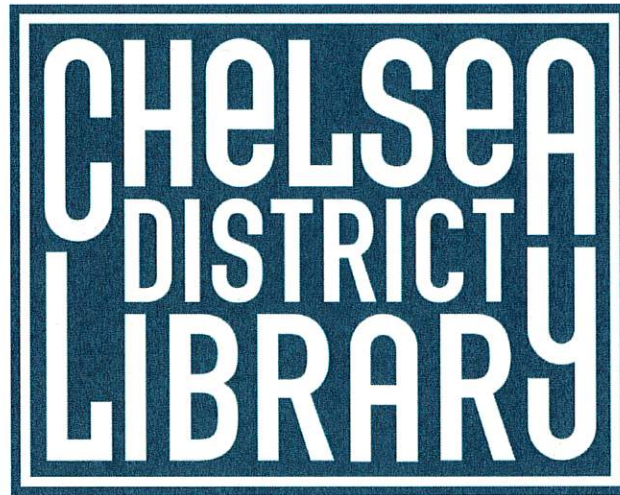


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



**Serving Dexter, Lima, Lyndon & Sylvan
Townships and the City of Chelsea**

**July 15, 2025
6:45 pm**

**McKune Room at the Chelsea
District Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, June 15, 2025—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Consent Agenda Approval

- Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

6:50 Presentation: Rahmberg Stover & Associates Salary Survey

7:20 Presentation: Amy Zoran on Statistics and Changes in Circulation

7:40 Director's, Strategic Plan, and Friends Reports

7:45 Public Comment

7:50 Action Items

1. Donations
2. 2025 Budget Adjustment
3. Budget Hearing Notice

8:00 Discussion Items

1. Bylaws
2. Nominating Committee > Governance Committee
3. Policies: 422 Display and Solicitation in the Library & 531 Grant Policy

8:20 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

8:25 Communications

8:30 Adjournment

Public Participation

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

Public Participation at Open Meetings

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

There are two ways to participate in a Board meeting:

- You may contact the Board President or Library Director at least five days in advance of the Board meeting to ask to be placed on the agenda. The Board President or Library Director shall use their discretion in accepting these requests. The Board decides what agenda items are to be discussed when they formally adopt the agenda at the start of their meeting. Once approved, you will be allowed to make your presentation to the board.
- Without prior arrangement, you may address the Board during the agenda item listed as “Public Comment.”
 - Individuals who are addressing the Board at a Board meeting must state their name, where they live, and the name of the organization or group they are representing, if that is the case.
 - Multiple speakers on the same topic are encouraged to designate a single spokesperson to represent their group.
 - In order to establish responsible limitations to ensure that all individuals who desire to speak can do so in a timely manner, a time limit is imposed on each speaker, not to exceed three minutes. At the discretion of the President of the Board, a shorter time limit may be imposed in order to facilitate the participation of all those who wish to speak.
 - No member of the public may comment a second time until all those who wish to speak have been heard once.
- Signs, posters, banners, flags, and other forms of non-verbal expression must not disrupt or otherwise interfere with conducting Board business.

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

Revised July 16, 2024

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

Tuesday, June 17, 2025 9:00 a.m.
Meeting Location: McKune Room

Trustees in Attendance: G. Munce, W. Reinhardt, P. Garcia, J. Carr, TJ Helfferich, A. Fox, & B. Swistock.

Trustees Absent: None

Staff: Director L. Coryell, Asst. Director L. Ballard, C. Berggren, A. Zoran, S. Powers, & K. Ballard.

Guests: None

Welcome and Call to Order

G. Munce called the meeting to order at 9:00 a.m.

Consent Agenda

MOTION made by B. Swistock, SECONDED by A. Fox to approve the Consent Agenda with the May minutes and financials. Discussion: None

All Ayes: 6-0

P. Garcia arrived.

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by B. Swistock to approve the agenda, as presented. Discussion: None

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- Working America exhibit coming in the fall and the library will also host a Working Chelsea sub-exhibit at the same time to highlight the local angle.
- Library employees made volunteer meals at Ronald McDonald House recently.

Friends Report Update:

- Jewelry sale made over \$2K, while the used book sale was about \$1K.

J. Carr asked about the Youth Standards Act. L. Coryell explained that volunteers must be at least 14 years of age, due to this state law and we do not qualify for an exemption.

Public Comment: None

Action Item #1: Donations

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the May donations.

Discussion: None

All Ayes 7-0

Discussion Item #1: 2025 Budget Adjustment

L. Coryell explained that the Joy Jan Jones opera program has been shortened and so money originally allocated for it is being moved to cover the study booth wraps.

Committee Reports

Policy Committee –

Finance Committee – P. Garcia reported that the Finance Committee met to review the first draft of the 2026 Budget.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Communications:

- G. Munce commented on the success of the Summer Reading Program kickoff, shared that the new fiber optic line from Lyndon Township has been connected (giving the library even more WiFi capability), and encouraged fellow trustees to read Scott's technology report, which recommends 2-factor authentication sign-in for accounts.

- J. Carr gave a reminder that the library will be closed on Thursday for the Juneteenth holiday.

Adjournment:

MOTION made by W. Reinhardt, SECONDED by J. Carr to adjourn the meeting at 9:16 a.m.

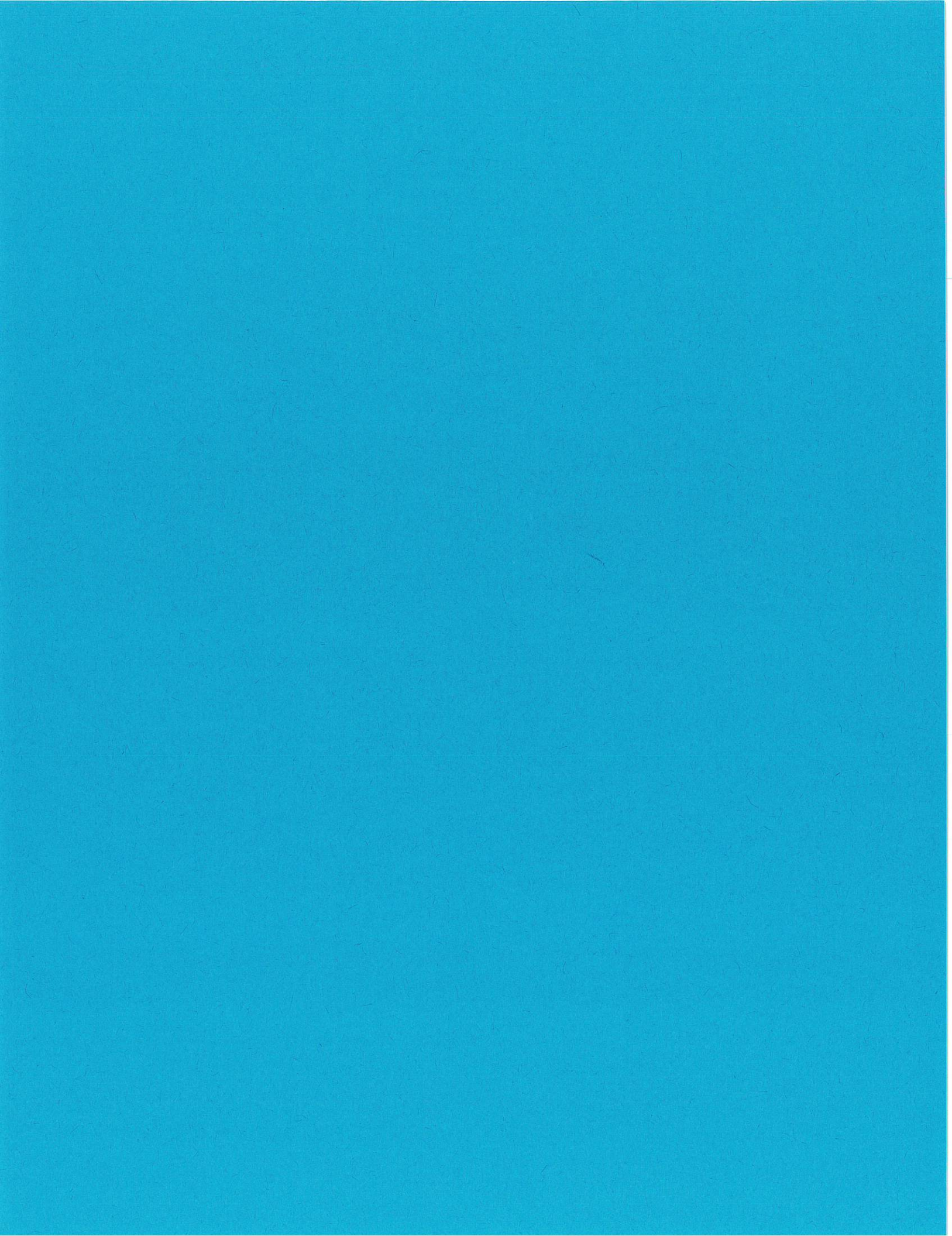
All Ayes, 7-0

Janice L. Carr, Board Secretary

Date

DRAFT

FINANCE REPORTS



Chelsea District Library
 Monthly Check Register
 June 2025

11:12 AM
 07/09/25

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Check		06/30/2025		Service Charge	001.001 · CSB/Operations Ch...		-7.80
				Service Charge	802.100 · Admin-Fees Bank ...	-7.80	7.80
TOTAL						-7.80	7.80
Bill Pmt -Ch...	29522	06/11/2025	A Production Cleaning Com...	16270 - CLEANING 05/25 - 06/07/25	001.001 · CSB/Operations Ch...		-1,750.00
Bill	16270	06/10/2025		CLEANING 05/25 - 06/07/25	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Ch...	29523	06/11/2025	A T & T TELCO	INV 734433980404 - 05/25/2025 - ACCT 743...	001.001 · CSB/Operations Ch...		-218.49
Bill	73443398045206	06/06/2025		TELCO - LAND LINES - 05/25/2025 - 06/24/2...	850.120 · Telephone	-218.49	218.49
TOTAL						-218.49	218.49
Bill Pmt -Ch...	29524	06/11/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - p...	001.001 · CSB/Operations Ch...		-5,709.41
Bill	20250525	06/10/2025		05/25/25 - 06/07/25 - PAID 06/13/25 - PR ER ...	231.002 · Payroll Lia/401A Mtc...	-1,741.90	1,741.90
				05/25/25 - 06/07/25 - PAID 06/13/25 - PR EE ...	702.300 · Per Svcs - Retmnt ...	-2,929.31	2,929.31
				05/25/25 - 06/07/25 - PAID 06/13/25 - PR FLE...	710.500 · Per Svcs - Fringe B ...	-1,038.20	1,038.20
TOTAL						-5,709.41	5,709.41
Bill Pmt -Ch...	29525	06/11/2025	Amazon Capital Services Inc		001.001 · CSB/Operations Ch...		-1,880.55
Bill	1FYW-4M1C-37GV	06/06/2025		SRP	884.226 · Summer Reading	-558.97	558.97
Bill	1CHM-KTJ6-4DDH	06/06/2025		SRP	884.226 · Summer Reading	-698.82	698.82
Bill	1CNJ-MYDT-3FRK	06/06/2025		TEEN	884.272 · Teen General Progr...	-68.45	68.45
				TEEN SRP	884.277 · Teen Summer Readi...	-215.38	215.38
				BATTERIES	728.300 · Supplies-Matl Proc ...	-3.99	3.99
				VIDEOGAMES	982.490 · Videogames	-39.50	39.50
Bill	1WD3-NPHQ-9X...	06/06/2025		SERVER ROOM POWER CONTROL TIMER	967.120 · Computers	-19.98	19.98
Bill	1K1W-TPPH-WY...	06/10/2025		AV EQUIPMENT	803.340 · AV Equipment	-115.98	115.98
Bill	1JXN-CPXR-JUMP	06/11/2025		COMMUNITY CARE COLLECTION BOOKS	982.810 · Adult Enhancement	-139.10	139.10
Bill	1NXW-19T1-7W4H	06/11/2025		COMMUNITY CARE COLLECTION BOOKS	982.810 · Adult Enhancement	-20.38	20.38
TOTAL						-1,880.55	1,880.55
Bill Pmt -Ch...	29526	06/11/2025	Baker & Taylor - Juvenile		001.001 · CSB/Operations Ch...		-365.96
Bill	2039087202	06/11/2025		Youth Print General	982.760 · Youth Print General	-294.38	294.38

Chelsea District Library
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Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill	2039095679	06/11/2025		· Youth Print General	982.760 · Youth Print General	-71.58	71.58
TOTAL						-365.96	365.96
Bill Pmt -Ch...	29527	06/11/2025	Baker & Taylor - Unlabeled ...		001.001 · CSB/Operations Ch...		-398.21
Bill	2039085374	06/11/2025		Youth Print General	982.760 · Youth Print General	-181.16	181.16
Bill	2039092036	06/11/2025		Youth Print General	982.760 · Youth Print General	-217.05	217.05
TOTAL						-398.21	398.21
Bill Pmt -Ch...	29528	06/11/2025	Ballard, Kerry	BOOKKEEPING THRU 06/13/25	001.001 · CSB/Operations Ch...		-807.69
Bill	20250613	06/11/2025		BOOKKEEPING THRU 06/13/25	801.040 · Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Ch...	29529	06/11/2025	Blue Care Network of Michi...	2025 - GROUP 00277068 SUBGROUP 0002 ...	001.001 · CSB/Operations Ch...		-4,910.17
Bill	251570039735	06/10/2025		JUL 07/01 - 31/2025 - MED INS	710.200 · Per Svcs-Fringe Fle...	-4,910.17	4,910.17
TOTAL						-4,910.17	4,910.17
Bill Pmt -Ch...	29530	06/11/2025	Brown, Laura	2025 - REIMBURSEMENT	001.001 · CSB/Operations Ch...		-50.00
Bill	25-2287-LB	06/11/2025		2025 - REIMBURSEMENT - HEALTH STIPE...	969.620 · Staff In-Service & A...	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Ch...	29531	06/11/2025	City of Chelsea	TRASH - MAY	001.001 · CSB/Operations Ch...		-40.00
Bill	22023	06/11/2025		TRASH - MAY	803.620 · Trash	-40.00	40.00
TOTAL						-40.00	40.00
Bill Pmt -Ch...	29532	06/11/2025	City of Chelsea-Elect & Water	MAY - 04/30/25 - 05/30/2025 - UTILITIES: EL...	001.001 · CSB/Operations Ch...		-4,396.68
Bill	20250606	06/10/2025		2025 -WATER - MAY - 04/30/25 - 05/30/2025	920.110 · City of Chelsea Water	-72.55	72.55
				2025 - SEWER - MAY - 04/30/25 - 05/30/2025	920.120 · City of Chelsea Sewer	-152.56	152.56
				2025 - ELECTRICITY - MAY - 04/30/25 - 05/3...	920.130 · City of Chelsea Elect...	-3,884.67	3,884.67
				2025 - MoBee/GARAGE - MAY - 04/30/25 - 0...	920.131 · MoBee - Garage ele...	-40.47	40.47
				2025 - SPRINKLER - MAY - 04/30/25 - 05/30/...	920.150 · City of Chelsea Spri...	-246.43	246.43
TOTAL						-4,396.68	4,396.68

Chelsea District Library
Monthly Check Register
 June 2025

11:12 AM
 07/09/25

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill Pmt -Ch...	29533	06/11/2025	COMFORT, MARK	DUNGEON MASTER - TEEN D&D 06/17, 06/...	001.001 · CSB/Operations Ch...	-350.00	-350.00
Bill	25-3668-SC	06/13/2025		TEEN D&D 06/17, 06/24, 07/01, 07/08, 07/15/...	884.264 · Teen General Progr...	-150.00	150.00
				TEEN D&D 06/17, 06/24, 07/01, 07/08, 07/15/...	884.226 · Summer Reading	-200.00	200.00
TOTAL						-350.00	350.00
Bill Pmt -Ch...	29534	06/11/2025	Coryell, Lori	RONALD MCDONALD HOUSE DINNER SU...	001.001 · CSB/Operations Ch...	-24.95	-24.95
Bill	25-1042-LC	06/06/2025		RONALD MCDONALD HOUSE DINNER SU...	960.200 · Director Expense	-24.95	24.95
TOTAL						-24.95	24.95
Bill Pmt -Ch...	29535	06/11/2025	Dollar Bill Printing		001.001 · CSB/Operations Ch...	-348.22	-348.22
Bill	DB-103299-INV	06/06/2025		ANNUAL REPORT PRINTING	880.210 · Annual Report	-260.22	260.22
Bill	DB-103301-INV	06/06/2025		SRP	880.423 · Summer Reading Pr...	-88.00	88.00
TOTAL						-348.22	348.22
Bill Pmt -Ch...	29536	06/11/2025	Envisionware Inc	INV-US-76750 - PO 25-7126-SWR	001.001 · CSB/Operations Ch...	-1,658.44	-1,658.44
Bill	INV-US-76750	06/06/2025		SOFTWARE MAINTENANCE, CHECKPOINT...	803.310 · Envisionware Self-C...	-1,658.44	1,658.44
TOTAL						-1,658.44	1,658.44
Bill Pmt -Ch...	29537	06/11/2025	Great Lakes Ace Hardware		001.001 · CSB/Operations Ch...	-82.02	-82.02
Bill	18269/154	06/06/2025		BOLTS FOR BIKE WORKSTATION	732.300 · Supplies-MNT-Gener...	-4.45	4.45
Bill	18313/154	06/06/2025		MAY PROGRAM SUPPLIES	884.602 · Technology Program...	-27.70	27.70
Bill	18320/154	06/06/2025		POLYURETHANE AND APPLICATOR FOR B...	732.300 · Supplies-MNT-Gener...	-16.13	16.13
Bill	18343/154	06/10/2025		STAKES FOR LAWN AND BUNGEE CORDS	732.300 · Supplies-MNT-Gener...	-33.74	33.74
TOTAL						-82.02	82.02
Bill Pmt -Ch...	29538	06/11/2025	Ingram Library Services		001.001 · CSB/Operations Ch...	-1,915.06	-1,915.06
Bill	88306475	06/06/2025		Adult Print General	982.720 · Adult Print General	-52.31	52.31
Bill	88306464	06/06/2025		Adult Print General	982.720 · Adult Print General	-120.18	120.18
Bill	88306469	06/06/2025		Adult Print General	982.720 · Adult Print General	-44.83	44.83
Bill	88306467	06/06/2025		Adult Print General	982.720 · Adult Print General	-50.04	50.04
Bill	88306473	06/06/2025		Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-34.08	34.08
Bill	88306463	06/06/2025		Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	88306471	06/06/2025		Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-19.19	19.19
Bill	88306470	06/06/2025		Adult Print General	982.720 · Adult Print General	-19.19	19.19
Bill	88306474	06/06/2025		Adult Print General	982.720 · Adult Print General	-51.65	51.65

Chelsea District Library
Monthly Check Register
 June 2025

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 07/09/25

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill	88306468	06/06/2025			982.720 · Adult Print General	-51.25	51.25
Bill	88306472	06/06/2025			982.710 · Adult Large Print	-45.70	45.70
Bill	88306466	06/06/2025			982.740 · Multiple Book Copies	-17.58	17.58
Bill	88306465	06/06/2025			982.720 · Adult Print General	-14.14	14.14
Bill	88306462	06/06/2025			982.720 · Adult Print General	-35.65	35.65
Bill	88306476	06/06/2025			982.720 · Adult Print General	-16.20	16.20
Bill	88088169	06/06/2025			982.760 · Youth Print General	-28.53	28.53
Bill	88140293	06/06/2025			982.760 · Youth Print General	-11.30	11.30
Bill	88285188	06/06/2025			982.740 · Multiple Book Copies	-87.90	87.90
Bill	88285195	06/06/2025			982.720 · Adult Print General	-30.53	30.53
Bill	88285190	06/06/2025			982.720 · Adult Print General	-125.10	125.10
Bill	88285197	06/06/2025			982.720 · Adult Print General	-51.81	51.81
Bill	88285184	06/06/2025			982.720 · Adult Print General	-97.79	97.79
Bill	88285189	06/06/2025			982.710 · Adult Large Print	-44.46	44.46
Bill	88285186	06/06/2025			982.720 · Adult Print General	-49.77	49.77
Bill	88285187	06/06/2025			982.720 · Adult Print General	-18.66	18.66
Bill	88285191	06/06/2025			982.721 · Mobile CDL - Adult	-16.70	16.70
Bill	88285196	06/06/2025			982.720 · Adult Print General	-34.50	34.50
Bill	88285194	06/06/2025			982.721 · Mobile CDL - Adult	-16.71	16.71
Bill	88285192	06/06/2025			982.710 · Adult Large Print	-40.85	40.85
Bill	88285185	06/06/2025			982.720 · Adult Print General	-33.85	33.85
Bill	88391398	06/06/2025			982.720 · Adult Print General	-115.12	115.12
Bill	88391400	06/06/2025			982.721 · Mobile CDL - Adult	-50.47	50.47
Bill	88391395	06/06/2025			982.720 · Adult Print General	-128.37	128.37
Bill	88391401	06/06/2025			982.720 · Adult Print General	-35.16	35.16
Bill	88391397	06/06/2025			982.720 · Adult Print General	-16.50	16.50
Bill	88391394	06/06/2025			982.720 · Adult Print General	-30.92	30.92
Bill	88391396	06/06/2025			982.740 · Multiple Book Copies	-17.03	17.03
Bill	88391404	06/06/2025			982.720 · Adult Print General	-17.60	17.60
Bill	88391403	06/06/2025			982.720 · Adult Print General	-62.99	62.99
Bill	88391399	06/06/2025			982.720 · Adult Print General	-35.16	35.16
Bill	82263313	06/11/2025			982.720 · Adult Print General	-31.50	31.50
Bill	88263314	06/11/2025			884.127 · SRP Supplies	-49.68	49.68
Bill	88285193	06/11/2025			982.760 · Youth Print General	-33.75	33.75
Bill	88391402	06/11/2025			982.760 · Youth Print General	-12.78	12.78
TOTAL						-1,915.06	1,915.06
Bill Pmt -Ch...	29539	06/11/2025	KNIGHT TECHNOLOGY GR...		001.001 · CSB/Operations Ch...	-1,180.00	-1,180.00
Bill	26367	06/06/2025		ANTIVIRUS 16 SEATS	967.200 · Equipment Software	-80.00	80.00
Bill	26368	06/06/2025		CLOUD BACKUP JUNE 2025	803.390 · Computers	-1,100.00	1,100.00
TOTAL						-1,180.00	1,180.00
Bill Pmt -Ch...	29540	06/11/2025	LESLIE SCIENCE CENTER	07/09 FUR FEATHER SCALES - 07/09/25	001.001 · CSB/Operations Ch...	-372.10	-372.10

Chelsea District Library
 Monthly Check Register
 June 2025

11:12 AM
 07/09/25

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill	25-3716-AH	06/06/2025		FUR FEATHER SCALES - 07/09/25	884.926 · Youth Prog Rest Gift...	-372.10	372.10
TOTAL						-372.10	372.10
Bill Pmt -Ch...	29541	06/11/2025	Midwest Tape		001.001 · CSB/Operations Ch...		-80.46
Bill	507170055	06/06/2025		FAMILY DVDs	982.480 · Youth Video DVD	-10.48	10.48
Bill	507270058	06/10/2025		PLAYAWAY LOCKS	728.300 · Supplies-Matl Proc ...	-69.98	69.98
TOTAL						-80.46	80.46
Bill Pmt -Ch...	29542	06/11/2025	Petty Cash-	PETTY CASH - 02/18 - 06/04/2025	001.001 · CSB/Operations Ch...		-154.05
Bill	25-6166	06/06/2025		02/27/25 - SHANNON - UPS , SHIPPING	731.200 · Other Svc-Pstg Oper...	-18.76	18.76
				03/17/25 - CHRIS - POLLY'S, PAPER PLATES	727.100 · Supplies - General ...	-4.20	4.20
				03/20/25 - LORI - COURTYARD CAFE, CHA...	960.200 · Director Expense	-3.50	3.50
				04/02/25 - JESSICA - POLLY'S, PROGRAM ...	884.222 · General Youth Progr...	-18.00	18.00
				04/03/25 - LINDA - POLLY'S, PAPER TOWELS	729.100 · Supplies-Cleaning-P...	-17.03	17.03
				04/13/25 - LINDA - CVS , VOLUNTEER CANDY	885.200 · Supplies	-7.29	7.29
				05/13/25 - AMELIA - USPS, SHIPPING	731.200 · Other Svc-Pstg Oper...	-12.13	12.13
				05/15/25 - LORI - COURTYARD CAFE, CHA...	960.200 · Director Expense	-7.50	7.50
				05/19/25 - KERRY - GREAT LAKES ACE, HA...	732.300 · Supplies-MINT-Gener...	-4.64	4.64
				05/21/25 - LINDA - POLLY'S, PAPER PRODU...	729.100 · Supplies-Cleaning-P...	-5.00	5.00
				06/04/25 - CHRIS - CHELSEA LEGION, FLAGS	727.100 · Supplies - General ...	-56.00	56.00
TOTAL						-154.05	154.05
Bill Pmt -Ch...	29543	06/11/2025	POPMA, JACQUELINE	39216008606425 - REFUND	001.001 · CSB/Operations Ch...		-17.99
Bill	25-5009-AZ	06/06/2025		REFUND FOR J BOARD BOOK WINTER LIG...	982.760 · Youth Print General	-17.99	17.99
TOTAL						-17.99	17.99
Bill Pmt -Ch...	29544	06/11/2025	RAHMBERG STOVER AND ...		001.001 · CSB/Operations Ch...		-1,855.00
Bill	5090	06/11/2025		5090 - MARCH SERVICES FOR SALARY SU...	801.079 · Library Strategic Plan	-1,090.00	1,090.00
Bill	5124	06/11/2025		5124 - PROF SERVICES FOR SALARY SUR...	801.079 · Library Strategic Plan	-765.00	765.00
TOTAL						-1,855.00	1,855.00
Bill Pmt -Ch...	29545	06/11/2025	RAMM-PELTS, MARGUERITE		001.001 · CSB/Operations Ch...		-1,200.00
Bill	25-3665-SC	06/10/2025		TEEN COMICS CAMP 06/25 - 27/2025	884.926 · Youth Prog Rest Gift...	-600.00	600.00
Bill	25-3666-SC	06/10/2025		KIDS COMICS CAMP 06/25 - 27/2025	884.926 · Youth Prog Rest Gift...	-600.00	600.00

Chelsea District Library
Monthly Check Register
 June 2025

11:12 AM
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Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
TOTAL						-1,200.00	1,200.00
Bill Pmt -Ch...	29546	06/11/2025	T-MOBILE	2025 - ACCT 975550022 - STATEMENT DAT...	001.001 · CSB/Operations Ch...		-439.51
Bill	05212025	06/06/2025		2025 - T-MOBILE WIFI HOTSPOTS - 04/21/2...	850.311 · WIFI Hotspots	-384.79	384.79
TOTAL				2025 - MOBEE CELL 2024 - 04/21/25 - 05/20...	850.122 · Telecommunications...	-54.72	54.72
TOTAL						-439.51	439.51
Bill Pmt -Ch...	29547	06/11/2025	TALEWISE LLC dba SCIEN...	WILD WEDNESDAY PERFORMER 06/11	001.001 · CSB/Operations Ch...		-400.00
Bill	25-3715-AH	06/06/2025		WILD WEDNESDAY PERFORMER 06/11	884.926 · Youth Prog Rest Gift...	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Ch...	29548	06/11/2025	The Sun Times	4094-M - 05/28, 06/04, - 06/04 GRADUATION...	001.001 · CSB/Operations Ch...		-389.90
Bill	4094-M	06/06/2025		4094-M - 05/28, 06/04, - 06/04 GRADUATION...	880.110 · Media Buy	-389.90	389.90
TOTAL						-389.90	389.90
Bill Pmt -Ch...	29549	06/11/2025	Unique Management Servic...		001.001 · CSB/Operations Ch...		-170.05
Bill	6140181	06/09/2025		2025 MAY - COLLECTION FEES (PLACEME...	801.090 · Collection Fees	-89.50	89.50
Bill	6139081	06/12/2025		2025 APR - COLLECTION FEES (PLACEME...	801.090 · Collection Fees	-80.55	80.55
TOTAL						-170.05	170.05
Bill Pmt -Ch...	29550	06/11/2025	UNIVERSITY OFFICE TECH...	590249330 - ACCT #1624667 - SITE 5597587...	001.001 · CSB/Operations Ch...		-136.83
Bill	590249330	06/06/2025		PROPERTY TAX	803.101 · Public Copier	-68.42	68.42
TOTAL				PROPERTY TAX	803.102 · Staff Copier	-68.41	68.41
TOTAL						-136.83	136.83
Bill Pmt -Ch...	29551	06/11/2025	Verizon Wireless	INV 6114656623 - ACCT 442098695-00001 ...	001.001 · CSB/Operations Ch...		-697.58
Bill	6114656623	06/10/2025		HOT SPOTS - 05/01 - 05/31/25	850.311 · WIFI Hotspots	-566.30	566.30
TOTAL				IT CELL PHONE - 05/01 - 05/31/25	850.121 · IT Cell Phone	-51.06	51.06
				MOBEE WIFI + HOTSPOT - 05/01 - 05/31/25	850.310 · Internet	-80.22	80.22
TOTAL						-697.58	697.58
Bill Pmt -Ch...	29552	06/11/2025	WESTERN WASHTEANAW R...	BOL 17741 - ANNUAL RECYCLING BIN 2025	001.001 · CSB/Operations Ch...		-225.00

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Bill	17741	06/10/2025		ANNUAL RECYCLING BIN FEE - 2025	803.620 · Trash	-225.00	225.00
TOTAL						-225.00	225.00
Bill Pmt -Ch...	29553	06/11/2025	YEO & YEO		001.001 · CSB/Operations Ch...		-18,500.00
Bill	61114	06/10/2025		FINAL BILLING FOR AUDIT FYE 12/31/2024	801.020 · Auditor	-1,000.00	1,000.00
Bill	607786	06/10/2025		BILLING FOR AUDIT FYE 12/31/2024	801.020 · Auditor	-17,500.00	17,500.00
TOTAL						-18,500.00	18,500.00
Bill Pmt -Ch...	29554	06/11/2025	ZAWISTOWSKI, STEPHEN	REFUND - BOOK, DEATH ON THE TIBER, 3...	001.001 · CSB/Operations Ch...		-29.00
Bill	25-5009-AZ	06/06/2025		BOOK REFUND	982.720 · Adult Print General	-29.00	29.00
TOTAL						-29.00	29.00
Bill Pmt -Ch...	29555	06/11/2025	12 ACRE STUDIO	699 - STUDY BOOTH WRAPS DESIGNS	001.001 · CSB/Operations Ch...		-739.59
Bill	699	06/06/2025		STUDY BOOTH WRAPS	880.521 · Graphic Design Serv...	-739.59	739.59
TOTAL						-739.59	739.59
Bill Pmt -Ch...	29556	06/12/2025	Foster Swift Collins & Smith	INV 915362 - CLIENT 21969-00002	001.001 · CSB/Operations Ch...		-76.50
Bill	915362	06/12/2025		YESA ISSUES	801.010 · Attorney	-76.50	76.50
TOTAL						-76.50	76.50
Bill Pmt -Ch...	29557	06/12/2025	HEPLER, KATIE	REIMBURSEMENT - SVC PROJECT - RONA...	001.001 · CSB/Operations Ch...		-25.00
Bill	25-1043-LC	06/12/2025		REIMBURSEMENT - SVC PROJECT - RONA...	960.200 · Director Expense	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Ch...	29558	06/12/2025	Jones, Joy Jan	VOID: ARTIST HONORARIUM, \$2000 AT CO...	001.001 · CSB/Operations Ch...		0.00
TOTAL						0.00	0.00
Bill Pmt -Ch...	29559	06/12/2025	KeyBank	A/C Ending3195 05/10 - 06/09/25 DU...	001.001 · CSB/Operations Ch...		-5,482.88
Bill	250706	06/12/2025		PROLIGHTING - 3 BOLLARD LIGHTS PLAYBOOK BUILDER - HR SOFTWARE	732.100 · Supplies-MNT-Light ... 967.200 · Equipment Software	-114.35 -169.87	114.44 170.00

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Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
				MENARDS - TABLE UMBRELLA	967.320 · Furniture and Fixtures	-60.78	50.82
				CHELSEA WELLNESS CENTER - JUNE HE...	969.620 · Staff In-Service & A...	-129.91	130.00
				GREAT LAKES ACE - COMMAND HOOKS - ...	880.320 · Misc Marketing Sup...	-14.82	14.83
				NINA HERRST PHOTOGRAPHY - SRP KICK...	880.522 · Photography Services	-249.82	250.00
				GREAT LAKES ACE - ZIP TIES - HANG BAN...	880.320 · Misc Marketing Sup...	-20.73	20.75
				GREAT LAKES ACE - VELCRO FOR MOBEE	880.320 · Misc Marketing Sup...	-11.84	11.85
				4IMPRINT - CDL - DETROIT BOOK FEST	880.340 · Printed Items / Stati...	-341.45	341.70
				POLLYS - TWEEN AND FAMILY REFRESH...	884.230 · Youth Reading Group	-20.24	20.25
				SCHULER BOOKS - WRITE MICHIGAN ANT...	982.720 · Adult Print General	-19.98	19.99
				COTTAGE INN PIZZA - FAMILY D&D	884.121 · Refreshments	-95.58	95.65
				COTTAGE INN PIZZA - YOUTH READING G...	884.230 · Youth Reading Group	-51.78	51.82
				POLLYS - YRG	884.230 · Youth Reading Group	-9.69	9.70
				MELJER - STORAGE BINS	884.222 · General Youth Progr...	-42.26	42.29
				TARGET - SRP	884.227 · Outreach	-138.86	138.96
				MICHAELS - SRP	884.226 · Summer Reading	-68.18	68.23
				JOANN - SRP	884.226 · Summer Reading	-23.45	23.47
				ALA - 2258711 - MEMBERSHIP STACEY CO...	969.320 · Information Services	-186.86	187.00
				GREAT LAKES ACE - PAINT CANS	884.226 · Summer Reading	-60.64	60.68
				SECRET CRISIS COMICS - \$43.98 + \$116.2...	884.272 · Teen General Progr...	-43.99	43.99
				SECRET CRISIS COMICS - \$43.98 + \$116.2...	884.277 · Teen Summer Readi...	-116.21	116.29
				HEROForge - TSRP	884.277 · Teen Summer Readi...	-24.00	25.00
				NEW HUA XING ASIA MARKET - TEEN REF...	884.276 · Teen Refreshments	-44.67	44.70
				COTTAGE INN PIZZA - TEEN REFRESHME...	884.276 · Teen Refreshments	-84.82	84.88
				COTTAGE INN PIZZA - TAB/YSG	884.265 · YSG Recognition	-98.28	98.35
				UNIVERSAL YUM - TSRP	884.277 · Teen Summer Readi...	-71.25	71.30
				AVERY COLOR STUDIOS - EDMUND FITZG...	982.720 · Adult Print General	-29.63	29.65
				GFS - SRP	884.226 · Summer Reading	-177.54	177.67
				MICHAELS - SRP	884.226 · Summer Reading	-44.39	44.42
				POLLYS - SRP	884.226 · Summer Reading	-43.98	44.01
				MENARDS - SRP	884.226 · Summer Reading	-65.50	65.55
				COTTAGE INN - SRP - LUNCH FOR VOLUN...	884.926 · Youth Prog Rest Gift...	-317.24	317.47
				CLEARYS - WORKING SESSION - WORKIN...	884.980 · Exhibits - Restricted	-79.61	79.67
				SERENDIPITY - \$100 + 25.00 = \$125.00 - ML...	884.111 · Midwest Literary Walk	-99.93	100.00
				SERENDIPITY - \$100 + 25.00 = \$125.00 - ML...	969.940 · Staff Apprec - Restri...	-24.98	25.00
				ZOU ZOUS - STAFF SUPPLIES	969.620 · Staff In-Service & A...	-25.98	26.00
				CLEARYS - HEARTLAND SCHEDULING, C...	969.620 · Staff In-Service & A...	-93.31	93.31
				EXPLODING KITTENS - STAFF IN-SERVICE	969.620 · Staff In-Service & A...	-121.75	121.84
				LOS TRES AMIGOS - SALARY SURVEY DIS...	969.620 · Staff In-Service & A...	-27.74	27.76
				VALIANT - CSC ANNIV PROJECT DISC - CO...	969.200 · Trustees Travel	-75.77	75.83
				ZOOM - 05/24 - 6/23/25	967.200 · Equipment Software	-39.47	39.50
				STAR2STAR - VOIP 05/26 - 06/25/25	850.120 · Telephone	-467.82	468.16
				CONSTANT CONTACT - 06/07/25 - 06/06/26	803.395 · Website Hosting & S...	-1,443.05	1,444.10
				TOTAL		-5,482.88	5,486.88
Bill Pmt -Ch...	29560	06/12/2025	SOSSI, CATHERINE A	REIMBURSEMENT - SVC PROJECT - RONA...	001.001 · CSB/Operations Ch...		-25.00
Bill	25-1043-LC	06/12/2025		RONALD MCDONALD HOUSE DINNER SUP...	960.200 · Director Expense	-25.00	25.00

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Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
TOTAL						-25.00	25.00
Bill Pmt -Ch...	29561	06/12/2025	The Library Network	2025 - INV 75965, ACCT NUMBER CHEL#2...	001.001 · CSB/Operations Ch...		-512.00
Bill	75965	06/12/2025		DATABASE & SUB - MOVIE LICENSING 04/...	884.300 · Site License Movies	-512.00	512.00
TOTAL						-512.00	512.00
Bill Pmt -Ch...	29562	06/17/2025	ABSOPURE	ACCT 9423998 - INV 89760335	001.001 · CSB/Operations Ch...		-69.38
Bill	89760335	06/16/2025		BOTTLED WATER	727.100 · Supplies - General ...	-69.38	69.38
TOTAL						-69.38	69.38
Bill Pmt -Ch...	29563	06/17/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - p...	001.001 · CSB/Operations Ch...		-5,719.41
Bill	20250608	06/17/2025		06/08/25 - 06/21/25 - PAID 06/27/25 - PR ER ...	231.002 · Payroll Lia/401A Mtc...	-1,741.90	1,741.90
				06/08/25 - 06/21/25 - PAID 06/27/25 - PR EE ...	702.300 · Per Svcs - Retirmt ...	-2,939.31	2,939.31
				06/08/25 - 06/21/25 - PAID 06/27/25 - PR FLE...	710.500 · Per Svcs - Fringe B ...	-1,038.20	1,038.20
TOTAL						-5,719.41	5,719.41
Bill Pmt -Ch...	29564	06/17/2025	Amazon Capital Services Inc		001.001 · CSB/Operations Ch...		-441.38
Bill	1DJJ-JR1L-9TX3	06/16/2025		FRESHWARE MEAL PREP CONTAINERS	960.200 · Director Expense	-37.06	37.06
Bill	1VN3-G9DV-DK66	06/16/2025		THE VIPS DVD	982.460 · DVD Feature	-14.49	14.49
Bill	1HCM-NQHW-P...	06/16/2025		BOOK - FORGOTTEN HOME APOTHECARY	982.720 · Adult Print General	-48.24	48.24
Bill	16NR-V6HD-V4DK	06/16/2025		JUNETEENTH CRAFTS	884.700 · Mobile CDL Progra...	-8.99	8.99
Bill	1T31-VDXQ-XR1X	06/17/2025		KICKOFF ODDS AND ENDS	884.226 · Summer Reading	-137.66	137.66
Bill	1XT3-L16T-LCLR	06/17/2025		STORYBOOK TRAIL	884.251 · Story Book Trail	-35.67	35.67
				SRP	884.226 · Summer Reading	-25.48	25.48
				OUTREACH	884.227 · Outreach	-37.93	37.93
				YOUTH PRINT GENERAL	982.760 · Youth Print General	-47.94	47.94
Bill	1QNC-GV9L-YVDV	06/17/2025		BABY GATES	884.222 · General Youth Progr...	-47.92	47.92
TOTAL						-441.38	441.38
Bill Pmt -Ch...	29565	06/17/2025	Ballard, Kerry	BOOKKEEPING THRU 06/27/25	001.001 · CSB/Operations Ch...		-807.69
Bill	20250627	06/16/2025		BOOKKEEPING THRU 06/27/25	801.040 · Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Ch...	29566	06/17/2025	Cintas Corporation-300	4233737056 ACCT# 14203324	001.001 · CSB/Operations Ch...		-166.37

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Bill	4233737056	06/16/2025			729.300 · Supplies-Cleaning R... 729.200 · Supplies-Cleaning S...	-143.79 -22.58	143.79 22.58
TOTAL						-166.37	166.37
Bill Pmt -Ch...	29567	06/17/2025	Cintas Fire Protection	INV 0D26099081	001.001 · CSB/Operations Ch...	-1,279.00	-1,279.00
Bill	0D26099081	06/16/2025		FIRE ALARM MONITORING	803.420 · Fire	-1,279.00	1,279.00
TOTAL						-1,279.00	1,279.00
Bill Pmt -Ch...	29568	06/17/2025	City of Chelsea	2025 STORMWATER	001.001 · CSB/Operations Ch...	-39.47	-39.47
Bill	25-2295-LB	06/16/2025		2025 STORMWATER - 06-06-12-402-040	920.140 · Storm Sewers	-39.47	39.47
TOTAL						-39.47	39.47
Bill Pmt -Ch...	29569	06/17/2025	COLLABORATIVE SUMMER...	316050	001.001 · CSB/Operations Ch...	-57.87	-57.87
Bill	316050	06/17/2025		COLOR OUR WORLD STICKERS & TABLET...	884.226 · Summer Reading	-57.87	57.87
TOTAL						-57.87	57.87
Bill Pmt -Ch...	29570	06/17/2025	Constellation NewEnergy-G...	2025 - INV 4333398 - ACCT BG-303066 - M...	001.001 · CSB/Operations Ch...	-482.57	-482.57
Bill	4333398	06/16/2025		MAY - 04/22 - 05/20/25	920.200 · McKune Gas	-482.57	482.57
TOTAL						-482.57	482.57
Bill Pmt -Ch...	29571	06/17/2025	HOME SCIENCE TOOLS	672636	001.001 · CSB/Operations Ch...	-100.53	-100.53
Bill	672636	06/17/2025		SRP	884.226 · Summer Reading	-100.53	100.53
TOTAL						-100.53	100.53
Bill Pmt -Ch...	29572	06/17/2025	Ingram Library Services	87625452	001.001 · CSB/Operations Ch...	-637.62	-637.62
Bill	87625452	06/17/2025	Ingram Library Services	· SRP Supplies	202.001 · Accounts Payable	0.00	-143.80
Bill	88476146	06/17/2025		· Adult Large Print	884.127 · SRP Supplies	-16.19	16.19
Bill	88476154	06/17/2025		· Adult Print General	982.710 · Adult Large Print	-42.85	42.85
Bill	88476152	06/17/2025		· Adult Print General	982.720 · Adult Print General	-22.98	22.98
Bill	88476156	06/17/2025		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	88476153	06/17/2025		· Adult Ref.	982.720 · Adult Print General	-17.88	17.88
Bill	88476157	06/17/2025		· Adult Print General	982.730 · Adult Ref.	-33.05	33.05
Bill	88476149	06/17/2025			982.720 · Adult Print General	-36.78	36.78

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Bill	88476148	06/17/2025		· Adult Print General	982.720 · Adult Print General	-33.53	33.53
Bill	88476155	06/17/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.25	17.25
Bill	88476151	06/17/2025		· Adult Print General	982.720 · Adult Print General	-51.66	51.66
Bill	88476147	06/17/2025		· Adult Print General	982.720 · Adult Print General	-16.49	16.49
Bill	88476150	06/17/2025		· Adult Print General	982.720 · Adult Print General	-34.68	34.68
Bill	88476159	06/17/2025		· Adult Print General	982.720 · Adult Print General	-79.99	79.99
Bill	88476161	06/17/2025		· Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	88476162	06/17/2025		· Adult Print General	982.720 · Adult Print General	-23.47	23.47
Bill	88476160	06/17/2025		· Adult Print General	982.720 · Adult Print General	-15.96	15.96
Bill	88476158	06/17/2025		· Adult Print General	982.720 · Adult Print General	-28.30	28.30
Bill	88500326	06/17/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	88500329	06/17/2025		· Adult Print General	982.720 · Adult Print General	-16.49	16.49
Bill	88500327	06/17/2025		· Adult Print General	982.720 · Adult Print General	-31.10	31.10
Bill	88500328	06/17/2025		· Adult Print General	982.720 · Adult Print General	-33.53	33.53
Bill	88500324	06/17/2025		· Adult Print General	982.720 · Adult Print General	-14.17	14.17
Bill	88500325	06/17/2025		· Adult Print General	982.720 · Adult Print General	-637.62	493.82
TOTAL							
Bill Pmt -Ch...	29573	06/17/2025	Midwest Collaborative for Li...	AR-135345 - ACCT# 1181500 - MCLS MEMB...	001.001 · CSB/Operations Ch...	-125.00	-125.00
Bill	AR-135345	06/17/2025		· Institutional MCLS - MEMBERSHIP	969.520 · Institutional MCLS	-125.00	125.00
TOTAL							
Bill Pmt -Ch...	29574	06/17/2025	Midwest Tape		001.001 · CSB/Operations Ch...	-237.62	-237.62
Bill	507240243	06/16/2025		JUNE ADULT FEATURE DVDS	982.460 · DVD Feature	-87.70	87.70
Bill	507269139	06/16/2025		APR/MAY NF DVDS	982.470 · DVD Non-Fiction	-18.74	18.74
Bill	507269541	06/16/2025		JUN ADULT FEATURE DVDS	982.460 · DVD Feature	-131.18	131.18
TOTAL							
Bill Pmt -Ch...	29575	06/17/2025	MILLER, BREEDA	PROGRAM 06/22 -	001.001 · CSB/Operations Ch...	-200.00	-200.00
Bill	25-3732-LB	06/16/2025		06/22 - MRS. KELL'S JOURNEY HOME, STO...	884.119 · General Adult Events	-200.00	200.00
TOTAL							
Bill Pmt -Ch...	29576	06/17/2025	Pitney Bowes Reserve Acco...	RESERVE ACCOUNT # 33616590	001.001 · CSB/Operations Ch...	-500.00	-500.00
Bill	33616590	06/17/2025		RESERVE ACCOUNT #33616590	731.200 · Other Svc-Fstg Oper...	-500.00	500.00
TOTAL							
Bill Pmt -Ch...	29577	06/17/2025	Scholastic Library Publishing	INV 73367209 - CUST # 2178738	001.001 · CSB/Operations Ch...	-1,189.38	-1,189.38

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Bill	73367209	06/17/2025		· Summer Reading	884.226 · Summer Reading	-1,189.38	1,189.38
TOTAL						-1,189.38	1,189.38
Bill Pmt -Ch...	29578	06/17/2025	SPAD'S TWISTERS SOFT-S...	WHERE'S MOBEE - GIFT CERTIFICATE	001.001 · CSB/Operations Ch...	-40.00	-40.00
Bill	1158	06/17/2025		WHERE'S MOBEE	884.700 · Mobile CDL Progra...	-40.00	40.00
TOTAL						-40.00	40.00
Bill Pmt -Ch...	29579	06/17/2025	TESCO	INVOICE 250335, CUSTOMER 009999 - PO ...	001.001 · CSB/Operations Ch...	-160.00	-160.00
Bill	250335	06/16/2025		MOBILE BASE FOR NEW YOUTH SHELF	980.140 · Furniture	-160.00	160.00
TOTAL						-160.00	160.00
Bill Pmt -Ch...	29580	06/17/2025	UNIVERSITY OFFICE TECH...	590525387 - ACCT #1624667 - SITE 5597587...	001.001 · CSB/Operations Ch...	-750.13	-750.13
Bill	590525387	06/16/2025		PUBLIC COPIER STAFF COPIER SMALL PRINTERS	803.101 · Public Copier 803.102 · Staff Copier 803.103 · Small Printer Mainte...	-241.82 -437.18 -71.13	241.82 437.18 71.13
TOTAL						-750.13	750.13
Bill Pmt -Ch...	29581	06/17/2025	COMFORT, STACEY	REIMBURSEMENT - CREDIT CARD	001.001 · CSB/Operations Ch...	-15.00	-15.00
Bill	25-3733-SC	06/17/2025		· Teen General Programs - KITTYFACE - FR...	884.277 · Teen Summer Readi...	-15.00	15.00
TOTAL						-15.00	15.00
Bill Pmt -Ch...	29582	06/17/2025	PIERCE LAKE EARLY CHIL...	VOID: REFUND FOR LOST MOBEE BOOK ...	001.001 · CSB/Operations Ch...	0.00	0.00
TOTAL						0.00	0.00
Bill Pmt -Ch...	29583	06/18/2025	A T & T Mobility	ACCT 287286231198X - INV 06142025 - ISS...	001.001 · CSB/Operations Ch...	-216.19	-216.19
Bill	06142025	06/17/2025		2025 - PUBLIC WIFI HOT SPOTS 06/07 - 07/...	850.311 · WIFI Hotspots	-216.19	216.19
TOTAL						-216.19	216.19
Bill Pmt -Ch...	29584	06/18/2025	Chelsea Lumber Company	INV 408625 - CUST #1084	001.001 · CSB/Operations Ch...	-69.17	-69.17

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Bill	408625	06/18/2025		HARDWARE FOR MOBILE BOOKCASE	732.300 · Supplies-MNT-Genera...	-69.17	69.17
TOTAL						-69.17	69.17
Bill Pmt -Ch...	29585	06/18/2025	Coryell, Lori	HEALTH STIPEND, JAN - JUN, 6 MONTHS	001.001 · CSB/Operations Ch...		-150.00
Bill	25-1044-LC	06/18/2025		6 MONTHS AT \$25 PER MONTH	969.620 · Staff In-Service & A...	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Ch...	29586	06/18/2025	KANOPIY INC	KANOPIY BORROWS - MAY	001.001 · CSB/Operations Ch...		-286.45
Bill	453510-PPU	06/17/2025		2025 - KANOPIY VIDEO PLAYS - MAY	982.410 · Electronic Products/...	-286.45	286.45
TOTAL						-286.45	286.45
Bill Pmt -Ch...	29587	06/18/2025	Midwest Tape - Hoopla	507257649, CUSTOMER 2000016156	001.001 · CSB/Operations Ch...		-3,527.28
Bill	507257649	06/17/2025		MAY BORROWS - E-CONTENT	982.410 · Electronic Products/...	-3,527.28	3,527.28
TOTAL						-3,527.28	3,527.28
Bill Pmt -Ch...	29588	06/23/2025	A Production Cleaning Com...	16297 - CLEANING 06/08 - 06/21/25	001.001 · CSB/Operations Ch...		-1,750.00
Bill	16297	06/23/2025		CLEANING 06/08 - 06/21/25	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00

Chelsea District Library Donation and Restricted

January through June 2025

Jan - Jun 25 Budget \$ Over Budget

Ordinary Income/Expense

Income

674.000 · Revenue Contribution & Donation

674.100 · Designated Adult Collection	551	551	0
674.101 · Designated Youth Collection	20	20	0
674.110 · Designated Adult Programming	4,300	5,300	(1,000)
674.111 · Designated Youth Programming	5,750	5,550	200
674.112 · Designated Music Focus Programs	1,000	3,000	(2,000)
674.113 · Designated Exhibits Programming	2,000	2,500	(500)
674.120 · Undesignated Donation	13,580	13,958	(378)
674.140 · Designated Capital	8,200	8,200	0
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	750	750	0

Total 674.000 · Revenue Contribution & Donation 36,151 42,829 (6,678)

Total Income

36,151 42,829 (6,678)

Gross Profit

36,151 42,829 (6,678)

Expense

850.000 · Telecommunications

850.900 · Telecom-Restricted Gifts

850.910 · WiFi Hot Spots - Restricted 0 3,000 (3,000)

Total 850.900 · Telecom-Restricted Gifts 0 3,000 (3,000)

Total 850.000 · Telecommunications 0 3,000 (3,000)

884.000 · Programming

884.210 · Youth Speakers

884.211 · Authors in Chelsea

884.921 · Youth Prog Rest Gifts Authors 1,933 2,000 (67)

Total 884.211 · Authors in Chelsea 1,933 2,000 (67)

Total 884.210 · Youth Speakers 1,933 2,000 (67)

884.400 · Music Focus

884.961 · Songfest - Restricted Gift 500 2,000 (1,500)

884.962 · Music in the Air - Restricted 0 1,000 (1,000)

Total 884.400 · Music Focus 500 3,000 (2,500)

884.500 · Artist In Residence

884.970 · Artist in Residence Restricted 1,513 1,000 513

Total 884.500 · Artist In Residence 1,513 1,000 513

884.910 · Adult Programming Restricted

884.911 · Adult Prog Rest Gifts MWest LW 1,276 1,500 (224)

884.916 · Aud Prg. Rst. Gifts Purple Rose 0 1,250 (1,250)

884.927 · Adult Prog Rest Gifts SRP 752 750 2

Total 884.910 · Adult Programming Restricted 2,028 3,500 (1,472)

884.920 · Youth Programming Restricted

884.922 · Youth Prog Rest Gifts Genl 0 250 (250)

884.926 · Youth Prog Rest Gifts SRP 2,290 3,750 (1,460)

Total 884.920 · Youth Programming Restricted 2,290 4,000 (1,710)

Chelsea District Library
Donation and Restricted
 January through June 2025

	Jan - Jun 25	Budget	\$ Over Budget
884.990 · Technology Programs			
884.992 · Technology Prog Res Gifts	50	50	0
Total 884.990 · Technology Programs	50	50	0
Total 884.000 · Programming	8,314	13,550	(5,236)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	275	750	(475)
Total 969.600 · Staff Training, In-Service	275	750	(475)
Total 969.000 · CE, Staff Development & Travel	275	750	(475)
982.000 · Collection Expense			
982.910 · Adult Collection Restricted	0	50	(50)
982.920 · Youth Collection Restricted	20	20	0
Total 982.000 · Collection Expense	20	70	(50)
Total Expense	8,609	17,370	(8,761)
Net Ordinary Income	27,542	25,459	2,083
Net Income	27,542	25,459	2,083

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

Ordinary Income/Expense	TOTAL												Budget	\$ Over Budget	% of Budget			
	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25						
Income	980,681	954,732	353,888	9,036	(351)	80,428	2,168	0	0	0	0	0	0	2,380,582	2,388,201	(7,619)	100%	
402.000 - District Revenue	0	0	86,822	0	0	0	0	0	0	0	0	0	0	86,822	92,000	(5,178)	94%	
540.100 - State Aid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000	(10,000)	0%	
574.100 - Penal Fines	0	508	404	430	687	430	0	0	0	0	0	0	0	2,458	4,000	(1,541)	61%	
645.100 - Copiers & Printers	0	156	250	125	1,531	0	0	0	0	0	0	0	0	2,062	4,000	(1,938)	52%	
657.100 - Non-Resident Fees 607.100	0	15	15	45	330	0	0	0	0	0	0	0	0	405	600	(195)	68%	
657.200 - ILL Fees/Collection Agency Rec	84	82	89	41	44	30	0	0	0	0	0	0	0	350	800	51,826		
665.000 - Bank Interest 665.100	3,953	21,212	5,654	8,194	7,733	5,880	0	0	0	0	0	0	0	52,626	800	(68,798)		
665.100 - Investment Gains/Losses 666.100	(1,422)	1,829	1,497	806	(1,592)	2,083	0	0	0	0	0	0	0	3,201	72,000	(68,798)		
669.000 - Investment Value Change 665.500	1,250	0	2,500	1,250	1,250	0	0	0	0	0	0	0	0	6,250	15,000	(8,750)	42%	
671.000 - Misc Income & Refunds 606.000	17,450	1,875	7,535	1,290	1,451	6,450	0	0	0	0	0	0	0	36,151	42,829	(6,678)	84%	
674.000 - Revenue Contribution & Donation	1,001,996	980,509	458,634	21,217	11,083	95,301	2,168	0	0	0	0	0	0	2,570,908	2,629,430	(58,522)	98%	
Total Income	1,001,996	980,509	458,634	21,217	11,083	95,301	2,168	0	0	0	0	0	0	2,570,908	2,629,430	(58,522)	98%	
Expense	73,746	102,758	107,559	104,934	150,738	103,448	51,653	0	0	0	0	0	0	694,836	1,377,309	(682,473)	50%	
701.000 - Personnel Svcs Control Acct 701	1,812	624	613	639	1,984	370	100	0	0	0	0	0	0	6,152	18,900	(12,748)	33%	
727.000 - Supplies	0	65	0	0	64	531	128	0	0	0	0	0	0	788	900	(112)	88%	
731.000 - Other Svc - Postage 727.700	52	344	1,077	0	0	243	37	0	0	0	0	0	0	1,753	3,000	(1,247)	58%	
732.000 - Supplies-Maintenance 727.800	0	33	0	162	34	0	0	0	0	0	0	0	0	229	750	(521)	31%	
758.000 - FUEL - DIESEL	2,122	3,451	3,041	2,472	2,713	22,657	7,371	0	0	0	0	0	0	43,827	116,612	(72,785)	38%	
801.000 - Professional & Contractual Svcs	97	6	7	47	379	43	20	0	0	0	0	0	0	599	1,540	(941)	39%	
802.000 - Admin-Fees & Misc Costs 801.300	9,536	8,774	8,020	30,107	19,626	10,249	8,818	0	0	0	0	0	0	95,130	186,860	(91,730)	51%	
803.000 - Maintenance Service Contracts	2,503	(295)	2,153	3,882	1,543	2,040	860	0	0	0	0	0	0	12,486	46,420	(33,934)	27%	
850.000 - Telecommunications	7,093	12,077	7,041	8,779	5,586	2,117	1,867	0	0	0	0	0	0	44,560	85,750	(41,190)	52%	
880.000 - Promotional Materials	10,910	4,467	58,941	8,954	8,072	8,251	4,454	200	0	2,000	0	0	0	106,249	166,590	(60,341)	64%	
884.000 - Programming	4	60	0	326	36	7	0	0	0	0	0	0	0	433	2,600	(2,167)	17%	
885.000 - Volunteer	0	5,970	5,954	4,835	4,988	4,919	0	0	0	0	0	0	0	26,366	69,950	(43,584)	38%	
920.000 - Utilities	87	182	221	229	502	123	0	0	0	0	0	0	0	1,344	3,500	(2,156)	38%	
960.000 - Board & Director Expense	13,592	0	0	10,097	0	0	0	0	0	0	0	0	0	23,689	51,968	(28,279)	46%	
965.000 - Automation Services	0	0	3,043	3,895	0	0	0	0	0	0	0	0	0	6,938	23,218	(16,280)	30%	
966.000 - Insurance 801.200	245	9,646	1,493	2,570	1,326	488	985	0	0	0	0	0	0	16,753	52,200	(35,447)	32%	
967.000 - Equipment	1,021	1,592	5,534	2,973	526	1,012	365	0	0	0	0	0	0	13,023	31,521	(18,498)	41%	
969.000 - CE, Staff Development & Travel	76,308	18,617	38,204	616	59,668	160	4,785	0	0	0	0	0	0	198,358	258,468	(60,110)	77%	
970.000 - Capital Expense 980.00	9,043	9,867	59,994	14,419	17,856	8,759	3,842	0	0	0	0	0	0	123,780	273,521	(149,741)	45%	
982.000 - Collection Expense	3,653	0	0	0	0	0	0	0	0	0	0	0	0	3,653	0	3,653		
991.450 - DEBT PRINCIPAL - GASB96 SBITA	211,824	178,238	302,895	199,936	275,351	165,417	85,085	200	0	2,000	0	0	0	1,420,946	2,771,577	(1,350,631)	51%	
Total Expense	790,172	802,271	155,739	(178,719)	(264,268)	(70,116)	(82,917)	(200)	0	(2,000)	0	0	0	1,149,962	(142,147)	1,292,109		
Net Ordinary Income	211,824	178,238	302,895	199,936	275,351	165,417	85,085	200	0	2,000	0	0	0	1,420,946	2,771,577	(1,350,631)	51%	
Other Income/Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	
995.001 - Trans to Capital Imprv 999.001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(1)	0%
995.002 - Trans to Cap Resv Fund 999.002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	46,800	(46,800)	0%	
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	46,801	(46,801)	0%	
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(46,801)	46,801	0%	
Net Income	790,172	802,271	155,739	(178,719)	(264,268)	(70,116)	(82,917)	(200)	0	(2,000)	0	0	0	1,149,962	(188,948)	1,338,910		

Chelsea District Library
Profit & Loss Prev Year Comparison
January through December 2025

		Jan - Dec 25	Jan - Dec 24	\$ Change	% Change
Ordinary Income/Expense					
Income					
402.000	· District Revenue 402	2,380,582.40	2,209,174.79	171,407.61	7.76%
540.100	· State Aid	86,821.82	72,289.85	14,531.97	20.1%
574.100	· Penal Fines	0.00	14,573.92	-14,573.92	-100.0%
645.100	· Copiers & Printers	2,459.18	4,870.76	-2,411.58	-49.51%
657.100	· Non-Resident Fees 607.100	2,062.50	3,828.12	-1,765.62	-46.12%
657.200	· ILL Fees/Collection Agency Rec	405.00	730.00	-325.00	-44.52%
665.000	· Bank Interest 665.100	350.09	1,163.87	-813.78	-69.92%
665.100	· Investment Gains/Losses 666.100	52,625.39	78,107.15	-25,481.76	-32.62%
669.000	· Investment Value Change 665.500	3,200.55	4,344.92	-1,144.37	-26.34%
670.000	· Change CFofSEMI Invest 666.510	0.00	4,326.00	-4,326.00	-100.0%
671.000	· Misc Income & Refunds 606.000	6,250.00	16,794.45	-10,544.45	-62.79%
674.000	· Revenue Contribution & Donation	36,150.68	41,587.74	-5,437.06	-13.07%
675.000	· Private Grant Sources	0.00	232.05	-232.05	-100.0%
699.000	· TRANSFER IN FROM OTHER FUND	0.00	71,766.13	-71,766.13	-100.0%
Total Income		2,570,907.61	2,523,789.75	47,117.86	1.87%
Gross Profit		2,570,907.61	2,523,789.75	47,117.86	1.87%
Expense					
701.000	· Personnel Svcs Control Acct 701	694,835.93	1,283,507.87	-588,671.94	-45.86%
727.000	· Supplies 727	6,151.73	11,562.39	-5,410.66	-46.8%
731.000	· Other Svc - Postage 727.700	787.90	899.13	-111.23	-12.37%
732.000	· Supplies-Maintenance 727.800	1,753.08	1,909.45	-156.37	-8.19%
758.000	· FUEL - DIESEL	229.20	652.07	-422.87	-64.85%
801.000	· Professional & Contractual Svcs	43,828.85	85,533.94	-41,705.09	-48.76%
802.000	· Admin-Fees & Misc Costs 801.300	599.64	708.31	-108.67	-15.34%
803.000	· Maintenance Service Contracts	95,130.15	125,961.42	-30,831.27	-24.48%
850.000	· Telecommunications	12,485.25	32,055.51	-19,570.26	-61.05%
880.000	· Promotional Materials	44,560.22	78,672.01	-34,111.79	-43.36%
884.000	· Programming	106,249.45	148,132.36	-41,882.91	-28.27%
885.000	· Volunteer	433.39	2,492.49	-2,059.10	-82.61%
920.000	· Utilities	26,365.35	60,759.40	-34,394.05	-56.61%
960.000	· Board & Director Expense	1,343.59	3,664.17	-2,320.58	-63.33%
965.000	· Automation Services	23,689.58	44,507.85	-20,818.27	-46.77%
966.000	· Insurance 801.200	6,938.00	22,839.00	-15,901.00	-69.62%
967.000	· Equipment	16,752.93	18,254.55	-1,501.62	-8.23%
969.000	· CE, Staff Development & Travel	13,022.86	27,244.29	-14,221.43	-52.2%
970.000	· Capital Expense 980.00	198,357.92	228,960.04	-30,602.12	-13.37%
982.000	· Collection Expense	123,780.00	195,996.21	-72,216.21	-36.85%
991.004	· Debt Principal - Leases GASB87	0.00	7,434.00	-7,434.00	-100.0%
991.450	· DEBT PRINCIPAL - GASB96 SBITA	3,653.00	2,570.00	1,083.00	42.14%
994.000	· Debt Interest - GASB87	0.00	714.00	-714.00	-100.0%
994.450	· DEBT INTEREST - GASB96 SBITA	0.00	844.00	-844.00	-100.0%
Total Expense		1,420,948.02	2,385,874.46	-964,926.44	-40.44%
Net Ordinary Income		1,149,959.59	137,915.29	1,012,044.30	
Net Income		1,149,959.59	137,915.29	1,012,044.30	

7.0
CHELSEA DISTRICT LIBRARY
 Fund Balances
 June 30, 2025

	Beginning Balance	Net Change	Ending Balance
General Fund			
LOCAL BANKS BALANCES			
001.001 Checking Account/ Chelsea State Bank	\$179,421.07	\$89,158.86	\$268,579.93
003.002 Paypal Account	\$280.00	\$300.00	\$580.00
Cash on Hand	<u>\$179,701.07</u>	<u>\$89,458.86</u>	<u>\$269,159.93</u>
Ameriprise Account			
017.003 MIMF - Interest and earnings	\$2,048,942.20	7,962.45	\$2,056,904.65
017.003 MIMF - Deposits and withdrawals		-\$200,000.00	-\$200,000.00
017.004 Fixed Income Fund	\$957,658.42		\$957,658.42
Investment Partners Total	<u>\$3,006,600.62</u>	<u>-\$192,037.55</u>	<u>\$2,814,563.07</u>
Total General Fund	<u>\$3,186,301.69</u>	<u>-\$102,578.69</u>	<u>\$3,083,723.00</u>

8.1

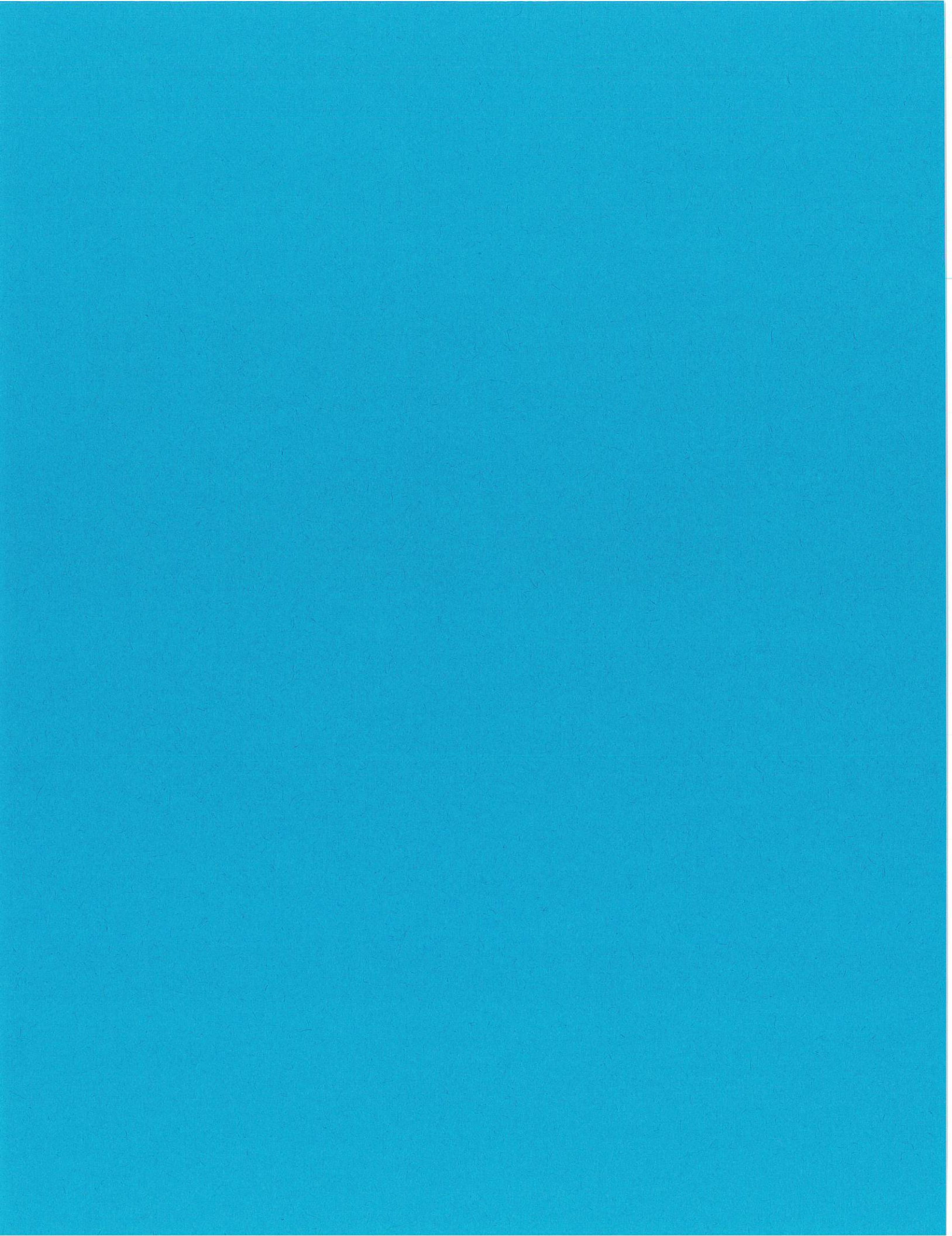
Ameriprise June 30, 2025
 Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers from operating account	Interest	Change in Value	Transfers to operating account	Ending balance*
12/31/24						\$1,838,737.13
01/31/25	\$1,838,737.13	\$600,000.00	\$3,953.22	-\$1,421.90	\$0.00	\$2,441,268.45
02/29/25	\$2,441,268.45	\$670,000.00	\$21,211.80	\$1,828.50	\$0.00	\$3,134,308.75
03/31/25	\$3,134,308.75	\$300,000.00	\$5,653.94	\$1,496.90	\$0.00	\$3,441,459.59
04/30/25	\$3,441,459.59	\$0.00	\$8,194.08	\$806.10	\$200,000.00	\$3,250,459.77
05/31/25	\$3,250,459.77	\$0.00	\$7,732.52	-\$1,591.67	\$250,000.00	\$3,006,600.62
06/30/25	\$3,006,600.62	\$0.00	\$5,879.83	\$2,082.62	\$200,000.00	\$2,814,563.07
07/31/25						\$0.00
08/31/25						\$0.00
09/30/25						\$0.00
10/31/25						\$0.00
11/30/25						\$0.00
12/31/25						\$0.00
Balance YTD	\$1,838,737.13	\$1,570,000.00	\$52,625.39	\$3,200.55	\$650,000.00	\$2,814,563.07
	YTD 017.003 + 017.004	(+) = in.	YTD 665.100	YTD 669.000	to operating account	017.003+017.004

*Should match Ameriprise Statement

DIRECTOR'S REPORT



Library Director's Report

Respectfully submitted for July 2025 board meeting

Inspiration

"The only thing you absolutely have to know is the location of the library."
Albert Einstein

More than 600 kids and their families attended our Summer Reading Kickoff on June 6. Clearly, they have taken Einstein's advice to heart!

Staff Announcements

Staff Work Anniversaries

We celebrated Library Aide Sharon Graganta's one-year work anniversary on July 1. She has had a wonderful year, and we hope she sticks around for a long time. Congratulations, Sharon!

MSHDA Revenue

We recently received a check from the City of Chelsea in the amount of \$2167.65 with the note "MSHDA." This revenue is sent to us annually and is part of federal Low Income Housing Tax Credits (LIHTC) administered by the Michigan State Housing Development Authority (MSHDA), referred to as PILOTS. It is based on an investment incentive to developers of multi-unit affordable rental housing – in our case Sharon Ann and the Pines apartments. The PILOT fees are collected from the developer in lieu of the summer and winter property taxes that most property owners pay in Michigan. The City of Chelsea collects the PILOT, and the library's portion is prorated to the annual millage collected.

Ronald McDonald House Volunteering

Library staff from administration, marketing, information services, and circulation headed out to the Ronald McDonald House on June 10 to prepare dinner for the families living there as their children undergo treatment at the University of Michigan's Mott Children's Hospital. We prepared a delicious meal of a pasta bake, salad, garlic bread, and brownies. Residents were very eager to share in the meal (who can resist the smells of garlic, fresh herbs, and brownies?).

Staff service projects like these are valuable to the community but also so valuable to staff as it builds and strengthens camaraderie. Working together toward a shared cause outside the workplace builds trust, mutual respect, and a sense of unity that carries over into our everyday work. These shared experiences boost morale and team spirit that enriches our organizational culture.

Technology Position with CSC

The Chelsea District Library and the Chelsea Senior Center have amicably decided to terminate the Information Technology Support agreement. CDL and CSC collectively concluded that this relationship is no longer beneficial to either organization. It is our intention to gracefully disengage from this role by the beginning of fall with Everett continuing in a community outreach role at the Senior Center going forward.

Strategic Plan 2024-28 Progress in June 2025

1.1 Provide a welcoming place for all

- Observed Pride Month in conjunction with Equality Chelsea with book displays in the Heritage Month areas and a Welcome banner in the lobby.
- 1.2 Elevate the library as a location for community building
- Hosted 800 people of all ages for the Summer Reading Program kickoff on the lawn
- 1.4 Get the word out about the great things happening at CDL
- Library Director shared library news at weekly Rotary meetings.
 - CDL awarded ALA PRxChange award for print promotion at annual conference.
- 2.1 Plan for staff succession & cultivate future library leaders
- Two Information Services staff attended the American Library Association Conference.

Out and About: Meetings/Activities Attended June 2025

- Rotary meetings – June 10
- Walk to School Wednesday – June 4
- Meeting to discuss Chelsea Senior Center history project – June 5
- Ronald McDonald House dinner preparation – June 10
- Chelsea Area Chamber pre-board meeting discussion – June 18
- Chelsea Rotary fireworks meetings – June 18, 20, 23 & 25
- Chelsea Senior Center meeting to discuss future of tech collaboration – June 18
- Chelsea Area Chamber board meeting – June 19
- Chelsea Rotary fireworks event – June 28
- Chelsea Area Chamber Board meeting – June 19

**Chelsea District Library
Assistant Director's Report
June 2025**

Facility update

- We still need to add two sprinkler heads to get adequate coverage on the yard around the new garage. I was hoping for a June date but our yard service is short handed in their busiest time of year, so I am now hoping for July. Luckily, we have had enough rain that the yard is not suffering.
- HVAC update: still waiting to review the vibration diagnostic assessment with our JCI mechanic Zach. Revised plan is to have that meeting in mid July.
- I have tentatively scheduled the repair and painting of the McKune side porches for this coming fall instead of waiting until next year. Since my last report, one end of the hand railing on the south porch has rotted completely off. The remaining railing is very solid and sturdy but it just confirms that we need to do this project sooner than later.
- Kleinschmidt Roofing was out to give me a quote on reroofing the two flat roofs- the one over the connector and the one over the main entrance. I have put these projects into the 2026 budget but do anticipate needing updated quotes at that time.
- The weeding and clean up of the fairy garden was so successful that we have some new fairies making their home there. Be sure to notice the fairies reading to the dog and the chipmunks, those singing around the campfire, and a rare boy fairy!

2026 Budget- at this point, we have completed the budget draft and presented it to the finance committee. It will be distributed to the board at this month's meeting.

Volunteers

In June we had 218 book sale hours and 246 non-book sale hours, for a total of 464 hours. June is when our SRP kickoff happens and the jewelry sale, so these numbers reflect those events.

Respectfully submitted,
Linda Ballard
Assistant Director

June Major Programs

- Summer Reading Kickoff on June 6 was a very successful event. With over 800 patrons on the lawn, it was controlled chaos in the best way. We found kids loved the bounce house (as usual) but one of the most popular activities was the face painting, which fit the summer reading theme, Color Our World. By the end of Kickoff, we had hundreds of kids registered for the reading program.
- Throughout June we've offered weekly programs for Pre-K, Elementary, and Middle/High School ages.

June Meetings, Presentations, and Outreach

- I attended the monthly Chamber Ambassador meeting, where I was able to talk about Working Chelsea, the passive program we are putting together to complement the fall exhibition, Working America.
- I attended the ALA Annual Conference this month. I found several of the sessions extremely valuable, including a session on leading staff through divisive times, and a session on how to articulate the community capital of your library to stakeholders and funders.
- As part of my Chamber Ambassador role, I worked as a Sounds & Sights volunteer on June 12. I worked the information booth and was able to connect with several Chelsea organizations in a positive way.
- Virginia, Lori, and I met to discuss Working Chelsea and Working America. I later met with the adult librarians to assign businesses for each librarian to contact. This resulted in at least one business sending an early photograph to participate in the local photo exhibit.
- I met with both adult and youth librarians to finalize fall programming and touch base on how summer events were going.

Program Attendance

Age Group/Category	Attendance
Adult	112
Early Literacy	178
Youth	985
Teen	111
General (All Ages programs)	40
Outreach	58

Mobee	116
Mobee + Outreach	174

Ingenuity Engine

The most used equipment in the Ingenuity Engine this month remained the Laser Cutter/Engraver and the 3D printer.

Program Stats

Date	Program	Attendance
6/12/2025	Be Ingenious Workshops	7
6/21/2025	Be Ingenious Workshops	6

One-One Appointment Stats

Number of attendees at appointments & tours	51
Number of Unique Users	29

Patron Feedback

Librarians receive compliments from patrons at the desk that don't always make it into a comment card or other formal feedback avenues. Here are some comments we noted:

- On June 4 a patron expressed "heartfelt gratitude regarding homebound services and how kind our staff is toward seniors in general."
- On June 6, kickoff day, a patron wished us luck and said "It's your guys' Super Bowl today!"
- On June 10 a patron thanked staff for providing a white noise machine for the study rooms. That same day, visitors from Monroe were delighted that they could use our study rooms, and later that day a regular patron told staff CDL staff "are the best and the greatest" and that she loves us.
- On June 11 a patron expressed joy that the prize for adult summer reading is a book to keep.
- On June 16 a patron thanked staff heartily for helping her learn to use the catalog and for help finding books on marriage and relationships without judgement.

- On June 21 visitors from Ann Arbor (a library system with 5 branches!) said our book selection is "SO GOOD!"
- On July 2 a patron told staff that she loves the triangle marker summer reading prize and uses it as a music teacher.
- On July 5 a patron complimented the library on the pool noodle colored pencil decorations.

Reference, Collections, Deliveries, and Other

June was an especially busy month this year, with over 3,000 desk interactions. For June 2024, we had a bit over 2,600 interactions.

Services	June 25
Reference Questions	3066
CDL Delivers & Deposit Book Deliveries	15

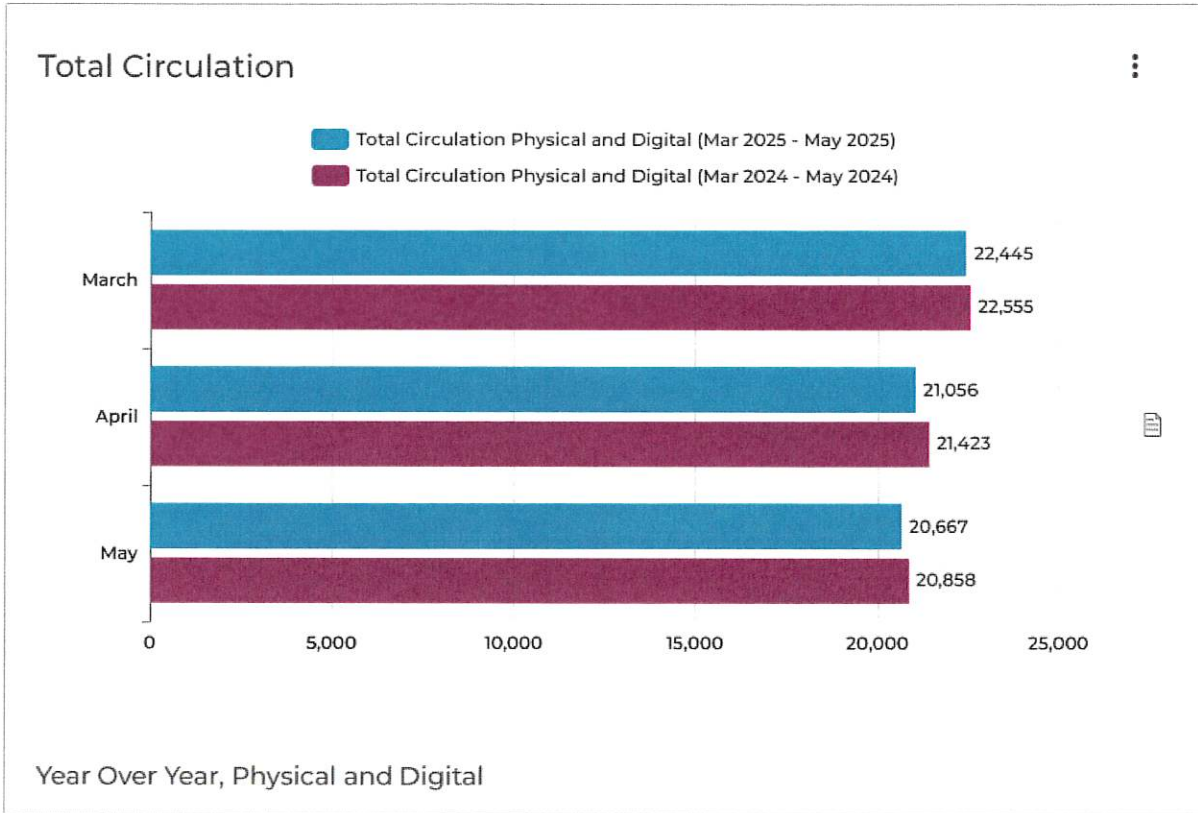
Collections and Usage

Taking a look at Library IQ metrics, circulation of CDL-owned physical items is once again lower than in years past (note, Library IQ statistics are one month behind. These numbers reflect May's circulation).

Metric	May 2025	May 2024	Difference
Total Physical Circulation	14,062	14,859	▼ -5%

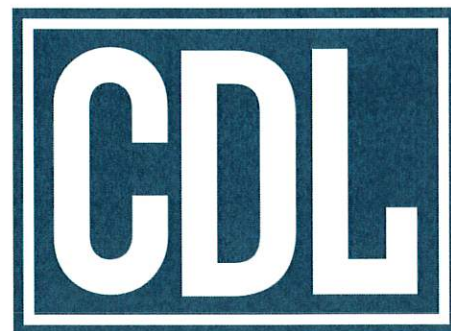
However, overall circulation (including TLN-owned items) appears to have increased. We've recently added extra picture book shelving to make browsing easier, and will watch and see if this helps increase CDL-specific checkouts.

The decrease in physical circulation was not made up for by digital, as we can see with a year-over-year chart for both CDL-specific digital and physical circulation (below). Digital books are 6-7 times more expensive than physical books. The trend away from physical toward ebook and audiobook (42% of adult checkouts are now digital) may mean an overall decrease in circulation due to longer wait times and a smaller offering.



Technology Department

June 2025



Respectfully submitted
by **Scott Rakestraw**

Tech Notes

[Washtenaw Public Service Tech Talk](#)

Our Facebook Group is available to all public service teams and non-profit organizations in our library district and the surrounding areas. Each week, we share security issues, technology news and post tips and strategies for managing technology resources. It's free to join and allows us to support like-minded organizations.

Share the URL: <https://chelseadistrictlibrary.org/techtalk>

16 Billion compromised accounts. Simply put, your data is not safe and you can expect a severe uptick in phishing and scam email attempts. See comments for your own personal security review.



CYBERNEWS.COM

16 billion passwords exposed in record-breaking data breach: are you affected?

This is a colossal breach involving 16 billion exposed credentials — possibly the G.O.A.T. of all ...

Suggested Security Review

1. Assume Your Info Was Compromised

Visit <https://haveibeenpwned.com> or CyberNews' Personal Data Leak Checker to see if your email, phone, or passwords have been exposed. If compromised, prioritize updating those accounts immediately.

Your best practice is going to be to assume that at least some of your accounts have been exposed. -- Change passwords EVERYWHERE. Don't wait. Do it now.

2. Stop Reusing Passwords: Every account should have a unique password. Reusing passwords across multiple sites means one breach can compromise everything.

3. Start Using a Password Manager: Choose a reputable password manager like Bitwarden, 1Password, or KeePass. Let it generate and store strong, unique passwords for each of your accounts.

4. Enable Two-Factor Authentication (2FA) Everywhere: Add 2FA (preferably app-based like Google Authenticator or Authy) to key accounts: email, banking, social media, cloud storage. This adds an extra layer of protection even if your password is stolen.

5. Update Compromised and Weak Passwords:: Use your password manager to identify weak or reused passwords. Focus first on high-risk accounts: email, banking, social media, work logins.

6. Remove Unused Accounts: Search your inbox for old "Welcome" or "Account Created" emails. Delete accounts you no longer use to shrink your digital footprint.

7. Secure Your Email Accounts: Your email is the gateway to most other accounts. Change the password, enable 2FA, and review connected apps/services.

8. Watch Out for Phishing Attempts: Don't click on suspicious links or download attachments from unknown senders. Verify strange messages even if they seem to come from people you know.

9. Keep Software and Devices Up to Date: Apply updates to your browser, operating system, antivirus, and apps regularly. These often patch security flaws that attackers can exploit.

10. Back Up Your Data: Use cloud backup or external hard drives to keep copies of your important files. Ransomware and malware attacks are increasing, and backups can save you.

Bonus Tip: Freeze your credit with the major credit bureaus to prevent identity theft-related fraud, especially if your Social Security Number or ID was part of a breach.



We are thrilled to report that ACD has completed installation of the 1GB Municipal Fiber drop. Special “Thank You” to Gary Munce for getting this complimentary data circuit connected. It will provide 10x the current bandwidth for future patron needs. We are currently using the connection to help the Chelsea Senior Center with off site backups and moving forward, will provide the library with a backup internet connection. TLN has made some changes to the shared system. We expect this new connection will save the library about \$6000 in network costs per year once the current contract with TLN expires.

Service by the Numbers

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN
7224.9	Hotspots: Total GB Used - Township Halls	1086.7	1155.2	1283.1	1233.7	1285.9	1180.3
27.4	-- Lima Township (GB)	3.9	4.2	4.7	4.6	4.8	5.2
235.6	-- Sylvan Township (GB)	39.5	37.9	36.8	41.2	39.5	40.7
6961.9	-- Mobile Beacon (GB)	1043.3	1113.1	1241.6	1187.9	1241.6	1134.4
89	Hotspot Devices Circulated	11	14	10	15	12	27
2411	Public Internet - Computer Sessions	422	347	491	432	357	362
2578	Public Internet - Wireless Logins	467	418	433	408	399	453

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN
87400	Website Page Views *WebLinkx/Google	12400	11800	14000	14200	17000	18000
21800	Website Sessions *WebLinkx/Google	3500	3600	3700	3900	3500	3600
18487	AUDIO Downloads Total	3183	2691	3166	3020	3212	3215
12429	-- Audio: Overdrive	2183	1776	2094	2065	2120	2191
6058	-- Audio: Hoopla	1000	915	1072	955	1092	1024
2440	VIDEO Downloads Total	421	436	436	362	378	407
1763	-- Video: Kanopy	292	293	311	259	284	324
677	-- Video: Hoopla	129	143	125	103	94	83
16170	EBook Downloads Total	5110	2150	2313	2175	2218	2204
14728	-- Ebook: Overdrive	4851	1910	2040	1930	2030	1967
1442	-- Ebook: Hoopla	259	240	273	245	188	237
37097	TOTAL Downloads	8714	5277	5915	5557	5808	5826

Head of Marketing & Outreach Monthly Board Report

(June 1–30, 2025): Respectfully submitted by Virginia Krueger

Outreach Overview:

Where's Mobee? Kudos to Youth Librarian Jessica for planning the second Where's Mobee scavenger hunt as part of the Summer Reading Program. A series of clues are released throughout the week leading up to the stop and families earn special prizes for finding Mobee. Patrons get to enjoy a bookmobile stop and also explore a local attraction. In June, Mobee popped up in Lyndon Township's Border-to-Border trailhead and families enjoyed meeting chickens and seeing a working farm at Tantre Farm. See below for all outreach in June (*Items in Grey are Mobile CDL stops*)

Outreach Partner	Attendance
Youth Tee Ball Pierce Lake Elementary	18
Pines	7
St. Louis Center	1
CRC Dancey	6
Rec It Tuesday - Beach Middle School	3
Sylvan Crossing	4
Storytime @ Mudpies	26
North Lake United Methodist	0
Where's Mobee	10
Youth Tee Ball Pierce Lake Elementary	4
Camp Gabika	32
Silver Maples	4
Youth Tee Ball Pierce Lake Elementary	6
ECC Preschool Storytime @ CDL	32
Where's Mobee	21

Chelsea Senior Center Outreach

After several years of IT support, it has been mutually determined that the Chelsea Senior Center will be better served with their own internal IT staff person. Everett will transition to full time at CDL beginning August 1 and may continue to do outreach at CSC, but will no longer serve as their network administrator. We are looking forward to having Everett's increased availability for patron tech help and Mobee shifts.

Head of Marketing & Outreach Monthly Board Report

(June 1–30, 2025): Respectfully submitted by Virginia Krueger

Marketing Overview:

All departments submit their fall newsletter content in June. Katie and I proofread those submissions and ensure that they match what is published on our event calendar. I then coordinate with our graphic designer to establish the layout, themes, and design direction. We will receive a draft in mid-July and it will hit mailboxes in mid-August.

In preparation for the newsletter, I coordinated with another graphic designer to create this year's Song Fest branding, as well as branding and print materials for our exhibition *Working America*. In this fall's nationally touring photography exhibition, *Working America*, artist Sam Comen presents American immigrants and first-generation Americans at work in the small, skilled trades as icons of the American experience. The subjects share stories of economic independence and struggle, belonging and exclusion, faith and fear, and service to both community and family.

To complement the exhibition, we are arranging our own *Working Chelsea* project, recognizing workers who are the backbone of the Chelsea community, particularly those in trades, service industries, civic service, small businesses, and farming. We are asking for photos of workers and the answer to one of the following questions: What do you love about your job? OR What do you wish people knew about your job? To that end, I created a postcard inviting participation that was mailed to all businesses in our service district.

June eNews Metrics:

We sent five weekly e-newsletters (4,161 subscribers). The weekly eNews averaged a 59% open rate, which compares favorably to an average open rate of 43% across nonprofit industries.

Social Media:

June Social Media Metrics:

Our June social media engagement rate is up with increased traffic and followers.

CDL Facebook: 3,789 followers (+19) | 1,565 page visits ↑ | 10,034 page reach ↑ | 15.5% engagement rate

CDL Instagram: Followers: 1,139 (+13) | 64 profile visits ↑ | 737 page reach ↑ | 8.6% engagement rate

Google Advertising:

Our Google ad grant campaigns grew in engagement. We were able to connect the catalog's MARC records to the Google searches and it is our fourth highest yielding search. We spent



Head of Marketing & Outreach Monthly Board Report

(June 1–30, 2025): Respectfully submitted by Virginia Krueger

\$5,061 of grant money with the top performing campaigns being cross network ads (ads across Google platforms - Maps, YouTube, etc.), Kanopy, Overdrive, and the catalog. Overall we got an additional 10,963 impressions on our website and paid advertising accounted for 15.6% of our web traffic.

June Marketing Channel Response:

In May we had 88 program registrations where identifying the marketing channel was asked. The breakdown of how the registrants heard about the program is as follows:

Marketing Channel Response	
Printed Newsletter	26
enews	22
Local newspaper/Chelsea Update	5
social media	3
Website	8
Word of Mouth	11
Blanks/Other	11
Online	2

Note: Drop-in Programs are not included in response statistics, as this data is not collected.

Other miscellaneous duties:

- Coordinated installation of banner hanging hardware on new Mobee garage
- Worked the June 2 tee ball stop on Mobee
- Coordinated Threshold 360 virtual tour of the library courtesy of the Chelsea Area Chamber of Commerce - Katie worked with them on the day of videography.
- Helped with registration at Summer Reading Program kickoff
- Coordinated with the City of Chelsea and School District to hang Summer Reading Program banners.

Circulation Supervisor's Report June 2025

- Circulation 23731 in June
- Patron Count- 12369 for June
- Circulation by township- for June:
 - Dexter = 12% of total transactions
 - Lima = 11% of transactions
 - Lyndon =14% of transactions
 - Sylvan = 18% of transactions
 - Chelsea = 34% of transactions
- June Circulation: 84% were items from Chelsea and 16% were inter-loaned items.

Libby = 4881 Hoopla = 1427 Kanopy = 324
- Registrations for June – 94 new cards; 7323 total card holders
 - *Dexter = 928 cards; Lima = 785 cards; Lyndon = 998 cards
 - *Sylvan = 1369 cards; Chelsea = 2666 cards; Nonresident = 577 cards
- Self-Check Machine: June 1285 or 6% of total checkouts

June Notes:

- I attended weekly management meetings.
- I held a meeting with the Library Assistants.
- I held a meeting with the Library Aides.
- I worked my PIC shift each week.
- I participated in the last Walk to School Wednesday of the school year.
- The circulation staff and I took care of the food organization for the SRP kickoff.
- I attended the Library Board meeting.
- We received 166 tubs from TLN in June, with 8 being the daily average.
- We processed 53 MeLCat items for other libraries, and received 52 items for our patrons.
- We had 1573 unique patrons use the library.
- I attended the Library Board meeting.
- I helped staff Mobe at the North Lake United Methodist Church.
- I subbed last minute for two Where's Mobe shifts. Lyndon Town Hall & Tantre Farm
- I spent a large amount of time working on the Heartland payroll & scheduling issues.
- I came to the library on June 19 when we were closed to empty the book drop.
- Lisa celebrated her second anniversary with CDL, and Jeanne celebrated her fourth.

Respectfully submitted,
Amy Zoran
Head of Circulation

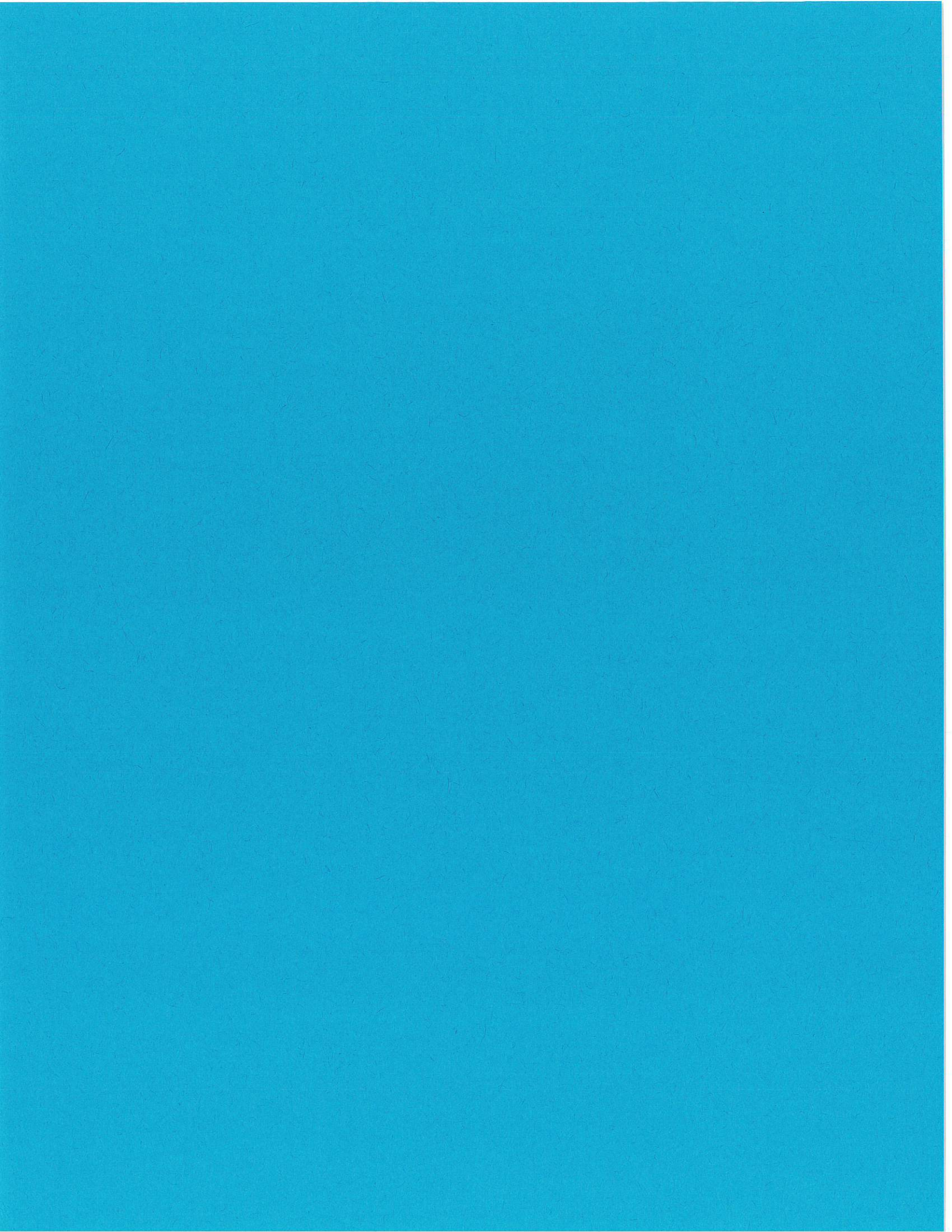
Chelsea District Library																	
Monthly New Registration 2025																	
District	NonRes	Other	Total Month	Grand Total	New Registrations by Municipality					Average Daily Door Count 2025			Total				
					Chelsea	Dexter	Lima	Lyndon	Sylvan	MON	TUES	WED		THUR	FRI	SAT	SUN
JAN	76	7	3	86	36	5	11	11	13	299.75	357.25	318	399	324.2	291.75	194	9777
FEB	72	7	13	92	25	9	9	11	18	308.5	393.5	387.25	335.25	282.5	258.2	207.25	8948
MAR	84	8	9	101	32	10	13	11	18	348.8	332.4	399.5	392	376.25	408	230.4	10861
APR	59	6	3	68	22	11	5	8	13	420.25	515.5	431.2	295.6	389.5	328.75	167	10918
MAY	75	5	7	87	39	6	16	16	8	287.25	435.75	413.5	491.5	348	335.6	109.2	10476
JUN	83	8	3	94	36	15	5	10	17	473.6	351.6	468.5	465	540.25	339.5	247.5	12369
JUL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AUG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OCT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NOV	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	449	41	38	528	42908	190	56	49	67	87							63349
													Monthly average			10558.17	

Registered Card Holders										
District	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Chelsea	9064	7837	7753	6361	6295	5135	5228	5931	6234	6746
Dexter	3562	3040	3006	2478	2490	2070	2105	2355	2475	2666
Lima	1230	1087	1101	884	874	697	710	820	862	928
Lyndon	1109	996	965	802	794	634	634	694	722	785
Sylvan	1522	1302	1255	1005	970	778	770	875	909	998
	1641	1412	1426	1192	1167	956	1009	1187	1266	1369
Totals	625	625	609	562	582	414	407	477	490	577
NonRes	7	0	1	0	0	0	3	2	3	2
Freedom	110	107	112	104	105	88	89	94	92	100
Sharon	333	249	268	252	245	195	186	211	215	240
Waterloo	25	37	36	22	21	4	7	21	21	32
Grass Lake	150	182	192	184	211	127	122	149	159	203
Totals	9689	9689	8362	6923	6877	5549	5635	6408	6724	7323

Transactions	
Jun-25	% Tot
20,421	
6894	34%
2425	12%
2278	11%
2768	14%
3606	18%
293	1%
400	2%
720	4%
189	1%
848	4%

Chelsea District Library																	
Monthly New Registration 2025																	
District	NonRes	Other	Total Month	Grand Total	New Registrations by Municipality					Average Daily Door Count 2025				Total			
					Chelsea	Dexter	Lima	Lyndon	Sylvan	MON	TUES	WED	THUR		FRI	SAT	SUN
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MAR	84	8	101	7120	32	10	13	11	18	348.8	332.4	399.5	392	376.25	408	230.4	10861
APR	59	6	68	7176	22	11	5	8	13	420.25	515.5	431.2	295.6	389.5	328.75	167	10918
MAY	75	5	87	7244	39	6	6	16	8	287.25	435.75	413.5	491.5	348	335.6	109.2	10476
JUN	83	8	94	7323	36	15	5	10	17	473.6	351.6	468.5	465	540.25	339.5	247.5	12369
JUL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AUG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OCT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NOV	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	449	41	38	528	42908	190	56	49	67	87	Monthly average						63349
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Registered Card Holders																	
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Dexter	3562	3040	3006	2478	2490	2070	2105	2355	2475	2666	2425	12%					
Lima	1230	1087	1101	884	874	697	710	820	862	928	2278	11%					
Lyndon	1109	996	965	802	794	634	634	694	722	785	2768	14%					
Sylvan	1522	1302	1255	1005	970	778	770	875	909	998	3606	18%					
NonRes	625	625	609	562	582	414	407	477	490	577	293	1%					
Freedom	7	0	1	0	0	0	3	2	3	2	400	2%					
Sharon	110	107	112	104	105	88	89	94	92	100	720	4%					
Waterloo	333	249	268	252	245	195	186	211	215	240	189	1%					
Grass Lake	25	37	36	22	21	4	7	21	21	32	848	4%					
Other	150	182	192	184	211	127	122	149	159	203							
Totals	9689	9689	8362	6923	6877	5549	5635	6408	6724	7323							

ACTION ITEMS



Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

July 15, 2025, Board Packet

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

Accept June donations and changes to the 2025 FY Budget.

	<u>Income Line</u>	<u>- Expense Line</u>
Daphne Hodder	674.120	884.412
Sheila A. McDonald	674.120	884.412
Lisa Koengefer	674.120	880.436
Jane Zawistowski	674.120	880.436

Sub Total: \$450.00

Acknowledge the donations below that are already in the budget.

Friends of CDL	674.110	884.919	\$750.00
Friends of CDL	674.110	884.927	\$750.00
Friends of CDL	674.110	884.911	\$1,500.00
Friends of CDL	674.111	884.926	\$3,000.00

Sub Total: \$6,000.00

Total General Donations: \$6,450.00

Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet July 15, 2025 Board Meeting

2025 Budget Adjustment

Discussion:

The library needs to move money to cover the privacy booth project. The request is to move \$2,650 from 884.413 Opera Program to 980.130 Booth Project. This was discussed at the June meeting.

Action:

The Board approves this adjustment to the 2025 Budget.

Janice L. Carr, Board Secretary

Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet July 15, 2025 Board Meeting

2026 Budget Hearing Notice

Background:

Every August the library must present a balanced budget for the next fiscal year to the Board and have an open hearing for the public. This is the resolution that the Board will approve in July for the publication of the Hearing Notice in the Sun Times prior to the August 19, 2025 hearing.

Action:

The Board approves this resolution and the Hearing Notice will be published in the Sun Times prior to the August 19, 2025 Board Meeting.

Janice L. Carr, Board Secretary

Date

NOTICE OF PUBLIC HEARING

Chelsea District Library
2026 PROPOSED BUDGET

A PUBLIC HEARING WILL BE HELD ON August 19, 2025 at approximately 6:45 p.m. at the Chelsea District Library, 221 S. Main Street, Chelsea, Michigan on the following proposed 2026 budget:

Expense	Fiscal Year 2026 Budget
Personnel Expenses	1,530,647
Supplies	32,750
Professional Services	106,619
Maintenance Services Contracts	176,337
Telecommunications	47,000
Promotional Materials	86,000
Programming Expenses	138,900
Volunteer Services	2,600
Utilities	71,350
Board Expenses	3,800
Automation Services	55,070
Insurance	26,513
Equipment	86,360
Staff Development & Travel	25,435
Capital Expenses	94,060
Collection Expenses	261,394
Capital Reserve Fund	40,000
TOTAL	2,784,835

The property tax millage rate proposed to be levied to support the proposed budget is the subject of this hearing.

<u>Operating</u>	Rate
Operating Total	1.8810

The proposed 2026 budget documents are available at the Chelsea District Library for public examination.

Lori Kunkel-Coryell, Library Director
Chelsea District Library

Individuals with disabilities requiring auxiliary aids or services should contact Lori Kunkel-Coryell Director, Chelsea District Library, 221 S. Main Street, Chelsea, MI 48118, (734) 475-8732 x 206

PUBLISHED: July 23, 2025

BOARD OF TRUSTEES OF THE
CHELSEA DISTRICT LIBRARY
RESOLUTION NO. 2025-07-15

RESOLUTION APPROVING BUDGET HEARING AND NOTIFICATION

Minutes of a regular meeting of the Board of Trustees of the Chelsea District Library, County of Washtenaw, State of Michigan, held in the McKune Meeting Room at the Library on the 15th day of July, 2025 at Six forty-five, p.m., prevailing Eastern Time.

PRESENT: Gary Munce, Wendy Reinhardt, Patricia Garcia, Jan Carr, Bob Swistock, Aditi Fox, & TJ Helfferich.

ABSENT: None

The following preamble and resolution were offered by Trustee _____ and supported by Trustee _____ :

WHEREAS, in accordance with the Truth in Budgeting Act, there will be presented to the Board of Trustees of the Chelsea District Library (the "Library") on August 19, 2025 the proposed budget for fiscal year 2026; and

WHEREAS, the notice of hearing on the budget is to include the following statement printed in 11-point bold-faced type:

The property tax millage rate proposed to be levied to support the proposed budget is the subject of this hearing.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library Board hereby directs its Library Director to schedule the 2026 Budget Hearing for Tuesday, August 19, 2025; and
2. The Library Board hereby directs its Library Director to arrange for publication of Notice of Hearing in the *The Sun Times News* for their July 23rd publication date.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: 7 Trustees: Gary Munce, Wendy Reinhardt, Patricia Garcia, Jan Carr, Bob Swistock, Aditi Fox, & TJ Helfferich.

NAYS: 0 Trustees:

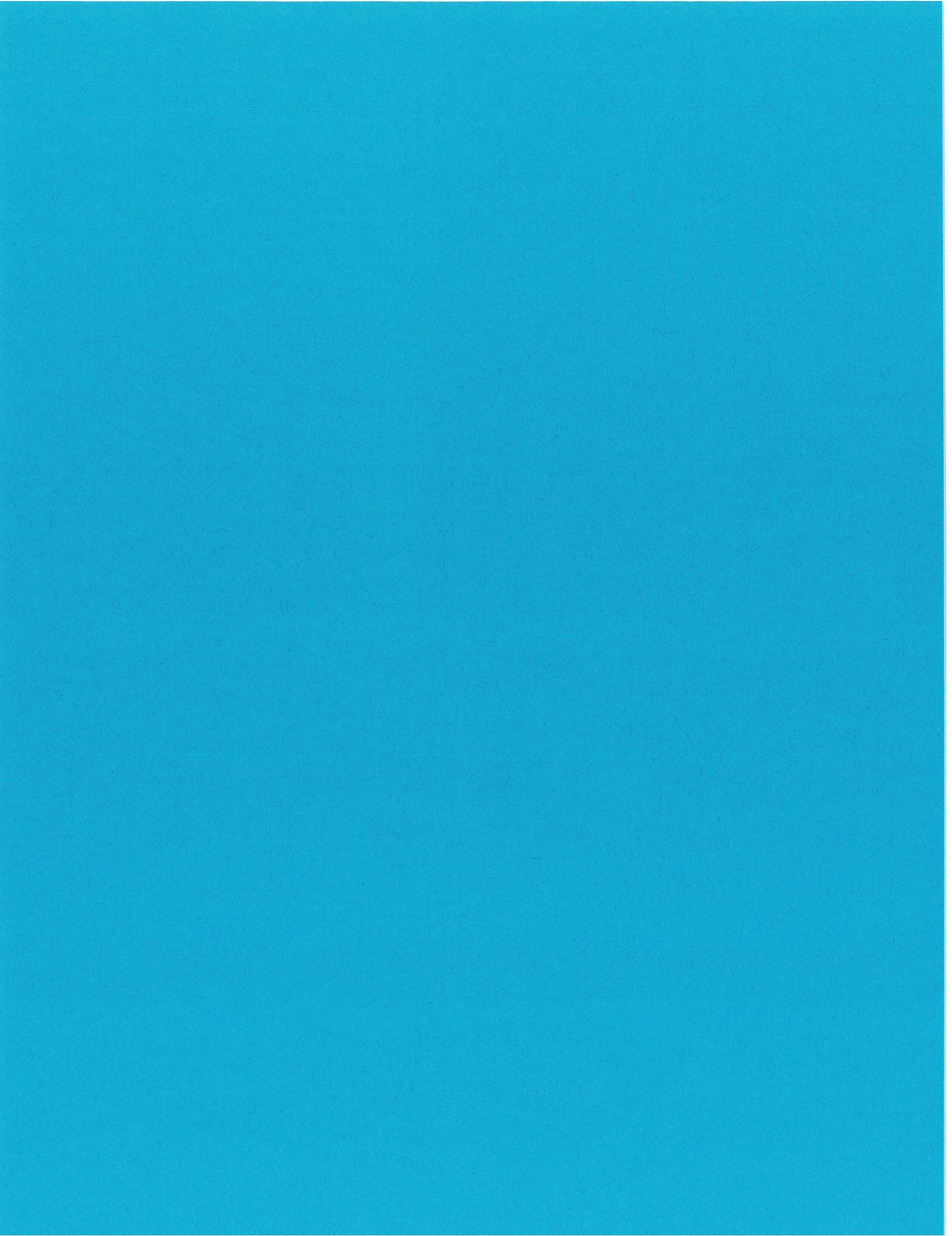
RESOLUTION DECLARED ADOPTED.

Janice L. Carr, Secretary
Board of Trustees
Chelsea District Library
County of Washtenaw
State of Michigan

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Chelsea District Library, County of Washtenaw, Michigan, at a regular meeting held on the 15th day of July, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Janice L. Carr, Secretary
Board of Trustees
Chelsea District Library
County of Washtenaw
State of Michigan

DISCUSSION ITEMS



Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet July 15, 2025 Board Meeting

Bylaws

Discussion:

The Board formed an exploratory subcommittee to look at updating the Bylaws, which then went to the Policy Committee. The proposed changes are now ready for full board discussion.

BYLAWS

ARTICLE I

NAME

Section 1. This organization shall be known as the Chelsea District Library.

ARTICLE II

MEMBERSHIP

Section 1. In accordance with Public Act 24 of 1989 (the "District Library Act") the Chelsea District Library shall be governed by an appointed board (the "Board" or "Board of Trustees") whose number of Trustees and terms of office are described in the Amended and Restated District Library Agreement, dated January 27, 1998, creating the Chelsea District Library, or in subsequent amendments of that agreement.

Section 2. In accordance with Section 8(2) of the District Library Act, the Governor of the State of Michigan shall have the power to remove a Trustee for cause, pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended. Vacancies shall arise in the event of the removal by the governor, resignation, death, conviction of a felony, in the event a Trustee ceases to be a resident of the District or otherwise as provided by law. In the event of a vacancy, the Party which appointed the Trustee whose position has become vacant shall appoint a replacement therefore within 3 months of the vacancy. In the event no such replacement shall have been appointed by the appropriate Party at the end of such 3-month period, the Board shall have the power to appoint a replacement, whose term shall extend to the end of the term of the former Trustee. If the Board is required to appoint a replacement, the Board shall request that the Director solicit qualified candidates. The Board shall invite the candidates to introduce themselves and respond to questions, followed by Board discussion, at an open meeting held pursuant to the Open Meetings Act. In order to be appointed, a candidate must receive the approval by open vote of a majority of the Trustees then qualified and serving unless otherwise provided in this Section. If no candidate receives the required majority, a majority of the Trustees then qualified and serving may decide to resume the discussion until a resolution is made, or solicit a new list of candidates. Persons appointed to fill a vacancy occurring during a term shall be appointed for the remaining period of the term.

Section 3. In the event that a term of office is about to expire for a Trustee originally appointed by the Board, the Board may request that the Director solicit qualified candidates. The Board shall invite the candidates to introduce themselves and respond to questions, followed by Board discussion, at an open meeting held pursuant to the Open Meetings Act. In order to be appointed, a candidate must receive the approval by open vote of a majority of the Trustees then qualified and serving unless otherwise provided in this Section. If no candidate receives the required majority, a majority of the Trustees then qualified and serving may decide to resume the discussion until a resolution is made, or solicit a new list of candidates. The term of office for the appointed Trustee shall be four (4) years.

In the event a term of office is about to expire for a Trustee originally appointed by a Party, the Board authorizes the Director to request approval of the appointment from the Party and to assist the Party, if requested by the Party, in filling the appointment, including soliciting qualified candidates on behalf of the Party. The term of office for the appointed Trustee shall be four (4) years.

ARTICLE III

POWERS OF THE BOARD OF TRUSTEES

Section 1. The Board of Trustees may exercise any and all of the powers granted to it in the District Library Act. By resolution of the Board, the Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2. The Board of Trustees shall have the exclusive control of the budget of the Library. The fiscal year of the District Library shall be the annual period commencing January 1 and ending the following December 31.

Section 3. The Library Board shall prepare and publish an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, as amended.

Section 4. The Library Board shall be responsible for appointing and removing the Library Director; providing their annual evaluation and fixing their compensation using input provided by board members and the Director's direct reports.

ARTICLE IV

OFFICERS

Section 1. Officers of the Board shall be President, President-Elect, Secretary, and Treasurer.

Section 2. The Nominating Committee shall request nominations from the board no later than two months prior to the annual meeting.

Section 3. The officers shall be elected for a term of one (1) year at the annual meeting of the Board. *The term of President and President-Elect may be extended for one additional year as agreed by a majority vote of the board. The term of Secretary and Treasurer may be extended annually as agreed by a majority vote of the board.*

Section 4. Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the President-Elect shall assume the duties of the office for the unexpired term. A successor President-Elect shall be elected to fill the vacancy so created in that office.

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ARTICLE V

DUTIES OF THE OFFICERS

Section 1. The President shall preside at all meetings, appoint committees with the approval of the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer.

Section 2. The President-Elect shall have *at least* one year to prepare for their role as leader of the Board by working closely with the President. In the absence of the President, the President-Elect shall perform the

duties of the President. *Should the President become unable to fulfill their term of office*, the President-Elect shall assume the office for the unexpired term. The President-Elect shall chair the nominating committee.

Section 3. The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings, and shall have the custody of the minutes and other records of the Board of Trustees. **The Library Board may delegate any of these responsibilities to the Library Director.**

Section 4. The Treasurer shall have charge of the funds of the Chelsea District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library fund through a system of *disbursements and receipts* presented by authorized personnel. A record of all monies received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for *them* by State or Federal law and these bylaws. **In the absence of the Treasurer, the Library Board may delegate any of these responsibilities to the Library Director.**

ARTICLE VI

MEETINGS

Section 1. The regular meetings of the Chelsea District Library Board shall be held on the dates and at the time set by the Board at its annual meeting. Within ten (10) days following the annual meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. Any changes to this schedule, as required, shall be posted in the monthly announcement of the regular meeting and as required under the Open Meetings Act.

Section 2. The annual meeting of the Library Board shall be the first regular meeting of the fiscal year, and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required. ***At this first meeting, new and current board members will take the oath of office, and sign the Library Bill of Rights and the Conflict of Interest statement.***

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Section 3. Special meetings may be called by the President or upon written request of two Trustees, provided that notice of the meeting shall comply with the Open Meetings Act. The Secretary (**or delegate**) shall make reasonable efforts to notify the trustees of the meeting. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice to the trustees of such meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary (**or delegate**).

Section 4. Agenda and accompanying materials shall be distributed by the Secretary (or delegate) to all Trustees before the meeting. The full preliminary agenda of the meeting, including specific discussion and action items, special presentations to the Board, and closed sessions, shall be set by the President with the assistance of the Library Director. Any Trustee may place any matter on the prepared agenda by making a request to the President or the Library Director.

Section 5. The following items constitute the minimum agenda for regular meetings:

Welcome, Call to Order and Attendance
Revision and approval of the consent agenda includes
Approval of minutes
Financial report and monthly disbursements
Revision and approval of the agenda
Library Director's report and questions from the Board
Public comment
Action items
Discussion topics
Committee reports
Communications
Adjournment

Section 6. A quorum for the transaction of business shall consist of a majority of the Trustees qualified and serving.

Section 7. Any Board action, to be official, must be approved at an official Board meeting by a majority of quorum, unless a greater vote is required by law or elsewhere in these Bylaws or unless the Board is filling a vacancy or an expired term as set forth in Sections 2 and 3.

Section 8. The procedure for action at the meeting shall be as follows:

a. All actions, whether by resolution or by motion, shall be moved and supported before discussion. If a motion is not supported, it shall not be taken up for discussion.
b. After an action is moved and supported, it shall be open for discussion by the Board.
c. Any motion or resolution under discussion may be amended prior to adoption by the following action:

(1) The proposed amendment is moved and supported.

(2) The proposed amendment is open for discussion.

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(3) Following discussion, or upon request by a Trustee, the President shall call the amendment for approval.

(4) If the amendment passes by majority vote, the originally proposed action shall be considered as amended.

d. The President shall call for a vote on the question when there is no further discussion, or upon request by a Trustee, if the request is supported, and approved by a majority of Trustees qualified and serving.

e. All actions of the Board shall be by voice vote signifying "Aye" or "Nay," unless a roll call vote is required by law, or required elsewhere in these Bylaws, or requested by a Trustee, if the request is supported and approved by a majority of Trustees in attendance.

f. Proposed amendments to the agenda shall be by motion, support and vote. g.

Trustees must obtain recognition from the President before speaking.

Section 9. The Board shall not act on an item of business in the same meeting at which it is originally discussed unless action is necessary before the next regular meeting of the Board, or unless the Board first acts to bring the item to action by a majority vote of all Trustees qualified and serving.

ARTICLE VII

LIBRARY DIRECTOR

Section 1. The Library Director shall be appointed by the Board and shall be considered the executive officer of the Library.

Section 2. The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission to the Board an annual report after the approval of the previous year's audit, including the financial statements; and for keeping Trustees informed, in a manner and at times specified by the Board, of activities and needs relevant to the responsibilities of the Board.

Section 3. The Library Director or the Library Director's representative shall be expected to attend all meetings of the Board.

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ARTICLE VIII

AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the Board by a majority vote of all Trustees qualified and serving, provided the amendment was presented in writing at the previous regular meeting.

Adopted by the Chelsea District Library Board of Trustees at its special meeting on ~~January 21, 1997.~~
September 17, 2002

By: [Signed] Nancy Schumann
Its: Secretary

Amended and Adopted by the Chelsea District Library Board of Trustees at its regular meeting on April 19, 2005.

By: [Signed] Gregory P. DeGraff

Its: Secretary

Amended and Adopted by the Chelsea District Library Board of Trustees at its regular meeting on February 19, 2013.

By: [Signed] J. Miller

Its: Secretary

Amended and Adopted by the Chelsea District Library Board of Trustees at its regular meeting on May 21, 2013.

By: [Signed] J. Miller

Its: Secretary

Amended and Adopted by the Chelsea District Library Board of Trustees at its regular meeting on November 19, 2019.

By: [Signed] TJ Helfferich

Its: President-Elect (In absence of Secretary, Anne Merkel)

Amended and Adopted by the Chelsea District Library Board of Trustees at its regular meeting on _____

By: [Signed] _____

Its: Secretary

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet July 15, 2025 Board Meeting

Nominating Committee > Governance Committee

Discussion:

At the Board Retreat in June there were preliminary discussions about changing the names of the Nominating and Personnel Committees and updating their duties. The Board is ready to discuss changes to the Nominating Committee, including changing its name to the Governance Committee.

Governance and Nominating Committee – Chelsea District Library

The Governance Committee plays a vital role in maintaining the effectiveness and sustainability of the library board. Its primary focus is to ensure the board remains strong, engaged, and capable of leading the library in alignment with its mission.

Key Responsibilities:

1. Board Development and Effectiveness

- **Recruitment & Onboarding:** Identifies, recruits, and screens potential trustees, with a focus on maintaining the library's mission, in consultation with Library Director. Oversees new trustee orientation.
- **Training & Education:** In consultation with the Director and Board President, plans retreats, training sessions, and ongoing education to enhance understanding of board roles and responsibilities.
- **Performance Evaluation:** Conducts biannual assessments of the full board.
- **Nomination:** Prepares a slate of officers and committee membership for the board's upcoming term.

2. Bylaws and Governing Documents

- **Review & Maintenance:** Updates board bylaws and other key board documents, as needed to ensure legal compliance and alignment with best practices, as needed.

3. Board Structure and Functioning

- **Succession Planning:** Ensures leadership continuity.
- **Trustee Conduct:** Oversees adherence to ethical standards, civility and eligibility. Addresses internal board disputes and recommends solutions.
- **Board–Staff Relationship:** Evaluates board-staff dynamics, maintains clear lines of communication between the Board and Executive Team, and ensures lines of authority are upheld.

4. Strategic Planning and Future Leadership

- **Leadership Pipeline:** Identifies potential future leaders from within the board and broader community, in consultation with the Library Director.
- **Recruitment Strategy:** Ensures outreach attracts candidates with needed skills and diverse perspectives.

5. Relationship to the Full Board

- **Reporting:** Acts under the authority of the full board, to which it reports findings and recommendations.

Summary

The Governance Committee is essential to the board's strength and continuity. By overseeing board development, governance structures, and strategic planning, it ensures the board remains informed, engaged, and equipped to lead the library effectively.



Board Standing Committees – PROPOSED CHANGES

Finance Committee

The Finance Committee works with the Library Director to develop a fiscally responsible budget that takes into account changes in library staffing, programming, resources, services, and facility needs. The Finance Committee regularly reviews financial reports, comparing budgeted to actual results with the Director, as well as other issues related to the Library's financial planning, including payroll services, accounts payable, revenue and cash management, and audits.

Personnel Committee

The Personnel Committee prepares the annual evaluation of the Library Director and recommends to the Board annual pay increases, leave allotments, and bonuses. This evaluation uses feedback from all CDL staff and Board members.

Governance Committee Overview – Michigan District Library Board of Trustees

The Governance Committee plays a vital role in maintaining the effectiveness and sustainability of the library board. Its primary focus is to ensure the board remains strong, engaged, and capable of leading the library in alignment with its mission.

Policy Committee

The Policy Committee makes recommendations to the Board regarding all CDL policies. The Committee may develop new policies on the advice of CDL staff, Board members, or legal counsel. The Committee regularly reviews CDL policies to ensure they are kept up to date.

~~Nominating Committee~~

~~The purpose of the Nominating Committee is to prepare a slate of officers and committee membership for the Board's upcoming term.~~

Community Outreach Committee

The Community Outreach Committee works to ensure that CDL maintains and strengthens collaborative and mutually beneficial relationships within the CDL service area. The Committee is responsible for extending CDL's reach to the community and presenting a positive image for the library.

Roles of Committee Chairs

- Facilitate, coordinate, and communicate with the committee
- Develop an agenda for each committee meeting
- Conduct meetings, whether online or in person
- Build excitement and enthusiasm among committee members towards committee activities
- Write committee reports for the Board Packet prior to each Board meeting
-

Duties and Responsibilities of Committee Members

- Attend committee meetings, whether online or in person
- Review all relevant materials prior to committee meetings
- Voice objective opinions on issues in an effort to reach consensus.
- Support the efforts of the committee chair and carry out individual assignments made by the chair

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet July 15, 2025 Board Meeting

Policies: 422 Display and Solicitation in the Library and 531 Grant Policy

Discussion:

The Policy Committee has begun looking at policies that have not been recently updated to see if changes are needed. The first two that are being brought to the Board for discussion are 422 Display and Solicitation in the Library and 531 Grant Policy.

**Chelsea District Library
Policy & Procedure**

Policy Section: 4. Facility and Equipment

Board Approval Date: October 19, 1998

Revised: October 15, 2002

Revised: January 20, 2004

Revised: April 19, 2016

Subject: 422 Display and Solicitation in the Library

Background:

The Chelsea District Library is a limited public forum, designed to support the cultural, educational and informational needs and interests of the community. Library display facilities are available to the public as a limited public forum within the guidelines set forth in this policy.

The Chelsea District Library uses its bulletin boards, display cases, and brochure racks to promote its programs, events, and services. When space permits, these limited areas are used to inform the public of events and programs outside of the library that may be of interest to the community.

Policy:

1. Any person or organization wishing to display information must give the exact item to the Marketing Coordinator beforehand. The final approval or denial for the request rests with the Marketing Coordinator. Any item(s) posted without prior approval will be immediately removed and discarded.
2. Items that will be accepted for consideration must meet the following criteria:
 - a. Items must be submitted by a non-profit organization or library partner; no individual literature may be displayed, including but not limited to baby-sitting or daycare services, job offers or requests, or personal services.
 - b. Items will be removed after 60 days, and will not be returned unless other arrangements are made.
 - c. Literature must not advertise specific denominational religions, partisan politics, or commercial endeavors.
 - d. Any material that includes profanity, harassment, discrimination, or the disrespect of any person, group of people or organization is strictly prohibited.
 - e. Brochures cannot be larger than 8 ½ x 11 and posters cannot be larger than 16" x 24"
3. The library does not endorse any materials distributed or posted by other organizations.
4. The library does not allow panhandling or the sale of goods or services by members of the public in the library building or on the grounds. The only merchandising activities permitted are Library or Friends of the Library sponsored sales or activities.
5. Individuals or groups may not leave petitions or surveys in the library and may not gather signatures for petitions or distribute surveys on library grounds.

Janice L. Carr

5-4-2016

Janice L. Carr, Secretary
Chelsea District Library Board of Trustees

Date

**Chelsea District Library
Policy & Procedure**

Policy Section: 5. Budget and Finance

Board Approval Date: April 20, 2004

Revised: March 18, 2014

Subject: 531 Grant Policy

Background:

There exist a great number of opportunities for organizations, such as the Library, to obtain financial support through grants. Many of these grants could enhance the Library's mission by providing funds not otherwise available.

Policy:

The Library shall seek, apply for and participate in grants which further the Library's mission, goals, objectives, and priorities.

The Director shall keep the Board of Trustees informed as to the nature and progress of grant projects in which the library participates.

As many grant projects require the action of a recipient's governing body to accept the grant, the Director shall forward to the Board of Trustees, at the earliest opportunity, any required resolution or form of approval for review.

Personnel Responsible:

Library Director

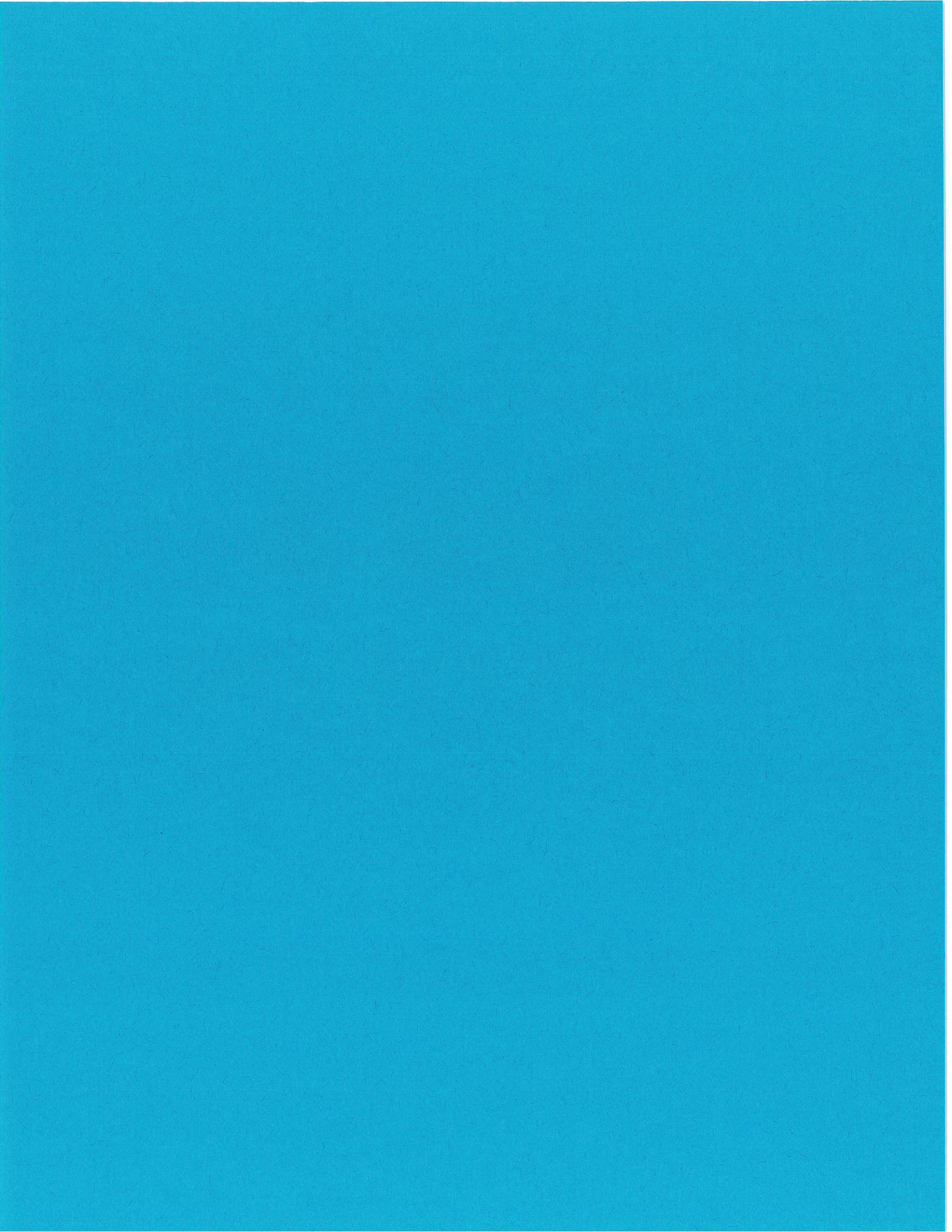
Gary F. Zenz

3/18/2014

Gary Zenz, Board Secretary

Date

**COMMITTEE
INFO &
MINUTES**



CDL POLICY COMMITTEE MEETING

June 26, 2025

Present: Wendy Reinhardt, Gary Munce, Jan Carr

The committee met at 3pm to discuss the following policies:

#100 CDL Bylaws – final draft was approved. Will appear as discussion item at July 17 CDL board meeting.

#422 Display and Solicitation in the Library – policy reviewed. No changes suggested. Will appear as discussion item at July 17 CDL board meeting.

#531 Grant Policy - policy reviewed. No changes suggested. Will appear as discussion item at July 17 CDL board meeting.

Next meeting, July 24, 3pm

Respectfully Submitted, Jan Carr, Chair

CDL NOMINATING COMMITTEE MEETING

July 3, 2025

Present: Wendy Reinhardt, TJ Helfferich, Bob Swistock

The committee met at 10:15 am to discuss the following:

Reconfiguring the Nominating Committee to become the Governance and Nominating Committee, based on recommendations from Diana Kern

Respectfully Submitted, Wendy Reinhardt, Chair

**Chelsea District Library
Board of Trustees
2025 Board Committees**

Governance
Appendix #3

Approved: December 13, 2024

	Community Outreach Committee	Personnel Committee	Finance Committee	Policy Committee	Nominating Committee
TJ Helfferich		Chair			X
Bob Swistock			X		X
Gary Munce	Chair			X	
Patricia Garcia		X	Chair		
Wendy Reinhardt			X	X	Chair
Aditi Fox	X	X			
Jan Carr	X			Chair	

Patricia Garcia, Board Secretary

Date

