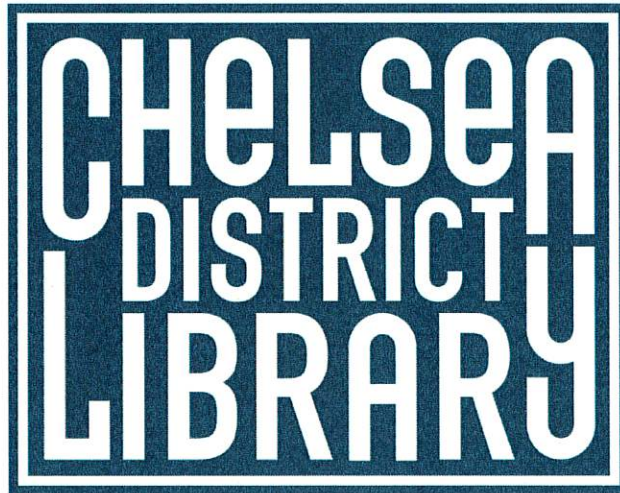


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**Chelsea District Library  
Board of Trustees**

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**Agenda and Information Packet**



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

**August 19, 2025  
6:45 pm**

**McKune Room at the Chelsea  
District Library**



**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, August 19, 2025—6:45 p.m.**

**McKune Room**

**AGENDA**

**6:45 Budget Hearing**

Welcome and Call to Order  
Board Review of 2026 Budget  
Public Comment  
Adjournment

**7:20 Board Meeting**

Welcome and Call to Order  
Consent Agenda Approval

- Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

**7:25 Director's, Strategic Plan, and Friends Reports**

**7:35 Public Comment**

**7:40 Action Items**

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

**8:00 Discussion Items**

1. Policies: 550 Financial Policies, 551 Fixed Asset Capitalization, 565 Fund Balance

**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, July 15, 2025 6:45 p.m.  
Meeting Location: McKune Room

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

**Trustees Absent:** None

**Staff:** Director L. Coryell, Asst. Director L. Ballard, S. Powers & K. Ballard.

Amy Zoran was not available to present.

**Guests:** Jeffrey Rahmberg, Jean Pierce

**Welcome and Call to Order**

G. Munce called the meeting to order at 6:45 p.m.

**Consent Agenda**

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

All Ayes: 7-0

**Agenda Review, Additions, and Approval**

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the agenda, as amended. Discussion: None

All Ayes: 7-0

**Presentation: Rahmberg Stover & Associates**

Jeffrey Rahmberg informed the Board about the salary survey and how his firm came to their results and findings. Comparative analyses and recommendations were presented. Results of the survey have been factored into the 2026 budget. Jeffrey will attend the all staff meeting in October, where the survey results will be shared and explained to the library staff, pending approval of the 2026 operating budget by the Board.

**Director's Report Update:**

L. Coryell update:

- G. Munce requested clarification regarding the latest IMLS Report and the potential decrease of funding to libraries.
- The CommUNITY Picnic breakfast will be held on Sunday, July 27 at 10:30 a.m. on the library lawn.
- The final Music in the Air concert will be held on August 2, at the Chelsea First United Methodist Church.
- Mobee will be visiting the Detroit Book Festival on Sunday, July 20.
- TJ Helfferich suggested that signs be posted to emphasize the absence of soundproofing in the four small and one large study rooms.

**Friends Report Update:**

J. Carr reported that the Friends purse and jewelry sale netted over \$2000. The July book sale made \$878. The Friends are seeking nominations for the Friend of the Year.

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by W. Reinhardt, SECONDED by TJ Helfferich to approve the June donations. Discussion: None

All Ayes 7-0

**Action Item #2: Budget Adjustment**

MOTION made by B. Swistock, SECONDED by W. Reinhardt to approve the budget adjustment to the 2025 Budget. Discussion: None

All Ayes 7-0

**Action Item #3: Budget Hearing Notice**

MOTION made by B. Swistock, SECONDED by W. Reinhardt to approve the Budget Hearing Notice, which will be published before the August Budget Hearing. Discussion: None

All Ayes 7-0

**Discussion Item #1: Bylaws:**

J. Carr presented the most recent draft of the CDL Bylaws. Additional changes were suggested by members of the Board. Any trustees, who have further suggestions for revisions, should contact J. Carr by Monday, August 4th. The final draft of the Bylaws will appear as an Action Item at the August meeting.

**Discussion Item #2: Nominating Committee > Governance Committee**

W. Reinhardt reported on the Nominating Committee meeting. Recommendations include changing the name of the committee to Governance & Nominating Committee. Proposed changes to the structure, makeup, and function of the various committees were discussed.

**Discussion Item #3: Policies 422 Display and Solicitation in the Library and 531 Grant Policy**

J. Carr reported on the review of policies #422 Display & Solicitation in the Library and #531 Grant Policy. The Policy Committee has no suggested changes to these two documents. Director Coryell requested that management have the opportunity to review these documents.

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –** G. Munce gave a summary of the Outreach Committee meeting held earlier today. Discussion included the primary legal responsibilities as outlined by Diana Kern at the Board Retreat: Duty of Care, Duty of Loyalty, Duty of Obedience.

**Communications:**

J. Carr requested that a sub-committee made up of B. Swistock, P. Garcia, and J. Carr be appointed by the president to review finance policies #550, #551 and #565 and offer suggestions to the Policy Committee. This sub-committee will meet on Friday, July 25 at 10 a.m. This meeting will replace the regular Policy Committee meeting, previously scheduled for July 24.

**Adjournment:**

MOTION made by B. Swistock, SECONDED by P. Garcia to adjourn the meeting at 8:20 p.m.

All Ayes, 7-0

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

\_\_\_\_\_  
Date

DRAFT

# **FINANCE REPORTS**



Chelsea District Library  
**Monthly Check Register**  
 July 11 - 31, 2025

12:17 PM  
 08/11/25

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Check		07/31/2025		Service Charge	001.001 · CSB/Operations Ch...		-8.60
				Service Charge	802.100 · Admin-Fees Bank ...	-8.60	8.60
TOTAL						-8.60	8.60
Bill Prnt -Ch...	29638	07/23/2025	A Production Cleaning Com...	16342 - CLEANING 07/06 - 07/19/25	001.001 · CSB/Operations Ch...		-1,750.00
Bill	16342	07/22/2025		16342 - CLEANING 07/06 - 07/19/25	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Prnt -Ch...	29639	07/23/2025	A T & T Mobility	ACCT 287286231198X - INV 07142025 - ISS...	001.001 · CSB/Operations Ch...		-216.19
Bill	7142025	07/21/2025		2025 - PUBLIC WIFI HOT SPOTS 07/07 - 08/...	850.311 · WiFi Hotspots	-216.19	216.19
TOTAL						-216.19	216.19
Bill Prnt -Ch...	29640	07/23/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - p...	001.001 · CSB/Operations Ch...		-5,722.01
Bill	20250706	07/22/2025		07/06/25 - 07/19/25 - PAID 07/25/25 - PR ER ...	231.002 · Payroll Lia/401A Mfc...	-1,743.38	1,743.38
				07/06/25 - 07/19/25 - PAID 07/25/25 - PR EE ...	702.300 · Per Svcs - Retirmt ...	-2,940.43	2,940.43
				07/06/25 - 07/19/25 - PAID 07/25/25 - PR FLE...	710.500 · Per Svcs - Fringe B ...	-1,038.20	1,038.20
TOTAL						-5,722.01	5,722.01
Bill Prnt -Ch...	29641	07/23/2025	Amazon Capital Services Inc		001.001 · CSB/Operations Ch...		-1,624.56
Bill	1PFH-NVQ4-RH...	07/21/2025		2 BOOKS	982.720 · Adult Print General	-32.96	32.96
Bill	1FMV-LD66-3WTC	07/21/2025		COPY PAPER, FAIRIE GARDEN	727.100 · Supplies - General ...	-550.68	550.68
Bill	1YJK-HX79-63K1	07/21/2025		UTILITY WAGONS	884.961 · Songfest - Restrict...	-199.96	199.96
Bill	1VHQ-QT9P-TXT6	07/21/2025		TONER CARTRIDGES	803.103 · Small Printer Mainte...	-233.98	233.98
				HEADPHONES FOR PUBLIC TERMINALS	967.120 · Computers	-56.99	56.99
				MIA SUPPLIES	884.962 · Music in the Air - Re...	-40.77	40.77
Bill	11P6-MFVV-DXPY	07/22/2025		BOOKS	884.226 · Summer Reading	-41.97	41.97
Bill	1J7L-6DWQ-C1J9	07/22/2025		CLIPBOARDS	884.222 · General Youth Progr...	-13.88	13.88
				BOOKS	982.760 · Youth Print General	-60.61	60.61
Bill	1WYC-FRPL-66...	07/22/2025		PET WATERER	727.100 · Supplies - General ...	-35.98	35.98
Bill	1PXK-QN4N-DM...	07/22/2025		PAPER	884.222 · General Youth Progr...	-5.18	5.18
				SRP SUPPLIES - MISC	884.226 · Summer Reading	-53.42	53.42
Bill	14J7-FV74-VHYV	07/22/2025		BURLAP SACKS - RACE SUPPLIES	884.126 · General Adult Progr...	-49.38	49.38
Bill	1HKK-G9J6-LYMR	07/22/2025		K2 BOOKCLUB BOOKS - OCTOBER	884.230 · Youth Reading Group	-82.32	82.32
Bill	1MTQ-Q7DL-PT...	07/22/2025		MOBEE - FARM ANIMAL SCRATCH KITS	880.436 · Mobile Promotions	-28.78	28.78
Bill	1WCJ-TNMF-9FR4	07/22/2025		CORD, LASER EQUIPMENT	967.500 · Makerspace Equipm...	-137.70	137.70

Chelsea District Library  
**Monthly Check Register**  
 July 11 - 31, 2025

12:17 PM  
 08/11/25

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
TOTAL						-1,624.56	1,624.56
Bill Pmt -Ch...	29642	07/23/2025	AMERICAN UNITED LIFE IN...	GROUP: G 00623836-0000-000 - AUG 08/01/...	001.001 · CSB/Operations Ch...		-880.50
Bill	25-2318-LB	07/22/2025		AUG 08/01/2025 -08/31/2025	710.200 · Per Svcs-Fringe File...	-880.50	880.50
TOTAL						-880.50	880.50
Bill Pmt -Ch...	29643	07/23/2025	Baker & Taylor - Auto Yours...	2039144365	001.001 · CSB/Operations Ch...		-92.03
Bill	2039144365	07/22/2025		· Youth Print General	982.760 · Youth Print General	-92.03	92.03
TOTAL						-92.03	92.03
Bill Pmt -Ch...	29644	07/23/2025	Baker & Taylor - Juvenile		001.001 · CSB/Operations Ch...		-387.09
Bill	2039135178	07/22/2025		· Youth Print General	982.760 · Youth Print General	-362.39	362.39
Bill	2039154781	07/22/2025		· Youth Print General	982.760 · Youth Print General	-24.70	24.70
TOTAL						-387.09	387.09
Bill Pmt -Ch...	29645	07/23/2025	Baker & Taylor - Unlabeled ...		001.001 · CSB/Operations Ch...		-309.53
Bill	2039131051	07/22/2025		Youth Print General	982.760 · Youth Print General	-146.23	146.23
Bill	2039140509	07/22/2025		Youth Print General	982.760 · Youth Print General	-94.58	94.58
Bill	2039150310	07/22/2025		Youth Print General	982.760 · Youth Print General	-68.72	68.72
TOTAL						-309.53	309.53
Bill Pmt -Ch...	29646	07/23/2025	Ballard, Kerry	BOOKKEEPING THRU 07/25/25	001.001 · CSB/Operations Ch...		-807.69
Bill	250725	07/21/2025		BOOKKEEPING THRU 07/25/25	801.040 · Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Ch...	29647	07/23/2025	CHELSEA SCHOOL DISTRI...	FUEL - 06/01 - 06/30/25	001.001 · CSB/Operations Ch...		-35.01
Bill	25-6180	07/22/2025		2025 - MAY - JUN DIESEL - 12.07 GAL @ \$...	758.100 · MOBILE CDL - FUEL	-35.01	35.01
TOTAL						-35.01	35.01
Bill Pmt -Ch...	29648	07/23/2025	Cintas Corporation-300	4235661214 ACCT# 14203324	001.001 · CSB/Operations Ch...		-166.37
Bill	4236661214	07/22/2025		RUCS	729.300 · Supplies-Cleaning R...	-143.79	143.79

Chelsea District Library  
**Monthly Check Register**  
 July 11 - 31, 2025

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Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
TOTAL				CLEANING SUPPLIES/SOAP	729.200 · Supplies-Cleaning S...	-22.58	22.58
Bill Pmt -Ch...	29649	07/23/2025	City of Chelsea-Elect & Water	JUN - 05/30/25 - 06/30/2025 - UTILITIES: EL...	001.001 · CSB/Operations Ch...	-166.37	166.37
Bill	20250711	07/22/2025		2025 -WATER - JUN - 05/30/25 - 06/30/2025	920.110 · City of Chelsea Water	-78.99	78.99
				2025 - SEWER - JUN - 05/30/25 - 06/30/2025	920.120 · City of Chelsea Sewer	-160.00	160.00
				2025 - ELECTRICITY - JUN - 05/30/25 - 06/3...	920.130 · City of Chelsea Elect...	-4,786.79	4,786.79
				2025 - MoBeee/GARAGE - JUN - 05/30/25 - 06...	920.131 · MoBee - Garage ele...	-43.61	43.61
				2025 - SPRINKLER - JUN - 05/30/25 - 06/30/...	920.150 · City of Chelsea Sprl...	-323.71	323.71
TOTAL						-5,393.10	5,393.10
Bill Pmt -Ch...	29650	07/23/2025	Constellation NewEnergy-G...	2025 - INV 4355944- ACCT BG-303066 - JU...	001.001 · CSB/Operations Ch...	-497.13	-497.13
Bill	4355944	07/22/2025		JUN - 05/21 - 06/18/25	920.200 · McKune Gas	-497.13	497.13
TOTAL						-497.13	497.13
Bill Pmt -Ch...	29651	07/23/2025	Costco Anywhere Visa	ACCT ENDING 3253 06/17/25 - 07/16/2025 ...	001.001 · CSB/Operations Ch...	-565.05	-565.05
Bill	25-2223-LB	07/22/2025		CLEANING SUPPLIES	729.100 · Supplies-Cleaning-P...	-91.55	91.55
				COPY PAPER	727.100 · Supplies - General ...	-311.92	311.92
				CLEANING SUPPLIES	729.200 · Supplies-Cleaning S...	-11.59	11.59
				ANNUAL FEE	727.100 · Supplies - General ...	-130.00	130.00
				33 GAL YARD BAGS	732.300 · Supplies-MNT-Gener...	-19.99	19.99
TOTAL						-565.05	565.05
Bill Pmt -Ch...	29652	07/23/2025	Foster Swift Collins & Smith	INV 918702 - CLIENT 21969-00002	001.001 · CSB/Operations Ch...	-204.00	-204.00
Bill	918702	07/21/2025		PERSONNEL AND YESA	801.010 · Attorney	-204.00	204.00
TOTAL						-204.00	204.00
Bill Pmt -Ch...	29653	07/23/2025	Great Lakes Ace Hardware	INV 18501154 - ACCT 200379	001.001 · CSB/Operations Ch...	-8.52	-8.52
Bill	18501154	07/22/2025		PAPER LAWN BAGS	732.300 · Supplies-MNT-Gener...	-8.52	8.52
TOTAL						-8.52	8.52
Bill Pmt -Ch...	29654	07/23/2025	HERRON, A	REIMBURSEMENT - SRP	001.001 · CSB/Operations Ch...	-18.29	-18.29

Chelsea District Library  
**Monthly Check Register**  
 July 11 - 31, 2025

12:17 PM  
 08/11/25

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill	25-3738-AH	07/22/2025		SRP - REIMBURSEMENT	884.926 · Youth Prog Rest Gif...	-18.29	18.29
<b>TOTAL</b>						-18.29	18.29
<b>Bill Pmt -Ch...</b>	<b>29655</b>	<b>07/23/2025</b>	<b>Ingram Library Services</b>		<b>001.001 · CSB/Operations Ch...</b>		<b>-3,361.33</b>
Bill	88730314	07/22/2025		· Summer Reading	884.226 · Summer Reading	-14.38	14.38
Bill	88730313	07/22/2025		· Adult Enhancement	982.810 · Adult Enhancement	-155.61	155.61
Bill	88744535	07/22/2025		· Adult Print General	982.720 · Adult Print General	-80.60	80.60
Bill	88744536	07/22/2025		· Adult Print General	982.720 · Adult Print General	-34.61	34.61
Bill	88744533	07/22/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	88744532	07/22/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	88744534	07/22/2025		· Adult Print General	982.720 · Adult Print General	-33.53	33.53
Bill	88744531	07/22/2025		· Adult Print General	982.720 · Adult Print General	-31.81	31.81
Bill	88744538	07/22/2025		· Adult Print General	982.720 · Adult Print General	-29.85	29.85
Bill	88744530	07/22/2025		· Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	88744537	07/22/2025		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	88830088	07/22/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	88830092	07/22/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	88830098	07/22/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.20	16.20
Bill	88830087	07/22/2025		· Adult Print General	982.720 · Adult Print General	-35.14	35.14
Bill	88830097	07/22/2025		· Adult Print General	982.720 · Adult Print General	-120.54	120.54
Bill	88830089	07/22/2025		· Adult Print General	982.720 · Adult Print General	-53.26	53.26
Bill	88830093	07/22/2025		· Adult Print General	982.720 · Adult Print General	-139.32	139.32
Bill	88830085	07/22/2025		· Adult Print General	982.720 · Adult Print General	-25.93	25.93
Bill	88830095	07/22/2025		· Adult Print General	982.720 · Adult Print General	-34.61	34.61
Bill	88830090	07/22/2025		· Adult Print General	982.720 · Adult Print General	-47.57	47.57
Bill	88830094	07/22/2025		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	88830086	07/22/2025		· Adult Print General	982.720 · Adult Print General	-52.04	52.04
Bill	88830091	07/22/2025		· Adult Print General	982.720 · Adult Print General	-17.98	17.98
Bill	88830096	07/22/2025		· Youth Print General	982.760 · Youth Print General	-15.39	15.39
Bill	88852422	07/22/2025		· Adult Print General	982.720 · Adult Print General	-142.94	142.94
Bill	88852419	07/22/2025		· Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	88852424	07/22/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.25	17.25
Bill	88852420	07/22/2025		· Adult Large Print	982.710 · Adult Large Print	-23.47	23.47
Bill	88852423	07/22/2025		· Adult Large Print	982.710 · Adult Large Print	-21.28	21.28
Bill	88852421	07/22/2025		· Adult Print General	982.720 · Adult Print General	-46.55	46.55
Bill	88852418	07/22/2025		· Adult Print General	982.720 · Adult Print General	-34.08	34.08
Bill	88896244	07/22/2025		· Adult Print General	982.720 · Adult Print General	-47.86	47.86
Bill	88896245	07/22/2025		· Adult Print General	982.720 · Adult Print General	-79.76	79.76
Bill	88896243	07/22/2025		· Adult Print General	982.720 · Adult Print General	-52.20	52.20
Bill	88896246	07/22/2025		· Adult Large Print	982.710 · Adult Large Print	-23.14	23.14
Bill	88896242	07/22/2025		· Adult Print General	982.720 · Adult Print General	-19.19	19.19
Bill	88908346	07/22/2025		· Adult Print General	982.720 · Adult Print General	-37.86	37.86
Bill	88908350	07/22/2025		· Adult Print General	982.720 · Adult Print General	-14.45	14.45
Bill	88908348	07/22/2025		· Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	88908345	07/22/2025		· Adult Print General	982.720 · Adult Print General	-16.00	16.00
Bill	88908349	07/22/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-16.53	16.53
Bill	88908347	07/22/2025		· Adult Print General	982.720 · Adult Print General	-14.87	14.87

Chelsea District Library  
**Monthly Check Register**  
 July 11 - 31, 2025

12:17 PM  
 08/11/25

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill	88923099	07/22/2025		· Adult Print General	982.720 · Adult Print General	-35.15	35.15
Bill	88923095	07/22/2025		· Adult Print General	982.720 · Adult Print General	-49.54	49.54
Bill	88923101	07/22/2025		· Adult Print General	982.720 · Adult Print General	-48.23	48.23
Bill	88923098	07/22/2025		· Adult Print General	982.720 · Adult Print General	-18.65	18.65
Bill	88923096	07/22/2025		· Adult Print General	982.720 · Adult Print General	-14.16	14.16
Bill	88923102	07/22/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.20	16.20
Bill	88923100	07/22/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	88923097	07/22/2025		· Adult Large Print	982.710 · Adult Large Print	-22.23	22.23
Bill	88974360	07/22/2025		· Adult Print General	982.720 · Adult Print General	-185.63	185.63
Bill	88974363	07/22/2025		· Adult Print General	982.720 · Adult Print General	-301.33	301.33
Bill	88974359	07/22/2025		· Adult Print General	982.720 · Adult Print General	-65.50	65.50
Bill	88974364	07/22/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-64.79	64.79
Bill	88974358	07/22/2025		· Adult Large Print	982.710 · Adult Large Print	-22.48	22.48
Bill	88974357	07/22/2025		· Adult Print General	982.720 · Adult Print General	-53.47	53.47
Bill	88974361	07/22/2025		· Adult Print General	982.720 · Adult Print General	-36.48	36.48
Bill	88974362	07/22/2025		· Adult Print General	982.720 · Adult Print General	-45.29	45.29
Bill	88974367	07/22/2025		· Adult Print General	982.720 · Adult Print General	-35.15	35.15
Bill	88974371	07/22/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-193.33	193.33
Bill	88974366	07/22/2025		· Adult Print General	982.720 · Adult Print General	-27.05	27.05
Bill	88974370	07/22/2025		· Adult Print General	982.720 · Adult Print General	-19.19	19.19
Bill	88974365	07/22/2025		· Adult Print General	982.720 · Adult Print General	-15.03	15.03
Bill	88974368	07/22/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	88974372	07/22/2025		· Adult Print General	982.720 · Adult Print General	-16.53	16.53
Bill	88974369	07/22/2025		· Adult Print General	982.720 · Adult Print General	-12.90	12.90
Bill	89033501	07/22/2025		· Adult Print General	982.720 · Adult Print General	-50.02	50.02
Bill	89033502	07/22/2025		· Adult Print General	982.720 · Adult Print General	-39.38	39.38
Bill	89033503	07/22/2025		· Adult Print General	982.720 · Adult Print General	-25.20	25.20
Bill	89033500	07/22/2025		· Adult Print General	982.720 · Adult Print General	-37.45	37.45
Bill	89061919	07/22/2025		· Adult Print General	982.720 · Adult Print General	-13.83	13.83
Bill	89061917	07/22/2025		· Adult Print General	982.720 · Adult Print General	-60.44	60.44
Bill	89061915	07/22/2025		· Adult Print General	982.720 · Adult Print General	-31.20	31.20
Bill	89061918	07/22/2025		· Adult Print General	982.720 · Adult Print General	-16.19	16.19
Bill	89061913	07/22/2025		· Adult Print General	982.720 · Adult Print General	-10.98	10.98
Bill	89061916	07/22/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	89061914	07/22/2025		· Adult Print General	982.720 · Adult Print General	-13.26	13.26
Bill	89061912	07/22/2025		· Adult Large Print	982.710 · Adult Large Print	-16.27	16.27
TOTAL						-3,361.33	3,361.33
Bill Pmt -Ch...	29656	07/23/2025	KANOPY INC	KANOPY BORROWS - JAN 25 - UNDERPAL...	001.001 · CSB/Operations Ch...	-13.60	-13.60
Bill	436139	07/22/2025		2025 - KANOPY VIDEO PLAYS - JAN - UND...	982.410 · Electronic Products/...	-13.60	13.60
TOTAL						-13.60	13.60
Bill Pmt -Ch...	29657	07/23/2025	KERN, DIANA L.	07/29/25 BOARD RETREAT FACILITATOR	001.001 · CSB/Operations Ch...	-1,250.00	-1,250.00

Chelsea District Library  
Monthly Check Register  
July 11 - 31, 2025

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill	CHELSEALIB25-...	07/23/2025		07/29/25 BOARD RETREAT FACILITATOR	960.100 · Board Expenses	-1,250.00	1,250.00
TOTAL						-1,250.00	1,250.00
Bill Pmt -Ch...	29658	07/23/2025	KeyBank	A/C Ending .....3195 06/10 - 07/09/25 DU...	001.001 · CSB/Operations Ch...		-3,645.91
Bill	250806	07/22/2025		CHELSEA WELLNESS - JULY HEALTH STIP... PLAYBOOK BUILDER - HR SOFTWARE SIGNS IN A DAY - FRIENDS BOOK SALE B... DELTA - ABOS AIRFARE BAMBU LAB - 3D PRINTER SUPPLIES MICHAELS - TIE DYE FRAME TARGET - SUPPLIES HISTORICAL SOC OF MICHIGAN - HSM GR... MEIJER - CANDY BALLI GREAT LAKES ACE - MOUSE TRAP DELTA - HOPKINS, BAGGAGE DTW (ONE C... AM RED CROSS - BABYSITTERS TRAININ... THE PLOUGH - CONF SPASSO - CONF DELTA - HOPKINS, BAGGAGE DTW MALOOGA - CONF HUDSON ST - CONF JAMBA JUICE - CONF PHIL MARRIOTT - CONF LODGING CASEY'S TAVERN - SVC PROJECT POST E... PANERA - BOARD RETREAT SUPPLIES CLEARY'S - BOARD RETREAT SUPPLIES GRATEFUL CROW - MEET W/CHAMBER T... BUSCH'S - HEATWAVE SUPPLIES STAPLES - PAPER & STAFF SUPPLIES CLEARY'S - STAFF APPRECIATION, ABOV... ZOOM - VIDEO CONF SOFTWARE 6/24 - 7/... STAR2STAR - VOIP SVC 06/26 - 07/25/25	969.620 · Staff In-Service & A... 967.200 · Equipment Software 880.130 · Signs/Banners/Post... 869.143 · Other Staff Travel 884.602 · Technology Program... 884.226 · Summer Reading 884.276 · Teen Event Supplies 969.610 · Workshops 884.277 · Teen Summer Readi... 732.300 · Supplies-MNT-Gener... 969.120 · Information Services 982.760 · Youth Print General 969.120 · Information Services 969.120 · Information Services 969.120 · Information Services 969.120 · Information Services 969.120 · Information Services & A... 960.100 · Board Expenses 960.100 · Board Expenses 969.200 · Trustees Travel 969.620 · Staff In-Service & A... 727.100 · Supplies - General ... 960.200 · Director Expense 967.200 · Equipment Software 850.120 · Telephone	-114.61 -169.42 -85.71 -256.08 -263.99 -63.35 -12.49 -48.83 -76.31 -35.91 -34.88 -44.55 -37.89 -54.43 -34.88 -34.42 -17.62 -14.25 -866.27 -125.23 -180.37 -199.61 -87.83 -39.42 -162.39 -76.86 -39.36 -468.95	115.00 170.00 86.00 256.96 264.90 63.57 12.53 49.00 76.57 36.03 35.00 44.70 38.02 54.62 35.00 34.94 17.68 14.30 869.25 125.66 180.99 200.30 88.13 39.56 162.95 77.12 39.50 470.56
TOTAL						-3,645.91	3,658.44
Bill Pmt -Ch...	29659	07/23/2025	KOIOS LLC	GOOGLE AD GRANT MANAGEMENT 08/01/...	001.001 · CSB/Operations Ch...		-2,800.00
Bill	1341	07/22/2025		GOOGLE AD MANAGEMENT SUBSCRIPTION	967.200 · Equipment Software	-2,800.00	2,800.00
TOTAL						-2,800.00	2,800.00
Bill Pmt -Ch...	29660	07/23/2025	Michigan Chamber of Com...	105606 - CUST 604135	001.001 · CSB/Operations Ch...		-49.50
Bill	105606	07/22/2025		Labor Law Posters/ MI & Fed	727.100 · Supplies - General ...	-49.50	49.50

Chelsea District Library  
**Monthly Check Register**  
 July 11 - 31, 2025

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Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
TOTAL						-49.50	49.50
Bill Pmt -Ch...	29661	07/23/2025	Midwest Tape		001.001 · CSB/Operations Ch...		-1,237.52
Bill	507335337	07/21/2025		JUN - ADULT FEATURE DVDS	982.460 · DVD Feature	-200.92	200.92
Bill	507335338	07/21/2025		JUN-JUL BOC	982.120 · Adult Books on Disc	-108.98	108.98
Bill	507335760	07/21/2025		APR-MAY BOC	982.120 · Adult Books on Disc	-44.99	44.99
Bill	507335761	07/21/2025		APR-JUL CDs	982.420 · Adult Music on CD	-35.22	35.22
Bill	507368009	07/21/2025		APR-JUL CDs	982.420 · Adult Music on CD	-38.22	38.22
Bill	507368031	07/21/2025		JUN-JUL BOC	982.120 · Adult Books on Disc	-153.97	153.97
Bill	507368032	07/21/2025		JUL ADULT FEATURE DVDS	982.460 · DVD Feature	-65.23	65.23
Bill	507394326	07/21/2025		APR-JUL CDs	982.420 · Adult Music on CD	-57.70	57.70
Bill	507394328	07/21/2025		JUN-JUL BOC	982.120 · Adult Books on Disc	-167.96	167.96
Bill	507394329	07/21/2025		JUL FEATURE DVDS	982.460 · DVD Feature	-317.87	317.87
Bill	507425055	07/22/2025		APR - JUL CDs	982.420 · Adult Music on CD	-20.23	20.23
Bill	507458525	07/22/2025		APR - JUL CDs	982.420 · Adult Music on CD	-26.23	26.23
TOTAL						-1,237.52	1,237.52
Bill Pmt -Ch...	29662	07/23/2025	Postmaster		001.001 · CSB/Operations Ch...		-1,500.00
Bill	25-4128-VK	07/21/2025		2025 - FALL NEWSLETTER MAILING	880.230 · Newsletter Postage	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
Bill Pmt -Ch...	29663	07/23/2025	Serendipity Books		001.001 · CSB/Operations Ch...		-50.00
Bill	134872	07/21/2025		GIFT CARDS X 2	969.940 · Staff Apprec - Restri...	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Ch...	29664	07/23/2025	The Sun Times		001.001 · CSB/Operations Ch...		-389.90
Bill	4161-M	07/21/2025		4161-M - 07/09, 07/23, - MIA	880.110 · Media Buy	-389.90	389.90
TOTAL						-389.90	389.90
Bill Pmt -Ch...	29665	07/23/2025	UNIVERSITY OFFICE TECH...		001.001 · CSB/Operations Ch...		-717.07
Bill	591057684	07/22/2025		591057684 - ACCT #1624667 - SITE 5597587	803.101 · Public Copier	-241.82	241.82
					803.102 · Staff Copier	-437.18	437.18
					803.103 · Small Printer Mainte...	-38.07	38.07
TOTAL						-717.07	717.07

Chelsea District Library  
**Monthly Check Register**  
 July 11 - 31, 2025

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Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill Pmt -Ch...	29666	07/23/2025	WILLIAMS, MIKAELA	07/10/2025 - PRESENTER, ART OF ERIC CA...	001,001 - CSB/Operations Ch...		-200.00
Bill	25-3739-JZ	07/23/2025		07/10/2025 - ART OF ERIC CARLE	884,215 - Early Literacy	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Ch...	ACH250731	07/31/2025	Giacopuzzi, Jacopo	ACH - Music in the Air 2025 - \$2500.00 DU...	001,001 - CSB/Operations Ch...		-2,500.00
Bill	MITA25	08/01/2025		BAL DUJE 08/01/25 (\$2500.00) - Music in the ...	884,412 - Music in the Air	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00

## Chelsea District Library Donation and Restricted

January through July 2025

Jan - Jul 25   Budget   \$ Over Budget

Ordinary Income/Expense

<b>Income</b>			
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	14,660	14,408	252
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
<b>Total 674.000 · Revenue Contribution &amp; Donation</b>	<b>37,231</b>	<b>43,279</b>	<b>(6,048)</b>
<b>Total Income</b>	<b>37,231</b>	<b>43,279</b>	<b>(6,048)</b>
<b>Gross Profit</b>	<b>37,231</b>	<b>43,279</b>	<b>(6,048)</b>
<b>Expense</b>			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WiFi Hot Spots - Restricted	0	3,000	(3,000)
<b>Total 850.900 · Telecom-Restricted Gifts</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
<b>Total 850.000 · Telecommunications</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
884.000 · Programming			
884.210 · Youth Speakers			
884.211 · Authors In Chelsea			
884.921 · Youth Prog Rest Gifts Authors	1,933	2,000	(67)
<b>Total 884.211 · Authors In Chelsea</b>	<b>1,933</b>	<b>2,000</b>	<b>(67)</b>
<b>Total 884.210 · Youth Speakers</b>	<b>1,933</b>	<b>2,000</b>	<b>(67)</b>
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	700	2,000	(1,300)
884.962 · Music in the Air - Restricted	41	1,000	(959)
<b>Total 884.400 · Music Focus</b>	<b>741</b>	<b>3,000</b>	<b>(2,259)</b>
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	1,513	1,000	513
<b>Total 884.500 · Artist In Residence</b>	<b>1,513</b>	<b>1,000</b>	<b>513</b>
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
<b>Total 884.910 · Adult Programming Restricted</b>	<b>2,028</b>	<b>3,500</b>	<b>(1,472)</b>
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	0	250	(250)
884.926 · Youth Prog Rest Gifts SRP	3,458	3,750	(292)
<b>Total 884.920 · Youth Programming Restricted</b>	<b>3,458</b>	<b>4,000</b>	<b>(542)</b>

## Chelsea District Library Donation and Restricted

January through July 2025

	Jan - Jul 25	Budget	\$ Over Budget
884.990 · Technology Programs			
884.992 · Technology Prog Res Gifts	50	50	0
<b>Total 884.990 · Technology Programs</b>	<b>50</b>	<b>50</b>	<b>0</b>
<b>Total 884.000 · Programming</b>	<b>9,723</b>	<b>13,550</b>	<b>(3,827)</b>
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	325	750	(425)
<b>Total 969.600 · Staff Training, In-Service</b>	<b>325</b>	<b>750</b>	<b>(425)</b>
<b>Total 969.000 · CE, Staff Development &amp; Travel</b>	<b>325</b>	<b>750</b>	<b>(425)</b>
982.000 · Collection Expense			
982.910 · Adult Collection Restricted	0	50	(50)
982.920 · Youth Collection Restricted	20	20	0
<b>Total 982.000 · Collection Expense</b>	<b>20</b>	<b>70</b>	<b>(50)</b>
<b>Total Expense</b>	<b>10,068</b>	<b>17,370</b>	<b>(7,302)</b>
<b>Net Ordinary Income</b>	<b>27,163</b>	<b>25,909</b>	<b>1,254</b>
<b>Net Income</b>	<b>27,163</b>	<b>25,909</b>	<b>1,254</b>

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

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08/11/25  
Accrual Basis

TOTAL

	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
402,000 · District Revenue	980,681	954,732	353,888	9,036	(351)	80,428	2,187	0	0	0	0	0	2,380,601	2,388,201	(7,600)	100%
540,100 · State Aid	0	0	86,822	0	0	0	8,672	0	0	0	0	0	95,694	92,000	3,694	104%
574,100 · Penal Fines	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000	(10,000)	0%
645,100 · Copiers & Printers	0	508	404	430	687	430	496	0	0	0	0	0	2,955	4,000	(1,045)	74%
657,100 · Non-Resident Fees	0	156	250	125	1,531	0	0	0	0	0	0	0	2,082	4,000	(1,938)	52%
657,200 · ILL Fees/Collection Agency Rec	0	15	15	45	330	0	45	0	0	0	0	0	450	600	(150)	75%
665,000 · Bank Interest	84	82	69	41	44	30	41	0	0	0	0	0	391	800	(409)	49%
665,100 · Investment Gains/Losses	3,953	21,212	5,654	8,194	7,733	5,880	7,701	0	0	0	0	0	60,327	72,000	(11,673)	84%
669,000 · Investment Value Change	(1,422)	1,829	1,497	806	(1,592)	2,083	(1,278)	0	0	0	0	0	1,922	0	1,922	100%
671,000 · Misc Income & Refunds	1,250	0	2,500	1,250	1,250	0	2,500	0	0	0	0	0	8,750	15,000	(6,250)	58%
674,000 · Revenue Contribution & Donation	17,450	1,975	7,595	1,290	1,451	6,450	1,080	0	0	0	0	0	37,231	43,279	(6,048)	86%
<b>Total Income</b>	1,001,996	980,509	458,634	21,217	11,083	95,301	21,643	0	0	0	0	0	2,590,383	2,629,860	(39,477)	98%
<b>Gross Profit</b>	1,001,996	980,509	458,634	21,217	11,083	95,301	21,643	0	0	0	0	0	2,590,383	2,629,860	(39,477)	98%
<b>Expense</b>																
701,000 · Personnel Svcs Control Acct 701	73,746	102,758	107,559	104,934	150,738	103,448	106,463	54,020	0	0	0	0	803,666	1,377,309	(573,643)	58%
727,000 · Supplies	1,812	624	613	639	1,984	370	2,483	300	0	0	0	0	8,835	18,900	(10,065)	47%
731,000 · Other Svc - Postage	0	65	0	0	84	531	128	0	0	0	0	0	788	900	(112)	88%
732,000 · Supplies-Maintenance	52	344	1,077	0	243	0	102	32	0	0	0	0	1,850	3,000	(1,150)	62%
758,000 · FUEL - DIESEL	0	33	0	162	34	0	35	0	0	0	0	0	264	750	(486)	35%
801,000 · Professional & Contractual Svcs	2,122	3,451	3,041	2,472	2,713	22,657	8,441	3,204	0	0	0	0	48,101	116,612	(68,511)	41%
802,000 · Admin-Fees & Misc Costs	97	6	7	47	379	43	63	35	0	0	0	0	677	1,540	(863)	44%
803,000 · Maintenance Service Contracts	9,536	8,774	8,020	30,107	19,628	10,249	11,519	2,948	0	0	0	0	100,779	186,860	(86,081)	54%
850,000 · Telecommunications	2,503	(285)	2,153	3,882	1,543	2,040	2,032	2,732	0	0	0	0	16,590	46,420	(29,830)	36%
880,000 · Promotional Materials	7,093	12,077	7,041	8,779	5,586	2,117	3,786	3,423	0	0	0	0	49,902	86,050	(36,148)	58%
884,000 · Programming	10,910	4,467	58,941	8,954	8,072	8,251	3,410	7,765	0	4,000	0	0	114,770	164,090	(49,320)	70%
885,000 · Volunteer	4	60	0	326	36	7	25	0	0	0	0	0	458	2,600	(2,142)	18%
920,000 · Utilities	0	5,970	5,954	4,835	4,688	4,919	5,890	0	0	0	0	0	32,256	69,950	(37,694)	46%
960,000 · Board & Director Expense	87	182	221	229	502	123	1,802	0	0	0	0	0	3,146	3,500	(354)	90%
965,000 · Automation Services	13,592	0	0	10,097	0	0	0	0	0	0	0	0	23,689	51,958	(28,279)	46%
966,000 · Insurance	0	0	3,043	3,895	0	0	0	0	0	0	0	0	6,938	23,218	(16,280)	30%
967,000 · Equipment	245	9,646	1,493	2,570	1,326	488	4,613	274	0	0	0	0	20,655	52,200	(31,545)	40%
969,000 · CE, Staff Development & Travel	1,021	1,592	5,534	2,973	526	1,012	2,415	264	0	0	0	0	15,337	31,521	(16,184)	49%
970,000 · Capital Expense	76,308	18,617	38,204	616	59,668	160	4,785	3,824	0	0	0	0	202,182	261,118	(58,936)	77%
982,000 · Collection Expense	9,043	9,867	59,994	14,419	17,856	8,759	16,906	9,909	0	0	0	0	146,753	273,521	(126,768)	54%
991,450 · DEBT PRINCIPAL - GASB96 SBITA	3,653	0	0	0	0	0	0	0	0	0	0	0	3,653	0	3,653	58%
<b>Total Expense</b>	211,824	178,238	302,895	199,936	275,351	165,417	174,898	88,730	0	4,000	0	0	1,601,289	2,772,027	(1,170,738)	58%
<b>Net Ordinary Income</b>	790,172	802,271	155,739	(178,719)	(264,268)	(70,116)	(153,255)	(68,730)	0	(4,000)	0	0	989,094	(142,147)	1,131,241	0%
<b>Other Income/Expense</b>																
Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(1)	0%
995,001 · Trans to Capital Imprv	0	0	0	0	0	0	0	0	0	0	0	0	0	46,800	(46,800)	0%
995,002 · Trans to Cap Resv Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	46,801	(46,801)	0%
<b>Total Other Expense</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	(46,801)	46,801	0%
<b>Net Other Income</b>	790,172	802,271	155,739	(178,719)	(264,268)	(70,116)	(153,255)	(68,730)	0	(4,000)	0	0	989,094	(188,948)	1,178,042	0%
<b>Net Income</b>																

\* Budget line adjustment required

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

	Jan - Jul 25	Jan - Jul 24	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402.000 · District Revenue 402	2,380,601.49	2,210,375.06	170,226.43	7.7%
540.100 · State Aid	95,693.40	72,289.85	23,403.55	32.38%
645.100 · Copiers & Printers	2,954.98	2,624.55	330.43	12.59%
657.100 · Non-Resident Fees 607.100	2,062.50	2,078.12	-15.62	-0.75%
657.200 · ILL Fees/Collection Agency Rec	450.00	357.00	93.00	26.05%
665.000 · Bank Interest 665.100	391.39	989.56	-598.17	-60.45%
665.100 · Investment Gains/Losses 666.100	60,326.14	39,285.07	21,041.07	53.56%
669.000 · Investment Value Change 665.500	1,921.59	-818.91	2,740.50	334.65%
671.000 · Misc Income & Refunds 606.000	8,750.00	10,544.45	-1,794.45	-17.02%
674.000 · Revenue Contribution & Donation	37,230.68	30,750.38	6,480.30	21.07%
675.000 · Private Grant Sources	0.00	232.05	-232.05	-100.0%
<b>Total Income</b>	<b>2,590,382.17</b>	<b>2,368,707.18</b>	<b>221,674.99</b>	<b>9.36%</b>
<b>Gross Profit</b>	<b>2,590,382.17</b>	<b>2,368,707.18</b>	<b>221,674.99</b>	<b>9.36%</b>
<b>Expense</b>				
701.000 · Personnel Svcs Control Acct 701	749,645.36	710,324.20	39,321.16	5.54%
727.000 · Supplies 727	8,534.35	6,772.63	1,761.72	26.01%
731.000 · Other Svc - Postage 727.700	787.90	133.93	653.97	488.29%
732.000 · Supplies-Maintenance 727.800	1,817.62	1,906.07	-88.45	-4.64%
758.000 · FUEL - DIESEL	264.21	0.00	264.21	100.0%
801.000 · Professional & Contractual Svcs	44,898.88	46,010.94	-1,112.06	-2.42%
802.000 · Admin-Fees & Misc Costs 801.300	643.24	363.57	279.67	76.92%
803.000 · Maintenance Service Contracts	97,831.20	79,336.27	18,494.93	23.31%
850.000 · Telecommunications	13,857.04	18,839.19	-4,982.15	-26.45%
880.000 · Promotional Materials	46,478.90	44,920.13	1,558.77	3.47%
884.000 · Programming	103,005.40	101,354.29	1,651.11	1.63%
885.000 · Volunteer	458.21	295.17	163.04	55.24%
920.000 · Utilities	32,255.58	30,078.56	2,177.02	7.24%
960.000 · Board & Director Expense	3,145.78	2,810.28	335.50	11.94%
965.000 · Automation Services	23,689.58	24,069.16	-379.58	-1.58%
966.000 · Insurance 801.200	6,938.00	6,539.00	399.00	6.1%
967.000 · Equipment	20,381.06	25,469.55	-5,088.49	-19.98%
969.000 · CE, Staff Development & Travel	15,072.50	12,627.16	2,445.34	19.37%
970.000 · Capital Expense 980.00	198,357.92	133,454.25	64,903.67	48.63%
982.000 · Collection Expense	136,843.20	99,459.45	37,383.75	37.59%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	3,653.00	0.00	3,653.00	100.0%
<b>Total Expense</b>	<b>1,508,558.93</b>	<b>1,344,763.80</b>	<b>163,795.13</b>	<b>12.18%</b>
<b>Net Ordinary Income</b>	<b>1,081,823.24</b>	<b>1,023,943.38</b>	<b>57,879.86</b>	<b>5.65%</b>
<b>Net Income</b>	<b>1,081,823.24</b>	<b>1,023,943.38</b>	<b>57,879.86</b>	<b>5.65%</b>



8.1

**Ameriprise July 31, 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	\$2,814,563.07	\$0.00	\$7,700.75	-\$1,278.96		\$2,820,984.86
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
<b>Balance YTD</b>	<b>\$1,838,737.13</b>	<b>\$1,570,000.00</b>	<b>\$60,326.14</b>	<b>\$1,921.59</b>	<b>\$650,000.00</b>	<b>\$2,820,984.86</b>
	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 August 2025 board meeting**

### **Staff Announcements**

#### Staff Work Anniversaries

Head of Marketing & Outreach Virginia Krueger celebrates seven years sharing her many gifts with CDL and the library community on August 17.

### **Data**

Combing through the Detroit Suburban Libraries Roundtable data for 2024 and the Annual Report/State Aid Application data for 2023/24 can yield interesting bits of data about CDL's performance. Here are a couple of highlights:

- CDL's librarians average 53 reference transactions a week.
- CDL's circulation assistants average 875 circulation transactions a week.
- There are 9.3 items (print and digital) in our collection for every person in our service area.
- CDL librarians average 53 programs per year.

### **Statewide Poll on Libraries**

A new statewide poll reveals Michigan voters increasingly oppose book bans and strongly support their local public libraries. The survey was commissioned by the Michigan Library Association (MLA) and conducted by the public opinion survey and research firm EPIC-MRA.

CDL's region (Region 9) poll summary in relation to the statewide results may be found in the document following this report.

*Methodology: Live operator survey of 846 Michigan voters, including 80% cellphone-only respondents. Margin of error +/-3.5%.*

### **Public Library Class Sizes in State of Michigan**

Michigan's public libraries are divided into 6 class sizes based on total population served. (CDL serves a population of 16,010 and is a class 4 library.)

Class 1 Libraries: serve 3,999 or less

Class 2 Libraries: serve 4,000-6,999

Class 3 Libraries: serve 7,000-11,999

Class 4 Libraries: serve 12,000 - 25,999

Class 5 Libraries: serve 26,000-49,999

Class 6 Libraries: serve 50,000+

### **Staff Report from American Library Association (ALA) Conference**

Every year the board approves a budget that includes staff travel and education. Because of this funding, staff may attend a conference or workshop. Recently, Adult Services Librarian Gabrielle Hopkins attended the American Library Association annual conference. I have included her report in this packet as I hope it demonstrates the importance of this type of staff enrichment and education. (We ask staff to report back from conferences with three ideas they found of value, two concepts they would like to focus on for future implementation, and one thing they learned that they can do immediately.)

### **Strategic Plan 2024-28 Progress in July 2025**

#### **1.4 Get the word out about the great things happening at CDL**

- Library Director shared library news at weekly Rotary meetings.
- Head of Marketing & Communications attended Driven Discussion by ABOS focused on building and maintaining community engagement in library outreach

### **Out and About: Meetings/Activities Attended July 2025**

- Fritz Wagner memorial bench dedication – July 3
- Rotary past presidents meeting – July 8
- CommUNITY Picnic meeting with Chamber – July 9
- Library of Michigan Directors Zoom – July 11
- Rotary meetings – July 15 & 22
- Chelsea Senior Center strategic planning meeting – July 16
- Chelsea Area Chamber pre-board meeting discussion – July 18
- Chelsea Area Chamber board meeting – July 17
- Helping with prep for Sounds & Sights festival – July 24
- Sounds & Sights volunteer – July 26
- 5 Healthy Towns One Big Thing leadership meeting – July 29

## Gabrielle's Report from ALA

1. The three conference sessions I found the most valuable were Conquering Self-Doubt: Overcoming Imposter Syndrome Together, Notary and Passport Services at Your Library, and All the Feels; Leading with Emotional Intelligence. I found Conquering Self-Doubt rewarding because it had advice for those of us who struggle with self-doubt at times. I found the suggestions useful, like taking time to reflect on the things you've done well, practicing self-compassion, and to keep pushing forward. I feel like practicing self-compassion will be especially important for me to remember to be mindful of. I think it can be easy to focus on what we feel we could improve rather than focusing on what we already do well and then allowing the areas we feel we need to work on to overshadow the positive.

Secondly, since I provide notary services on behalf of the library I felt it was important to attend the session Notary and Passport Services at Your Library. I have also heard about passport services at libraries and was curious to know more. I was pleased to see that I am already following best practices for managing notary service, like having patrons make appointments whenever possible and informing them if I am unable to perform a notary service due to things such as incorrect paperwork, time constraints, or missing pieces of information with care. During the passport section of the session, I learned that offering that service would not work at CDL. Passport service cannot be offered just a day a week or in a limited form, appointments must be offered during business hours, and one appointment takes approximately thirty minutes. The staff time alone would be too excessive for our library.

All the Feels was my favorite session of the conference and discussed the importance of emotional intelligence in the library. I feel like we are often taught that emotions in the workplace are a weakness rather than a strength, and I took a lot of comfort in "being kinder people makes our communities kinder" and that connection is important, especially in difficult times. I also liked that the session stressed that there are all types of leaders and authenticity is key when finding our own leadership style. I believe that I will refer back to this session in the future!

2. The two concepts I would like to focus on for future implementation at the library are from the sessions Empowering Library Support Staff: Navigating Challenges and Embracing Opportunities and Navigating Difficult Situations in Public Libraries: Trauma-Informed Strategies for De-Escalation. Empowering Library Support Staff offered practical tips for library workers who want to make sure they are continuing to grow in their positions. The first concept I will focus on for future implementation is to look for ways to streamline processes in my workflows at the library. Although this session wasn't aimed at librarians, I thought we should all be looking for ways to streamline processes in our roles for efficiency.

Navigating Difficult Situations in Public Libraries introduced the second concept I would like to focus on for future implementation at our library. I would like to make sure that I offer options when I have a patron behavior incident. Some recommended options were "if you aren't able to lower your voice, I will have to ask you to leave for the day" and "if you aren't able to wear a headset while using the computer, I will need to end your computer session." I like that it gives the patron the power to make a decision while letting them know that a behavior will result in a consequence that is hopefully unwanted enough that an adjustment will be made. In this public service environment, I can never be "too prepared" for patron behavior circumstances.

3. The one thing I can do immediately is set aside time every week to read an artificial intelligence article. During the session AI on the Mind: A Cross-Disciplinary Librarian Panel on

AI Applications, it was recommended that we sign up for MIT Technology Review's weekly newsletter The Algorithm. I have signed up and received my first email. In doing so, it is my hope that I am reminded that I need to be reading about AI, aside from what is posted on social media, every time I receive an email. I have also been on the website and read "What comes next for AI copyright lawsuits?" Libraries and copyright has been a popular topic and one that I have not currently read much about. It will be less overwhelming for me to read about AI in smaller increments over time.

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

**Facility update**

- HVAC- we had our quarterly maintenance and found one of the two hvac units for McKune needs a new blower motor. We only use one unit at a time, rotating them each year, so there is no issue with heating/cooling that space with one unit down. We will have it replaced in August or September.
- Roofing - neglected to mention last month that we do need a couple of seams repaired on the flat roofs to help them last until a full replacement in 2026. I will schedule that for late summer or early fall.
- The side porches on McKune are also scheduled to be repaired/repainted in the fall.
- The lawn is getting overrun with crab grass, which I suspect may be the result of using the "greener" products that are not as effective. I am checking with Back to Nature to see what they recommend to solve this issue.

**2026 Budget-** with the budget in the board's hands in preparation for the budget hearing in August, Lori and I continue to study the salary survey to better understand its recommendations and how best to implement them.

**Volunteers**

In July we had 231 book sale hours and 153.75 non-book sale hours, for a total of 384.75 hours. July is when our SRP closing event happens but it is not as volunteer dependent as the kickoff, so our hours definitely reflect that.

In other news-

The lovely tree bench under the south portico was dedicated in the memory of Fritz Wagner on July 3rd. Many of his family and friends were in attendance and it was a touching and thoughtful remembrance of him. I did not know much about Mr. Wagner but he led an interesting life. His good friend and owner of Bumble's Dry Goods, Carolyn McNagny, purchased the bench in his honor and it is a great addition to our grounds, both for seating and as a beautiful piece of art.

*Respectfully submitted,*  
Linda Ballard  
Assistant Director



## Major Programs

- Summer Reading wrapped up as usual in July. It was another successful year, with hundreds of children, teens, and adults logging their reading all throughout June and July.

We were pleased to see numbers increase over 2024. Numbers are equivalent to prepandemic participation.

Year	Adult Registrations	Adult Participants	%	Adult Completions	%
2025	403	270	67%	181	45%
2024	386	266	69%	177	46%
2023	376	247	66%	148	39%
2022	350	205	59%	149	43%
2021	321	159	50%	132	41%
2020					
2019	291	141	48%	102	35%
2018	331	160	48%	111	34%

Year	Youth Registrations	Youth Participants	%	Youth Completions	%
2025	674	473	70%	338	50%
2024	632	458	72%	278	44%
2023	662	467	71%	283	43%
2022	695	434	62%	314	45%
2021	482	284	59%	233	48%
2020					
2019	777	485	62%	326	42%
2018	771	not reported		300	39%

Year	Teen Registrants	Teen Participants	%	Teen Completions	%
2025	266	178	67%	128	48%
2024	252	167	66%	111	44%
2023	249	162	65%	107	43%
2022	261	150	57%	111	43%
2021	182	105	58%	89	49%
2020					
2019	299	184	62%	159	53%
2018	323	not reported		156	48%

### Meetings, Presentations, and Outreach

- I met with Paul McCann from the Dexter District Library and Michelle Tuplin from Serendipity to discuss book choices for the 2026 Neighbors Read.
- I attended the July Friends Meeting in Lori's stead due to a conflict with a rotary event.
- I attended the Chamber Ambassador's lunch and discussed Working Chelsea with Chamber members.
- I visited the Howell Public Library to look at alternatives to the youth awe stations (the computers preloaded with early literacy games for preschool and early elementary aged children). The awe stations have been malfunctioning and the customer support has been lacking. We're exploring replacement options and will likely settle on ABC Mouse.
- I helped to staff Mobee at the Detroit Book Festival. This was a nice day with over 530 attendees.
- Laura Brown and I met with staff from Purple Rose to schedule the 2026 Purple Rose Readings.
- I volunteered during the Sounds & Sights Festival and met the lead planner for Kidzone, Jessica Federico. We discussed partnering in 2026 on a combined SRP Finale and Sounds and Sights Kidzone event.
- Lori, Virginia, and I attended a community health gathering at Silver Maples. It was a great opportunity to promote the Community Care Collections.

### Program Attendance

Information Services Report: July 2025  
Shannon Powers, Head of Information Services

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	<b>Adult Program Attendance</b>				
7/2/2025	Reading Glasses Book Club	7			
7/9/2025	Books and Banter	10			
7/15/2025	DNA Tests with Katherine Wilson	12			
7/19/2025	Outdoor Book Club	4			
	<i>Adult Program Totals</i>	33			
	<b>Early Literacy Program Attendance</b>				
7/1/2025	Babytime	32			
7/3/2025	Thrilling Thursdays - Chalk Town	74			
7/8/2025	Babytime	28			
7/10/2025	Thrilling Thursdays - Art of Eric Carle	71			
7/15/2025	Babytime	38			
7/17/2025	Yoga Storytime	15			
7/22/2025	Babytime	19			
7/29/2025	Babytime	27			
	<i>Early Literacy Program Totals</i>	304			
	<b>Youth Program Attendance</b>				
7/1/2025	The Rookery Chess Clinics	12			
7/2/2025	Wild Wednesday: Tie Dye	11			
7/2/2025	Wild Wednesday: Tie Dye	16			
7/7/2025	Summer LEGO Club	27			
7/8/2025	The Rookery Chess Clinics	8			
7/9/2025	Wild Wednesday: Leslie Science Center	57			
7/9/2025	Wild Wednesday: Leslie Science Center	65			
7/15/2025	The Rookery Chess Clinics	10			
7/16/2025	Wild Wednesday: Zach with the Eddy Discovery Center	22			
7/18/2025	READ to Library Dog	15			
7/22/2025	The Rookery Chess Clinics	6			

Information Services Report: July 2025  
Shannon Powers, Head of Information Services

7/23/2025	SRP Finale: Cotton Candy Science	108			
7/29/2025	The Rookery Chess Clinics	8			
	<i>Youth Program Totals</i>	365			
	<b>Teen Program Attendance</b>				
7/1/2025	Teen D&D	4			
7/3/2025	TST: The Floor is Lava!	13			
7/8/2025	Teen D&D	5			
7/10/2025	TST: Techno Tag	10			
7/15/2025	Teen D&D	6			
7/17/2025	TST: KJ Art of Face Painting	2			
7/25/2025	Teen SRP Finale	52			
	<i>Teen Program Totals</i>	92			
	<b>Outreach Program Attendance</b>				
7/17/2025	Storytime @ Mudpies (youth)	26			
7/17/2025	Book Club @ Pines (adult)				
7/21/2025	STEM activities @ CERC open gym (youth_	0			
7/22/2025	Storytime @ ECC (youth)	30			
7/25/2025	Sounds & Sights Festival Kidzone (youth)	286			
5/27/2025	Skrypec SRP Hype Visits (teen, 2 sessions)	36			
5/27/2025	Doma SRP Hype Visits (teen, 2 sessions) + Mobee	116			
5/29/2025	SRP classroom visits @ SME	477			
5/30/2025	PTO Ice Cream Social (youth)	250			
5/30/2025	SRP classroom visits @ NCE (youth)	487			
	<i>Outreach Program Totals</i>				
	<b>Mobee Visit Program Attendance</b>				
7/1/2025	Pines (outreach, adult)	4			
7/8/2025	Camp Gabika (and ECC preschool) (outreach, youth)	45			
7/8/2025	Rec It Tuesday-Timbertown (outreach, youth)	54			

7/9/2025	Sylvan Crossing (outreach, all ages)	2			
7/14/2025	CRC Dancey (outreach, adult)	5			
7/14/2025	Where's Mobee (outreach, youth)	17			
7/15/2025	Rec It Tuesday-Timbertown (outreach, youth)	25			
7/15/2025	Camp Gabika (outreach, youth)	47			
7/20/2025	Detroit Book Fest (program, all ages)	537			
7/21/2025	North Lake United Methodist (outreach, all ages)	2			
7/22/2025	Rec It Tuesday - Dana Baseball Fields (outreach, youth)	6			
7/28/2025	Silver Maples (outreach, adult)	4			
7/29/2025	Rec It Tuesday-Dana Baseball Fields	25			
7/29/2025	Camp Gabika (outreach, youth)	25			
	<i>Mobee Totals</i>	798			

### Ingenuity Engine

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

### Program Stats

Date	Program	Attendance
7/10/2025	Be Ingenious: Crafty Projects	7
7/12/2025	Be Ingenious: Crafty Projects	6

### One-One Appointment Stats

Number of attendees at appointments & tours	61
Number of Unique Users	31

### Reference, Collections, Deliveries, and Other

Services	July 25*
Reference Questions	2,979
CDL Delivers & Deposit Book Deliveries	16

\*The Chelsea District Library was closed on Friday, July 5th for the Independence Day Holiday.

### Positive Patron Feedback

- A patron stopped at the desk to let staff know that our “study booths are awesome.”
- A patron loved the SRP initiative prizes for adults (triangle highlighters).
- We received this lovely comment at the reference desk: “I’m so thankful for our local library. I’m always amazed at what you have to offer. Lovely building and lovely people.”
- A mother let reference staff know that she loved the paint can SRP decorations and the crayons in the youth area.
- A teen let a reference librarian know that “the makers [Stacey, Amelia, and Matt] are amazing.”
- A mother commented that the SRP prize selection of books was very good.

## July 2025



Respectfully submitted  
by **Scott Rakestraw**

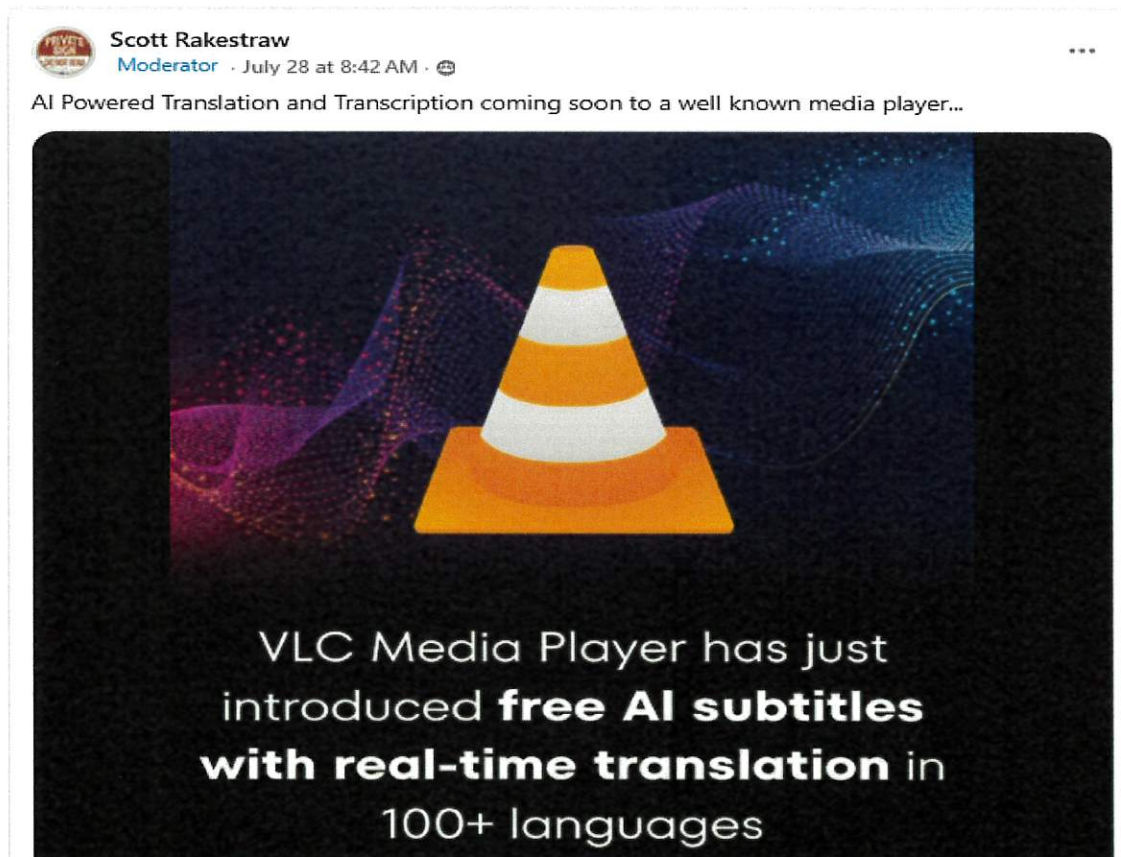
### **Tech Notes**

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#### [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>



## Service by the Numbers

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL
8519.7	Hotspots: Total GB Used - Township Halls	1086.7	1155.2	1283.1	1233.7	1285.9	1180.3	1294.8
32.5	-- Lima Township (GB)	3.9	4.2	4.7	4.6	4.8	5.2	5.1
276.8	-- Sylvan Township (GB)	39.5	37.9	36.8	41.2	39.5	40.7	41.2
8210.4	-- Mobile Beacon (GB)	1043.3	1113.1	1241.6	1187.9	1241.6	1134.4	1248.5
120	Hotspot Devices Circulated	11	14	10	15	12	27	31
2952	Public Internet - Computer Sessions	422	347	491	432	357	362	541
3017	Public Internet - Wireless Logins	467	418	433	408	399	453	439

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL
108400	Website Page Views *WebLinx/Google	12400	11800	14000	14200	17000	18000	21000
25300	Website Sessions *WebLinx/Google	3500	3600	3700	3900	3500	3600	3500
21826	AUDIO Downloads Total	3183	2691	3166	3020	3212	3215	3339
14712	-- Audio: Overdrive	2183	1776	2094	2065	2120	2191	2283
7114	-- Audio: Hoopla	1000	915	1072	955	1092	1024	1056
3084	VIDEO Downloads Total	421	436	436	362	378	407	644
2304	-- Video: Kanopy	292	293	311	259	284	324	541
780	-- Video: Hoopla	129	143	125	103	94	83	103
18333	EBook Downloads Total	5110	2150	2313	2175	2218	2204	2163
16652	-- Ebook: Overdrive	4851	1910	2040	1930	2030	1967	1924
1681	-- Ebook: Hoopla	259	240	273	245	188	237	239
43243	TOTAL Downloads	8714	5277	5915	5557	5808	5826	6146

## **Head of Marketing & Outreach Monthly Board Report**

**(July 1–31, 2025)**: Respectfully submitted by Virginia Krueger

### **Outreach Overview:**

July was a busy month in outreach. In addition to our regular stops, Mobee participated in Rec It Tuesdays organized by the Chelsea Area Friends for Recreation and Detroit Book Festival. These local events raise the visibility of the library and allow us to reach potential new library users. Marketing Assistant Katie joined the Mobee team to staff two of our Rec It Tuesday stops.

In preparation for fall, I contacted all of our Mobee stop partners to finalize our fall schedule and began planning for ways to improve the participation at our regular stops during the school year. We will pilot new Boredom Buster kits at the retirement communities in September. These kits will include puzzles, reading recommendations, and a reminder of our monthly Mobee stop date and time. They will be left for residents with our deposit collection at these sites.

<b>Outreach Partner</b>	<b>Attendance</b>
Pines	4
Camp Gabika (and ECC preschool)	45
Rec It Tuesday-Timbertown	54
Sylvan Crossing	2
CRC Dancey	5
Where's Mobee	17
Rec It Tuesday-Timbertown	25
Camp Gabika	47
Storytime @ Mudpies	26
Detroit Book Fest	537
North Lake United Methodist	0
Rec It Tuesday - Dana Baseball Fields	2
Storytime @ ECC	30
Sounds & Sights Festival KidZone	286
Silver Maples	4
Camp Gabika	25
Rec It Tuesday Timbertown	25

*(Items in Grey are Mobile CDL stops)*

### **Chelsea Senior Center Outreach**

In cooperation with the management team, I created a Tech Help Practice Statement and refined Everett's job description to prepare for his full time library position beginning in August. In an effort to ensure a smooth transition and to accommodate CSC volunteer/staff vacations,

## **Head of Marketing & Outreach Monthly Board Report**

**(July 1–31, 2025)**: Respectfully submitted by Virginia Krueger

Everett will continue to help Chelsea Senior Center in August as he transitions to full time at the library. We are proud of the work he has accomplished there with improved network security and functionality. Beginning in September look for new public tech help opportunities at the library!

### **Marketing Overview:**

We received and proofread the drafts of the fall newsletter in July. Revisions continue into early August and the final product will be mailed in mid-August.

Much of July and August are used to prepare for fall when we participate in school open houses, host the annual art exhibition and Song Fest, and promote Library Card Sign-Up Month. The preparations include developing marketing plans, ordering promotional items, as well as designing and ordering banners and print materials.

### **July eNews Metrics:**

We sent four weekly e-newsletters (4,207 subscribers). The weekly eNews averaged a 57.5% open rate, which compares favorably to an average open rate of 43% across nonprofit industries.

### **Social Media:**

#### **July Social Media Metrics:**

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

**CDL Facebook:** 3,811 followers (+22) | 1,948 page visits ↑ | 14,232 page reach ↑ | 13.6% engagement rate

**CDL Instagram:** Followers: 1,150 (+11) | 73 profile visits ↑ | 786 page reach ↑ | 9.2% engagement rate



#### **Google Advertising:**

Our Google ad grant campaigns continue to grow. We spent \$6,876 of grant money with the top performing campaigns being the catalog, cross network ads, Kanopy, digital media, and Overdrive/Libby. The paid advertising has added a 12% increase in traffic (915 clicks) to our website.

#### **July Marketing Channel Response:**

In July we had 132 program registrations where identifying the marketing channel was asked. The breakdown of how the registrants heard about the program is as follows:

## **Head of Marketing & Outreach Monthly Board Report**

**(July 1–31, 2025)**: Respectfully submitted by Virginia Krueger

Marketing Channel	Response:
Print newsletter	46
eNews	16
website	26
Chelsea Update	7
Word of Mouth	12
Other/Blank	23
Instagram	2

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

### **Other miscellaneous duties:**

- Attended 5HT Foundation Community Health Leadership breakfast
- Attended ABOS Driven Discussion about building and maintaining community partnerships
- Trained Lisa Climer on content additions to Friends website
- Gave a tour and overview of Mobile CDL to two staff members from St. Clair County Library
- Viewed demo of a Kaleidosearch as possible upgrade to Stories of Chelsea newspaper search.
- Met with Chelsea School District staff to review fall events for Mobee participation
- Created the fall Mobee schedule



## Circulation Supervisor's Report

July 2025

- Circulation 23859 in July
- Patron Count- 12999 for July
- Circulation by township- for July:
  - Dexter = 11% of total transactions
  - Lima = 11% of transactions
  - Lyndon =13% of transactions
  - Sylvan = 18% of transactions
  - Chelsea = 34% of transactions
- July Circulation: 86% were items from Chelsea and 14% were inter-loaned items.  
  
Libby = 4904 Hoopla = 1518 Kanopy = 541
- Registrations for July – 105 new cards; 7343 total card holders
  - \*Dexter = 926 cards; Lima = 783 cards; Lyndon = 998 cards
  - \*Sylvan = 1379 cards; Chelsea = 2672 cards; Nonresident = 585 cards
- Self-Check Machine for July - 1560 or 6.5% of total checkouts

### July Notes:

- I attended weekly management meetings.
- I worked my PIC shift each week.
- I came in on July 4 to empty the book drop.
- We received 163 tubs from TLN in July, with 7.4 being the daily average.
- We processed 58 MeLCat items for other libraries, and received 67 items for our patrons.
- We had 1613 unique patrons use the library.
- I came to the library on July 19 when we were closed to empty the book drop.
- Sharon celebrated her first anniversary of working at CDL.
- I prepared & delivered two reviews for staff.

Respectfully submitted,  
Amy Zoran  
Head of Circulation

**Chelsea District Library**  
2025

	Average Daily Circulation							Total Charges		%Diff.
	MON	TUES	WED	THUR	FRI	SAT	SUN	2025	2024	
JAN	650.75	676.5	562.6	659.8	596	489.5	420.5	24718	24363	1%
FEB	626	630	736.25	637.5	400.25	466.6	512.25	22499	22639	-1%
MAR	708	639	725	652.25	675.25	605.8	541.8	26913	22769	18%
APR	679.25	771.4	602	474	697.5	616.25	411.5	24560	23516	4%
MAY	511.25	761.25	647	491	632.6	569.6	352.25	24224	22736	7%
JUN	683.2	780.25	606.25	358.25	679.75	500.75	513	27215	25543	7%
JUL	782.5	861.2	784.6	589.4	618.75	545.75	554.5	27623	26349	5%
AUG	0	0	0	0	157.2	93.2	95.2	0	24600	
SEP	0	0	0	0	0	0	0	0	23450	
OCT	0	0	0	0	0	0	0	0	23373	
NOV	0	0	0	0	0	0	0	0	22717	
DEC	0	0	0	0	0	0	0	0	23130	
<b>Total</b>								<b>177752</b>	<b>285185</b>	<b>6%</b>

**Month Avg** 23765

**Self-service check outs**

	2024		2025		per Day	%	of Charges	Items Added	Total Items
	Totals	Days	Totals	Days					
JAN	556	29	1289	44	44	5%	591	70,960	
FEB	2117	26	1187	46	46	5%	700	70,778	
MAR	1493	31	1090	35	35	4%	709	70,480	
APR	1552	29	1313	45	45	5%	650	70,758	
MAY	609	30	1285	43	43	5%	610	70,515	
JUN	1967	29	1665	57	57	6%	438	70,436	
JUL	1839	30	1560	52	52	6%	755	71,080	
AUG	1379	0	0	0	0	0%	0	0	
SEP	1618	0	0	0	0	0%	0	0	
OCT	779	0	0	0	0	0%	0	0	
NOV	778	0	0	0	0	0%	0	0	
DEC	873	0	0	0	0	0%	0	0	
<b>Total</b>	<b>15560</b>		<b>9389</b>		<b>4,453</b>	<b>5%</b>	<b>49,507</b>	<b>495,007</b>	

**Month Avg** 23765

	Libby		hoopla		Kanopy	
	2025	2024	2025	2024	2025	2024
JAN	4851	4438	1470	1246	292	357
FEB	4296	3917	1369	1169	293	300
MAR	4926	4441	1569	1385	311	343
APR	4701	3961	1425	1318	259	391
MAY	4878	4321	1457	1334	284	351
JUN	4881	4009	1427	1288	324	233
JUL	4904	4354	1518	1269	541	216
AUG	0	4099	0	1263	0	295
SEP	0	3909	0	1181	0	163
OCT	0	3844	0	1186	0	260
NOV	0	4220	0	1309	0	309
DEC	0	4167	0	1292	0	393
<b>Total</b>	<b>33437</b>	<b>49680</b>	<b>10235</b>	<b>15240</b>	<b>2304</b>	<b>3611</b>

**Month Avg** 23765



		2025							
	All items circled at Chel, E-items, other TLN	Chel Items circled at Chel, E-items	% Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/renewed in TLN	Chel items circled other libraries	Chel items circled + TLN items + E-items	
JAN	24718	20762	84%	3956	16%	22889	2127	26845	
FEB	22499	18999	84%	3500	16%	21269	2270	24769	
MAR	26913	22850	85%	4063	15%	25187	2337	29250	
APR	24560	20691	84%	3869	16%	23148	2457	27017	
MAY	24224	20773	86%	3451	14%	23153	2380	26604	
JUN	27215	23731	87%	3484	13%	25987	2256	29471	
JUL	27623	23859	86%	3764	14%	26472	2613	30236	
AUG	0	0	0%	0	0%	0	0	0	
SEP	0	0	0%	0	0%	0	0	0	
OCT	0	0	0%	0	0%	0	0	0	
NOV	0	0	0%	0	0%	0	0	0	
DEC	0	0	0%	0	0%	0	0	0	
<b>Totals</b>	<b>177752</b>	<b>151665</b>		<b>26087</b>		<b>168105</b>	<b>16440</b>	<b>194192</b>	
<b>Month Avg</b>	25393	21666	85%	3727	15%	24015	2349	27742	
<b>Total Checkouts</b>									
	<b>Adult</b>	<b>Juvenile</b>	<b>Teen</b>						
JAN	9326	8226	489						
FEB	8330	7740	432						
MAR	9532	9904	608						
APR	8866	8731	532						
MAY	8541	8331	681						
JUN	9051	10608	852						
JUL	9319	10599	686						
AUG	0	0	0						
SEP	0	0	0						
OCT	0	0	0						
NOV	0	0	0						
DEC	0	0	0						
<b>Totals</b>	<b>62965</b>	<b>64139</b>	<b>4280</b>						
<b>Month Avg</b>	8995	9163	611						

# **ACTION ITEMS**



# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

August 19, 2025, Board Packet

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

### Accept July donations and changes to the 2025 FY Budget.

	<u>Income Line</u>	<u>-</u>	<u>Expense Line</u>
Allison Albright	674.120		884.411 \$50.00
Julie A. Jaworski	674.120		884.411 \$100.00
David & Elizabeth Easterwood	674.120		884.411 \$100.00
Cathy Kamil	674.120		884.411 \$100.00
Jan Carr	674.120		884.411 \$20.00
The Sprinkle Family	674.120		884.411 \$10.00
Robert M. & Karen V. Cone	674.120		884.411 \$125.00
Aten Trust Fund	674.120		982.810 \$40.00
Joan Doop	674.120		982.810 \$50.00
William Franks	674.120		982.810 \$250.00
Janet & Toby Olsen	674.120		884.411 \$50.00
Kevin & Arlene Walz	674.120		982.810 \$25.00
Fred & Sue Klink	674.120		982.810 \$50.00
Henry & Iracema Crawford	674.120		982.810 \$20.00
Dave & Laurie Clouse	674.120		982.810 \$20.00
Gene & Alice Walz	674.120		982.810 \$20.00
David Klink	674.120		982.810 \$20.00

**Sub Total: \$1,080.00**

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

**Sub Total: \$00.00**

**Total General Donations: \$1,080.00**

**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**  
August 19, 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 were discussed by the Board in July.

#### **Action:**

The Board approves the proposed changes to the bylaws.

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Janice L. Carr, Board Secretary

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Date



# Action Item #3

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet August 19, 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 discussed these changes to the Nominating Committee, including changing its name to the Governance Committee, in July.

**Action:**

The Board approves the name change of the Nominating Committee to the Governance Committee, as well as added duties.

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Janice L. Carr, Board Secretary

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Date



## **Action Item #4**

Chelsea District Library  
Board of Trustees

### **Library Board Fact Sheet** August 19, 2025 Board Meeting

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

**Discussion:**

The Board discussed updates to 422 Display and Solicitation in the Library and 531 Grant Policy in July.

**Action:**

The Board approves 422 Display and Solicitation in the Library and 531 Grant Policy.

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Janice L. Carr, Board Secretary

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Date



**Chelsea District Library  
Policy and Procedure**

**Policy Section: 4. Facility and Equipment**

Board Approval Date: October 19, 1998

Board Revision Date: 10/15/02, 01/20/04, 4/19/16, 8/19/2025

**Subject: 422 Display and Solicitation in the Library**

**Background:**

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.

**Policy:**

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.

**Procedure:**

1. Any person or organization wishing to display information must give the exact item to the marketing department beforehand. The final approval or denial for the request rests with the marketing department. 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 nonprofit organization or library partner; no individual literature may be displayed, including but not limited to babysitting or daycare services, job offers or requests, or personal services.
  - b. Items promoting local events should be free and open to the public. Exceptions may be made for library partners at the discretion of the marketing department.
  - 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 11"x17"
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.

8/19/2025

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Janice L. Carr, Board Secretary

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Date



**Chelsea District Library  
Policy and Procedure**

**Policy Section: 5. Budget and Finance**

Board Approval Date: April 20, 2004

Revision Date: 3/18/2014, 8/19/2025

**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.

**Procedure:**

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.

8/19/2025

\_\_\_\_\_  
Janice Carr, Board Secretary

\_\_\_\_\_  
Date



# **DISCUSSION ITEMS**



# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

**Library Board Fact Sheet**  
August 19, 2025 Board Meeting

**Policies: 550 Financial Policy, 551 Fixed Asset Capitalization, & 565 Fund Balance**

**Discussion:**

The Policy Committee has begun looking at policies that have not been recently updated to see if changes are needed. These three are now ready for board review.



**Chelsea District Library  
Policy and Procedure**

Policy Section: Budget & Finance  
Board Approval Date: May 16, 2006  
Revision: 3/19/2013

**Subject: 550 Financial Policy**

**Background:**

*The financial policy of Chelsea District Library establishes the framework for responsible stewardship of public funds in support of the library's mission to provide equitable access to information, resources, and services for all members of the community. As a publicly funded institution, the library is committed to transparency, accountability, and compliance with all applicable federal, state, and local regulations.*

**Policy:**

*The board of trustees, in its fiduciary role, oversees the financial health of the library, including budgeting, investing, purchasing, and auditing practices. This policy provides guidance to library administration and staff for managing library funds in a manner that ensures sustainability, supports strategic goals, and maintains public trust. It outlines procedures for financial planning, internal controls, and the allocation of resources to meet both current service demands and long-term capital needs.*

**Procedure:**

**1) Budget Process**

Annually, the board of trustees shall adopt a budget for the operation and development of the library. Based on the determination of priorities and strategies directed by the board, the director will develop the budget proposal.

**2) Director Responsibility to Budget**

The director is responsible for management of the library, within the budget set by the board. In particular, the director shall hire the employees; arrange for services; purchase equipment and supplies, including capital equipment; make contractual agreements; and make other financial commitments that fall within the budget set by the board. Any transaction in which an interest in real estate and/or which would initiate, compromise, or settle legal action, even if it is within budget, would require board action.

**3) Financial Reporting**

At each regular meeting of the board, the director reports on the financial condition of the library. In particular, monthly and year-end statements are published in the board packet.

**4) Banking**

The board designates the financial institutions to be used by the library. The director shall deposit money in board-designated financial institutions according to the library's separate Policy 510: Investment Policy. The director may transfer money between board-designated institutions or between accounts within the same institution. With board approval, the director may close accounts and open new accounts within a financial institution at which the library already has deposits.

**5) Check Signing**

Two signatures are required on each check. The two signatures will include two of the following: director, president, president-elect, treasurer, or secretary. The director and the treasurer will typically sign checks. ***In the absence of the library director, two board officers are required to sign checks.***

**6) Delegation of Authority**

In special circumstances, when the director will not be available, the director may delegate their authority to conduct banking (as described above in paragraph 4) to the assistant director. The delegation will be in writing, preferably by email, and will be delivered to the assistant director, the board president and treasurer, and the director's administrative assistant. The written delegation of authority will include a start date, end date, and a description of the actions to be taken by the assistant director.

**7) Retrospective Approval of Checks**

At each regular meeting of the board, the director shall submit for review and approval by the board, a list of the checks written during the previous month.

**8) Uncleared Checks**

***Checks that are not cashed are unclaimed property and are subject to the conditions of the Michigan Uniform Unclaimed Property Act, Act 29 of 1995. In general, payroll checks have a one-year limit and all other checks have a three-year limit before they are escheated to the state.***

**9) Petty Cash**

***The petty cash fund is a small amount of discretionary money maintained by the library to cover minor, routine, and incidental expenses where issuing a check or using a company credit card would be impractical. Typical uses include supplies, postage, parking fees, and small reimbursements.***

***The fund is managed by the administrative assistant and is subject to regular reconciliations and audits to ensure proper usage and accountability. All disbursements must be supported by original receipts, and any reimbursements must be recorded accurately in the petty cash log.***

***The maximum allowable amount for any single petty cash transaction is \$20, and the total fund balance is maintained at \$100. Any discrepancies must be reported immediately to the library director.***

\_\_\_\_\_  
Janice Carr, Secretary

\_\_\_\_\_  
Date

**Chelsea District Library  
Policy and Procedure**

**Policy Section 5: Budget & Finance**  
Board Approval Date: February 15, 2005  
Board Review Date: 4/19/2016  
Board Revision Date: 6/20/2017

**Subject: 551 Fixed Asset Capitalization**

**Background:** In compliance with the Governmental Accounting Standards Board ("GASB") 34 requirements for local governments and Michigan state law, the library must capitalize large expenditures for fixed assets so they can be depreciated. The Fixed Asset Capitalization policy defines the purchases that are to be capitalized, the capitalization threshold for types of capital purchases, and the useful life for capitalized purchases.

**Policy:**

The Fixed Asset Capitalization policy defines the purchases that are to be capitalized, the capitalization threshold for types of capital purchases, and the useful life for capitalized purchases.

**Procedure:**

**1) Fixed Assets Defined**

Chelsea District Library defines fixed assets as capitalized when the following criteria are met:

- Assets purchased, built, or leased have useful lives of one year or more
- The cost of the asset, including installation, is \$5,000 or more
- The cost of collection items in a fiscal year is greater than \$5,000, such as books, electronic media, etc. Per the Government Finance Officers' Association best practice guidelines, library collections represent a significant asset and excluding them would misrepresent the total assets of the library
- The cost of repair and renovation (improvement) is \$5,000 or more and prolongs the life of the asset
- The cost of a single purchase of multiple items (i.e. computers) exceeds \$5,000, even if the individual item is less than the capitalization threshold. Per the 2021-1 GASB update, governments should capitalize individual items when the purchase in the aggregate is considered significant.

**2) Capitalization and Useful Life Defined**

Chelsea District Library shall capitalize expenses of fixed assets according to the following definition and schedules for capitalization threshold and useful life:

<b><u>Purchase Type</u></b>	<b><u>Capitalization Threshold</u></b>	<b><u>Useful Life</u></b>
Building Improvements	\$5,000	Up to 30 Years

Land Improvements	\$5,000	15 Years
Equipment (including computers)	\$5,000	3 Years
Furniture	\$5,000	15 Years
Book/Collection items	\$5,000	5 Years

**3) Book/Collection Items Defined**

Book/Collection items are defined as a collection of items in a fiscal year. Book/Collection items are defined as items in the library lending and reference collections, including all books, music and audio book compact discs, DVDs and videos, and the parts of kits.

**4) Computer Software Defined**

Computer software is not capitalized under this policy and is defined as software for desktop, laptop, or hand-held applications.

**5) Capitalized Improvement Cost Defined**

Improvements to be capitalized are expenditures for additions, alterations, and renovations that appreciably prolong the life of the asset, materially increase its value, or adapt it to a different use.

Janice L. Carr

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

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Date

**Chelsea District Library  
Policy & Procedures**

**Subject: 565 Fund Balance Policy**

**Background:**

In February 2009, the Governmental Accounting Standards Board ("GASB") issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. This new standard has left unchanged the total amount of reported fund balance, but has substantially altered the categories and terminology used to describe its components. The new categories and terminology reflect an approach that will focus not on financial resources available for appropriation within a fund, but on the extent to which the library is bound to honor constraints on the specific purposes for which amounts in the fund can be spent. The requirements of GASB 54 are effective for financial statements for periods beginning after June 15, 2010. Therefore, these requirements are in force for the library's December 31, 2011 financial statements.

**Policy:**

The following policy has been adopted by Chelsea District Library in order to address the implications of Governmental Accounting Standards Board Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of Chelsea District Library and jeopardize the continuation of necessary public services. This policy will ensure that adequate fund balances and reserves are maintained in order to:

- Provide sufficient cash flow for daily financial needs
- Establish a reserve fund for long-term facility maintenance and replacement
- Offset significant economic downturns or revenue shortfalls
- Provide funds for unforeseen expenditures related to emergencies
- Maintain investment grade bond ratings

**Procedure:**

**Fund Type Definitions:**

The following definitions are used in reporting activity in governmental funds for Chelsea District Library:

**General Fund** - Used to account for all financial resources not accounted for and reported in another fund.

**Debt Service Fund** - Used to account for all financial resources restricted, committed, or assigned to expenditure for principal and interest.

**Capital Improvement Fund** - Used to account for all financial resources restricted, committed, or assigned to expenditure for acquisition, improvement, maintenance, or construction of capital assets.

**Capital Reserve Fund** – Used to account for major repair and replacement expenses and develop a prudent reserve funding plan to pay for these expenses.

### **Fund Balance Categories:**

GASB 54 requires governments to identify the portion of the fund balance (the difference between the assets and liabilities reported in the fund) that fall into the following classifications:

**Non-Spendable** – Includes amounts that cannot be used because they are either (a) not in a spendable form or (b) legally or contractually required to be maintained intact.

**Restricted** – Includes amounts that can be used only for the specific purposes, stipulated by the constitution, external resource providers, or through enabling legislation.

**Committed** – Includes amounts that can only be used for the specific purposes, determined by a formal action of the Board of Trustees of the Chelsea District Library.

**Authority to Commit** – Commitments will only be used for specific purposes, pursuant to a formal action of the Board of Trustees of Chelsea District Library. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

**Assigned** – Intended to be used by the library for specific purposes, but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

**Authority to Assign** – the board of trustees delegates to the director (or their designee) the authority to assign amounts to be used for specific purposes. Such

assignments cannot exceed the available (spendable, unrestricted, or uncommitted) fund balance in any particular fund.

**Unassigned** – This is the residual classification for the library’s general fund and includes all spendable amounts not contained in the other classifications. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes, for which amounts had been restricted, committed, or assigned.

**General Fund Unrestricted Fund Balance Threshold:**

<b>Component of Fund Balance</b>	<b>Calculation</b>	<b>Amount</b>
Provide sufficient cash flow for daily financial needs	Three months of budgeted operating expenditures	25%
Establish a reserve fund for long term facility maintenance and replacement	Per the capital study	<i>Per current capital reserve study and board discretion</i>
Offset significant economic downturns or revenue shortfalls	Two months of budgeted operating expenditures	16%
Provide funds for unforeseen expenditures related to emergencies	Flat amount	\$100,000
Maintain investment grade bond ratings	1.2 times the amount of annual debt service	<i>If bond debt exists</i>

**Prioritization of Fund Balance Use:**

When expenditure is incurred for purposes for which both restricted and unrestricted amounts are available, it shall be the policy of Chelsea District Library to consider restricted amounts to have been reduced first. When expenditure is incurred or purposed for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of Chelsea District Library that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

**Implementation and Review:**

Upon adoption of this policy, the board of trustees authorizes the director in conjunction with the finance committee to establish any standards and procedures which may be

necessary for its implementation. The director shall review this policy annually and make any recommendation for changes to the finance committee.

Janice Carr

\_\_\_\_\_  
Janice Carr, Board Secretary

\_\_\_\_\_  
Date

**COMMITTEE**

**INFO &**

**MINUTES**



**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
<b>TJ Helfferich</b>		<b>Chair</b>			<b>X</b>
<b>Bob Swistock</b>			<b>X</b>		<b>X</b>
<b>Gary Munce</b>	<b>Chair</b>			<b>X</b>	
<b>Patricia Garcia</b>		<b>X</b>	<b>Chair</b>		
<b>Wendy Reinhardt</b>			<b>X</b>	<b>X</b>	<b>Chair</b>
<b>Aditi Fox</b>	<b>X</b>	<b>X</b>			
<b>Jan Carr</b>	<b>X</b>			<b>Chair</b>	

\_\_\_\_\_  
Patricia Garcia, Board Secretary

\_\_\_\_\_  
Date

