Basis on fixed income securities may be adjusted for amortization, accretion, original issue discount adjustments, or principal paydowns. The calculation is based upon the taxpayer election, type of fixed

INVESTMENT PROFESSIONALS INC
16414 SAN PEDRO AVENUE STE 150
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Investment Professionals INC

Brokerage Account Statement

Statement Period: 12/01/2015 - 12/31/2015

Portfolio Holdings (continued)

income security, and certain attributes, obtained from sources believed to be reliable. In the event, one or more of these attributes is changed, there may be a temporary incorrect adjusted cost basis reflected until the cost basis system is amended to reflect this change. These calculations will not be performed under certain circumstances, including those involving foreign bonds, bonds sold short or bonds issued with less than one year to maturity. This information is meant as a general guide and you should consult your tax advisor in the preparation of your tax returns.

- 3 The cost basis of this security has been provided to us by you or your introducing firm and Pershing makes no representation as to the accuracy of this information.
- 12 Pershing has received updated cost basis information, therefore cost basis provided on previous client brokerage statements may differ from the new cost basis reported in this section.

Portfolio Holdings Disclosures

Pricing

This section includes the net market value of the securities in your account on a settlement date basis, including short positions, at the close of the statement period. The market prices, unless otherwise noted, have been obtained from independent vendor services, which we believe to be reliable. Market prices do not constitute a bid or an offer, and may differ from the actual sale price. Securities for which a price is not available are marked "N/A" and are omitted from the Total.

THE AS OF PRICE DATE ONLY APPEARS WHEN THE PRICE DATE DOES NOT EQUAL THE STATEMENT DATE.

Estimated Annual Figures

The estimated annual income (EAI) and estimated annual yield (EAY) figures are estimates and for informational purposes only. These figures are not considered to be a forecast or guarantee of future results. These figures are computed using information from providers believed to be reliable; however, no assurance can be made as to the accuracy. Since interest and dividend rates are subject to change at any time, and may be affected by current and future economic, political, and business conditions, they should not be relied on for making investment, trading, or tax decisions. These figures assume that the position quantities, interest and dividend rates, and prices remain constant. A capital gain or return of principal may be included in the figures for certain securities, thereby overstating them. Refer to www.pershing.com/business_continuity.html for specific details as to formulas used to calculate the figures. Accrued interest represents interest earned but not yet received.

Reinvestment

The dollar amount of Mutual Fund distributions, Money Market Fund dividend income, Bank Deposit interest income, or dividends for other securities shown on your statement may have been reinvested. You will not receive confirmation of these reinvestments. Upon written request to your financial institution, information pertaining to these transactions, including the time of execution and the name of the person from whom your security was purchased, may be obtained. In dividend reinvestment transactions, Pershing acts as your agent and receives payment for order flow.

Option Disclosure

Information with respect to commissions and other charges incurred in connection with the execution of option transactions has been included in confirmations previously furnished to you. A summary of this information is available to you promptly upon your written request directed to your introducing firm. In order to assist your introducing firm in maintaining current background and financial information concerning your option accounts, please promptly advise them in writing of any material change in your investment objectives or financial situation. Expiring options which are valuable are exercised automatically pursuant to the exercise by exception procedure of the Options Clearing Corporation. Additional information regarding this procedure is available upon written request to your introducing firm.

Foreign Currency Transactions

Pershing may execute foreign currency transactions as principal for your account. Pershing may automatically convert foreign currency to or from U.S. dollars for dividends and similar corporate action transactions unless you instruct your financial organization otherwise. Pershing's currency conversion rate will not exceed the highest interbank conversion rate identified from customary banking sources on the conversion date or the prior business day, increased by up to 1%, unless a particular rate is required by applicable law. Your financial organization may also increase the currency conversion rate. This conversion rate may differ from rates in effect on the date you executed a transaction, incurred a charge, or received a credit. Transactions converted by agents (such as depositories) will be billed at the rates such agents use.

Proxy Vote

Securities not fully paid for in your margin account may be lent by Pershing to itself or others in accordance with the terms outlined in the Margin Agreement. The right to vote your shares held on margin may be



Portfolio Holdings Disclosures (continued)

Proxy Vote (continued)

reduced by the amount of shares on loan. The Proxy Voting Instruction Form sent to you may reflect a smaller number of shares entitled to vote than the number of shares in your margin account.

Ratings

This statement may contain credit rating information obtained from Standard & Poor's. Reproducing and distributing any information received from Standard & Poor's is not permitted without prior written authorization from Standard & Poor's. Standard & Poor's does not guarantee the accuracy, completeness, timeliness or availability of any information. Standard & Poor's is not responsible for any errors or omissions, regardless of the cause, or for the results of using such content. Standard & Poor's makes no express or implied warranties including warranties of merchantability or fitness for a particular purpose. Standard & Poor's shall not be legally responsible for any fees, costs, expenses or losses in connection with the use of their content. Credit ratings are opinions and not statements of facts; are not recommendations to purchase, hold or sell securities; and do not address suitability for investment purpose. Credit ratings should not be relied upon as investment advice.

Transactions in Date Sequence

Process/ Settlement Date	Activity Type	Description	Quantity	Price	Accrued Interest	Amount	Currency
12/01/15	BOND INTEREST RECEIVED 5946107M3	75000 MICHIGAN ST RFDG TAXABLE ENVIRONMENTAL 3.375% 12/01/20 B/E DTD 10/19/11 RD 11/30 PD 12/01/15 *** TAXABLE ***				1,265.63	USD
12/01/15	BOND INTEREST RECEIVED 732622AH8	75000 PONTIAC MICH WASTEWATER TREATMENT FAC DRAIN DIST MICH TAXABLE-DRAIN-SER A 2.700% 06/01/22 B/E DTD 08/23/12 CLB RD 11/30 PD 12/01/15 *** TAXABLE ***				1,012.50	USD
12/02/15	FDIC INSURED BANK DEPOSIT USD9999997	LIQUID INS DEPOSITS				-2,278.13	USD
12/16/15	FDIC INSURED BANK DEPOSITS INTEREST REINVESTED 761991108	LIQUID INS DEPOSITS INTEREST REINVESTED				-0.36	USD
12/16/15	FDIC INSURED BANK DEPOSITS INTEREST RECEIVED 761991108	LIQUID INS DEPOSITS INTEREST CREDITED				0.36	USD
Total Value of Transactions						\$0.00	\$0.00 USD

The price and quantity displayed may have been rounded.

Income and Expense Summary

	Current Period		Year-to-Date	
	Taxable	Non Taxable	Taxable	Non Taxable
Interest Income				
Bond Interest	2,278.13	0.00	39,926.79	0.00
Credit Interest	0.00	0.00	0.00	-1.83
FDIC Insured Bank Deposits	0.36	0.00	1.76	0.00
Total Dividends, Interest, Income and Expenses	\$2,278.49	\$0.00	\$39,928.55	-\$1.83

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Brokerage Account Statement

Statement Period: 12/01/2015 - 12/31/2015

FDIC Insured Bank Deposits

Date	Activity Type	Description	Amount	Balance
Sweep FDIC Insured Bank Deposits				
LIQUID INSURED DEPOSITS				
Account Number: NKM039542		Activity Ending: 12/31/15		
12/01/15	Opening Balance			42,381.18
12/02/15	Deposit			44,659.31
12/15/15	Deposit			44,659.67
12/16/15				44,659.67
12/31/15	Closing Balance			\$44,659.67

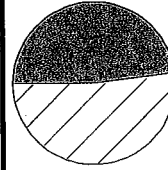
Total FDIC Insured Bank Deposits

The FDIC Insured Bank Deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). The Bank Deposits at each bank are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 for each category of legal ownership including individual retirement accounts and certain other self directed retirement accounts. Please review this in connection with other deposits you may have at each respective bank.

Bond Maturity Schedule

Bond Maturity	Market Value	% of Bond Market Value
1 to 5 years	573,623.70	48%
6 to 10 years	621,711.80	52%
Total	1,195,335.50	100%

Bonds that are in default are not included.



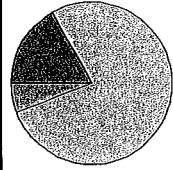
Percentages of bond market values are rounded to the nearest whole percentage.



Bond Quality

Bond Quality	Market Value	% of Bond Market Value
AAA	201,571.00	17%
AA	919,284.85	77%
A	74,479.65	6%
Total	1,195,335.50	100%

Bond quality ratings reflect Moody's or Standard and Poor's ratings. Bonds may be rated by other services. Bonds that are in default are not included. Please refer to your Portfolio Holdings section.



Percentages of bond market values are rounded to the nearest whole percentage.

Messages

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC)-INSURED BANK DEPOSITS ARE NOT PROTECTED BY SECURITIES INVESTOR PROTECTION CORPORATION (SIPC). YOU MAY VIEW CURRENT MONEY MARKET FUND RATES BY VISITING WWW.PERSHING.COM AND SELECTING THE LINK AT THE BOTTOM OF THE PAGE TITLED "MONEY MARKET MUTUAL FUND & FDIC-INSURED DEPOSITS PROGRAM RATES & BANK LISTS". PLEASE NOTE THAT WE MAY NOT OFFER ALL OF THE MONEY MARKET FUNDS LISTED ON THE PERSHING WEBSITE.

Although a money market mutual fund seeks to preserve the value of your investment at \$1 per share, it is possible to lose money by investing in a money market mutual fund. Shares of a money market mutual fund or the balance of a bank deposit product held in your brokerage account may be liquidated upon request with the proceeds credited to your brokerage account. Please see the money market mutual fund's prospectus or the bank deposit product's disclosure document or contact your advisor for additional information.

Please note the following information for Pershing's 2015 IRS Forms 1099 (B, DIV, INT, OID and MISC): Your form 1099 will be delivered as early as possible, beginning January 31, 2016. By February 16, you will be mailed either your 1099 form or a special Pending 1099 Notice. The Pending 1099 Notice will be sent if issuers of securities you hold have not yet provided their final tax information. It will inform you of the securities that are pending final reporting, and will provide the anticipated mail date of your 1099 form. Your 1099 will be mailed no later than March 17, 2016.

Important Information and Disclosures

The Role of Pershing

- Pershing carries your account as clearing broker pursuant to a clearing agreement with your financial institution. Pershing may accept from your financial institution without inquiry or investigation (i) orders for the purchase and sale of securities and other property and (ii) any other instructions concerning your account. Pershing is not responsible or liable for any acts or omissions of your financial institution or its employees and it does not supervise them. Pershing provides no investment advice nor does it assess the suitability of any transaction or order. Pershing acts as the agent of your financial institution and you agree that you will not hold Pershing or any person controlling or under common control with it liable for any investment losses incurred by you.
- Pershing performs several key functions at the direction of your financial institution. It acts as custodian for funds and securities you may deposit with it directly or through your financial institution or that it receives as the result of securities transactions it processes.
- Your financial institution is responsible for adherence to the securities laws, regulations and rules which apply to it regarding its own operations and the supervision of your account, its sales representatives and other personnel. Your financial institution is also responsible for approving the opening of accounts and obtaining account documents; the acceptance and, in certain instances, execution of securities orders; the assessment of the suitability of those transactions, where applicable; the rendering of investment advice, if any, to you and in general, for the ongoing relationship that it has with you.
- Inquiries concerning the positions and balances in your account may be directed to the Pershing Customer Service Department at (201) 413-3333. All other inquiries regarding your account or activity should be directed to your financial institution. Your financial organization's contact information can be found on the first page of this statement.
- For a description of other functions performed by Pershing please consult the Disclosure Statement provided to you upon the opening of your account. This notice is not meant as a definitive enumeration of every possible circumstance, but as a general disclosure. If you have any questions regarding this notice or if you would like additional copies of the Disclosure Statement, please contact your financial institution.
- Pershing is a member of the Securities Investor Protection Corporation (SIPC). Please note that SIPC does not protect against loss due to market fluctuation. In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits. For more detailed information please visit: www.pershing.com/about/strength-and-stability.
- This statement will be deemed conclusive. You are advised to report any inaccuracy or discrepancy (including unauthorized trading) promptly, but no later than ten days after receipt of this statement, to your financial organization and Pershing. Please be advised that any oral communication should be re-confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.
- Your financial organization's contact information can be found on the first page of this statement. Pershing's contact information is as follows: **Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330.** Errors and Omissions excepted.

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MEMBER FINRA & SIPC

Investment Professionals INC

Brokerage Account Statement

Statement Period: 12/01/2015 - 12/31/2015

Important Information and Disclosures *(continued)*

Important Arbitration Disclosures

- All parties to this agreement are giving up the right to sue each other in court, including the right to a trial by jury, except as provided by the rules of the arbitration forum in which a claim is filed.
- Arbitration awards are generally final and binding; a party's ability to have a court reverse or modify an arbitration award is very limited.
- The ability of the parties to obtain documents, witness statements and other discovery is generally more limited in arbitration than in court proceedings.
- The arbitrators do not have to explain the reason(s) for their award, unless, in an eligible case, a joint request for an explained decision has been submitted by all parties to the panel at least 20 days prior to the first scheduled hearing date.
- The panel of arbitrators will typically include a minority of arbitrators who were or are affiliated with the securities industry.
- The rules of some arbitration forums may impose time limits for bringing a claim in arbitration. In some cases, a claim that is ineligible for arbitration may be brought in court.
- The rules of the arbitration forum in which the claim is filed, and any amendments thereto, shall be incorporated into this agreement.

Important Arbitration Agreement

Any controversy between you and Pershing LLC shall be submitted to arbitration before the Financial Industry Regulatory Authority. No person shall bring a putative or certified class action to arbitration, nor seek to enforce any predispute arbitration agreement against any person who has initiated in court a putative class action, who is a member of a putative class who has not opted out of the class with respect to any claims encompassed by the putative class action until: (i) the class certification is denied; (ii) the class is decertified; or (iii) the client is excluded from the class by the court. Such forbearance to enforce an agreement to arbitrate shall not constitute a waiver of any rights under this agreement except to the extent stated herein. The laws of the State of New York govern.

Pershing's contact information is as follows: **Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330.**



TERMS AND CONDITIONS

TRANSACTIONS

- ALL ORDERS AND TRANSACTIONS SHALL BE SOLELY FOR YOUR ACCOUNT AND RISK SHALL BE SUBJECT TO THE CONSTITUTION, RULES, REGULATIONS, CUSTOMS, USAGES, RULINGS AND INTERPRETATIONS OF THE EXCHANGE OR MARKET AND THE CLEARING FACILITY, IF ANY, WHERE THE TRANSACTIONS ARE EXECUTED AND/OR SETTLED, OR IF APPLICABLE, OF THE FINANCIAL INDUSTRY REGULATORY AUTHORITY AND TO ALL APPLICABLE LAWS AND REGULATIONS.
- TITLE TO SECURITIES SOLD TO YOU, WHERE PERSHING HAS ACTED AS PRINCIPAL, SHALL REMAIN WITH PERSHING UNTIL THE ENTIRE PURCHASE PRICE IS RECEIVED OR UNTIL THE SETTLEMENT DATE, WHICHEVER IS LATER.
- YOU MAY HAVE RECEIVED CONFIRMATIONS FOR TRANSACTIONS WHICH DO NOT APPEAR ON YOUR STATEMENT. IF SO, THE TRANSACTIONS WILL APPEAR ON YOUR NEXT PERIODIC STATEMENT. SUCH TRANSACTIONS MUST BE CONSIDERED BY YOU WHEN COMPUTING THE VALUE OF YOUR ACCOUNT. THIS IS ESPECIALLY TRUE IF YOU HAVE WRITTEN OPTIONS WHICH HAVE BEEN EXERCISED.

FREE CREDIT BALANCES: ANY FREE CREDIT BALANCE CARRIED FOR YOUR ACCOUNT REPRESENTS FUNDS PAYABLE UPON DEMAND WHICH, ALTHOUGH PROPERLY ACCOUNTED FOR ON PERSHING'S BOOKS OF RECORD, ARE NOT SEGREGATED AND MAY BE USED IN THE CONDUCT OF ITS BUSINESS.

DEBIT BALANCES: INTEREST CHARGED ON DEBIT BALANCES IN YOUR ACCOUNT APPEARS ON THE STATEMENT. THE RATE OF INTEREST AND PERIOD COVERED ARE INDICATED. THE RATE MAY CHANGE FROM TIME TO TIME DUE TO FLUCTUATIONS IN MONEY RATES OR OTHER REASONS. INTEREST IS COMPUTED AS DESCRIBED IN MATERIAL PREVIOUSLY FURNISHED TO YOU. PLEASE CONTACT YOUR FINANCIAL INSTITUTION IF YOU DESIRE ADDITIONAL COPIES.

MARGIN INFORMATION: IF YOU MAINTAIN A MARGIN ACCOUNT, THIS IS A COMBINED STATEMENT OF YOUR GENERAL ACCOUNT AND A SPECIAL MEMORANDUM ACCOUNT MAINTAINED FOR YOU UNDER REGULATION T OF THE BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM. THE PERMANENT RECORD OF THE SEPARATE ACCOUNT AS REQUIRED BY REGULATION T IS AVAILABLE FOR YOUR INSPECTION UPON REQUEST.

TAX INFORMATION

- AFTER YEAR END, PERSHING IS REQUIRED TO PROVIDE TAX INFORMATION TO THE INTERNAL REVENUE SERVICE AND OTHER GOVERNMENTAL AUTHORITIES. AT THAT TIME PERSHING WILL PROVIDE THAT INFORMATION ON THE ANNUAL TAX INFORMATION STATEMENT TO YOU; USE THAT STATEMENT TO PREPARE YOUR TAX FILINGS. THE TAX STATEMENT ALSO INCLUDES OTHER USEFUL INFORMATION TO ASSIST IN ACCUMULATING THE DATA TO PREPARE YOUR TAX RETURNS.
- DIVIDENDS, INTEREST AND OTHER DISTRIBUTIONS SHOWN ON THIS STATEMENT WERE CLASSIFIED AS TAXABLE OR NONTAXABLE BASED ON CERTAIN INFORMATION KNOWN AS OF THE DISTRIBUTION DATE. THIS CLASSIFICATION IS SUBJECT TO CHANGE AND IS SOLELY INTENDED FOR USE AS GENERAL INFORMATION.
- PERSHING DOES NOT PROVIDE TAX, INVESTMENT OR LEGAL ADVISORY SERVICES AND NO ONE ASSOCIATED WITH PERSHING IS AUTHORIZED TO RENDER SUCH ADVICE. DO NOT RELY UPON ANY SUCH ADVICE, IF GIVEN. INVESTORS ARE ENCOURAGED TO CONSULT THEIR TAX ADVISORS TO DETERMINE THE APPROPRIATE TAX TREATMENT OF THEIR BUSINESS.

GENERAL INFORMATION

- WHENEVER YOU ARE INDEBTED TO PERSHING LLC ("PERSHING") FOR ANY AMOUNT, ALL SECURITIES HELD BY IT FOR YOU IN ANY ACCOUNT IN WHICH YOU HAVE ANY INTEREST SHALL SECURE ALL YOUR LIABILITIES TO PERSHING, AND PERSHING MAY IN ITS DISCRETION AT ANY TIME, WITHOUT TENDER, DEMAND OR NOTICE TO YOU, CLOSE OR REDUCE ANY OR ALL OF YOUR ACCOUNTS BY PUBLIC OR PRIVATE SALE OR PURCHASE OR BOTH OF ALL OR ANY SECURITIES CARRIED IN SUCH ACCOUNTS; ANY BALANCE REMAINING DUE PERSHING TO BE PROMPTLY PAID BY YOU.
- WHENEVER YOU ARE INDEBTED TO PERSHING FOR ANY AMOUNT, ALL SECURITIES CARRIED FOR YOUR ACCOUNT ARE OR MAY BE, WITHOUT FURTHER NOTICE TO YOU, LOANED OR PLEDGED BY PERSHING, EITHER SEPARATELY OR UNDER CIRCUMSTANCES WHICH WILL PERMIT THE COMMINGLING THEREOF, WITH OTHER SECURITIES FOR ANY AMOUNT LESS THAN, EQUAL TO OR GREATER THAN YOUR LIABILITIES TO PERSHING, BUT NOT UNDER CIRCUMSTANCES FOR AN AMOUNT PROHIBITED BY LAW.

- PERSHING MAY TRADE FOR ITS OWN ACCOUNT AS A MARKET MAKER, SPECIALIST, ODD LOT DEALER, BLOCK POSITIONER, ARBITRAGEUR OR INVESTOR. CONSEQUENTLY, AT THE TIME OF ANY TRANSACTION YOU MAY MAKE, PERSHING MAY HAVE A POSITION IN SUCH SECURITIES, WHICH POSITION MAY BE PARTIALLY OR COMPLETELY HEDGED.
- IF AVERAGE PRICE TRANSACTION IS INDICATED ON THE FRONT OF THIS STATEMENT YOUR FINANCIAL INSTITUTION OR PERSHING MAY HAVE ACTED AS PRINCIPAL, AGENT OR BOTH. DETAILS AVAILABLE UPON REQUEST.
- A FINANCIAL STATEMENT OF PERSHING IS AVAILABLE FOR YOUR PERSONAL INSPECTION AT PERSHING'S OFFICES. A COPY OF IT WILL BE MAILED UPON YOUR WRITTEN REQUEST OR YOU CAN VIEW IT ONLINE AT WWW.PERSHING.COM.
- FOR BUSINESS CONTINUITY AND ADDITIONAL DISCLOSURES: WWW.PERSHING.COM/DISCLOSURES.
- THIS STATEMENT SHOULD BE RETAINED FOR YOUR RECORDS.

PAYMENT FOR ORDER FLOW AND ORDER ROUTING POLICIES DISCLOSURES [REGULATION NMS—RULE 607(A)(1)-(2)]

PERSHING SENDS CERTAIN EQUITY ORDERS TO EXCHANGES, ELECTRONIC COMMUNICATION NETWORKS, OR BROKER-DEALERS DURING NORMAL BUSINESS HOURS AND DURING EXTENDED TRADING SESSIONS. CERTAIN OF THESE VENUES PROVIDE PAYMENTS TO PERSHING OR CHARGE ACCESS FEES TO PERSHING DEPENDING UPON THE CHARACTERISTICS OF THE ORDER AND ANY SUBSEQUENT EXECUTION. THE DETAILS OF THESE PAYMENTS AND FEES ARE AVAILABLE UPON WRITTEN REQUEST. PERSHING RECEIVES PAYMENTS FOR DIRECTING LISTED OPTIONS ORDER FLOW TO CERTAIN OPTION EXCHANGES. IN ADDITION, PERSHING ROUTES CERTAIN EQUITY AND OPTION ORDERS TO ITS AFFILIATE, BNY MELLON CAPITAL MARKETS, LLC, FOR EXECUTION AS PRINCIPAL. COMPENSATION IS GENERALLY IN THE FORM OF A PER OPTION CONTRACT CASH PAYMENT.

BEST EXECUTION: NOTWITHSTANDING THE PREVIOUS PARAGRAPH REGARDING PAYMENT FOR ORDER FLOW, PERSHING SELECTS CERTAIN MARKET CENTERS TO PROVIDE EXECUTION OF OVER-THE-COUNTER AND EXCHANGE-LISTED SECURITIES TRANSACTIONS WHICH AGREE TO ACCEPT ORDERS TRANSMITTED ELECTRONICALLY UP TO A SPECIFIED SIZE, AND TO EXECUTE THEM AT OR BETTER THAN THE NATIONAL BEST BID OR OFFER (NBBO), ON CERTAIN LARGER ORDERS, OR IF THE DESIGNATED MARKET CENTERS DO NOT MAKE A MARKET IN THE SUBJECT SECURITY, PERSHING DIRECTLY CONTACTS MARKET CENTERS TO OBTAIN AN EXECUTION. THE DESIGNATED MARKET CENTERS TO WHICH ORDERS ARE AUTOMATICALLY ROUTED ARE SELECTED BASED ON THE CONSISTENT HIGH QUALITY OF THEIR EXECUTIONS IN ONE OR MORE MARKET SEGMENTS AND THEIR ABILITY TO PROVIDE OPPORTUNITIES FOR EXECUTIONS AT PRICES SUPERIOR TO THE NBBO. PERSHING ALSO REGULARLY REVIEWS REPORTS FOR QUALITY OF EXECUTION PURPOSES.

IF ANY OF THE ABOVE TERMS AND CONDITIONS ARE UNACCEPTABLE TO YOU, PLEASE NOTIFY PERSHING IMMEDIATELY IN WRITING BY CERTIFIED MAIL TO ONE PERSHING PLAZA, JERSEY CITY, NJ 07399, ATTN: LEGAL DEPT

Chelsea District Library Investment Account
As of 12/31/2015

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	Infindex Money Market Fund	1,737
	Total Investment	1,077,957

Investment Activity

Date	Value
12/31/2015	1,239,995
Invested	1,077,957
Increase 6/2009 – 12/31/2015	212,038
2015 Change 29,809	
Withdrawal	-50,000

Investment Distribution

Fund	Value
Capital Reserve Fund	870,000
Capital Improvement Fund	118,000
General Fund from Investment	147,583
General Fund Income (Interest - Fees + Change in Value)	104,412
	1,239,995

Note: 2015 Budget moves \$102,000 from Capital Improvement Fund to General Fund
 Note: 2015 Budget moves \$20,000 from General Fund to Capital Reserve Fund (05/2015)
 Dec 2015 Board Committed \$70,026 to Cap Imp Fund

Report for 12/31/2015

Chelsea District Library Cash Flow 2015

Budget

Summary	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Opening cash on hand	\$143,794	\$694,396	\$1,016,468	\$955,790	\$810,783	\$642,937	\$590,454	\$474,704	\$372,461	\$251,125	\$53,388	(\$62,403)	\$143,794
Total income	\$679,845	\$460,695	\$87,500	\$9,598	\$10,558	\$75,023	\$28,953	\$35,512	\$7,038	\$4,639	\$7,198	\$218,076	\$1,624,635
Total expenditures	\$129,243	\$138,623	\$148,178	\$154,605	\$178,404	\$127,506	\$144,703	\$137,755	\$128,374	\$202,376	\$122,989	\$124,379	\$1,737,135
Net cash flow	\$550,602	\$322,072	(\$60,678)	(\$145,007)	(\$167,846)	(\$2483)	(\$115,750)	(\$102,243)	(\$121,336)	(\$197,737)	(\$115,791)	\$93,697	(\$112,500)
Ending balance	\$694,396	\$1,016,468	\$955,790	\$810,783	\$642,937	\$590,454	\$474,704	\$372,461	\$251,125	\$53,388	(\$62,403)	\$31,294	\$31,294

Income													
Total income	\$656,671	\$538,652	\$150,910	\$14,177	\$12,422	\$66,101	\$21,870	\$29,386	\$3,743	\$12,792	\$3,343	\$261,947	\$1,772,014
Other income													

Expenditures													
Total Expense	\$179,341	\$97,485	\$133,075	\$203,811	\$122,457	\$112,905	\$120,371	\$118,415	\$106,254	\$179,343	\$133,101	\$112,208	\$1,618,766
Other													

Actual / Budget

Operating Flow	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year's Total
Operating cash on hand	\$143,794	\$621,124	\$1,062,291	\$1,080,126	\$890,492	\$780,457	\$733,653	\$635,152	\$546,123	\$443,612	\$277,061	\$147,303	\$143,794
Total income	\$656,671	\$538,652	\$150,910	\$14,177	\$12,422	\$66,101	\$21,870	\$29,386	\$3,743	\$12,792	\$3,343	\$261,947	\$1,772,014
CO Flow	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Expenditures	\$179,341	\$97,485	\$133,075	\$203,811	\$122,457	\$112,905	\$120,371	\$118,415	\$106,254	\$179,343	\$133,101	\$112,208	\$1,618,766
Net cash flow	\$477,330	\$441,167	\$17,835	(\$189,634)	(\$110,035)	(\$46,804)	(\$98,501)	(\$89,029)	(\$102,511)	(\$166,551)	(\$129,758)	\$149,739	\$153,248
Ending balance	\$621,124	\$1,062,291	\$1,080,126	\$890,492	\$780,457	\$733,653	\$635,152	\$546,123	\$443,612	\$277,061	\$147,303	\$297,042	\$297,042

0 to money market
add back as needed

Other Income	Process	Location
\$102,000	Capital Improvement Funds - add when transferred	Investment Account
\$30,000	Investment Interest - add when transferred	Investment Account
\$0	Investment Change in Value - add when transferred	Investment Account
\$5,882	Money from 2014 Budget - included in Balance Fwd	Checking Account
\$1,737	Bal prior years operating funds - add when transferred	Operating Fund Money

DIRECTOR'S REPORT

**Chelsea District Library
Interim Director's Report
December 2015**

Questions from Last Board Meeting

- Total PPT for 2014

Budget & Finances

- End of the year carry-overs and adjustments have been made and our income will be approximately 105% over budget, with expenses coming in approximately 90% of budget. Mary will process some 2015 expenses through January 20th so “approximately” is as close as I can get at this point.
- We have new Directors and Officers insurance coverage in place after being dropped by our old carrier last month due to a change on their end of only covering non-profits.
- The annual State Aid report is due February 1st and Lori did not need my help with this as she had done it before. During her first week, she assigned the usual parts out to the appropriate staff and will have it completed on time.

Staffing

- We had two anniversaries in December- circulation aides Jennie Mederios and Mary Tobin. Jennie celebrated her 10th year at CDL- a milestone!- and Mary her 2nd. Our aides play such an important role here, putting materials back on the shelves so patrons can find them, then keeping them in order when patrons “help” us by putting things back themselves ☺
- I spent a good amount of time reviewing and updating our training documentation for Lori orientation and training. Bill had done a great job putting in key contacts and daily/weekly/monthly/yearly duties so I mostly filled in the blanks where needed.
- Lori attended our all staff meeting where we tried out many of our new makerspace gizmos. We enjoyed a very nice breakfast and had a good time getting to know Lori a bit better!

Outreach

- Several of our staff accompanied me to the Chamber annual holiday event at the Chelsea Retirement Center. It once again lived up to its reputation of being one of the best parties in town- great food and networking opportunities!

State News

Unfortunately, the legislature passed SB 571, a bill barring libraries, school districts, and local governments from spending public funds on TV ads, mailers or phone messages about local ballot proposal 60 days before an election. According to MLA, they “acted immediately by issuing an advocacy alert that resulted in 800 concerned Michigan citizens contacting Gov. Snyder by phone or email asking him to veto the bill.” EveryLibrary, a nonprofit dedicated solely to political action on a local level to protect public funding for all types of libraries, provided the governor’s office with petitions bearing 6,000 signatures. Gov. Snyder is expected to sign the bill into law in January. This could have an effect on our millage renewal in a few years.

City News

The nondiscrimination ordinance got its first reading at the first city council meeting in January and is expected to be approved at the second January meeting. We don't have any part in approving it so it is not on our agenda but I thought you might want to familiarize yourselves with it since it will apply to us once final. You can read it with mark ups at <http://city-chelsea.org/city-council/agendas-minutes>.

Facility

- Kleinschmidt Roofing was back out to re-caulk some areas of the roof repair after I noticed water dripping down the outside wall under the portico after it had rained. All good now.
- Johnson Controls was here to replace the large Verisol filters in the air handling units. They only need to be done every 3-4 years, which is a good thing as they are quite expensive.
- Had no luck getting the yard maintenance man back out to trim the tall hedges that block the mural on the side of Merkel's but will keep at him until he shows up!

Volunteers

- We logged 114 non-book sale volunteer hours this month, and 157.25 book sale hours, for a total of 271.25 hours. The Friends meeting was held a bit later in the day this month to allow attendees to come directly to the volunteer appreciation event after.
- The volunteer appreciation event was well attended. We used Wesley's Catering this year and the food was excellent. Gary Zenz was recognized as the Volunteer of the Year for over twenty years of service to the library. Gary Munce was recognized as the Friend of the Year.

Meetings

- I attended the city council meeting this month where Anne Merkel was appointed as the City trustee to the board. A first reading of the non-discrimination ordinance took place also. All indications are that it will be passed so I have included copies (with minor change tracking) in the packet.
- I met with Anne Merkel and Susan Lackey to orient them to their new positions as board trustees. They had lots of great questions and we even had time for the grand tour.
- Our agent from Kapnick Insurance met with me this month to discuss and review all of our insurance policies. Rates went up a bit on the general liability and worker's comp, stayed the same on the crime policy, and went down a bit on the directors and officers, so it was a wash.
- I had final "direct report" meetings with Karen, Keegan, Melanie and Patty to wrap up any loose ends and make sure Lori had complete documentation of our meetings since Bill left.

Respectfully,
Linda Ballard
Interim Director

Chelsea District Library
2015 Volunteer Hours

Volunteer Area	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Booksale	213.00	160.00	177.00	236.00	214.00	265.50	285.00	249.00	276.00	209.50	198.50	157.25	2640.75
CPU	45.25	27.75	48.50	29.75	26.50	18.00	25.25	34.75	23.25	23.25	33.75	4.75	340.75
Local History	51.25	55.75	72.50	52.75	43.00	46.75	28.50	28.50	34.00	40.75	36.00	40.00	529.75
Program	16	2.00	10.25	2.00	6.00	51.75	76.50	6.50	9.00	10.50	3.00	7.50	201.00
Workroom	1.50	4.25	12.00	1.00	0.50	2.00	4.00	9.75	16.25	13.00	8.00	19.75	92.00
Friends	23.75	2.00	12.75	27.25	16.00	16.00	0.00	0.00	29.75	45.50	0.00	24.00	197.00
YSG	42.00	12.50	29.00	28.50	24.00	522.50	504.00	25.00	19.50	45.00	15.50	18.00	1285.50
Interns	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Monthly Totals	392.75	264.25	362.00	377.25	330.00	922.50	923.25	353.50	407.75	387.50	294.75	271.25	5286.75
<i>Non Book sale</i>	<i>179.75</i>	<i>104.25</i>	<i>185.00</i>	<i>141.25</i>	<i>116.00</i>	<i>657.00</i>	<i>638.25</i>	<i>104.50</i>	<i>131.75</i>	<i>178.00</i>	<i>96.25</i>	<i>114.00</i>	<i>2646.00</i>

Program Report: December

December programming is abbreviated due to the holiday season, but we have some annual favorites that are always well attended. These include our Common Chords Hand Bell Choir Concert and our December Purple Rose Concert Reading.

Date	Event	Attendance
12/1, 12/15	Smarty Pants Trivia	44, 44
12/4	Common Chords Hand Bell Choir	125
12/5	Purple Rose Theatre Concert Reading	69
12/8	Computer Training 1:1	4
12/9	Place That Face	14
12/10	Resume Review	6
12/14	Tablet & Smartphone Users' Group	4
12/16	Grow Your Business	3
Outreach Programming		
12/3, 12/17	Computer Training 1:1 CRC: Dancey & Glazier	4, 2
12/17	Pines Book Club	8
Total Programs: 12	Attendance Total:	327

Upcoming Programs

January will also be a light month due to anticipated winter weather, but our exciting 2016 Sonic Sundays lineup is sure to draw some attention. We will be bringing Jason Dennie to the Chelsea Alehouse (1/17) and Jump Street Swing to Silver Maples (1/31). In addition, we will have a great tech program regarding the pros and cons of upgrading to the new Windows 10 operating system (1/19).

Oral History: World War I

We have received our first grant installment from Michigan Humanities Council and will continue to move forward with several aspects of this project in January. Priorities include: purchasing recording equipment, finding an intern and publicist, and continuing to research and communicate with Chelsea area families who may have photos and artifacts.

Collections

Our collections received a lot of attention in December as we began to shift our nonfiction collection for our new second floor space plan. In addition, we have been working hard to evaluate the items in our collection to make room for these changes. During the month of January we will continue to shift our collections and anticipate having this project complete by the end of February.

Statistics

	December 2015	December 2014
2nd floor Ref Desk Interactions	1,043	1,065
Homebound Book Delivery	112	140
Inter-library Loan	8	13
Zinio Checkouts	205	279

From Keegan Sulecki, Head of Adult Services

December involved a lot of work on program planning for the spring, including the 2016 Midwest Literary Walk. We are also working on expanding our partnership with Chelsea Senior Center by collaborating on a book club and also starting a rotating deposit collection at their location. This should kick-off in January. We are also in the process of wrapping up our grant with the 5H Chelsea Friends and Family Wellness Coalition for 5H Community Read and beginning the process of requesting next year's funds. We will be submitting our proposal for the Year 5 plan in February.

From Emily Meloche, Adult Services Librarian

December tends to be a quiet time in the library, with fewer programs and purchasing. However, the quiet allowed for the beginning of a deep nonfiction weed (to be continued in January) and time planning spring programs, particularly the Midwest Literary Walk, which had the majority of its lineup set and confirmed in December.

From Ron Andrews, Technology Librarian

In December, I spent time purchasing for our Computer Books with additional funds and finishing up the Midwest Tape Feature, LD and NF DVDs and the Adult Music CD orders for the year. I assisted Emily in hosting the Common Chords program for Hometown Holidays and Melanie and I hosted a small group for the Tablet/Smartphone users group meeting.

On the tech side Melanie, Dan Zubik, and I spent a weekend cleaning and organizing the technology supplies, materials and recyclables in the basement. Lastly, I hosted a meeting at Novi for two of our Odilo representatives for discussion on the service and system improvements.

Chelsea District Library
Monthly Youth Report—December 2015

Submitted by: Karen Persello, Head of Youth & Teen Services

Programs and Attendance (previous year)

Family:	1	(3)	programs	Attendance:	22	(127)
Youth:	11	(8)	programs	Attendance:	202	(104)
Outreach:	2	(2)	programs	Attendance:	170	(114)
Teen:	8	(8)	programs	Attendance:	60	(68)
Total:	22	(21)	programs	Attendance:	454	(413)

Date	Name of Program	Children	Teens	Adults	Total
Family					
12/22	'Twas the Week Before Christmas Storytime				22
Youth					
12/1, 8, 15, 22	Babytime (4)	25		22	47
12/3	Nutcracker Storytime	40		40	80
12/4, 11	Skynet Junior Scholars (2)	20		10	30
12/8	Evening Storytime	7		6	13
12/10	Toddler time	4		3	7
12/11	READ to Library Dog	9			9
12/14	Minecraft Monday	16			16
School & Community Outreach					
12/1	Brainfuse, db training—Ms. Skrypec's classes (4) at BMS				120
12/4	Hometown Holiday Mrs. Claus Storytime				50
Teen					
12/1, 3, 8, 15, 17, 22, 29	Dungeons & Dragons Gaming (7)		35		35
12/5	Hometown Holiday: Homemade Tween and Teen Gifts for the Holidays		25		25

First Floor Information Desk Reference Statistics: current year (previous year)

Date	Total
December 2015	337 (412)
November 2015	548 (571)
October 2015	453 (584)
September 2015	348 (538)
August 2015	550 (725)
July 2015	977 (1120)
June 2015	856 (1265)
May 2015	522 (578)
April 2015	380 (551)
March 2015	445 (631)
February 2015	430 (468)
January 2015	546 (432)

December Highlights

From Karen

- December was a month for holiday programs, including the Hometown Holiday Mrs. Claus storytime, Homemade Tween and Teen Gifts for the Holidays, Nutcracker Storytime, and 'Twas the Week Before Christmas evening storytime.
- December is also the month for our Homeless Teen Hygiene Drive, in which CDL patrons are asked to bring in hygiene supplies that will go to Ozone House, a shelter for homeless teens, and Chelsea's Faith in Action. Patrons responded very generously, with more than 25 large boxes of supplies donated, everything from toothpaste and shampoo, to body lotion and contact lens solution. This was our 7th annual drive and our biggest yet! Many thanks go to our generous patrons, and to librarian, Edith Donnell for spearheading and organizing the Drive.

Youth Department Volunteers: Youth Service Group—18 hours

YSG helped with the "Twas the Week Before Christmas storytime and provided help with crafts and weeding.

December Community Outreach & Meetings:

12/1, 8, 15, 29 Weekly management meetings (KP)
12/5 Volunteer Appreciation Party (KP, ED, JZ)
12/8 CEF meeting (ED)

Future Program Highlights:

1/7-9 3-Day SAT Test Prep Workshop
1/10 Sonic Sunday: CHS Percussion Ensemble
1/11 Minecraft Monday
1/12 Tween Book Club; Evening Storytime with the Suzuki Institute
1/23 makerChelsea Kids Day
1/24 Sonic Sunday: AASO Instrument Petting Zoo; File Your FASFA Today
1/31 Parent Education Series: Youth and Sports: Striking a Balance

From Edith, Youth and Teen Librarian

- Completed collection orders for 2015
- Visited Beach Middle School to train students on using Brainfuse and other library databases. Received requests from other teachers to continue training students in 2016.
- Dressed as Mrs. Claus and told stories at the Feed Supply store across from the Depot during Hometown Holidays.
- Completed plans for spring 2016 programming, including collaborations with Washtenaw Community College and Michigan Works.
- Presented final Skynet Junior Scholars program at Eddy Discovery Center with more than 25 people in the audience. Photos by students were then displayed in the library.

From Jessica, Youth and Teen Librarian

December was a month for wrapping up the end of the year and planning ahead for spring programs, including:

- Partnering with Ballet Chelsea for another well attended Nutcracker Storytime on 12/3
- Connecting with the Chelsea Alehouse and the Garden Mill as new participants for Parents' Night Out (coming in spring)
- Developing a new program, makerMonday, to take the place of Lego Club and expand STEAM programming for the 6-11 age range (coming in spring)
- Continuing to purchase tools and equipment for makerChelsea programming and to develop the nontraditional circulating collection with Emily

Chelsea District Library

Report Period: December 2015

USAGE SUMMARY	
Total Usage (Homework Help, Skills Building, Writing Lab, Test Center Visits, and Database Usage)	4,180
Database Usage	3,974
Homework Help, Skills Building, Writing Lab, and Test Prep Sessions	206
Homework Help/ Skills Building Sessions	98
Remote Homework Help/ Skills Building Sessions	98
In-Library Homework Help/ Skills Building Sessions	0
Average Length of Tutoring Session (minutes)	10
Test Center Visits	9
Writing Lab Submissions	99
ALC Visits	11
Unique Visits	56

DATABASE USAGE	
Adult Learning Center	3%
Skill Surfer	92%
eParachute	2%
Flashbulb	2%

SESSIONS BY LOCATION	
Remote	98

AVERAGE NUMBER OF SESSIONS PER HOUR OF THE DAY (MILITARY TIME)	
14	0.1
15	0.32
16	0.74
17	0.68
18	0.68
19	0.35
20	0.94
21	0.39
22	0.35
Average:	0.51

AVERAGE NUMBER OF SESSIONS PER DAY OF THE WEEK	
Monday	2.5
Tuesday	17
Wednesday	11.5

Thursday	4.25
Average:	8.81

TUTORING SUBJECTS REQUESTED %	
Math Grade 6	36.73%
Science Grade 6	25.51%
Social Studies	9.18%
Math Grade 12	7.14%
Algebra 2	6.12%
Earth Science	4.08%
Reading Grade 6	3.06%
High School Writing	3.06%
Intermediate Writing	2.04%
Precalculus	1.02%
Math Grade 3	1.02%
Calculus	1.02%

TUTORING SERVICES BREAKDOWN	
Homework Help	49.75%
Writing Lab	50.25%

SKILLSURFER USAGE		
Middle School		96%
Grade 6 Science	66%	
Grade 6 Math	26%	
Grade 6 Social Studies	2%	
Grade 7 Reading	2%	
Grade 8 Writing	1%	
Grade 6 Reading	1%	
Grade 7 Writing	1%	
Grade 6 Writing	0%	
Grade 8 Social Studies	0%	
Grade 7 Math	0%	
Grade 8 Reading	0%	
Elementary School		1%
Grade 3 Reading	29%	
Grade 4 Writing	29%	
Grade 3 Math	29%	
Grade 4 Math	14%	
Home		1%
Computers and Technology		0%
Advanced	67%	
Beginner	33%	
High School		0%
Grade 12 Reading	100%	
Parent Corner		0%
Adult Learner Resources		0%
ASVAB		0%
CollegeNow		0%
Find the School for You	100%	
College Entrance Exam Preparation		0%
ESL		0%

POST-SESSION SURVEY

	Yes	No
Are you glad your organization offers this service?	91%	9%
Would you recommend this service to a friend?	91%	9%
If you received homework help, did this service help you complete your homework assignment or learn something new?	91%	9%
For Students: Is this service helping you improve your grades?	91%	9%
For Students: Is HelpNow helping you be more confident about your school work?	82%	18%

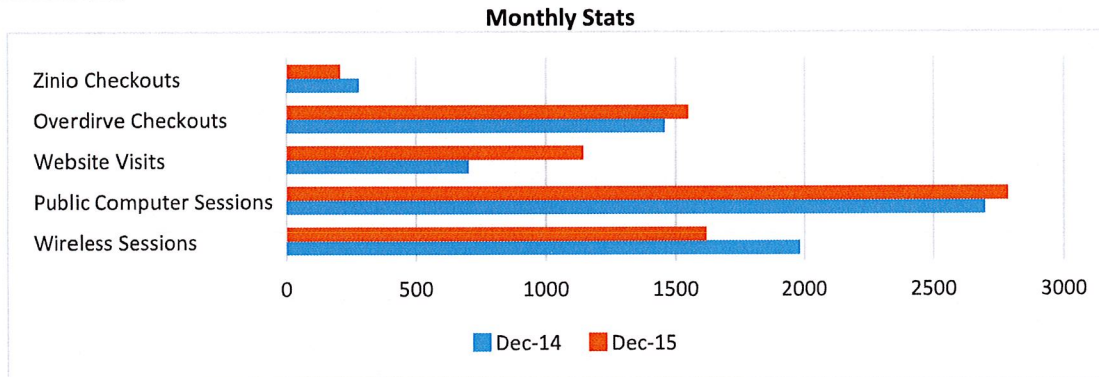
Network Administrator

Monthly Summary



TO: Lori Coryell
FROM: Melanie Bell
DATE: 01/12/2016
SUBJECT: Summary of December 2015

Statistics



- Wireless clients decreased slightly from **1,982** client in Dec 2014 to **1,617** in Dec 2015.
- Public computer usage increased slightly from **2,691** sessions in Dec 2014 to **2,783** sessions in Dec 2015.
- Visits to the website increased slightly from **703** in Dec 2014 to **1,547** in Dec 2015.
- Overdrive downloads increased from **1,457** downloads in Dec 2014 to **1,547** downloads in Dec 2015.
- Online magazine downloads decreased from **279** in Dec 2014 to **205** in Dec 2015.

Technology

Server and Network Infrastructure:

- Finished work on the new Minecraft Server
- Worked with Sprint to get a new public sector contract setup for the Lyndon Township Hotspot. We now have unlimited data. We were running into problems with our data cap previously.
- Worked on a new phone service contract with AT&T
- Migrated the financial data for the public print management system from our servers to TLN servers.

Public and Staff Computers:

- Setup new email and windows accounts for new board members and staff.
- Fixed an issue a few of the staff machines were having when connection to the patron database.

Website

- Did some in depth maintenance on the website to fix some issues with the site displaying incorrectly.
- Patty and I met with 3 vendors to go over the proposed graphic and web design project for next year.

Other

- Finished end of year tasks (scheduling new closing dates on the phone, creating new 2016 folders for paperwork, filing final invoices for 2015, etc)
- Met with the Washtenaw Broadband Initiative.
- Our grant writer Sandra Xenaxis and I put together a grant proposal for the hotspot lending program and submitted it to the Consumers Energy Foundation.
- Ron and I, with help from volunteer Phil Zubik, spent a weekend cleaning out the tech storage in the basement, and reorganizing both the server room and the tech storage area.
- Ron and I taught a tablet class for Android and iOS users.

Submitted – January 12, 2016

Melanie Bell

NETWORK ADMINISTRATOR

MARKETING BOARD REPORT

December 2015

Marketing Highlights

Website Restructure/Redesign Project

Melanie Bell (Network Administrator) and I met with 3 vendors to review presentations for their project proposals. The meetings were very informative and gave Mel and I a good insight into each vendor's capabilities and strengths. It also helped us convey more specifically the intent of the project, which resulted in two of the vendors needing to update their quote. Afterward, Mel and I discussed each vendor, identified any outstanding questions and forwarded them to the vendors. We plan to meet in January to do a final analysis of the quotes, review question follow-ups and award the bid.

Board and Staff Website Photos

All Board and Staff photos were formatted for the web and then uploaded to the website pages. The webpages look great and now our patrons will have a face to put with the staff/board member they are communicating with or planning to visit at the library. We had scheduled Burrill Strong to photograph our new Director and Trustees in January, however, due to a family illness these photo shoots will have to be rescheduled. Next up...the addition of bios!

Miscellaneous Marketing

- Winter Quarter Marketing Lineup/Schedule — Finalized marketing plan for winter quarter. Promotional graphics have been created for the January programs and released according to the quarter plan. Special Holiday closing alerts and seasonal good wishes were created and scheduled on website and in-library monitors.
- New Director — Press release was submitted to Michlib-I and MLA newsletter (scheduled for Jan edition.)
- Grants
 - WiFi Hotspots — Created bio for grant application, proofread Gretchen Driskill's letter of support, and brainstormed with Mel a promotional campaign to reach target audience, which is the rural area.
 - MHC/WWI — Reviewed MHC promotional requirements for WWI project. Finalized grant announcement press release and submitted to press.
- Front Lobby Display Case Schedule — Worked with management staff to populate schedule with prominent programs and special library weeks/events.
- *Using Library Computers* brochure — Finalized copy for brochure and tested for procedure accuracy. Made further edits to color proof and sent final draft to print. New brochures have been received and distributed throughout the library.
- Spring 2016 Newsletter submission deadline was December 30! Worked with Burrill Strong to take a photo image to be used for the front cover, which will showcase our upcoming **Civil War in Michigan Exhibit**.

Special Enews edition

This year was the first time we created a special holiday Enews edition. The edition contained: holiday themed searches for CDL collections, holiday themed website links to help celebrate the holidays, a listing with links for MAP partners with holiday event discounted tickets, and links to special holiday events happening throughout southeastern Michigan. It's was a huge success receiving the #1 open rate and #1 click rate for 2015. We will definitely continue this tradition in 2016.

Friends

To help promote the Friends 2016 annual meeting, I created a promotional graphic for our marketing channels and shared it with the Friends for social media posting. A website banner was also created and uploaded to the Friends website.

2015 Marketing in Review

In 2015 the marketing focus was to streamline promotion production without reducing market exposure. A single promotional graphic image was created for most programs that could be used on the website slideshow, in-library LCD monitors, school newsletters, community newsletters, Facebook and Twitter posts, and in Chelsea Update news blasts. Additionally, we focused on increasing engagement in our Enewsletter and on Facebook, and increasing traffic to our website and registration calendar. Attached are some stats to show how we did. I hope you'll be pleased with the results!

MARKETING BOARD REPORT

December 2015

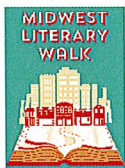
Promotional Highlights

Volunteer Appreciation Party – Finalized artwork for FOY and VOY bookmarks and printed for party. Provided Linda with bookmarks and posters for party – unfortunately I was sick and was unable to attend the party. Created promotional graphics for this year's recipients and scheduled on website slideshow and in-library monitors. Created front lobby display in glass case with recipient posters. Uploaded recipient poster images to CDL website Volunteer page along with bios.



Sonic Sundays – Large lobby poster artwork was created, sent to print and displayed in the lobby. Created overall program promotional graphic and scheduled on promotional channels. Cleaned avenue banners from last year's hanging and delivered to the City of Chelsea for installation. Created Facebook cover image and uploaded. Created Sun Times STD ad and submitted. Created Sun Times artwork for 6 individual event ads and submitted.

Authors in Chelsea – I continued to work with the Youth department to finalize the branding artwork for the Authors in Chelsea. Through this collaborative process we decided to add the tagline "The Power of Writing", which we think will help better communicate the intent of the program. After several renditions, a final concept was chosen and the artwork was finalized. It will be used to create avenue banners and incorporated into all promotional materials including the Spring 2016 newsletter. Finalized grant press release and submitted to press with 2015 photos. Updated and printed bookplates for books distributed at the Chelsea schools.



Midwest Literary Walk – Mark your Calendars! This year's event will be held on Saturday, April 30. There will also be some additional changes to this year's program: 1) The number of presentations have been reduced from six to four with a total of 5 performers due to 2015 participant comments, 2) The event will be held at the following venues: Chelsea Depot, a Clocktower Commons location, and the Chelsea Alehouse, and 3) The event will run from 1:00–5:00pm. We will be sending out an STD email to last year's participants in mid-January. More information to come in next month's report.

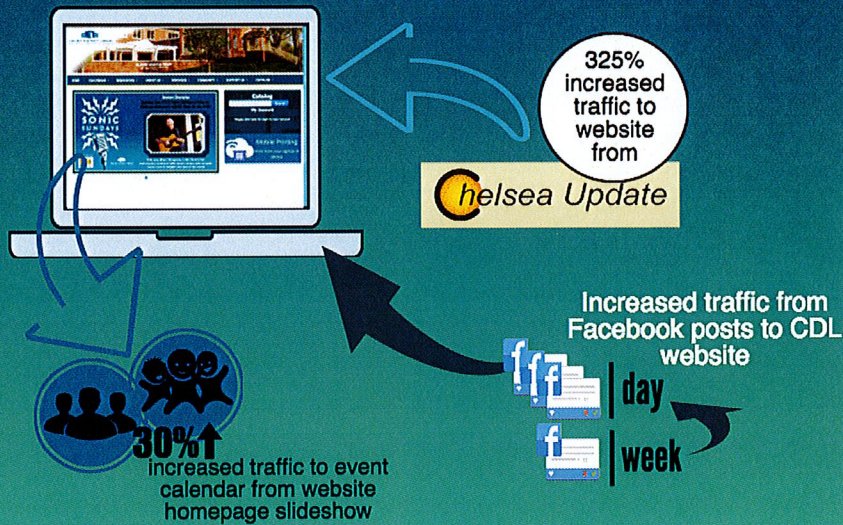
Misc. Program Promotion

Updated and printed posters and flyers for Smarty Pants Trivia winter quarter dates. Created Holiday Teen Hygiene Drive Facebook cover image and upload to promote drive. Created a promotional graphic to promote youth and teen Kindles® and scheduled on website slideshow and in-library monitors. Created poster artwork for Adult program add on: *Let's Have Some Church Detroit Style* and discussed marketing campaign with Keegan Sulecki. Finalized press release for 3rd event of PES series: *Youth and Sports...Striking a Balance* and submitted to press.

Respectfully submitted,
Patty Roberts
Marketing Coordinator

2015 Marketing in Review

More Website Traffic and Interaction



We're gaining presence on Facebook

21%↑

30%↑ Reach

3X's more people are linking to our event calendar from posts



Weekly marketing newsletter engaging more patrons

50%↑ more people clicking on article links

14%↑ more people are visiting our website after reading our Enews

subscribers 15%↑

3X's more people are visiting our event calendar after reading our Enews

Chelsea Library Receives Grant For WWI Project

From Patty Roberts

Chelsea District Library (CDL) is pleased to announce the receipt of a grant from the Michigan Humanities Council (MHC) in the amount of \$9,000 for a World War I Installation and Digitization project scheduled for July - November 2016.

"Strong Foundations/New Possibilities: The World War I Years, 1914-1918" will be a physical and digital project on display in downtown Chelsea honoring the centennial anniversary of WWI. The WWI era photographs, letters, stories, and artifacts will be curated to expand the historical record archived on CDL's Stories of Chelsea Webpage. A selection of these digitized photographs will be enlarged and printed on outdoor banners for display throughout the Chelsea Commercial Historic District starting in July.

The CDL is seeking local residents with photographs, letters, and other artifacts from the WWI era who would be willing to loan their items for digitization or display and would be interested in sharing family stories for an audio record.

Chelsea River Gallery (CRG) was instrumental in conceptualizing this project and Director Patti Schwarz worked closely with CDL to bring this project to life. "This project will reflect the life and values of Chelsea residents 100 years ago," said Schwarz.

The CDL is one of 21 Michigan organizations that were awarded grants by MHC in support of public humanities programming. These Humanities Grants support projects exploring history, poetry, reading, education, and community identity. Each agency is required to present matching cash or in-kind cost share for their project. The Michigan Humanities Council is an affiliate of the National Endowment for the Humanities.

The Art of Living



Ypsilanti On a tree-lined street, this charming ranch is highlighted by hardwood floors, 3 beds, 1.5 baths, updated kitchen, full basement. \$149,000. #3236385



Saline This carefully maintained, updated 2-story home is move-in ready. Featuring hardwood floors, updated kitchen, windows and much more! \$375,000. #3235908



St. Joseph Mercy Chelsea Welcomes Four Behavioral Health Physicians

From Pamela Parkinson

St. Joseph Mercy Chelsea (SJMC) is pleased to announce the addition of four physicians to both inpatient and outpatient Behavioral Health Services (BHS) in Chelsea and Dexter, Mich.

"In a recent Saint Joseph Mercy Health System community needs assessment, more than half of key stakeholders from organizations who serve the poor and underserved in our communities identified mental health as the most significant need facing our communities," said Nancy Graebner, president and CEO of St. Joseph Mercy Chelsea. "St. Joseph Mercy Chelsea has recognized the need and is poised to meet the increasing demand for these services."

SJMC has provided comprehensive Behavioral Health Services for more than 40 years helping patients manage diagnoses including depression, anxiety, bipolar disorders, addiction, and schizophrenia. St. Joe's in Chelsea is distinguished as the only hospital in Michigan with both a secured unit and an open unit. The unique open unit offers an environment with fewer restrictions while

including Etienne Dehoorne, MD, Medical Director for Psychiatry Services at SJMC, Frank Pavlovic III, DO, and Stacey Herbst, MD.

Dr. Burkhead-Weiner is board certified in General Psychiatry. She graduated from Michigan State University College of Human Medicine and completed her internship and residency at the University of Michigan. She also completed a fellowship in Child and Adolescent Psychiatry at the University of Michigan. Dr. Burkhead-Weiner is currently an attending psychiatrist serving child and adolescent patients at both Chelsea and Dexter Outpatient Behavioral Health Clinic locations.

Dr. DeVellis is a General Adult Psychiatrist. He graduated from the State University of New York Upstate Medical University in Syracuse, New York and completed his residency at the University of Vermont in Burlington, Vermont in 2014. Dr. DeVellis sees patients on the inpatient behavioral health unit and provides psychiatric consultation to patients on the medical units.

Dr. Nafiu is board certified in both general and geriatric psychiatry. She graduated from the University of Texas

geriatric psychiatry fellowship at the University of Michigan Medical School. Dr. Nafiu is certified in Electro Convulsive Therapy (ECT). She sees patients at both Chelsea and Dexter Outpatient Behavioral Health Clinic locations and has particular interests in treating patients with dementia and older adults with substance abuse related disorders.

Dr. Reese is board certified in General Psychiatry and certified in ECT. She graduated from Wayne State University School of Medicine and completed her Residency and Fellowship in Forensic Psychiatry at University of Michigan Health System as well as a fellowship in ECT through Duke University. Dr. Reese joined the medical staff at St. Joseph Mercy Chelsea in July 2015 and is treating patients on the Inpatient Behavioral Health Unit. She has a strong interest and expertise in Dialectical Behavioral Therapy.

SJMC Inpatient Behavioral Health Services is located at 775 S. Main Street in Chelsea Mich. SJMC Outpatient Behavioral Health Services at two locations: 350 N. Main Street, Suite 150 in Chelsea and also at 7089 Dexter-Ann Arbor Road in Dexter.

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Two Local Grants Awarded To Chelsea District Library

From Patty Roberts

The Chelsea District Library has been awarded two grants in support of its 2016 Authors in Chelsea program. Authors in Chelsea brings nationally known authors to Chelsea schools, providing children close contact with award-winning authors to explore the power of writing, and encourages students to read and appreciate literature. Authors in Chelsea takes place each year in March.

The Chelsea Education Foundation awarded the Library \$1,500 to help pay for books by the visiting authors for school classrooms and media centers, and the Friends of Chelsea District Library awarded the Library \$2,500 to assist in paying authors' appearance fees. Next year's program will include more than 1,200 children in grades 1-6.

"The library is thrilled to have the continued support of the Chelsea Education Foundation and the Friends of the Chelsea District Library for our seventh annual Authors in Chelsea Program," said Karen Persello, Head of Youth and Teen Services at the Chelsea District Library.

"These grants are vital for the success of this popular program that students, parents and teachers look forward to year after year. In 2016, we are excited to have visits from authors Dan Yaccarino, Ruth McNally Barshaw, and William Durbin. Because of the generosity of these organizations, Chelsea schoolchildren will be offered the unique opportunity to attend writing workshops held by each author."



Gary Schmidt holds small group workshops with Beach Middle School students. Photo by Burnell Strong Photography.

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POLICE BEAT

Stockbridge Village Police

12/15 ~ 7pm, 911 hang-up call in the 500 blk of Old Orchard Ln. Dispatch advised that a female called 911 and simply said, "Old Orchard" before hanging up and no one answered upon call-back. SPD checked the area on foot and heard a man groaning in pain. The officer found a 34 yr old Stockbridge man lying in his driveway after apparently falling down and injuring his leg. SAESA was called and the man was treated for his minor injuries. The caller was located inside the house and it was learned the call was placed after as the man was arguing with his wife. Alcohol is believed to be a factor in the injury.

12/17 ~ 8:30am, malicious destruction of property complaint in the 200 blk of S. Williams St. This case is under investigation.

12/18 ~ 3am, suspicious situation complaint in the 300 blk of Wood St. The caller advised that someone had thrown eggs at her vehicle. No suspects at this time.

~ 5:15pm, possible traffic crash on Clinton and Vernal. SPD inspected the roadway and mailboxes references by the caller. No damage was discovered. No report.

~ 7pm, trouble with subjects complaint in the 200 blk of Mills Ave. This is an on-going neighbor dispute between two residences. Criminal charges may be pending.

~ 7:25pm one-car traffic crash investigation at Morton/M-52. Minor damage.

12/19 ~ 4:30pm, traffic stop in the 5500 blk of S. M-106. SPD observed a known-suspended driver, a 47 yr old Stockbridge man, traveling southbound on Clinton. A traffic stop was conducted. The driver was charged with driving while license suspended - repeat offender. He was released. Warrant pending.

~ 6pm, property damage to a vehicle in a parking lot in the 4600 blk of S. M-52. Civil. No crime.

~ 10pm, traffic stop for loud exhaust in the 400 blk of N. Clinton. Upon making contact with the driver, the officer discovered the man was driving on a suspended license. The 35 yr old Stockbridge man cited and released pending a warrant.

Saline City Police

12/12 ~ 5:21pm, an officer was dispatched to 1239 Colony Drive for the larceny of Christmas lights. The complainant told the officer that on the evening of Dec. 11 he turned on his Christmas lights and all lights were accounted for. However, on the evening of Dec. 12 he turned on his lights again, and he noticed a section of the lights were gone. The missing lights were two multi-colored net lighting used to cover a small tree. The lights could have been taken anytime between 5:30pm on Dec. 11 and 5pm on Dec. 12. The police have no leads in the case.

12/13 ~ 4:05am, an officer observed a car traveling eastbound Breyer also said that Dexter residents have expressed a desire for another playground.

"Folks took notice there was a lack of a play structure for children near the center of town," said Breyer, who works with the parks and recreation commission.

Murillo noted that the site has previously been a children's park, back when Copeland Administrative Building served as an elementary school. "It was a playground once," Murillo said. "We wondered if we could make it a playground again."

Once the site was selected, the commission had to get permission from the Dexter Community Schools, which owns the land.

Breyer said an easement was obtained for the property and plans moved forward with the purchase of the equipment after a bidding process.

Officials are planning a community build to erect the structure in the spring.

"We want to get the community involved," Murillo said. "It makes them aware, and it gives them a sense of ownership of the park."

Murillo said no date has been set for the build. It will take place "when the Lions, the playground company, the commission and the weather" can coordinate. Sinclair Recreation will provide two employees on site during the build.

Whatever the date, officials say they are optimistic about the park's future use.

"It's important for the health of our community, and it's important for people to be able to walk and have better access to the parks," Murillo said.

Breyer also noted the park's walkability, and said he anticipates Dexter residents will enjoy the site.

"It's taken awhile to get here," Breyer said, "but I think we're going to be happy with the results."

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Circulation Supervisor's Report December 2015

- Circulation – 24,613, or 4% lower than last December;
324,282 YTD or 1% lower than this time last year.
- Patron Count- N/A, for December;
133,902 YTD or 1% lower than this time last year (For 8 months).
- Circulation by township- for December
 - Dexter = 9% of total transactions- same as last month
 - Lima= 15% of transactions – lower than last month
 - Lyndon= 18% of transactions- same than last month
 - Sylvan= 15% of transactions- same as last month
 - Chelsea= 34% of transactions- same than last month
- December Circulation: 79% were items from Chelsea and 21% were inter-loaned items.
- Automated phone renewals in December - 15; Self-check was 10% of items checked out in December; Overdrive = 1547 in December; Zinio = 205 in December; Odilio numbers not available.
- Registrations for December - 63 new cards; 9764 total card holders
 - *Dexter = 1215 cards; Lima= 1109 cards; Lyndon= 1546 cards
 - *Sylvan= 1667 cards; Chelsea= 3572 cards; Nonresident= 655 cards
- Circulation by department- Adult-60%, Youth- 35%, Teen 5% in December
- Items added= 533 in December; total items in December 71,860

Circulation Activities:

- We received 4 to 11 tubs in the run each day M-F with a total of 127 in December. We didn't receive deliveries on 4 days in December, TLN In Service, Christmas Eve, Christmas Day & New Year's Eve.
- Patron counter: Melanie, Lori & I will be meeting this month to decide on a new patron counter
- Mary Tobin celebrated her 2nd anniversary on December 18th.
- Jennie Medeiros hit a major milestone with the library, celebrating her 10th anniversary on December 27th.

Respectfully submitted,
Terri Lancaster
Circulation Supervisor

**Chelsea District Library
Monthly New Registration 2015**

	District	NonRes	School	Other	Total Month	Grand Total
January	58	8	0	2	68	9744
February	65	7	0	3	75	9757
March	58	9	0	1	68	9755
April	57	8	0	2	67	9748
May	42	6	0	1	49	9740
June	108	10	0	1	119	9787
July	81	5	0	1	87	9780
August	87	6	0	0	93	9779
September	80	8	0	5	93	9787
October	51	6	2	3	62	9768
November	52	8	0	1	61	9763
December	53	10	0	0	63	9764
Totals					905	

Zinio Circ (downloadable e-magazines)			
	2015	2014	
Jan	206		
Feb	413		
Mar	275		
April	245		
May	201	275	
June	263	202	
July	265	293	
Aug	369	251	
Sept	162	208	
Oct	179	219	
Nov	207	241	
Dec	205	279	
Total	2,990	1,968	

Registered Card Holders											
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
District	5712	5833	7671	8280	8708	9113	8898	9147	9002	9083	9109
Dexter	861	867	1121	1198	1216	1258	1197	1222	1206	1211	1215
Lima	805	800	1041	1086	1124	1176	1169	1174	1156	1133	1109
Lyndon	901	955	1333	1477	1605	1673	1567	1579	1538	1539	1546
Sylvan	1148	1119	1473	1619	1743	1822	1800	1786	1693	1662	1667
CityChel	1997	2092	2703	2900	3020	3184	3165	3386	3409	3538	3572
NonRes	548	518	803	933	977	960	902	744	640	649	655
Freedom	88	80	102	107	81	58	18	7	6	6	6
Sharon	76	67	115	151	153	150	149	141	118	122	118
Waterloo	250	250	359	391	421	423	411	365	336	348	352
GrassLk								15	26	29	28
Other	134	121	227	284	322	329	324	216	154	144	151
Totals	6260	6351	8474	9213	9685	10073	9800	9891	9642	9732	9764

SEMCOG % of			
Trans	% Tot	Dec2010	Pop
Dec-15	Trans	Pop.	Regist
20,090		14971	
1817	9%	1994	60%
2942	15%	2480	47%
3536	18%	2720	58%
2960	15%	2833	64%
6884	34%	4944	64%
			58%
293	1%		
792	4%		
849	4%		
17	0%		
			100%

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

Chelsea District Library
2015

Average Daily Circulation									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	%Diff.
Jan.	841	849	670	681	909	849	555	27858	1%
Feb.	537	967	739	901	961	814	400	25112	2%
March	915	796	898	932	803	826	538	29427	5%
April	895	885	792	847	710	639	436	25834	-4%
May	874	908	718	792	665	592	445	23999	-5%
June	1166	983	1015	1014	843	500	523	29541	-6%
July	1321	1184	1108	993	652	491	525	31491	-6%
August	1162	947	998	951	705	470	459	28897	5%
Sept.	911	961	901	778	658	656	389	25248	-4%
Oct.	793	804	765	797	705	673	390	27420	3%
Nov.	839	920	833	801	731	579	453	24842	-5%
Dec.	783	833	851	833	712	711	465	24613	-4%
Total								324282	
Mnth Avg								27,024	
Avg. % Inc.								with OD & Zinio	-1%

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

ckouts.

Average Daily Patron Count									
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total	% Diff
Jan.	535	543	498	419	520	519	346	14976	7%
Feb.	348	616	517	525	492	453	259	12839	-4%
March	633	584	564	605	485	584	342	16742	4%
April	604	579	581	584	486	495	331	15476	-2%
May	687	618	574	604	487	477	387	15614	-1%
June	804	793	992	827	592	548	324	20571	-6%
July	836	836	885	829	494	568	316	20699	-3%
August	667	685	697	653	463	424	307	16985	-7%
Sept.	No Stats Available							17263	
Oct.	No Stats Available							16736	
Nov.	No Stats Available							14929	
Dec.	No Stats Available							13909	
Total								133902	
Monthly average								16,738	
Avg. % increase									-1%

SifChk/ Check-outs only				
Total	Days	Per Day	ChkOuts	%
1115	30	37		4%
1395	26	54		6%
2488	31	80		8%
2151	29	74		8%
1825	29	63		8%
3439	29	118		12%
3560	30	119		11%
3142	31	101		11%
2371	28	85		9%
2374	30	79		9%
2544	28	91		10%
2486	28	89		10%

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

Overdrive Circ (downloadable e-books, audio books and music)					
2015	2014	2013	2012	2011	2010
1295	1295	957	674	317	3
1418	1244	861	691	313	97
1502	1366	960	764	287	186
1278	1293	1066	698	262	180
1425	1027	948	709	243	169
1445	1343	900	813	286	163
1570	1379	1013	847	310	181
1516	1262	1095	776	413	176
1448	1341	883	705	337	177
1512	1498	1023	705	488	197
1585	1340	889	707	461	208
1547	1462	1030	803	564	257
17541	15850	11625	8,892	4,281	1,994

Item Circulation 2015

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 19, 2016 Meeting

Nominated 2016 Officers

Action

Approve the presented slate for officers for the Chelsea District Library 2016 Board of Trustees.

They are:

President—Jerry Wilczynski

President-Elect—Charlie Taylor

Treasurer—Elizabeth Sensoli

Secretary—Jan Carr

Janice L. Carr, Board Secretary

Date

**Chelsea District Library
Board of Trustees
2016 Board Committees**

Governance

Appendix #2

Approved: January 19, 2016

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

Janice L. Carr, Board Secretary

Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

January 19, 2016 Board Packet

880,900 Promotional Restricted
884,900 Programming Restricted
967,900 Equipment Restricted
980,900 Capital Restricted
982,900 Collection Restricted

Accept donations for December 2015 and move these to the 2016 FY Budget.

		Income Line - Expense Line	
12/22/15	Rebottaro-Dancer	Adult Programming	674.110 884.913 \$30.00
12/23/15	Howe	Adult Programming	674.110 884.913 \$50.00
12/28/15	Staebler	Adult Collection	674.100 982.910 \$100.00
12/30/15	Paulsell	Adult Programming	674.110 884.913 \$100.00
12/30/15	CHS 1951	Adult Collection	674.100 982.910 \$35.00
12/31/15	Munce	Youth Programming	674.111 884.950 \$100.00
			Total: \$415.00

Acknowledge the donations below that are already in the budget.

12/26/15	Michigan Humanities Council	WWI Project	539.300 884.932 \$3,600.00
			Total: \$3,600.00

Total General Donations: 4,015.00

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 19, 2016 Meeting

Budget Adjustments

Motion Requested:

That the Board approves the following account adjustment to the 2016 budget:

Amount	Income account #	New account #	Reason
\$9000.00	539.300	884.932	WWI Project
			Michigan Humanities Council Grant

Total: \$9,000.00

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 19, 2016 Meeting

CDL 10th Anniversary

Background:

November of 2016 will be the 10 year anniversary of the library moving back downtown in our new facility.
Discussion on what we should do for a celebration.

COMMITTEE MINUTES

**Chelsea District Library
221 S. Main Street, Chelsea, MI
734-475-8732**

2016 Board of Trustee Meetings

January 19, 2016	Tues.	6:45 PM	Board of Trustee
February 16, 2016	Tues.	6:45 PM	Board of Trustee

Finance committee – Audit meeting and Quarterly reports

**Unless Otherwise Posted, All Meetings are held in the
McKune Meeting Room and are open to the public.**